



FEMA

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MEMORANDUM FOR: James Stark  
Director  
LA Transitional Recovery Office

James N. Russo  
Federal Coordinating Officer  
MS Transitional Recovery Office

Response and Recovery Division Directors  
Regions I – X

Federal Coordinating Officer Cadre

FROM: David Garratt  
Deputy Director of Recovery

SUBJECT: Recovery Policy 9523.3 *Provision of Temporary  
Relocation Facilities – Waiver Request*

The subject policy provides that FEMA will reimburse the expenses of obtaining temporary facilities necessary to house certain essential community services during the rebuilding of facilities damaged or destroyed by a major disaster. The policy further defines specific parts of a facility, otherwise eligible for rebuilding assistance, that are **not** eligible for the provision of temporary facilities. Administration buildings are on the list of facilities ineligible for relocation assistance. Two applicants, Jefferson Parish School District and Dillard University, have requested relocation assistance for temporary administration buildings. The Chief of the Public Assistance Branch, LATRO requests that a waiver of this provision be granted for administration buildings. The granting of such a waiver must be done by the Director of Recovery because that office issues the 9500 series of Recovery Policies.

The activities performed in administration buildings vary from one institution to another but in general will include offices of the principal or president and his/her staff, faculty training, student guidance counseling, tutoring, Special Education programs, daily curriculum development, health services, and financial offices. All of these activities are necessary, in addition to classroom facilities for the conduct of continuing education programs. Support activities in administration buildings at hospitals are also necessary for the daily operation of medical facilities.

For the above reasons, I approve a waiver of the provision in Section 7.A.1. of Recovery Policy 9523.3 such that administration buildings may be granted temporary relocation assistance at education and medical facilities for the Hurricane Katrina and Rita disasters in the States of Louisiana and Mississippi.

We plan to amend Recovery Policy 9523.3 in the near future to incorporate this waiver as a permanent change to the policy on temporary facilities. In the meantime, the waiver will apply to all currently open major disasters and all major disasters declared until the policy is amended.