



Archdiocese of Galveston-Houston

MEMORANDUM

TO: Pastors
FROM: Most Reverend George A. Sheltz, Chancellor
DATE: September 1, 2017
RE: Hurricane Harvey – Important Contractor Advisory

This advisory is to provide additional information to those locations that have suffered damage from the Hurricane Harvey. Catholic Mutual has had issues in the past after a disaster with exorbitant billing from cleaning companies that just show up at sites saying they do work for Catholic Mutual. If you need to use a remediation/cleaning company, please forward any contracts to Catholic Mutual for review before signing. **Catholic Mutual will not send a remediation or cleaning company to your location without discussing it with you first.** Beware: Many out of state vendors show up after storms-disasters and charge high per diems which include charges for meals and hotels. Please call on us to assist you before engaging any remediation/cleaning company. Also, please do not make any upfront payments to contractors for any work performed at your sites.

FEMA Eligible Buildings

Emergency cleanup (at schools, community centers and public buildings-other than churches & rectories) may be eligible for reimbursement from FEMA. The following regulations apply to the procurement of contracted services for mitigation and remediation at these locations:

1. Three bids are required. However, in the aftermath of Harvey many contractors are already committed to other projects and not willing to provide a bid. Therefore we must document our efforts to obtain three bids.
2. Once you are able to meet with a remediation company, you need to obtain an estimate on the work they anticipate for each building. FEMA requires that all bids and repair work be broken down by building separately.
3. Please keep a DETAILED record of labor, including volunteer labor, materials and equipment expended for emergency cleanup as this will be required by both FEMA and Catholic Mutual. Detailed documentation is critical to support your claim. Utilize sign in sheets for volunteers showing names and hours worked.
4. Reconstruction and or repair/rebuild of damaged property also requires public advertisement and public bids (open to all licensed and bondable contractors) in order to meet FEMA requirements.

Non-FEMA Buildings

Churches, Parish offices and rectories are not eligible for FEMA reimbursement; therefore, we are not bound by the procurement rules specified above. Repair of damaged facilities is similar to a construction project in terms of managing your project/claim. During this process you should:

1. Keep in close contact with the CMG Adjuster to obtain approval for repairs to the damaged facility
 - a. CMG's role is to assess the damage to estimate the loss. Once the scope of the loss is established a contractor should be able to develop a proposal for the repair.
2. Utilize a licensed and insured contractor for repairs and ensure they understand the scope of work and the time frame for completion.
3. All invoices for work completed must be submitted to CMG for review. Once CMG completes their review they submit the invoice to the Archdiocese for payment to the contractor.

We are here to provide assistance and direction as you work through this process. Please refer any questions to Kirk Jenings at kjenings@archgh.org or 713.652.8225 or David Hessel at dhessel@archgh.org or 713.652.8256.