**OMB Control** 

No. 1660-0036 (May 24, 2007)

Hello, I'm calling on behalf of FEMA, the Federal Emergency Management Agency. My name is May I please speak with(applicant name)?		
If no: Is there a better time tonight when I may call back? If no, document the Attempt Field as "Call Back", add a Comment with a time to call tonight: Thank you for your time and have a nice evening.		
If yes: You recently had an application for disaster assistance processed by FEMA related to		
If yes: (Applicant name), we're looking for ways to improve the quality of our service based on your opinions. Would you volunteer to take 10-15 minutes to answer some questions right now?		
If yes: Good. The following questions have been approved by the Office of Management and Budget under number 1660-0036. Please be assured your responses will in no way affect the outcome of your application for FEMA assistance.		
If no, document the Attempt Field as "Decline": Okay. Thank you for your time and have a nice evening.		

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KET KATING QUESTION		
All right, (Applicant's name), we'll start with a very general question about the assistance you received.		
Question	Response Options	
Overall, how would you rate the <b>information and support</b> you received from FEMA since the disaster occurred? Would you say it's been	□ Excellent □ Good □ Satisfactory □ Below average, or □ Poor □ (DO NOT read) Don't know / No opinion	
1a. In what way was the information and support [Below average / poor ]?  (DO NOT read list)	<ul> <li>Did not receive enough / financial assistance</li> <li>Application process too complicated</li> <li>Information inconsistent or wrong programs not explained clearly</li> <li>Dissatisfaction with Inspection</li> <li>Took too long to get assistance</li> <li>Poor customer service</li> <li>Other (Put specific response in comments box)</li> </ul>	

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Housing Assistance or Other Needs Assistance questions will auto-populate if NEMIS indicates respondent has received assistance for either program. Respondents who did not receive assistance for either program will skip to Q14.

Other Needs Assistance Program Skip to Q.3 Housing Assistance Program Go to Q.2

Non-eligible for HL or ONA Skip to Q.14

#### HOUSING ASSISTANCE PROGRAM

HOUSING ASSISTANCE FROOKAW		
Question	Response Options	
This next series of questions refers to FEMA's Housing Assistance Program.		
2. Following the disaster, was FEMA able to assist you with the repairs to your	□ Yes	
home or provide rental assistance?	□ No	
(DO NOT read list)	□ Don't Know / No Opinion	
(If "No", go to Q.2a, otherwise skip to Q.2b)		
	<ul><li>Insurance covered loses</li></ul>	
2a. Why was FEMA unable to provide assistance?	Inspection did not consider everything	
(DO NOT read list. Mark all that apply.)	■—Case still pending	
(If ONA, skip to Q3, otherwise skip to Q4)	□ Didn't qualify for FEMA assistance	
	■—Do not know why	
	Other (Put specific response in comments box)	
2b. Considering your losses, how would you rate the assistance you received from	<ul><li>Excellent</li></ul>	
FEMA to meet your housing needs? Would you say it was	□ Good	
(READ list)	<ul><li>Satisfactory</li></ul>	
	□ Below average, or	
	□ Poor	
(If "Below average" or "Poor" go to Q.2c; if ONA skip to Q.3, otherwise skip to Q.4)	□ (DO NOT read) Don't know / No opinion	
2c. How was the assistance you received Below Average / Poor)?	■ Dissatisfaction with Inspection	
(DO NOT read list)	□ Not enough money awarded	
	□ Didn't qualify for FEMA assistance	
	□ Took too long	
	□ Guidelines unfair	
	Other (Put specific response in comments box)	

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TIMELINESS OF HA ASSISTANCE	
2d. From the time you applied for disaster assistance until you actually	□ Excellent
received assistance from FEMA, how would you rate the length of time	□ Good
it took? Would you say it was	□ Satisfactory
(READ list)	□ Below average, or
	□ Poor
(If "Below average" / "poor", go to Q4a, otherwise skip to Q. 5.)	□ (DO NOT read) Don't know / No opinion
2e. Why do you feel the length of time to was not appropriate?	<ul><li>Delayed due to Appeal process</li></ul>
(DO NOT read list. Mark all that apply.)	□—Process took too long
	<ul><li>Incorrect information on application</li></ul>
	□ More than one inspection
	<ul><li>Delayed by insurance company</li></ul>
	<ul> <li>Other (Put specific response in comments box)</li> </ul>

#### OTHER NEEDS ASSISTANCE PROGRAM **Ouestion** Response Options This next series of questions refers to the "Other Needs Assistance Program" funded by the State of \_ . This program may have assisted you with damages to your vehicle, clothing household items, with a generator or other uninsured expenses. 3. After the disaster, was this Program able to help you with any of the losses I Yes just mentioned? □ No (DO NOT read list) Don't Know / No Opinion (If "No", go to Q.3a, otherwise skip to Q.3b) ■ Do not know why Inspection didn't consider everything 3a. Why not? (DO NOT read list) Insurance covered loses (Skip to Q4) Didn't qualify for ONA assistance Case still pending □ Other (Put specific response in comments box)

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	Excellent
3b. Considering your losses, how would you rate the assistance you received from	Good
this Program to meet those needs? Would you	Satisfactory
say it was	Below average, or
(READ list)	Poor
(If "Below average" or "Poor", go to Q.3c, otherwise skip to Q.4)	(DO NOT read) Don't know / No opinion
	Didn't receive enough assistance/money
3c. In what way was the assistance you received (Below	Inspector didn't consider everything
Average / Poor)?	Didn't qualify for ONA assistance
(DO NOT read list)	Took too long to receive assistance
	Guidelines unfair
	Other (Put specific response in comments box)

TIMELINESS OF ONA ASSISTANCE	
4. From the time you applied until you actually received assistance from	□ Excellent
the Other Needs Program, how would you rate the length of time it	□ Good
took? Would you say it was	<ul><li>Satisfactory</li></ul>
(READ list)	<ul><li>Below average, or</li></ul>
(	□ Poor
(If "Below average" / "poor", go to Q4a, otherwise skip to Q. 5.)	□ (DO NOT read) Don't know / No opinion
4a. Why do you feel the length of time to receive assistance was not	<ul> <li>Delayed due to appeal process</li> </ul>
appropriate?	■—Process took too long
(DO NOT read list. Mark all that apply.)	<ul><li>Incorrect information on application</li></ul>
(2 5 115 1 1533 11531 11341 apply)	More than one inspection
	<ul> <li>Delayed by insurance company</li> </ul>
	□ Other (Put specific response in comments box)

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#### INSPECTION SERIES

AUTO-POPULATE THIS QUESTION ONLY IF RESPONDENT RECEIVED AN INSPECTION.		
Ouestion	Response Options	
Now, I'd like you to think about the initial inspection FEMA conducted to asse	• •	
I see you had multiple inspections. Which one would you like to be	[ ]Initial inspection	
surveyed about?	□ [ ]Second inspection	
5a. How many days after your initial call did FEMA conduct the inspection?		
(If needed, probe with "What's your closest estimate?")	<b>[</b> ]	
5b. How would you rate the amount of time between your registration and	□ Excellent	
the actual inspection? Would you say it was	□ Good	
(READ list)	<ul><li>Satisfactory</li></ul>	
	<ul><li>Below average, or</li></ul>	
	Poor	
	□ (DO NOT read) Don't know / No opinion	
	<ul><li>Extremely satisfied</li></ul>	
5c. Overall, how satisfied are you with the inspection FEMA conducted?	<ul><li>Very satisfied</li></ul>	
Would you say you are	<ul><li>Satisfied</li></ul>	
(READ list)	<ul><li>Less than satisfied</li></ul>	
(If "Less than" or "Not at all satisfied", go to 5d, otherwise, skip to Q.6	<ul><li>Not at all satisfied</li></ul>	
	□ (DO NOT read) Don't know / No opinion	
<i>5d.</i> Why were you dissatisfied with the inspection FEMA conducted?	□ Did not <b>explain</b> anything to me or answer my	
(DO NOT read list)	questions	
	□ Did not <b>get my input</b>	
	□ Did not look at all my damages	
	□ Not qualified, no <b>financial</b> assistance or not	
	enough	
	□ Poor Customer Service	
	Did not come at <b>scheduled</b> time	
	Did not take enough <b>time</b>	
	Other (Put specific response in comments box)	
	box)	

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LEVEL OF RECOVERY		
Question		Response Options
And now I'd like to get your feelings about the leve	el of recovery you've experier	nced since the disaster.
6. Would you say you have (READ list)		<ul> <li>Completely recovered</li> <li>Somewhat recovered, or</li> <li>Have not begun to recover</li> <li>(DO NOT read) Don't know / No opinion</li> </ul>
FEMA ROLE IN RECOVERY		

FEMA ROLE IN RECOVERY	
6a. Thinking about FEMA's role in your recovery, would you say FEMA's been (READ list)  (If "Not very helpful" / "Not at all helpful", go to 5b, otherwise go to Q.6)	<ul> <li>Extremely helpful</li> <li>Very helpful</li> <li>Somewhat helpful</li> <li>Not very helpful, or</li> <li>Not at all helpful</li> <li>(DO NOT read) Don't know / No opinion</li> </ul>
6b. Why do you feel that way? (DO NOT read list. Mark all that apply.)	<ul> <li>Didn't receive any assistance / money</li> <li>Didn't receive enough assistance / money</li> <li>Process took too long</li> <li>Guidelines Unfair</li> <li>Other (Put specific response in comments box)</li> </ul>

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#### REPUTATION IN COMMUNITY

Ouestion	Response Options
Next, I'd like you to think about the image FEMA has in your commu	mily.
<ol> <li>Based on what you've seen, read, and heard, as well as your personal opinion, how would you rate FEMA's overall reputation in your community? Would you say it is</li></ol>	Excellent Good Satisfactory Below average, or Poor (DO NOT read) Don't know / No opinion
7a. What do you think the reason would be? (DO NOT read list. Mark all that apply.)	<ul> <li>Application process too complicated</li> <li>No consistency in amount awarded</li> <li>Not enough money awarded</li> <li>Disaster assistance information miscommunicated</li> <li>Did not qualify for assistance</li> <li>Poor Customer Service</li> <li>Took too long to get assistance</li> <li>Other (Put specific response in comments box)</li> </ul>

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#### AMERICAN RED CROSS REFERRAL

AWERICAN RED CROSS REI ERRAL	Doonanas Ontions
Question Question	Response Options
(DO NOT read) American Red Cross Series— only to be asked if the applicant wa	
8. After you registered with FEMA, we may have advised you to contact the	Yes
American Red Cross. Were you able to contact that agency?	No
(DO NOT read list)	
(If "No", go to Q.7a, otherwise skip to Q.7b.)	a Dacidad nat ta
On Miles was a service black a contact the Dad Creeco	o Decided not to
8a. Why were you unable to contact the Red Cross?	o Do not remember, do not know why, I forgot
(DO NOT read list. Mark all that apply.)	o Didn't know how to
(Skip to Q8.)	o Didn't know I was supposed to
	o No longer had a need to
	o Tried, but was unable to reach them
	o Other (Put specific response in comments box)
8b. How would you rate the overall assistance provided by the Red Cross?	Excellent
Would you say it was	Good
(READ list)	Satisfactory
	Below average, or
(If "Below average" or "Poor", go to Q.7c, otherwise skip to Q.8.)	Poor
	(DO NOT read) Don't know / No opinion
8c. In what way was the assistance [below average or poor]?	o Not enough assistance to meet my needs
(DO NOT read list. Mark all that apply.)	o Agency did not Follow Through
	o Had no programs / funds to assist me
	o Didn't qualify for assistance
	o Poor customer service
	o Took too long / too confusing

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#### **FARM SERVICES ADMIN REFERRAL**

Question	Response Options		
(DO NOT read) FARM SERVICES ADMINISTRATION Series – only to be asked	if the applicant was referred to Farm Services.		
9. After you registered with FEMA, we may have advised you to contact	Yes		
the Farm Services Administration. Were you able to contact that agency?	No		
(DO NOT read list)	Don't know / Don't remember		
(If "No", go to Q.8a, otherwise skip to Q.8b.)			
	o Decided not to		
9a. Why were you unable to contact the Farm Services Administration?	o Do not remember, do not know why, I forgot		
(DO NOT read list. Mark all that apply.)	o Didn't know how to		
(Skip to Q10.)	o Didn't know I was supposed to		
	o No longer had a need to		
	o Tried, but was unable to reach them.		
	o Other (Put specific response in comments box)		
9b. How would you rate the overall assistance provided by Farm Services?	Excellent		
Would you say it's been	Good		
(READ list)	Satisfactory		
	Below average, or		
	Poor		
(If "Below Average" / "Poor", go to Q.8c, otherwise skip to Q.9.)	(DO NOT read) Don't know/ No opinion		

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9c. In what way was it [below average or poor]?	o Agency had no funds
(DO NOT read list. Mark all that apply.)	o Agency did not follow through
	o Case still pending
	o Took too long / too confusing
	o Agency had no program
	o Didn't qualify for assistance
	o Poor customer service
	O Other (Put specific response in comments box)

DISASTER UNEMPLO	YMENT REFERRAL
	Ouestion

Question	Response Options
(DO NOT read) DISASTER UNEMPLOYMENT Series- o	nly asked if applicant was referred to Disaster Unemployment.
10. After you registered with FEMA, we may have	Yes
advised you to contact the Unemployment Agency.	No
Were you able to contact that agency?	
(DO NOT read list)	
(If "No", go to Q.9a, otherwise skip to Q.9b.)	
	o Decided not to
10a. Why were you unable to contact the Unemployment	o Do not remember, do not know why, I forgot
agency?	o Not unemployed, not qualified, self-employed
(DO NOT read list. Mark all that apply.)	o Didn't know I was supposed to
(Skip to Q10.)	o No longer had a need to
	o Tried, but unable to reach them.
	o Other (Put specific response in comments box)
10b. Was the Unemployment Agency able to assist?	Yes
(DO NOT read list)	No
(If "No", go to Q.9c, otherwise skip to Q.10.)	Case still pending

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	0	Not enough help to meet needs
10c. Why was the Unemployment Agency unable to	0	Didn't submit the paperwork
provide you with assistance?	0	Agency had no program / funds to assist
(DO NOT read list. Mark all that apply.)	0	Didn't qualify for assistance
	0	Other (Put specific response in comments box)

INTERNAL	. REVENUE SERVICE REFERRAL	
	. INDVENUE SERVICE NEI ERRIAE	

Question Response Options

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(DO NOT read) INTERNAL REVENUE SERVICE Series – only to be asked if the applicant was referred to the Internal Revenue.		
11. After you registered with FEMA, we may have advised you to contact		Yes
the Internal Revenue Service. Were you able	the Internal Revenue Service. Were you able to contact that agency?	
(DO NOT read list)	• •	
(If "No", go to Q.10a, otherwise skip to Q.10b.)		
	o Decided not to	
11a. Why not?	o Do not remember, do not know why, I fo	orgot
(DO NOT read list. Mark all that	o Didn't know how to contact agency or T	ried but unable
apply.)	o Didn't know I was supposed to	
(Skip to Q11.)	o No longer had a need to o Too soon, will later or have accountant contact the IRS	
	o Other (Put specific response in comm	nents box)
11b. Was the Internal Revenue Service able to	Yes	
offer any assistance?	No	
(DO NOT read list)	Case is still pending	
(If "No", go to Q.10c, otherwise skip to Q.11.)		
	o Too complicated	
11c. Why was the Internal Revenue Service	o Insufficient losses to claim	
unable to assist you?	o Didn't submit the paperwork o Don't know why or do not remember	
(DO NOT read list. Mark all that apply.)		
	o Other (Put specific response in comm	nents box)

#### **SMALL BUSINESS ADMIN REFERRAL**

Ouestion	Response Ontions

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(DO NOT read) SMALL BUSINESS ADMINISTRATION Series— only to be asked	I if the applicant was referred to SBA.
12. After you registered with FEMA, we may have advised you to	Yes
contact the Small Business Administration. This agency might have	No
been able to assist you with a low interest rate loan. Were you able to	
contact that agency?	
(DO NOT read list)	
(If "No", go to Q.11a, otherwise skip to Q.11b.)	
(II NO, go to Q.IIa, otherwise skip to Q.IIb.)	o Decided not to
10. Who were very wealth to contact the Coroll Divisions Advantaction O	
12. Why were you unable to contact the Small Business Administration?	o Do not remember, do not know why, I forgot
(DO NOT read list. Mark all that apply.)	o Didn't know how to contact the agency or tried but
(Skip to Q12.)	was unable
	o Didn't know I was supposed to
	o No longer had a need to
	o Too soon, will later
	O Other (Put specific response in comments box)
12b. How would you rate the overall assistance provided by the Small	Excellent
Business Administration? Would you say it's been	Good
(READ list)	Satisfactory
	Below average, or Poor
(If "Below average" or "Poor", go to Q.11c, otherwise skip to Q.12.)	(DO NOT read) Don't know / No opinion
	o Not enough assistance to meet my needs
12c. In what way was the overall assistance [below average or poor]?	o Did not submit paperwork
(DO NOT read list. Mark all that apply.)	o Case still pending
	o Did not want the loan or the terms; too much debt
	o Didn't qualify for assistance or Agency had not
	funds
	o Poor customer service
	a Took too long / too complicated
	o Took too long / too complicated

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### INSURANCE REFERRAL

INSURANCE REFERRAL	
Question	Response Options
(DO NOT read) INSURANCE Series – only to be asked if the applicant was	referred to their own Insurance Company.
13. After you registered with FEMA, we may have advised you to contact	Yes
your Insurance Company. Were you able to contact them?	No
(DO NOT read list.)	
(If "No", go to Q.12a; if "yes", skip to 12b.)	
	o Didn't know I was supposed to, didn't know how or
13a. Why were you unable to contact your insurance company?	tried but unable
(DO NOT read list. Mark all that apply.)	o Decided not to
(Skip to Q12d.)	o No longer had a need to
	o Did not have coverage
	o Deductible too high
	o Forgot to
	O Other (Put specific response in comments box)
	Yes
13b. Were they able to assist you with your needs?	No
(DO NOT read list.)	Case is still pending
(If "No", go to Q.12c, otherwise skip to Q.12d.)	
	o Didn't submit the paperwork
13c. Why couldn't your insurance company help you?	o Didn't qualify for assistance, No coverage,
(DO NOT read list. Mark all that apply.)	deductible too high
	o Not enough assistance to help with my needs
	O Other (Put specific response in comments box)

AT END OF REFERRALS: OFFER TO PROVIDE REFERRAL CONTACT INFORMATION FOR ANY AGENCY THAT RESPONDENT WAS INITIALLY REFERRED TO BUT DID NOT CONTACT.

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LEVEL OF UNDERSTANDING FOR INELIGIBLE	
(DO NOT read) These questions are asked only if respondent was not eli	igible for assistance.
14. How well did you understand the explanation you were given about why you didn't qualify for assistance from FEMA? Would you say you	Fully understood Somewhat understood, or Did not understand the explanation given Did not agree with the answer (DO NOT read) Don't know / No opinion
14a. How well did you understand the explanation you were given about why you didn't qualify for assistance from the State? Would you say you	Fully understood Somewhat understood, or Did not understand the explanation given Did not agree with the answer (DO NOT read) Don't know / No opinion

### SUGGESTIONS TO IMPROVE

Question	Response Options
(READ) For this next question, FEMA's interested in getting your opinion on what we could do to improve our	
service.	
15. What suggestions would you like to pass on to FEMA?	Open-ended: Type response in designated area

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CUSTOM QUESTIONS: for special usage to benefit planning, program changes, future enhancements, etc.

# **CUSTOM QUESTIONS – Registration Intake Phone Survey or Helpline Phone Survey Re: On-Line Registration Attempt**

Question	Response Options		
This question is about the On-Line Internet Registration available at the FEMA.gov website. This allows you to enter your			
Registration over the internet and is available 24 hours a day 7 days a	week.		
CQ IAC-Reg#1. Did you personally, attempt to do your Registration	□ Yes		
over the Internet?	□ No		
If no go to Question CQ IAC-Reg#1a.	□ (DO NOT read) Don't remember		
If yes go to Question CQ IAC-Reg#1b.			
If Don't remember, go to Next Question			
CQ IAC-Reg#1a. What were your reasons for not using the internet?	<ul> <li>Don't have a COMPUTER</li> </ul>		
	<ul> <li>Don't have Internet ACCESS</li> </ul>		
	□ Computer DAMAGED		
(DO NOT Read List, listen and mark all that apply)	□ Limited computer SKILLS		
	□ SECURITY Concerns		
	WEBSITE was not accessible		
	Wanted to TALK to FEMA		
	□ DIDN'T KNOW I could register on-line		
	<ul> <li>UTILITIES were out could not use computer</li> </ul>		
	□ Other (Specify)		
CQ IAC-Reg#1b. Why were you unable to complete your registration	□ Did not have compatible BROWSER		
over the Internet?	Unable to NAVIGATE FEMA.gov		
	□ GENERAL instructions not clear		
(Do not read list; listen and mark all that apply.)	□ SPECIFIC instructions for entering data not clear		
	□ Too COMPLICATED / difficult to use		
	<ul> <li>Not confident so ALSO registered over the phone</li> </ul>		
	Unable to ACCESS the site of page		

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<ul> <li>Difficulty with characters on SECURITY SCREEN</li> </ul>
Response time too slow
<ul> <li>Could not complete due to TECHNICAL problems</li> </ul>
HELP DESK could not answer to technical questions
□ Took TOO LONG
□ Other (Specify)

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CUSTOM QUESTIONS – Registration Intake Phone Survey or Helpline Phone Survey Re:			
Internet Inquiry or Update			
Question Response Options			
This question is about the Internet Individual Assistance Center	on the FEMA.gov website where you may view your		
account 24 hours a day 7 days a week. This includes checking	your eligibility and inspection status, correspondence or		
making minor changes to insurance or contact information.			
CQ IAC-Ing # 1. Did you try to use the FEMA.gov website to	□ Yes		
check on your application?	□ No		
If no, go to CQ IAC-Ing#1a	□ ( <b>DO NOT read)</b> Don't remember		
If yes go to Question CQ IAC-Inq #1b	<b>2</b> (20110110110 <b>)</b> 201110111011		
If don't remember, Go to Next Question			
CQ IAC-Ing#1a What were your reasons for not using the	□ Don't have a computer		
internet?	Don't have internet access		
internet:	□ Computer damaged		
	□ Limited computer skills		
	1 147 1 17		
	NATE OF STREET		
	Biday Las also tiles as Passas in		
	Utilities were out; could not use computer		
CQ IAC-Inq #1b. Why were you unable to use the Individual	□ Did not have compatible browser □ Unable to navigate FEMA.gov		
Assistance Center Website to inquire into your case?			
	□ Instructions were not clear □ Could not complete due to technical problems		
	Helpdesk could not answer technical questions		
	□ Not confident changes were made / called Helpline to verify		
	☐ Unable to access the site or page		
	□ Difficulty with logon, pin, password		
	□ Response time too slow		
	□ Too complicated / difficult to use		
	□ Information I wanted was not available		
	☐ Took too long to view / edit my information		

**OMB Control** 

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<i>,</i> , , , , , , , , , , , , , , , , , ,	
	□ Other (Specify)

#### **CUSTOM QUESTIONS – Auto Dialer Feature**

Another feature FEMA uses to keep you informed is an auto dialer which calls you to let you know that FEMA has received your fax, your letter or your mail was returned. (It may also used to let you know when we have sent a letter so that you can be expecting it in the mail.)

be expecting it in the mail.)	
Question	Response Options
(Ask CQAD#1 only if the information is not available electronically).	□ Yes
CQAD#1. Did you receive a recorded message from FEMA stating your	□ No
correspondence or fax was received or mail was returned? (Or a	□ Do not Remember
message explaining you will be receiving a letter from FEMA in the mail?)	
If No or Do Not Remember, go to "Next Question" at the bottom of the screen. If	(DO NOT read list)
yes, go to CQAD#1a	(20 No Fronce not)
(Ask CQAD#1a only if the information is not available electronically).	☐ 1) Fax or Correspondence received at FEMA
CQAD#1a. What document did the recording refer to?	□ 2) App's Mail Returned to FEMA
	□ 3) FEMA Letter to App - X
(DO NOT read list. Mark all that apply.)	□ 4) FEMA Letter to App - Y
(BO NOT Tead hist: mark an that appry.)	□ 5) FEMA Letter to App – Z
Continue to COAD#1h if 4.6 coloated:	□ 6) EFT
Continue to CQAD#1b if 4-6 selected;	□ 7) Registration received
Otherwise, continue to CQAD#1c:	□ 8) Inspection Scheduled
	□ 6) Do not Remember
	□ 7) Other (specify)
If 3) or 4) or 5) from CQAD#1a, ask	□ Yes
CQAD#1b. Did you receive the automated message before you received	□ On the same Day
your letter in the mail?	□ No
Joan John III III III III III III III III III I	Do not remember
CQAD#1c. How many times did you receive the same message?	□ 0 number of times
	□ 5 □ More than 5
	L MOLE HIGH 3

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CQAD#1ca. Was that (number) just right, okay or too many?	□ Just right
	□ Okay
	□ Too many

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CUSTOM QUESTIONS – Auto Dialer Feature	continued
CQAD#1d How did you feel about the time of day you received the	□ Yes
recording. Was it convenient for you?	□ No
If no, go to CQAD #1da , if Yes or Don't Know, go to CQAD#1	□ Don't know/No opinion
CQAD#1da What time of day did you receive the recording?	cst
	on a day
CQAD#1e. How helpful was that recording?	<ul><li>Extremely helpful</li></ul>
(Read list.)	Very helpful
	□ Somewhat helpful
(If <b>Somewhat</b> helpful, Not very helpful or Not at all helpful, go to	□ Not very helpful
COAD#1ea)	□ Not at all helpful
	□ (do not read) Don't know/No opinion
CQAD#1ea. In what way?	□ Confusing
	Not sure which document the recording referred
(DO NOT read list. Mark all that apply.)	to
	□ Did not understand what I was to do next
	□ Sound was not clear
	<ul><li>Received the same message over and over again</li><li>Message came too late, I already knew about the</li></ul>
	<ul> <li>Message came too late, I already knew about the information</li> </ul>
	□ Had already called the HL
	☐ Had to call the HL (record Yes in CQAD#1f)
	Other (specify)
For all responses from CQAD#1e	□ Yes
CQAD#1f. Did you need to call the FEMA Helpline after you heard the	□ No
recording?	Do not Remember
If yes, go to CQAD#1fa	
CQAD#1fa. What help did you need?	<ul> <li>Clarification of the auto dialer message</li> </ul>
	☐ To hear the auto dialer message repeated
(DO NOT read list. Mark all that apply.)	□ To change my address, phone number, etc.
	□ To ask what to do next
	□ To appeal (or ask how to appeal)
	□ To ask what my funds covered
	To ask what the letter I received referred to

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Other (specify)

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CUSTOM QUESTIONS – Auto Dialer Feature	continued
If CQAD#1f is Yes:	Yes
CQAD#1g. Was the HL representative knowledgeable about the	□ No
recorded message you received?	Do not Remember
CQAD#1h. What suggestions do you have to improve this recorded	
message feature? [If any, enter the suggestion]	

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# CUSTOM QUESTIONS – Automated Information System (IVR) 5-24-07

5-24-07	
Question	Response Options
Another service FEMA has is an automated information system to let applicant	s check the status of their application over
their phone.	
(Ask CQIVR#1 only if the information is not available electronically).	
CQIVR#1. Have you used this automated method to check the status of	□ Yes
your case?	□ No
	Do not Remember
(Do not READ list)	
If No or Do not Remember, go to Next Question.	
If yes to CQIVR#2	
CQIVR#2. Were the instructions on the automated system easy to	□ Yes
understand?	□ No
(Do not READ list)	□ Do not Remember
If No, go to CQIVR#2a. If Yes or Do not Remember, go to CQIVR#3.	
CQIVR#2a. What made it difficult?	□ Terminology was confusing
	□ Did not know what it meant
(Do not READ list. Check all that apply)	Did not know what to do next
	<ul> <li>Could not hear due to hearing issues</li> </ul>
	Could not hear due to phone issues
	<ul> <li>Could not hear due to recording not</li> </ul>
	clear
	<ul> <li>Language or dialect issues</li> </ul>
	□ Other
CQIVR#3. How helpful was the automated system in providing you the	□ Extremely Helpful
information you needed?	□ Very Helpful
	□ Somewhat Helpful
(READ list)	□ Not very Helpful
	□ Not at all Helpful
If Somewhat, Not very, or Not at all Helpful, ask CQIVR#3a. Otherwise, go to CQIVR#5.	□ ( <b>DO NOT read)</b> Don't know / No opinion

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# PROGRAM EFFECTIVENESS AND RECOVERY SURVEY

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CUSTOM QUESTIONS – Automated Information System (IVR)	continued
Question	Response Options
CQIVR #3a. Tell me a little about that experience.  (Do not Read the list. Check all that apply.)	□ Confusing terminology □ Could not navigate □ Could not skip through □ Did not understand the status □ Instructions not clear □ Instructions too long □ Had to contact Helpline (record Yes in CQIVR#4) □ Had to punch too many numbers
	<ul> <li>□ Had to start over</li> <li>□ Needed additional information</li> <li>□ No way to repeat the needed instruction</li> <li>□ No way to go back to the beginning</li> <li>□ Not confident the status was accurate</li> <li>□ Poor sound quality</li> <li>Other (record specific reason)</li> </ul>
For all responses:  CQIVR#4. After you used the automated system, did you need to speak to a FEMA Helpline Representative for additional information or clarification?  If yes, go to CQIVR#4a If No or Do not Remember, go to CQIVR#5.	<ul> <li>Yes</li> <li>No</li> <li>Tried but was not able to Reach the HL</li> <li>Do not Remember</li> </ul>
CQIVR#4a: At the beginning of the automated message, you were prompted to select specific numbers. After you made your menu selections, was your call transferred correctly and were you able to speak to a Helpline agent? If No, go to CQIVR#4b If Yes, go to CQIVR#4c	□ Yes □ No □ Do not Remember
CQIVR#4b: What happened to your call?	□ Got the wrong selection □ Had to start over □ Could not skip through the prompts □ Had to wait for the Spanish script to end □ Spoke too fast

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□ Other

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CUSTOM QUESTIONS – Automated Information System (IVR)	continued
Question	Response Options
CQIVR#4c. What additional information did you need?	□ To be sure the automated message was
	correct
(Do not Read the list. Check all that apply.)	To understand the status
	□ To ask how to appeal
	□ To ask what to do next
	<ul> <li>To ask what my funds covered</li> </ul>
	□ To ask when my funds would be
	received
	□ To ask if the funds would come by
	check or EFT
	□ To ask what the letter I received
	referred to
	□ To ask which of my documents had
	been received
	□ To ask if my documents had been
	received
	□ Other (specify)
CQIVR#4d. Was the HL representative knowledgeable about the message	□ Yes
you heard on the automated information system?	□ No
	□ Do not Remember
CQIVR#5: If you needed to, would you use the automated system again?	□ Yes
	□ No
CQIVR#6. What suggestions do you have to improve the automated	
system? [If any, enter the suggestion]	

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SPECIAL NEEDS CUSTOM QUESTION - Through "yes" response to NEMIS RI question about Support Rev 5-24-07			
Loss for Special Needs: "Did you, your spouse, or any dependents have help or support doing things like walking, seeing, hearing,			
	or taking care of yourself before the disaster and have you lost that help or support because of the disaster?" A "yes" response indicates		
the applicant had help or support and have lost that help or support because of the disaster including the following: Mobility,			
	Hearing/Speech, Cognitive/Mental Health, Vision an Other. OR Data provided by Special Needs Coordinator when disaster		
	specific needs are identified; such as, over age 60 or Community Relations, DRC, ISC, EOC or another Agency		
	identifies a need, or the Long Term Recovery Committee has exhausted all resources.		
	ling Applicants who indicated they have additional nee		
	seworker (from the JFO) to see if assistance is availabl		
QUESTION	l	RESPONSE	
CQSN#1	Has a FEMA Special Needs Caseworker given you a	Yes	
	courtesy call about your needs for support after the	No	
	disaster?	Do not Remember	
	If Yes: What was the name of the FEMA person who		
	contacted you? (If not do remember, leave blank and	( <b>Use of JFO database will provide this answer</b> . Skip to	
	skip CQSN#2)	CQSN#1a)	
	,		
	If Do Not Remember: Skip to the next Custom Question		
CQSN#2	Overall, how would you rate the way the Special Needs	Excellent	
_	Caseworker handled that call? Would you say /the	Good	
	disaster worker was	Satisfactory	
		Below Average	
		Poor	
		Do not know/no opinion	
CQSN#2a	If Below Average or Poor: In what way was the	Didn't receive financial assistance	
	contact [below average/poor]?	Didn't receive enough financial assistance	
		Process was too complicated	
		Took too long to receive assistance Rep didn't seem interested in helping me	
	(NOTE: Do not read the list, listen and mark all that	Rep didn't take time to listen to me	
	appl.)	Rep didn't treat me with respect	
		Rep had poor attitude	
		Rep didn't explain programs clearly	
		Could not contact the Rep to ask additional questions	

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Other:
Outlot.

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SPECIAL	NEEDS CUSTOM QUESTION	Page 2		
QUESTION		RESPONSE		
CQSN#3	How would you rate/ (the Special Needs Caseworker) on clearly explaining the disaster assistance programs and services available to you? Would you say	Excellent Good Satisfactory Below Average Poor Do not know/no opinion		
CQSN#3a	If Below Average or Poor: What programs and services were/ (the Special Needs Caseworker) not able to explain?  (NOTE: Do not read the list, listen and mark all that apply.)	Medical Dental Funeral Housing Assistance, specify: Other Needs Assistance, specify: Other:		
CQSN#4	During this contact, were you referred to another agency (or agencies) for assistance?  If no (This concludes the SN questions, go to next Custom Question)  If yes, go to CQSN#5	Yes Which one(s)?,,, (Use of JFO database will provide this answer. Skip to CQSN#5) No		
CQSN#5	Did you contact that agency (those agencies)?  If yes, go to CQSN#6  If any other response, go to next Custom Question	Yes No Tried but was not able Decided not to Do not Remember		

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SPECIAL I	NEEDS CUSTOM QUESTION		Page 3	
QUESTION		RESPONSE		
CQSN#6 For the 1 <sup>st</sup> Agency: How would you rate the overall E		Excellent		
	assistance provided by (agency)?	Good		
		Satisfactory		
		Below Average		
		Poor		
		Do not know/no opinion		
CQSN#6a	If Below Average or Poor: In what way was the	Didn't receive any assist		
	assistance [below average or poor]?	Didn't receive enough as		
		Process was too complicated		
		Took too long to receive assistance		
		Rep was not knowledgeable		
		Rep had poor customer service		
		Other:		
CQSN#7	For the 2nd Agency you were referred to: How would	Excellent		
	you rate the overall assistance provided by	Good		
	(agency)?	Satisfactory		
		Below Average		
	(Use multiple referral questions as needed.)	Poor De pat la parizion		
		Do not know/no opinion		
CQSN#7a	If Below Average or Poor: In what way was the			
	assistance [below average or poor]?	Didn't receive enough assistance		
		Process was too complicated Took too long to receive assistance		
		Rep was not knowledge		
		Rep had poor customer Other:	Service	
		Other.		

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SPECIAL N	NEEDS CUSTOM QUESTION		Page 4
QUESTION		RESPONSE	
CQSN#8	For the 3rd Agency: How would you rate the overall	Excellent	
	assistance provided by (agency)?	Good	
		Satisfactory	
		Below Average	
		Poor	
		Do not know/no opinion	
CQSN#8a	If Below Average or Poor: In what way was the	Didn't receive any assist	ance
	assistance [below average or poor]?	Didn't receive enough as	ssistance
		Process was too complic	cated
		Took too long to receive	assistance
		Rep was not knowledgea	able
		Rep had poor customer:	service
		Other:	

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CUSTOM QUESTIONS- CENTRALIZED LOCATION	
Question	Response Options
CQCL-1 If FEMA were to provide internet access at a centralized	<ul> <li>Extremely likely</li> </ul>
location, how likely would you be to go to that location to use the internet	□ Very likely
and other services provided?	□ Somewhat likely
(READ list)	<ul> <li>Not very likely, or</li> </ul>
	□ Not at all likely
	□ ( <b>DO NOT read)</b> Don't know / No opinion

CQCL-2. Next, I'd like to get your opinion on which types of services you feel would be helpful to you if you went to a centralized location. Using a rating scale of Not Important, Somewhat Important or Very Important, please tell me the level of importance you place on each of the following services: **(READ list)** 

	Type of service	Not important	Somewhat Important	Very Important
CQCLa.	access to disaster assistance program information			
CQCLb.	apply for disaster assistance over the internet			
CQCLc.	learn about documentation you'll need to apply			
CQCLd.	look up the status of your case			
CQCLe.	make minor corrections to your application			
CQCLf.	access a telephone			
CQCLg	have E-Mail capability			
CQCLh	have Faxing capability			
CGCLi	make copies of needed documents			
CQCLj.	access to a printer			
CQCLk	What else do you think FEMA should provide at that			
	location?			

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CUSTOM QUESTIONS – Disaster Recovery Center	5-24-07 modification
Question	Response Options
CQDRC#1 (was CQ#3). Following the disaster, did you have an	□ Yes
opportunity to visit FEMA's Disaster Recovery Center?	□ No
	Would have gone but there were none
(If "YES", go to CQDRC#2, otherwise skip to the next Custom Question.)	located in my area
	□ ( <b>DO NOT read)</b> Do Not Remember
CQDRC#2 What was the reason you visited the Recovery Center?	□ To Register
	□ To get general information
(Do not read list, check all that apply)	□ Check on my FEMA Case
	□ Check on my ONA Case
	Deliver Paperwork for FEMA/ONA
	□ Fix the Problems on my Case
	Usit SBA
	□ Get Hazard Mitigation Information
	□ Visit other Agencies. Which ones? (ARC,
	Unemployment, etc)
00000000000000000000000000000000000000	□ Other
CQDRC#3 Were your needs met during that visit?	□ Yes
(If no or not completely go to CODDC#4)	□ No
(If no or not completely, go to CQDRC#4)	□ Not Completely
CQDRC#4 Why not?	□ No phones to register
	No internet to register     Computers were not set up
	<ul><li>Computers were not set up</li><li>Needed to furnish additional information</li></ul>
	<ol> <li>Proof of Ownership</li> <li>Proof of Identity</li> </ol>
	3. Receipts or Estimates
	Agency I needed was not available that day:
	Which agency? (ARC, Unemployment,
	Mitigation, etc.)
	□ Center was too busy
	L Center was too basy

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No.	166	<b>60-00</b>	36	
(M	ay	24,	2007	)

(May 24, 2007)	
	□ Center was too noisy
	□ No privacy
	□ FEMA Rep could not answer my questions
	<ul> <li>SBA Rep could not answer my questions</li> </ul>
	Other

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<b>CUSTOM QUESTIONS – Disaster Recovery Center, continue</b>	ed :	5-24-07 modification
CQDRC #5 (was #3a). Overall, how would you rate the quality of service		Excellent
you received at that Center? Would you say it was		Good
(READ list)		Satisfactory
		Below average, or
(If Excellent, Good or Satisfactory, go to CQDRC#6)		Poor
(If "Below average" / "Poor", go to CQ#7)		( <b>DO NOT read)</b> Don't know / No opinion
CQDRC#6 If Excellent, Good, Satisfactory: Could you tell me a little		
about that experience? (If any remarks, enter text)		
CQDRC #7. Why do you feel that way?		Difficulty finding DRC
		Hours of Operation were not convenient
		Computer System was down
		Staff had poor attitude
(DO NOT read list, Mark all that Apply)		Staff didn't treat me with respect
		Staff gave no explanation of programs
		o Probe for clarity and
		o Which Programs?
		Staff tried but could not explain the programs
		o Probe for clarity and
		o Which Programs?
		Staff didn't take time to listen to me
		Staff didn't seem interested in helping me
		Took too long to get assistance at the DRC
		Had to return numerous times to provide
		documentation
		My documents were lost by the DRC
		Other (Specify)
CQDRC #8 What was the location of the Center?		(specify)
CQDRC #9 What suggestions do you have to improve the service at the		
Recovery Center? If any, enter the text		

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CUSTOM QUESTIONS - FUTURE USE		
Question	Response Options	
CQ1.	□ Yes	
(DO NOT read list)	□ No	
	□ Don't know / No opinion	

CUSTOM QUESTIONS – FUTURE USE	
Question	Response Options
CQ2.	□ True
(DO NOT read list)	□ False
	□ Don't know / No opinion

CUSTOM QUESTIONS - FUTURE USE	
Question	Response Options
CQ3.	<ul> <li>Extremely likely</li> </ul>
(READ list)	□ Very likely
	□ Somewhat likely
	□ Not very likely, or
	□ Not at all likely
	□ (DO NOT read) Don't know / No opinion

CUSTOM QUESTIONS – FUTURE USE	
Question	Response Options
CQ4.	Excellent
CQ4. (READ list)	□ Good
	<ul><li>Satisfactory</li></ul>
	<ul><li>Below average, or</li></ul>
	□ Poor
	□ (DO NOT read) Don't know / No opinion

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CLOSING		
Well,	<i>(Respondents Name)</i> , thank you very much for your patience and cooperation in	
answering our questions. Have a good evening.		

**Paperwork Reduction Act Notice:** Public reporting burden for this survey is estimated to be an average of 15 minutes per response. The burden includes the total time for answering the questionnaire. Although voluntary, you are not required to respond to this collection of information unless a valid OMB control number is presented to you during the interview. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Paperwork Reduction Act Project (1660-0036), Information Collections Management, Federal Emergency Management Agency, Department of Homeland Security, 500 C St. SW, Washington, DC 20472.

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