

EMERGENCY APPROVAL FOR OMB NUMBER 1660-0009

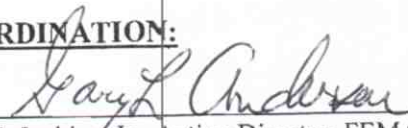
**PURPOSE:** To obtain approval of FEMA Chief Information Officer an emergency approval for Office of Management and Budget (OMB) Information Collection Request.

**DISCUSSION:** This emergency authorization request will allow States to better describe the nature and severity of an impending emergency and/or disaster that has occurred, and properly request needed assistance from FEMA.

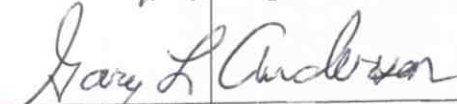
**RECOMMENDATION:** CIO, ITSD, sign the memorandum to submit the FEMA emergency approval request to the DHS Chief Information Officer not later than May 9, 2012.

**POINT OF CONTACT:** If you have questions regarding this program and this emergency review request, please contact Jessica Stewart, Special Assistant to Deputy Associate Administrator, Office of Response and Recovery at (202) 646-1772 and email at [jessica.stewart@dhs.gov](mailto:jessica.stewart@dhs.gov), or Peggy Miller, Branch Chief, Declarations Branch, Response and Recovery Division at (202) 646-3886 and e-mail at [peggy.miller@dhs.gov](mailto:peggy.miller@dhs.gov).

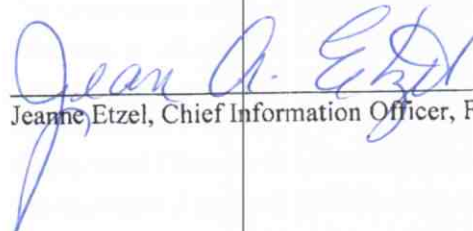
**COORDINATION:**

for   
\_\_\_\_\_  
John G. Jenkins, Jr., Acting Director, FEMA, MSB-OCAO-RMD

5/8/12  
Date

  
\_\_\_\_\_  
Gary Anderson, Chief Administrative Officer, FEMA

5/8/12  
Date

  
\_\_\_\_\_  
Jeanne Etzel, Chief Information Officer, FEMA

5/8/2012  
Date

*\*Not required when the Administrator is being asked to sign letters or memoranda. The Administrator's signature on the final product signifies concurrence.*

May 8, 2012



FEMA

MEMORANDUM FOR: Richard A. Spires  
Chief Information Officer  
Office of the Under Secretary for Management  
Department of Homeland Security

THROUGH: Jeanne Etzel *Jeanne A. Etzel 5/8/12*  
Chief Information Officer  
Mission Support Bureau

FROM: Gary Anderson *Gary L. Anderson 5/8/12*  
Chief Administrative Officer  
Office of the Chief Administrative Officer  
Mission Support Bureau

SUBJECT: Emergency Approval for 1660-0009, The Declaration Process:  
Requests for Damage Assessment, Federal Disaster Assistance, Appeals,  
Cost Share Adjustment for the Federal Emergency Management  
Agency

The Department of Homeland Security (DHS), Under Secretary for Management, Office of the Chief Information Officer is requesting emergency authorization of the new State Preparedness Report (SPR) data collection, pursuant to 5 CFR §1320.13, Emergency Processing. This emergency authorization of the new collection is necessary for States to use a new form, FEMA Form 010-0-13, Request for Presidential Disaster Declaration Major Disaster or Emergency., The Federal Emergency Management Agency (FEMA) seeks approval for an emergency collection of information. With hurricane season approaching and the likelihood of spring severe storms and flooding occurring at any time, it is vital for States to be able to quickly and efficiently seek assistance from FEMA.

FEMA's mission is "to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards." The lynchpin is the relationship between FEMA and the States. Under sections 401 and 501 of the Stafford Act (42 U.S.C §§ 5170 and 5190), if a State is impacted by an event of the severity and magnitude to be beyond its response capabilities, the Governor may seek a declaration by the President that a major disaster or emergency exists. Such requests must be submitted thru FEMA, which evaluates the request and recommends to the President what response action to take. If the request is granted, the State is eligible to receive assistance under 42 U.S.C. §§ 5170a, 5170b, and 5170c; § 5172, § 5173, and § 5174.

FEMA cannot make its determination of whether the incident rises to the level of a "major disaster" without first receiving and responding to declaration requests from States. It is crucial for States to be able to accurately describe the nature and severity of an impending emergency and/or disaster that has occurred, and properly request needed assistance. In turn, FEMA needs to assess the situation accurately and efficiently, and respond accordingly. FEMA now provides a form to the above subject collection for States to complete when requesting a declaration for an emergency or disaster. Previously, States sought disaster and emergency declarations by submitting a narrative statement. FEMA often need States to add or clarify information in their request after a disaster has occurred or during an impending emergency. This slows down the declaration process, as FEMA continually needs to follow-up with the states in order to obtain all required information and properly analyze the damage. As a result, FEMA is unable to provide assistance in an expedient manner.

If OMB were to employ the normal clearance procedures for this change, it likely will not go into effect until fall 2012 at the earliest. Thus, it is likely that many States will not be able to use the new form during the hurricane season, a period in which FEMA receives more requests for disaster declarations. Therefore, FEMA is requesting an immediate approval to include the new form in the existing approved OMB collection 1660-0009, The Declaration Process: Requests for Damage Assessment, Federal Disaster Assistance, Appeals, Cost Share Adjustment.

Attachments:

Information Collection Request package for OMB Number 1660-0009, The Declaration Process: Requests for Damage Assessment, Federal Disaster Assistance, Appeals, Cost Share Adjustment