[Federal Register Volume 79, Number 56 (Monday, March 24, 2014)]

[Notices]

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[FR Doc No: 2014-06361]

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DEPARTMENT OF HOMELAND SECURITY

Office of the Secretary

[Docket No. DHS-2014-0011]

Privacy Act of 1974; Department of Homeland Security, Federal

Emergency Management Agency--009 Hazard Mitigation, Disaster Public

Assistance, and Disaster Loan Programs System of Records

AGENCY: Privacy Office, Department of Homeland Security.

ACTION: Notice of Privacy Act System of Records.

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SUMMARY: In accordance with the Privacy Act of 1974, the Department of

Homeland Security/Federal Emergency Management Agency proposes to

consolidate a current system of records titled, ``Department of

Homeland Security/Federal Emergency Management Agency--005 Temporary

and Permanent Relocation and Personal and Real Property Acquisition and

Relocation Files System of Records'' (73 FR 77750, December 19, 2008)

into the existing system of records titled, ``Department of Homeland

Security/Federal Emergency Management Agency--009 Hazard Mitigation

Assistance Grant Programs System of Records'' (77 FR 17783, July 23,

2012). The Department of Homeland Security/Federal Emergency Management

Agency also proposes to update this system of records to include all

disaster-related grant and loan programs including public assistance

program, and rename the system of records as ``Department of Homeland

Security/Federal Emergency Management Agency--009 Hazard Mitigation,

Disaster Public Assistance, and Disaster Loan Programs System of

Records'' to reflect the changes. The consolidated and updated system

of records allows the Department of Homeland Security/Federal Emergency

Management Agency to collect and maintain records from points of

contact from states, tribes, local governments, and other entities

applying for all grant money programs through the Federal Emergency

Management Agency's public assistance grants program, disaster loan

program, and the Hazard Mitigation Assistance grant programs. This

system of records also allows information collection from individuals

who may receive public assistance through these grants. This system of

records notice includes personally identifiable information collected

from individual property owners and/or occupants whose properties are

identified in applications for public assistance, hazard mitigation

assistance, and other disaster-related assistance or who have been

identified by the Federal Emergency Management Agency as candidates for

such assistance. The Federal Emergency Management Agency tracks the

progress of the grants to the survivors, to ensure proper delivery of

service, prevent duplication of benefits, and recoup any improper

payment of public assistance funds. As a result of the review records

have been updated within the: (1) System name; (2) system location; (3)

categories of individuals; (4) categories of records; (5) authority for

maintenance; (6) purpose; (7) routine uses; (8) retrievability; and (9)

retention and disposal. Additionally, this notice includes non-

substantive changes to simplify the formatting and text of the

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previously published notice. This updated system will be included in

the Department of Homeland Security's inventory of record systems.

DATES: Submit comments on or before April 23, 2014. This revised system

will be effective April 23, 2014.

ADDRESSES: You may submit comments, identified by docket number DHS-

2014-0011, by one of the following methods:

Federal e-Rulemaking Portal: [http://www.regulations.gov](http://www.regulations.gov/).

Follow the instructions for submitting comments.

Fax: 202-343-4010.

Mail: Karen L. Neuman, Chief Privacy Officer, Privacy

Office, Department of Homeland Security, Washington, DC 20528.

INSTRUCTIONS: All submissions received must include the agency name

and docket number for this rulemaking. All comments received will be

posted without change to [http://www.regulations.gov](http://www.regulations.gov/), including any

personal information provided.

Docket: For access to the docket to read background documents or

comments received, please visit [http://www.regulations.gov](http://www.regulations.gov/).

FOR FURTHER INFORMATION CONTACT: For general questions, please contact:

Eric M. Leckey (202) 212-5100, Privacy Officer, Federal Emergency

Management Agency, Department of Homeland Security, Washington, DC

20472. For privacy issues, please contact: Karen L. Neuman (202) 343-

1717, Chief Privacy Officer, Privacy Office, Department of Homeland

Security, Washington, DC 20528.

SUPPLEMENTARY INFORMATION:

I. Background

In accordance with the Privacy Act of 1974, 5 U.S.C. 552a, the

Department of Homeland Security (DHS) Federal Emergency Management

Agency (FEMA) proposes to consolidate, update, and rename a current

system of records titled, ``DHS/FEMA-009 Hazard Mitigation Assistance

Grant Programs System of Records.'' As part of the Department's process

for reviewing and streamlining compliance documentation and to increase

transparency, DHS/FEMA is proposing to: (1) Consolidate the DHS/FEMA-

005 Temporary and Permanent Relocation and Personal and Real Property

Acquisition and Relocation Files System of Records into the DHS/FEMA-

009 Hazard Mitigation Assistance Grant Programs System of Records in

order to form one comprehensive system of records for the Hazard

Mitigation Assistance (HMA) grant programs; (2) update the system of

records to include all public assistance and disaster grant and

disaster loan programs as these involve the provision of FEMA

assistance through state, local, tribal, or other entities, as well as

the collection of similar information; and (3) rename the system of

records notice to DHS/FEMA-009 Hazard Mitigation, Disaster Public

Assistance, and Disaster Loan Programs System of Records.

In making these updates DHS/FEMA is updating the following sections

of the systems of records notice: (1) System name, to reflect the

addition of public assistance disaster grant and loan programs; (2)

system location, to include the location of systems related to all

public assistance disaster grant and loan programs; (3) categories of

individuals, to include individuals that benefit from FEMA's disaster

public assistance and disaster loan programs; (4) categories of

records, to include data elements collected throughout the lifecycle of

all disaster public assistance and disaster loan programs, including

the appeals or arbitration process and other forms used by grantees, as

well as responses related to customer service assessments that FEMA

collects from a sample of public assistance recipients; (5) authority

for maintenance, to include legal authorities to collect information

under all disaster public assistance and loan programs and legal

authorities related to FEMA's requirement to perform customer service

assessments; (6) purpose, to include all disaster-related grant, loan,

and public assistance programs to facilitate FEMA's efforts to assess

the customer service it provides to those receiving FEMA assistance, to

ensure proper delivery of service, to prevent duplication of benefits,

and to recoup improper payment; (7) routine uses, to include additional

routine uses for public assistance disaster grant and loan programs and

to include information sharing with tribal entities and voluntary

organizations; (8) retrievability, to add clarity and to include

additional personal identifiers by which information may be retrieved;

and (9) retention and disposal, to include retention schedules of all

records collected through disaster-related grant, loan, and other

public assistance programs, as well as retention schedules for the

public assistance customer service assessments.

FEMA's mission includes preparing for, responding to, recovering

from, and mitigating the nation from all hazards and disasters. To

accomplish this, FEMA administers disaster-related grant, loan, and

public assistance programs through state, local, tribal, or other

entities, who in turn provide aid and assistance to citizens in need.

FEMA is consolidating all disaster-related grant, loan, and public

assistance programs under one SORN because the assistance is

administered in a similar manner. A point of contact (POC) from the

state, local, tribal, or other entity typically collects the required

information from the disaster survivor in order to provide assistance

through these programs on behalf of FEMA. There may be some instances

where FEMA collects the information required by a program directly from

the disaster survivor; however, the assistance is provided in

consultation with the state, local, tribal, or other entities.

Regardless of the source of information, disaster survivor PII may be

maintained by FEMA under this system of records to account for public

assistance issued to the individual, prevent duplication of benefits,

and recoup any improper payment of public assistance funds to the

individual.

One of the disaster-related grant, loan, and public assistance

programs administered through FEMA is the public assistance (PA) grant

program. The PA program provides assistance to state, tribal, and local

governments, and certain types of private nonprofit organizations in

order for communities to quickly respond to and recover from

presidentially-declared major disasters and/or emergencies. FEMA

provides supplemental federal disaster grant assistance for activities

such as debris removal, emergency protective measures, and the repair,

replacement, or restoration of disaster-damaged, publicly owned

facilities and the facilities of certain private non-profit (PNP)

organizations through the PA program. The PA program also includes the

Community Disaster Loan (CDL) program, which provides funds to any

eligible local government in a designated disaster area that has

suffered a substantial loss of tax or other revenue. The jurisdiction

must first demonstrate a need for financial assistance to perform a

governmental function.

FEMA has updated this system of records to include all disaster-

related assistance programs, including the PA program because the

administration of the grants program are similar to the administration

of PA programs and because the information collection, maintenance, and

uses are consistent with the HMA grant programs currently covered by

DHS/FEMA-009. Inclusion of PA programs in this system of records does

not impact or change how HMA information is collected and used.

FEMA HMA grant programs provide funding for eligible mitigation

activities that reduce disaster losses, protect life

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and property from future disaster damages, or that are in the best

interest of the National Flood Insurance Fund. Through these assistance

programs the HMA grant programs provide funds to eligible grantees to

implement mitigation measures or determinations to reduce or eliminate

the risk of future damage to life and property from hazards through

state, local, tribal, or other entities. Many HMA grant programs

provide funding for mitigation measures or determinations that impact

property privately owned by individuals such as retrofitting

structures, elevating structures, implementing structural flood control

projects, and constructing safe rooms.

One of the mitigation activities administered under the HMA grant

programs is the acquisition and demolition or relocation of qualified

properties or structures. FEMA is consolidating and including these

records in this updated system of records because they were previously

covered by the DHS/FEMA-005 Temporary and Permanent Relocation and

Personal and Real Property Acquisition and Relocation Files. In certain

areas determined by FEMA to be at greater risk for disasters (i.e.,

flood plain), individual property owners can voluntarily apply for

acquisition and demolition or relocation grant assistance though their

local and state governments. Since the acquisition and relocation

mitigation activity falls under the overall HMA grant programs, FEMA is

consolidating and including this grant assistance program (previously

covered by DHS/FEMA-005 Temporary and Permanent Relocation and Personal

and Real Property Acquisition and Relocation Files System of Records)

into this updated system of records.

Consistent with its mission, FEMA may conduct customer service

assessments of PA recipients and collect feedback to determine

effectiveness of the program and identify areas for improvement.

This consolidation and update does not impact the current PA grant

or loan programs, HMA grant programs, or other disaster-related

assistance program operations or the information collection that occur

under the program. This consolidation is solely an effort to streamline

FEMA's documentation and processes.

This consolidated and updated system will be included in DHS's

inventory of record systems.

II. Privacy Act

The Privacy Act embodies fair information principles in a statutory

framework governing the means by which federal government agencies

collect, maintain, use, and disseminate individuals' records. The

Privacy Act applies to information that is maintained in a ``system of

records.'' A ``system of records'' is a group of any records under the

control of an agency from which information is retrieved by the name of

an individual or by some identifying number, symbol, or other

identifying particular assigned to the individual. In the Privacy Act,

an individual is defined to encompass U.S. citizens and lawful

permanent residents. As a matter of policy, DHS extends administrative

Privacy Act protections to all individuals when systems of records

maintain information on U.S. citizens, lawful permanent residents, and

visitors.

Below is the description of the DHS/FEMA-009 Hazard Mitigation,

Disaster Public Assistance, and Loan Programs System of Records.

In accordance with 5 U.S.C. 552a(r), DHS has provided a report of

this system change to the Office of Management and Budget and to

Congress.

System of Records:

Department of Homeland Security (DHS)/Federal Emergency Management

Agency (FEMA)-009.

System name:

DHS/FEMA-009 Hazard Mitigation, Disaster Public Assistance, and

Disaster Loan Programs System of Records.

Security classification:

Unclassified.

System location:

Records collected for disaster-related grant, loan, and other

public assistance programs may be located in systems such as Mitigation

eGrants, Emergency Management Mission Integrated Environment (EMMIE)

system, National Emergency Management Information System--Public

Assistance (NEMIS-PA), Hazard Mitigation Grant Program (HMGP) system

(formerly NEMIS-MT), and Individual Assistance (IA). Community Disaster

Loan Program and hard copy records are maintained at FEMA Headquarters

in Washington, DC and field locations.

Categories of individuals covered by the system:

Categories of individuals covered by this system include:

Points of contact (POCs) for grantees of the Public

Assistance (PA) program, disaster loans, and the Hazard Mitigation

Assistance (HMA) grant programs, including applications that are

denied, and awarded grants (grantees), such as state, local, tribal,

and territorial governments, and private and non-profit organizations

applying for assistance or funds; and

Individual private property owners and/or occupants whose

properties are identified in applications for PA, HMA, and other

disaster-related assistance, or who have been identified by FEMA as

candidates for such assistance.

Categories of records in the system:

Categories of records for State/Local/Tribal POCs of Grantee

include:

Grant applicant organization POC;

Grant applicant organization POC's office phone number;

Grant applicant organization POC's office mailing address;

Grant applicant organization POC's email address;

Grant applicant's Dun and Bradstreet Data Universal

Numbering System (DUNS);

Governor's authorized representative name;

Governor's authorized representative signature;

Categories of records from individual property owners/occupants

include:

Individual property owner/occupant's name;

Individual property owner/occupant's damaged property

address;

Individual property owner/occupant's personal and/or work

phone number;

Individual other/emergency contact number;

Individual property owner/occupant's mailing address;

Individual property owner's status regarding flood and/or

homeowners' insurance;

Individual property owner's National Flood Insurance

Program (NFIP) policy number;

Individual property owner's insurance policy provider for

the property proposed to be mitigated with FEMA funds;

Individual property owner/occupant's signature;

Individual owner/occupant's household size;

Other records collected to administer and support the disaster-

related grant, loan, and public assistance programs:

Vital and/or special needs and/or accommodations that the

individual property owner/occupants and/or their dependents may

require;

Notations and reports of decisions from insurance,

disaster, or similar financial aid and/or income from other federal and

state agencies, insurance companies, employers, banks, financial or

credit data services, and public or private entities as they relate to

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payments, services, financial assistance, and/or other benefit received

by individual property owners for the subject property;

Records and worksheets describing mitigation activity

type, hazard type, award date, and/or Congressional district;

Relevant financial information, such as salary

information, that helps determine eligibility to receive payments,

assistance, and/or other benefits, or to cancel loan assistance;

Information supporting a request for public assistance,

which may include maps and sketches, cost estimates, photo sheet,

description of the damage, special consideration questions, and scope

of work required;

Information pertaining to requests for appeals for the PA

and/or HMA programs and program recommendations;

Information pertaining to requests and recommendations for

arbitrations for the PA program;

Information pertaining to requests for additional funding

for cost overruns for large projects;

Amounts paid for purchase of property, including records

of negotiations and offers;

Title search documentation including property titles,

title company correspondence, closing papers, tax records, and

contracts;

Loan interest payment information including mortgage

payment papers, loan documentation claims, and DHS/FEMA approvals;

Information for determining benefit amounts for real

property acquisition including tax records, mortgage information, and

divorce decrees;

Information concerning replacement housing determinations

including tax information, affidavits, and determinations;

Relocation claims payment information including documents

verifying that funds have been spent, deeds, contractors, building

estimates, construction bills, loan papers, leases, cancelled checks,

claim forms, and Decent, Safe, and Sanitary Inspection forms;

Right of entry and/or consent documentation to enter

property;

Deeds, contractual sales documents, notations of follow-up

actions, appraiser qualifications, rent supplement information,

questionnaire including background information on displaced persons,

and information supplied by displaced persons to support claims for

relocation files may contain the following:

[cir] Applicant contact sheet;

[cir] Application for assistance;

[cir] Leases and/or reimbursement agreements and corresponding

housing inspection reports;

[cir] Requests for payment with supporting bills, receipts, etc.,

for relocation expenses and payment records to individuals and

businesses; and

[cir] Move-out records.

Customer service survey/assessment responses.

Authority for maintenance of the system:

Sections 203, 403, 404, 406, 407, 417 of the Robert T. Stafford

Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C.

5133, 5170a, 5170b, 5170c, 5173 and 5184; 42 U.S.C. 4030, 4102a, and

4104c, National Flood Insurance Act of 1968, as amended (the ``NFIA''),

42 U.S.C. 4001, et seq.; the Government Performance and Results Act,

Public Law 103-62, as amended; Executive Order 13411 ``Improving

Assistance to Disaster Victims,'' August 29, 2006; and Executive Order

12862 ``Setting Customer Service Standards,'' September 11, 2003.

Purpose(s):

The purpose of this system is to administer the PA grants program,

HMA grants programs, and other disaster grants and disaster loan

programs to mitigate and recover from emergencies and disasters and to

assess the customer satisfaction of FEMA public assistance applicants

while allowing FEMA to prevent the duplication of benefits and recoup

improper payment. The purpose of this SORN consolidation is to

streamline FEMA documentation and processes since the aforementioned

programs are administered by FEMA through state, local, tribal, and

other entities and collect similar information.

Routine uses of records maintained in the system, including categories

of users and the purposes of such uses:

In addition to those disclosures generally permitted under 5 U.S.C.

552a(b) of the Privacy Act, all or a portion of the records or

information contained in this system may be disclosed outside DHS as a

routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

A. To the Department of Justice (DOJ), including Offices of the

U.S. Attorneys, or other federal agency conducting litigation or in

proceedings before any court, adjudicative, or administrative body,

when it is relevant or necessary to the litigation and one of the

following is a party to the litigation or has an interest in such

litigation:

1. DHS or any component thereof;

2. Any employee or former employee of DHS in his/her official

capacity;

3. Any employee or former employee of DHS in his/her individual

capacity when DOJ or DHS has agreed to represent the employee; or

4. The U.S. or any agency thereof.

B. To a congressional office from the record of an individual in

response to an inquiry from that congressional office made at the

request of the individual to whom the record pertains.

C. To the National Archives and Records Administration (NARA) or

General Services Administration pursuant to records management

inspections being conducted under the authority of 44 U.S.C. 2904 and

2906.

D. To an agency or organization for the purpose of performing audit

or oversight operations as authorized by law, but only such information

as is necessary or relevant to such audit or oversight function.

E. To appropriate agencies, entities, and persons when:

1. DHS suspects or has confirmed that the security or

confidentiality of information in the system of records has been

compromised;

2. DHS has determined that as a result of the suspected or

confirmed compromise, there is a risk of identity theft or fraud, harm

to economic or property interests, harm to an individual, or harm to

the security or integrity of this system or other systems or programs

(whether maintained by DHS or another agency or entity) that rely upon

the compromised information; and

3. The disclosure made to such agencies, entities, and persons is

reasonably necessary to assist in connection with DHS's efforts to

respond to the suspected or confirmed compromise and prevent, minimize,

or remedy such harm.

F. To contractors and their agents, grantees, experts, consultants,

students, and others performing or working on a contract, service,

grant, cooperative agreement, or other assignment for DHS, when

necessary to accomplish an agency function related to this system of

records. Individuals provided information under this routine use are

subject to the same Privacy Act requirements and limitations on

disclosure as are applicable to DHS officers and employees.

G. To an appropriate federal, state, tribal, local, international,

or foreign law enforcement agency or other appropriate authority

charged with investigating or prosecuting a violation or enforcing or

implementing a law, rule, regulation, or order, when a record, either

on its face or in conjunction with other information, indicates a

violation or potential violation of law, which

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includes criminal, civil, or regulatory violations and such disclosure

is proper and consistent with the official duties of the person making

the disclosure.

H. To the state, local, tribal government whose area has been

declared, approved, and subject to said grant/loan efforts, or to a

federal, state, tribal, or local government agency charged with

administering federal mitigation or disaster relief programs in order

to prevent a duplication of efforts by FEMA or the said agency, or a

duplication of benefits to an individual applying for mitigation grant

programs administered by FEMA.

I. To a federal, state, tribal, or local government agency, or

other public or private entity (to include voluntary/non-governmental

organizations, insurance companies, insurance agents/brokers,

individual's employer, and/or financial institutions), when an

individual property owner's eligibility for grant assistance to the

property, in whole or in part, depends upon financial benefits already

received or available from that source for similar purposes.

J. To federal, state, tribal, local governments, voluntary

organizations, utilities, and hospitals/health care providers to

address unmet needs of individuals seeking assistance, or to restore/

provide essential services, determine the status of ongoing projects or

requests for assistance, and verify eligibility for/prevent a

duplication of assistance.

K. To the affected state subdivision thereof (regional, local, or

tribal) for the purpose of determining the state's or subdivision's

eligibility for tracking title to the acquired property for

recreational and open space resources.

L. To the news media and the public, with the approval of the Chief

Privacy Officer in consultation with counsel, when there exists a

legitimate public interest in the disclosure of the information or when

disclosure is necessary to preserve confidence in the integrity of DHS

or is necessary to demonstrate the accountability of DHS's officers,

employees, or individuals covered by the system, except to the extent

it is determined that release of the specific information in the

context of a particular case would constitute an unwarranted invasion

of personal privacy.

Disclosure to consumer reporting agencies:

None.

Policies and practices for storing, retrieving, accessing, retaining,

and disposing of records in the system.

Storage:

FEMA stores records in this system electronically or on paper in

secure facilities in a locked drawer behind a locked door. The records

are stored on magnetic disc, tape, or digital media.

Retrievability:

FEMA may retrieve records by an individual's name, name of the

applicant or sub-applicant organization submitting the grant

application, mitigation activity type, hazard type, award date,

congressional district, and/or individual's flood insurance policy

information.

Safeguards:

FEMA safeguards records in this system in accordance with

applicable rules and policies, including all applicable DHS automated

systems security and access policies. FEMA has imposed strict controls

to minimize the risk of compromising the information it stores. Access

to the computer system containing the records in this system is limited

to those individuals who have a need to know the information for the

performance of their official duties and who have appropriate

clearances or permissions.

Retention and disposal:

In accordance with Government Records Schedule (GRS) 3, Item 14,

FEMA destroys grant administrative records and hard copies of

unsuccessful grant applications files after two years. In accordance

with GRS 3, Item 13, FEMA stores electronically received and processed

copies of unsuccessful grant application files for 3 years from the

date of denial and then deleted.

In accordance with NARA Authority N1-311-95-1, Item 1, FEMA

maintains grant project records for three years after the end of the

fiscal year that the grant or agreement is finalized or when no longer

needed, whichever is sooner.

In accordance with NARA Authority N1-311-95-1, Item 3, FEMA retires

grant final reports to the Federal Records Center (FRC) three years

after cutoff and transfers them to NARA 20 years after cutoff. In

accordance with NARA Authority N1-311-95-1, Item 2; N1-311-01-8, Item

1; and N1-311-04-1, Item 1, FEMA stores all other grant records for six

years and three months from the date of closeout (when closeout is the

date FEMA closes the grant in its financial system) and final audit and

appeals are resolved and then deleted.

FEMA will consolidate original files regarding occupant-related

documents (e.g., site requests, mobile home sales documents, leases,

and contracts) at regional offices at the end of Phase II (e.g., when

shelterees are removed to permanent housing) and destroy them six years

and three months after files are consolidated in accordance with NARA

Authority N1-311-86-1, Item 4C8b(1).

Records of real properties (property acquisition agreement and

lists of acquired properties) acquired with FEMA funds for maintenance

in accordance with agreement terms of the grant cannot be destroyed

until agreement with locality is no longer viable. Files regarding the

permanent relocation purchases of properties under Section 1362 are

permanent and maintained in accordance with NARA Authority N1-311-86-1,

Item 4C10d. FEMA stores records pertaining to individual assistance

customer satisfaction assessments in accordance with NARA Authority N1-

311-00-1.

The customer service assessment forms that have been filled out and

returned by disaster assistance applicants are temporary records that

are destroyed upon transmission of the final report, per NARA Authority

N1-311-00-1, Item 1.

The statistical and analytical reports resulting from these

assessments are temporary records that are retired three years after

the final report cutoff and destroyed 20 years after the report cutoff

per NARA Authority N1-311-00-1, Item 2. The assessment results database

are temporary records that are destroyed when no longer needed for

analysis purposes, per NARA Authority N1-311-00-1, Item 3.

System Manager and address:

Director, Risk Reduction Division, FEMA, 1800 South Bell Street,

Arlington, VA 20598-3030; Director, Public Assistance Division, FEMA,

500 C Street SW., Washington, DC 20472. Enterprise Coordination/

Information Management, National Processing Service Center, Winchester,

VA.

Notification procedure:

Individuals seeking notification of and access to any record

contained in this system of records, or seeking to contest its content,

may submit a request in writing to the FEMA Privacy Officer and FEMA

Freedom of Information Act Officer, whose contact information can be

found at <http://www.dhs.gov/foia> under ``contacts.'' If an individual

believes more than one component maintains Privacy Act records

concerning him or her the individual may submit the request to the

Chief Privacy Officer and Chief Freedom of Information Act Officer,

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Department of Homeland Security, 245 Murray Drive SW., Building 410,

STOP-0655, Washington, DC 20528.

When seeking records about yourself from this system of records or

any other Departmental system of records your request must conform with

the Privacy Act regulations set forth in 6 CFR Part 5. You must first

verify your identity, meaning that you must provide your full name,

current address, and date and place of birth. You must sign your

request, and your signature must either be notarized or submitted under

28 U.S.C. 1746, a law that permits statements to be made under penalty

of perjury as a substitute for notarization. While no specific form is

required, you may obtain forms for this purpose from the Chief Privacy

Officer and Chief Freedom of Information Act Officer, [http://www.dhs.gov](http://www.dhs.gov/) or 1-866-431-0486. In addition you should:

Explain why you believe the Department would have

information on you;

Identify which component(s) of the Department you believe

may have the information about you;

Specify when you believe the records would have been

created; and

Provide any other information that will help the FOIA

staff determine which DHS component agency may have responsive records.

If your request is seeking records pertaining to another living

individual, you must include a statement from that individual

certifying his/her agreement for you to access his/her records.

Without the above information the component(s) may not be able to

conduct an effective search, and your request may be denied due to lack

of specificity or lack of compliance with applicable regulations.

Record access procedures:

See ``Notification procedure'' above.

Contesting record procedures:

See ``Notification procedure'' above.

Record source categories:

FEMA obtains information in this system of records from individual

points of contact for state, local, tribal, territorial governments,

and private and non-profit organizations via hard copy and electronic

applications for assistance, as well as from the individual disaster

survivors, from whom FEMA may collect information directly to assess

and report on damages incurred as a result of a disaster.

Exemptions claimed for the system:

None.

Dated: February 11, 2014.

Karen L. Neuman,

Chief Privacy Officer, Department of Homeland Security.

[FR Doc. 2014-06361 Filed 3-21-14; 8:45 am]

BILLING CODE 9110-17-P