



Privacy Impact Assessment  
for the

# **Document Management and Records Tracking System (DMARTS)**

**DHS/FEMA/PIA-009(a)**

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## Abstract

The U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Mission Support Bureau (MSB), Office of the Chief Information Officer (OCIO) operates the Document Management and Records Tracking System (DMARTS). DMARTS is an electronic document management and records management system that retrieves, stores, and disseminates personally identifiable information (PII) on individuals applying for disaster assistance benefits. FEMA is conducting this PIA because DMARTS retrieves, stores, and disseminates PII about members of the public seeking disaster assistance from FEMA.

## Overview

FEMA OCIO operates DMARTS for the FEMA entities that manage disaster assistance. DMARTS is an electronic document management and records management system that supports FEMA's mission to help citizens recover from Presidentially-declared disasters by retrieving, storing, and disseminating disaster assistance data from individuals applying for disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Act (Stafford Act), 42 U.S.C. § 5174.

DMARTS streamlines the disaster assistance process by extracting data from both the Automated Construction Estimate 3 (ACE3) and National Emergency Management Information System-Individual Assistance (NEMIS-IA) systems. ACE3 and NEMIS-IA are the source systems and first point of entry for disaster assistance applications (NEMIS-IA) and damaged property estimates (ACE3).<sup>1</sup> FEMA primarily uses these two systems when making disaster assistance benefit/payment determinations.

DMARTS consolidates document management functions from NEMIS-IA and ACE3 into a single integrated records management system. This consolidation is necessary to: (1) streamline the disaster assistance application process for reporting purposes; (2) aid in accurate and proper benefit determination; (3) eliminate duplication of effort and duplication of benefits; and (4) help the agency to maintain the most up-to-date and accurate information on disaster assistance applicants. DMARTS provides document capture, repository, and workflow functions but does not alter the data captured and maintained by ACE3 and NEMIS-IA. DMARTS receives disaster assistance-related documents from ACE3 and NEMIS-IA and allows authorized users to locate, access, store, retrieve, manage, and archive documents and create consistent, streamlined, supportable processes for the user community.

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<sup>1</sup> More information on NEMIS-IA and the ACE interaction can be found in the NEMIS-IA PIA: [http://www.dhs.gov/xlibrary/assets/privacy/privacy\\_pia\\_fema\\_nemis\\_ia\\_20120629.pdf](http://www.dhs.gov/xlibrary/assets/privacy/privacy_pia_fema_nemis_ia_20120629.pdf). NEMIS-IA is covered by the DHS/FEMA-008 Disaster Recovery Assistance Files System of Records, April 30, 2013, 78 FR 25282.



DMARTS stores both data about members of the public who apply for disaster assistance applications and data regarding FEMA employees and contractors. DMARTS serves as a repository for (1) individual disaster assistance information collected from disaster assistance applicants through the NEMIS-IA and (2) associated repair estimate information generated by ACE3. Employee and contractor data may be collected as part of the disaster assistance application process, as well as documentation from ACE3. The ACE3 system generates cost estimates for disaster recovery construction which DMARTS stores and indexes by applicant registration number.

FEMA users upload disaster assistance applications into DMARTS as images that contain some or all of the listed PII detailed in Section 2.1. FEMA receives information in three distinct modes. First, disaster applicants and case workers may fax documents directly to the DMARTS' fax server. The DMARTS fax server receives the fax, converts it to an image file, uploads it to the system, and then indexes it to the appropriate record. The fax server is a one-way, inbound system. It does not send faxes or initiate any external communications. Second, disaster applicants may submit documents electronically via [www.disasterassistance.gov](http://www.disasterassistance.gov) or mail hardcopy documents to the Disaster Assistance general mailing address as identified in the instructions. FEMA Indexers receive, review, index, and upload the documents to the DMARTS system. Third, applicants call into the Disaster Assistance tele-registration helpline to speak with a Disaster Assistance representative who transcribes the applicant's registration data and then uploads it into DMARTS. DMARTS links documents to applicants in both DMARTS and NEMIS-IA through the registration numbers. Similarly, when FEMA enters a construction estimate into ACE3, an image of the document uploads automatically into DMARTS and the document links to the applicant through the same registration number described above. Additionally, the username of the Indexer is logged into DMARTS, and all other information is stored in NEMIS-IA and is only accessed by DMARTS as a database view to link documents to applicants.

FEMA provides notice of its collection of information to facilitate the distribution of disaster assistance through Privacy Act Statements on electronic systems (NEMIS-IA), verbal communication (recited by Operators at the National Processing Service Centers when disaster survivors call the helpline to apply for assistance over the phone), and on all paper based applications prior to collecting and storing data in NEMIS-IA and ACE3. FEMA provides a Privacy Act Statement (Appendix B) on its disaster application forms (and its variations) as well as on other disaster assistance forms, which are listed in Appendix A (see Section 4.0 for details).

The primary privacy risk identified with DMARTS is that it consolidates data from two underlying source systems, and does not collect information directly from individuals. This leads to possible data quality and accuracy issues within DMARTS due to its reliance on underlying source data systems. DMARTS assumes the accuracy of the



information that it receives from NEMIS-IA and ACE3. If a redress request is filed, FEMA corrects data directly within the NEMIS-IA and ACE3. Once FEMA updates the information in NEMIS-IA and ACE3, these corrections and/or updates are matched by the applicant's registration number and uploaded into DMARTS.

FEMA ensures that the practices stated in this PIA are reinforced by providing training to the users on the policies and rules of behavior. FEMA also uses auditing and accountability capabilities through Windows and Linux platform system file functions and access controls through the Authentication and Provisioning Services (APS) system, which is outlined and detailed in Section 8.1.

## Section 1.0 Authorities and Other Requirements

### 1.1 What specific legal authorities and/or agreements permit and define the collection of information by the project in question?

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. §§ 5121 - 5207 and Reorganization Plan No. 3 of 1978;
  - Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. § 5155, prohibits persons, business concerns, and other entities from receiving benefits for a loss that would duplicate financial assistance received under other programs, from insurance, or from any other source;
  - Section 408 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. § 5174, authorizes the President to provide financial assistance to individuals and households in the state who, as a direct result of a major disaster, have necessary expenses and serious needs that they are unable to meet through other means;
- The Debt Collection Improvement Act of 1996, 31 U.S.C. 3711(g); Section 401 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, 8 U.S.C. § 1611;
- Executive Order No. 13411, Improving Assistance for Disaster Victims, August 29, 2006, 71 FR 52,729 (September 6, 2006), provides for improving disaster assistance to the public by providing centralized access to all federally-funded disaster assistance programs.



## **1.2 What Privacy Act System of Records Notice(s) (SORN(s)) apply to the information?**

The information in DMARTS is covered by DHS/FEMA-008 Disaster Recovery Assistance Files System of Records, 78 FR 25282 (April 30, 2013) and DHS/ALL-004-General Information Technology Access Account Records System, 77 FR 70792 (November 27, 2012).

## **1.3 Has a system security plan been completed for the information system(s) supporting the project?**

DMARTS was granted an Authority to Operate (ATO) in October 2007. The ATO was renewed in January 6, 2013, and expires in January 6, 2015.

## **1.4 Does a records retention schedule approved by the National Archives and Records Administration (NARA) exist?**

DMARTS records related to registration for assistance, inspections reports, temporary housing assistance eligibility determinations, and eligibility decisions for disaster aid from other federal and state agencies are covered by Records Schedule N1-311-86-1 4C10a and are destroyed after 6 years and 3 months.

DMARTS records related to state files, which contain records of persons who request disaster aid, are covered by Records Schedules N1-311-86-1 4C7 and/or N1-311-86-1 4C10b and are destroyed 3 years after closeout.

## **1.5 If the information is covered by the Paperwork Reduction Act (PRA), provide the OMB Control number and the agency number for the collection. If there are multiple forms, include a list in an appendix.**

DMARTS is not subject to PRA requirements because there are no specific forms completed by the public used to populate the information in DMARTS. DMARTS receives information from source systems NEMIS-IA and ACE3. All information collections for each source system are responsible for compliance with the PRA. (See Appendix A for a list of OMB control numbers for relevant FEMA forms.)



## Section 2.0 Characterization of the Information

### 2.1 Identify the information the project collects, uses, disseminates, or maintains.

DMARTS collects information through NEMIS-IA, which collects information from external sources such as individuals, states, or agencies applying for disaster assistance, and through ACE3, which collects data on Inspectors (who are contractors). DMARTS may also collect information directly from FEMA employees and contractors as part of the registration process. Data collected includes:

#### **NEMIS-IA:**

##### Applicant Information:

- Prefix (Mr., Ms.);
- Name (First, Middle, Last);
- Social Security Number;
- Date of Birth;
- Number of Dependents;
- Income Information;
- Financial Information (Electronic Transfer Participation, Institution Information, Account Information, Pre-disaster income);
- Phone Numbers (Current, Damaged Property, Alternate, and Cell);
- Alternate Phone Notes field;
- Email Address;
- Addresses (Mailing/Current and Damaged Property);
- Dwelling Residence Own/Rent Flag;
- Damaged Dwelling Place (City/County/Parish);
- Damaged Dwelling Information (Type of Home, Primary Residence Flag, Restricted Access);
- Damaged Dwelling Insurance (Y/N and Company Name);
- Other Insurance (Y/N and Company Name);
- Vehicle Insurance Flags (Y/N; Liability and Comprehensive);
- FEMA Disaster Number;



- Damage Type (Fire/Smoke, Water, etc.);
- Disaster-related Losses Damage Flags (Home, Personal Property, Utilities);
- Expense Flags (Medical, Dental, Funeral; Y/N);
- Vehicle Information (Registration, Damage, Drivable, Make, Model, Year);
- Other Expenses Flag (Y/N);
- Emergency Needs (Checkbox; Food, Clothing, Shelter);
- Special Needs Flags (Mobility, Mental, Ear, Eye, Other; Y/N);<sup>2</sup>
- Special Needs Option Information; and
- Self-Employment/Business Damages.

Occupant Information:

- Name (First, Middle, Last);
- Social Security Number;
- Age; and
- Relationship to Applicant.

FEMA Employee/Contractor:

- User Name.

**ACE3:**

- Estimates of Damage (Home or Personal Property);
- Claimant Name;
- Inspector ID Number;
- Date of Birth;
- Mailing Address; and
- FEMA Application Number.

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<sup>2</sup> Since this information is collected by the disaster assistance application form and in-turn, entered into NEMIS-IA, this indicator is an automatic data element of DMARTS. DMARTS captures images of applications. The source system NEMIS-IA collects special needs info, specifically the “mental” data element, because this is a vital piece of information in order for FEMA to determine how they may best assist a disaster victim/survivor that may be mentally impaired.



## **2.2 What are the sources of the information and how is the information collected for the project?**

The sources of information for DMARTS are NEMIS-IA and ACE3. DMARTS, NEMIS-IA, and ACE3 all leverage the applicant's registration number as a universal identifier, which is used to link information/documents. The disaster assistance registration number is systematically generated by NEMIS-IA at the time of application for disaster assistance. A FEMA employee (Indexer) uploads disaster assistance applications from NEMIS-IA into DMARTS as form images. Additionally, when a construction estimate is entered into ACE3, an image of the document is uploaded to DMARTS. The ACE3 document is also linked to the applicant through the use of the same registration number described above. All source information is stored in NEMIS-IA and ACE3 and can only be accessed in DMARTS as a database view to link documents to applicants.

## **2.3 Does the project use information from commercial sources or publicly available data? If so, explain why and how this information is used.**

No, DMARTS does not use publically available data or information from commercial sources.

## **2.4 Discuss how accuracy of the data is ensured.**

DMARTS captures application information contained in NEMIS-IA provided by disaster assistance applicants, FEMA disaster field operations, and Regional Office staff. DMARTS assumes the accuracy of the information that it receives from other FEMA systems.

FEMA sends every applicant seeking disaster assistance a hard copy printout of his or her original application, which provides an opportunity to identify any errors in the original application submitted to FEMA. Secondly, applicants have the opportunity to speak with a live FEMA case worker at a National Processing Service Center (NPSC) (VA, MD, or TX) location to correct any deficiencies in the applicants' data. Finally, applicants can access their individual case files on-line on which they can update and correct information in their case files as appropriate.

## **2.5 Privacy Impact Analysis: Related to Characterization of the Information**

**Privacy Risk:** There is a privacy risk that data within DMARTS may be inaccurate due to its reliance on underlying source data systems.

**Mitigation:** DMARTS assumes the accuracy of the information that it receives





from other FEMA systems. If a redress request is filed (see section 7.0), data is corrected within the underlying source systems. Once FEMA updates the information in source systems (NEMIS-IA and ACE3), these corrections and/or updates are matched by the applicant's registration number and uploaded into DMARTS.

**Privacy Risk:** There is a privacy risk that FEMA employees rather than the applicants themselves perform data entry of the majority of disaster applicants' information and this may result in inaccurate information.

**Mitigation:** FEMA mitigates this privacy risk by sending each applicant a hard copy printout of his or her application for review and signature. This provides the applicant an opportunity to identify and correct any errors that may exist by contacting FEMA's toll-free registration/helpline, logging into his or her on-line disaster applicant case file at [www.disasterassistance.gov](http://www.disasterassistance.gov), or by engaging the Privacy Act/Freedom of Information Act process.

## Section 3.0 Uses of the Information

### 3.1 Describe how and why the project uses the information.

DMARTS consolidates document management functions from NEMIS-IA and ACES3 into a single integrated records management system. This consolidation is necessary to: (1) streamline the disaster assistance application process for reporting purposes; (2) aid in accurate and proper benefit determination; (3) eliminate duplication of effort and duplication of benefits; and (4) help the agency to maintain the most up-to-date and accurate information on disaster assistance applicants. DMARTS provides document capture, repository, and workflow functions but does not alter the data captured and maintained by ACE3 and NEMIS-IA. DMARTS receives disaster assistance related documents from ACE3 and NEMIS-IA and allows authorized users to locate, access, store, retrieve, manage, and archive documents and create consistent, streamlined, supportable processes for the user community.

### 3.2 Does the project use technology to conduct electronic searches, queries, or analyses in an electronic database to discover or locate a predictive pattern or an anomaly? If so, state how DHS plans to use such results.

DMARTS does not conduct electronic searches, queries, or analyses to discover or locate a predictive pattern or an anomaly.



### **3.3 Are there other components with assigned roles and responsibilities within the system?**

No government component outside of FEMA has direct access to DMARTS.

### **3.4 Privacy Impact Analysis: Related to the Uses of Information**

**Privacy Risk:** The privacy risk associated with DMARTS is that FEMA could use the information for purposes other than that for which it was collected.

**Mitigation:** FEMA mitigates this privacy risk in two primary ways. First, FEMA limits its data collection in DMARTS to only that which is required to process disaster assistance applications. Second, FEMA also limits access to DMARTS to authorized users whose access is based on their roles and responsibilities and who have signed Rules of Behavior (ROB) documentation and Non-Disclosure Agreements (NDA).

## **Section 4.0 Notice**

### **4.1 How does the project provide individuals notice prior to the collection of information? If notice is not provided, explain why not.**

FEMA provides notice of its collection of information to facilitate the distribution of disaster assistance through several types of media prior to collecting data stored in DMARTS. FEMA provides a Privacy Act Statement (Appendix B) on its FEMA Form 009-0-1 and its variations as well as on other disaster assistance forms, which are listed in Appendix A. The Privacy Act Statement is also shown to applicants applying for disaster assistance online at [www.disasterassistance.gov](http://www.disasterassistance.gov). In instances when information is collected via phone, FEMA employees and contractors recite the Privacy Act Statement to applicants prior to the collection of any disaster assistance registration information.

In addition, this PIA and FEMA's DHS/FEMA 008 - Disaster Recovery Assistance Files System of Records Notice, 78 FR 25282 (April 30, 2013), provide the public notice of FEMA's collection of information for disaster assistance programs.

### **4.2 What opportunities are available for individuals to consent to uses, decline to provide information, or opt out of the project?**

FEMA provides disaster assistance applicants the opportunity to consent to or decline to provide information for a disaster assistance application prior to the information being captured in DMARTS. FEMA provides notice of the information



collection, including the consequences to the individual for failing to provide the information requested in the disaster application process through several channels, as described in Section 4.1 above. An individual may “opt-out” by simply declining to provide the information at any point in the application process. However, once any or all information is provided to FEMA during the application process, FEMA will capture that information and store it in DMARTS.

### **4.3 Privacy Impact Analysis: Related to Notice**

**Privacy Risk:** The privacy risk associated with this system is that the individual will not have prior or existing notice of DMARTS collection and uses of information after collection by the source system.

**Mitigation:** FEMA mitigates this privacy risk by providing notice to individuals through the Privacy Act Statement on each of the disaster application forms, verbal recitation of the Privacy Act Statement through the tele-registration process, this PIA as well as each source system’s PIA, and the SORN identified in Section 1.2.

## **Section 5.0 Data Retention by the project**

### **5.1 Explain how long and for what reason the information is retained.**

DMARTS records related to registration for assistance, inspection reports, temporary housing assistance eligibility determinations, and eligibility decisions for disaster assistance from other federal and state agencies are covered by Records Schedule N1-311-86-1 4C10a and are destroyed after 6 years and 3 months.

DMARTS records related to state files, which contain records of persons who request disaster assistance, are covered by Records Schedules N1-311-86-1 4C7 and/or N1-311-86-1 4C10b and are destroyed 3 years after closeout.

### **5.2 Privacy Impact Analysis: Related to Retention**

**Privacy Risk:** The privacy risk associated with this system is that DMARTS may retain the information for longer than necessary to fulfill FEMA’s mission.

**Mitigation:** FEMA mitigates this privacy risk by minimizing the length of time it retains data in the system in accordance with the mission of its assistance programs. In addition, users are trained on proper procedures with respect to records retention and disposal. Records retention information is also written into the DMARTS user manual and Standard Operating Procedures. DMARTS automatically removes old files as necessary and appropriate in accordance with the records schedule.



## Section 6.0 Information Sharing

### **6.1 Is information shared outside of DHS as part of the normal agency operations? If so, identify the organization(s) and how the information is accessed and how it is to be used.**

Information in DMARTS is not shared outside of DHS as part of normal agency operations. Information may be shared from the source systems (NEMIS-IA and ACE3), pursuant to published Routine Uses outlined in DHS/FEMA-008 Disaster Recovery Assistance File System of Records Notice, 78 FR 25283 (April 30, 2013).

### **6.2 Describe how the external sharing noted in 6.1 is compatible with the SORN noted in 1.2.**

DMARTS does not share information outside of DHS as part of normal agency operations.

### **6.3 Does the project place limitations on re-dissemination?**

DMARTS does not re-disseminate any information.

### **6.4 Describe how the project maintains a record of any disclosures outside of the Department.**

DMARTS does not share information outside of DHS as part of normal agency operations.

### **6.5 Privacy Impact Analysis: Related to Information Sharing**

**Privacy Risk:** The privacy risk associated with this system is that FEMA could inappropriately use or disclose information, either intentionally or unintentionally.

**Mitigation:** FEMA mitigates this privacy risk by requiring all users to complete security and privacy awareness training, which includes appropriate and inappropriate uses and disclosures of the information accessible to them as part of their official duties. User activity in the system is monitored and audited. Should a user inappropriately use or disclose information, he or she is subject to loss of access and the disclosure will be referred to the appropriate internal investigation entities. Additionally, users are required to undergo system access recertification annually.

Information in DMARTS is not shared outside of DHS as part of normal agency operations. Information may be shared from the source systems (NEMIS-IA and ACE3), pursuant to published Routine Uses outlined in DHS/FEMA-008 Disaster Recovery Assistance File System of Records Notice, 78 FR 25282 (April 30, 2013). Third party



requests for individual disaster assistance records are directed to the FEMA Disclosure Officer who reviews, tracks, and determines what (if any) records may be legally disclosed.

## Section 7.0 Redress

### 7.1 What are the procedures that allow individuals to access their information?

Disaster assistance applicants can access their information in several ways prior to it being stored in DMARTS online via [www.disasterassistance.gov](http://www.disasterassistance.gov) using the applicant's user ID, password, system generated PIN, and authentication that was established during the application process; FEMA tele-registration Helpline at 1-800-621-FEMA (3362); and hard copy mail-out package containing the applicant's completed FEMA Form 009-0-1 (FEMA mails the package to the applicants after the registration process is complete).

DMARTS is part of the DHS/FEMA 008 - Disaster Recovery Assistance Files System of Records Notice, 78 FR 25282 (April 30, 2013). As such, disaster assistance applicants may also submit a written Privacy Act/Freedom of Information Act (FOIA) request to: FEMA Disclosure Officer, Records Management Division, 500 C Street, SW, Washington, D.C. 20472-3005.

### 7.2 What procedures are in place to allow the subject individual to correct inaccurate or erroneous information?

An applicant may use the procedures outlined in section 7.1 may also be used to correct inaccurate data. Once FEMA updates the information in source systems (NEMIS-IA and ACE3), these corrections and/or updates are matched by the applicant's registration number and uploaded into DMARTS.

### 7.3 How does the project notify individuals about the procedures for correcting their information?

Individuals are given notice on how to correct their information via DHS/FEMA-008 Disaster Recovery Assistance Files System of Records Notice, 78 FR 25282 (April 30, 2013) and this PIA. Additionally, after applying for assistance through [www.disasterassistance.gov](http://www.disasterassistance.gov) each disaster assistance applicant receives a package in the mail that includes an Application Guide. This guide includes directions for redress in a section titled, "I Want to Have My Case Reviewed Again (Appeal)."

### 7.4 Privacy Impact Analysis: Related to Redress

**Privacy Risk:** The privacy risk associated with this system is that disaster applicants will not know the proper procedure for accessing and correcting their



information since information in DMARTS is collected from underlying source systems as opposed to directly from the individual.

**Mitigation:** This privacy risk is mitigated as noted in Section 7.1 above. FEMA provides applicants with a direct notice of redress in the mail-out packages sent to each applicant, as noted in the sections above. Additionally, the DHS/FEMA-008 Disaster Recovery Assistance Files System of Records Notice, 78 FR 25282 (April 30, 2013), this PIA, and the source systems (NEMIS-IA and ACE3) PIAs provide information about the redress processes for disaster assistance applicants.

## Section 8.0 Auditing and Accountability

### 8.1 How does the project ensure that the information is used in accordance with stated practices in this PIA?

FEMA ensures that the practices stated in this PIA are reinforced by providing training to the users on the policies and Rules of Behavior. FEMA also uses auditing and accountability capabilities through Windows and Linux platform system file functions and access controls through the Authentication and Provisioning Services (APS) system, which are explained in the following paragraphs within this section.

DMARTS tracks all entries and modifications to DMARTS fields and records, which allows for audits of system access. Through Windows and Linux platform system file functions, DMARTS is able to log the time and date each instance data is accessed and it also logs any transactions within, and changes to, the system. The log tracks the user and the type of transaction made to a record (add, delete, or edit).

DMARTS queries the APS system to replicate and assign DMARTS rights and privileges to APS authenticated users. This platform is used to determine the user's access rights (read, create, modify, or delete information) in DMARTS.

### 8.1 Describe what privacy training is provided to users either generally or specifically relevant to the project.

FEMA requires annual privacy training for all employees and contractors who use or access DMARTS. It is FEMA policy that all personnel successfully complete a FEMA IT security training course before receiving access to DMARTS. FEMA requires all contract employees to adhere to the Privacy Act and confidentiality clauses, per the terms of their contracts with FEMA.



### **8.3 What procedures are in place to determine which users may access the information and how does the project determine who has access?**

FEMA information systems, including DMARTS, use a role-based access control mechanism to control access to both data and functionality. Permissions for access to the data and functions used to manipulate the data have been pre-defined for each FEMA position based on the principles of separation of duties and “need to know.” This policy pertains to both full-time and disaster assistance personnel (including Contractors).

### **8.4 How does the project review and approve information sharing agreements, MOUs, new uses of the information, new access to the system by organizations within DHS and outside?**

DMARTS does not require information sharing agreements or MOUs since it does not share information outside of DHS. Any external sharing of information would be addressed at the source system level (NEMIS-IA and ACE3).

## **Responsible Officials**

Eric M. Leckey  
Federal Emergency Management Agency  
Privacy Officer  
Department of Homeland Security

## **Approval Signature**

Original signed and on file with the DHS Privacy Office.

Jonathan R. Cantor  
Acting Chief Privacy Officer  
Department of Homeland Security



## APPENDIX A: FEMA Forms and OMB Control Numbers

DMARTS is not subject to PRA requirements because there are no specific forms completed by the public used to populate the information in DMARTS. DMARTS receives information from source systems NEMIS-IA and ACE3. All information collections for each source system are responsible for compliance with the PRA but are provided below for reference.

OMB Control No. 1660-0002, Disaster Assistance Registration:

- FEMA Form 009-0-1 (English), Application/Registration for Disaster Assistance;
- FEMA Form 009-0-1T (English), Tele-Registration, Application for Disaster Assistance;
- FEMA Form 009-0-1Int (English), Internet Application/Registration for Disaster Assistance;
- FEMA Form 009-0-1S (English), Smartphone, Disaster Assistance Registration;
- FEMA Form 009-0-2 (Spanish), Solicitud en Papel / Registro Para Asistencia De Desastre;
- FEMA Form 009-0-2Int (Spanish), Internet, Registro Para Asistencia De Desastre;
- FEMA Form 009-0-2S (Spanish) Smartphone, Registro Para Asistencia De Desastre;
- FEMA Form 009-0-3 (English), Declaration and Release Form;
- FEMA Form 009-0-4 (Spanish), Declaración Y Autorización;
- FEMA Form 009-0-5 (English), Temporary Housing Program-Receipt for Government Property; and
- FEMA Form 009-0-6 (Spanish), Recibo de la Propiedad del Gobierno.





**Homeland  
Security**



## APPENDIX B: Privacy Act Statement

### PRIVACY ACT STATEMENT

**AUTHORITY:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) as amended, 42 U.S.C. §§ 5121-5207 and Reorganization Plan No. 3 of 1978; The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193) and Executive Order 13411. DHS asks for your SSN pursuant to the Debt Collection Improvement Act of 1996, 31 U.S.C. § 3325(d) and § 7701(c)(1).

**PRINCIPAL PURPOSE(S):** This information is being collected for the primary purpose of determining eligibility and administering disaster assistance under a Presidentially-declared disaster. Additionally, information may be reviewed internally within FEMA for quality control purposes.

**ROUTINE USE(S):** The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by routine uses published in DHS/FEMA 008 - Disaster Recovery Assistance Files System of Records, 78 FR 25282 (April 30, 2013) and upon written request, by agreement, or as required by law.

**DISCLOSURE:** The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent the individual from receiving disaster assistance.