Guidance for Requesting Disaster Survivor Information from FEMA

FEMA may share disaster survivor information with external partners in certain limited circumstances. FEMA can only share disaster survivor information with state, tribal, and local governments, volunteer organizations, Long Term Recovery Committee members, and in rare cases, with utility companies, hospitals, and health care providers. FEMA can only share this information when necessary to prevent a duplication of efforts or a duplication of benefits in determining eligibility for disaster assistance, and/or to address unmet needs of eligible, ineligible, or partially eligible FEMA applicants.

To request disaster survivor information, please provide the following information:

1. **Description of your disaster assistance program**, explaining what specific assistance your program provides to disaster survivors. Be as detailed as possible. Broad statements such as “We provide assistance to help disaster survivors with their unmet needs following a disaster” are not enough. Provide at least a full paragraph describing your program.
2. **Which specific data elements you are seeking – see below list**. Only request data elements that you actually need for your specific disaster program. Requesting data elements without an adequate justification will lead to delays in FEMA responding to your request.
3. **Explain exactly how your organization will use each data element for your disaster assistance program.**  Be specific and use plain language so that somebody unfamiliar with your disaster assistance program will understand the relevance of the data element you are requesting. Broad statements such as “To provide assistance for unmet needs” or “to avoid a duplication of benefits” is not enough.
* **Applicant name** (first name and last name)
* **Contact information :**
	+ Damaged dwelling address
	+ Current address
	+ Phone numbers (primary and alternate)
	+ Email address
* **Real Property FEMA Verified Loss** (RP FVL) (i.e., the FEMA-verified amount of disaster damage to the dwelling)
* **Personal Property FEMA Verified Loss** (PP FVL) (i.e., the FEMA-verified amount of disaster damage to personal property)
* **Repair Award** (i.e., the amount of funds that FEMA gave the applicant for dwelling repairs)
* **Personal Property Award**  (i.e., the amount of funds that FEMA gave the applicant to replace personal property)
* **Other Needs Assistance (ONA) Award** (i.e., the amount of funds that FEMA gave the applicant for other needs, to include Funeral Assistance; Medical and Dental Assistance; Child Care Assistance; Moving and Storage Assistance; Critical Needs Assistance (i.e., cash to pay for immediate short-term critical needs); Clean and Removal Assistance (i.e., funds to clean out the dwelling); Personal Property Assistance; Transportation Assistance (i.e., funds to repair or replace vehicles); Group Flood Insurance Policy (i.e., funds to purchase flood insurance); and other assistance for Miscellaneous Items. For a description of these programs, see [FEMA's Individual Assistance Program and Policy Guide](https://www.fema.gov/sites/default/files/documents/fema_individual-assistance-program_policy-guide_05-26-2021.pdf).
* **Rental Award**  (i.e., the amount of funds that FEMA gave the applicant to rent another place to live)
* **Small Business Administration Loan Status**
1. **Whether you would like the data broken down into any of the following categories**. If so, please provide a clear explanation of how this will help your disaster assistance program. Be specific. For example, if your disaster assistance program doesn’t take age into consideration, you should not request the data be categorized by age.
* Owner vs. renter
* 65 years of age or older
* 18 years of age or younger
* Have homeowners insurance
* Number of persons in household