#### REQUEST FOR PRESIDENTIAL DISASTER DECLARATION COVER LETTER

#### MAJOR DISASTER OR EMERGENCY

**(Date of Request)**

# The Honorable //// //////

# President of the United States

The White House

Washington, D. C.

Through: Regional Administrator [NAME]

FEMA Region \_\_\_\_\_

City, State, Zip Code

Dear Mr. President:

Under the provisions of Section [Major Disaster citation (401), Emergency citation (501)]of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5207 (Stafford Act), and implemented by 44 CFR § [Major Disaster citation (206.36), Emergency citation (206.35)], I request that you declare a [major disaster or emergency] for the ***(name of the State or Indian tribal government)*** as a result of ***(name type of incident and incident date as identified in the declaration request form)***.

***[The following information is required for ALL requests. Provide additional information that is not contained in the form. If requested information is included in the form, it is not necessary to repeat in the cover letter.]***

***Describe deaths, injuries, or missing individuals associated with the event.***

***Indicate whether a State of Emergency has been declared, when and to what areas are included in the declaration. Indicate if affected jurisdictions have also declared states of emergency.***

***Provide a description of damage as a result of the event (such as the impact the event has had on the affected area and population; disruption of normal community functions and services for a period greater than 72 hours, including: disruption to or increased demand for lifesaving and life sustaining services, such as police, fire/EMS, hospital/medical, sewage, and water treatment services; disruptions to or increased demand for essential community services, such as schools, social services programs and providers, child care and eldercare; transportation infrastructure or utility disruptions; damage to any other critical facilities that have been rendered non-operational by the event; emergency conditions that may be present; health and safety hazards; and, status of repairs, and estimated completion date(s), if known.***

***If applicable, provide a description of any local communities that have incurred high per capita impacts, or particularly significant impacts to local critical infrastructure, or other factors that illustrate significant impact at a localized level.***

***Provide information on PDA findings and how and where they were conducted, including accessibility concerns, if additional space needed from the form.***

The following information is furnished on the nature and amount of State, local, or Indian tribal government resources that have been or will be used to alleviate the conditions of this disaster:

***Describe what has been done to respond to the disaster, including actions pending or taken by the State, local, or Indian tribal governments. Describe any State, local or Indian tribal government Individual Assistance programs.***

***Describe voluntary agency assistance provided to the community in anticipation of or as a result of the event. (Including but not limited to activities taken by the American Red Cross (ARC), Salvation Army, Southern Baptists, and Voluntary Organizations Active in Disaster; voluntary agency and/or municipal shelter information, including the number of shelters open, the peak population, total number of overnight stays, and when the shelters closed; number of mental health contacts made by voluntary agencies; number of ARC cases open and closed; number of clean up kits provided; number of meals served; number of fixed and/or mobile feeding sites; level of ARC operation (I-V); and any other type of assistance that was provided by voluntary organizations).***

***Provide the disaster history of the State or Indian Tribal government over the past 24 months*** *or longer if the earlier events impact state or local capability to respond****, including Stafford Act declarations and declarations by the Governor or Tribal Chief Executive and the extent to which the State or Indian tribal government has expended its own funds; list areas that have sustained damage from this event and the disasters identified; and include any other pertinent factors that would have a bearing on the State or Indian tribal government’s ability to respond, such as economy of the area, terrain, inaccessibility, or capacity of voluntary organizations active in disaster.***

***[The following information is required for requests for Individual Assistance.]***

***Principal Factor for Individuals and Households Program:***

***Describe the Preliminary Damage Assessment (PDA) data for uninsured home and personal property losses, including: cause of damage; jurisdictions impacted and concentration of damage; the number of homes impacted and degree of damage; the estimated cost of assistance; the homeownership rate of impacted homes; the percentage of affected households with sufficient insurance coverage appropriate to the peril; and, other relevant PDA data. (More detailed data to be provided in Enclosure A, PDA Worksheet.) Provide the Estimated Cost of Assistance as calculated by the calculator*** [***(found here)***](https://www.fema.gov/media-library/assets/documents/28122)***.***

***Address State Fiscal Capacity. Provide most recent State Total Taxable Resources (TTR) as reported by the US Department of Treasury (***[***found here***](https://home.treasury.gov/policy-issues/economic-policy/total-taxable-resources)***). Provide any additional information that reflects or affects the State’s capability to respond. Additional data points may include Gross Domestic Product (GDP) by state, as reported by the Bureau of Economic Analysis; Per capita personal income by local area, as reported by the Bureau of Economic Analysis.***

***Provide information regarding the resources committed to meet the needs of disaster survivors such as housing programs, resources provided through financial and in-kind donations and the availability of affordable rental housing, as determined by HUD fair market rent standards, within a reasonable commuting distance of the impacted area.***

***Provide data points as reported by the US Census Bureau or other Federal agencies on demographics of the disaster impacted population, including the percentage of the population for whom poverty status is determined; the percentage of the population already receiving governmental assistance, such as Supplemental Security Income and Supplemental Nutrition Assistance Program benefits; the pre-disaster unemployment rate; the percentage of the population 65 years and older and 18 years and younger; the percentage of the population with a disability; the percentage of the population who speak a language other than English and speak English less than “very well”; and, any unique considerations regarding American Indian and Alaskan Native Tribal populations that may not be reflected in the data points above.***

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| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Percentage of the population:*** | *for whom poverty status is determined* | *already receiving governmental assistance* | *Pre-disaster unemployment rate* | *65 years and older* | *18 years and younger* | *with a disability* | *who speak a language other than English* |
| **Data Source** |  |  |  |  |  |  |  |
| **National Average** |  |  |  |  |  |  |  |
| **State Average** |  |  |  |  |  |  |  |
| **Requested Jurisdictions** |  |  |  |  |  |  |  |

***Provide the number of disaster survivors who lost work or became unemployed due to the disaster and who do not qualify for standard unemployment insurance, including the self-employed, service industry workers, and seasonal workers such as those employed in tourism, fishing or agriculture industries; and, provide information on any major employers affected.***

***[The following information is required for requests for Public Assistance.]***

***Provide a brief analysis of infrastructure damage by category, including the cost estimates for each category and the percentage of the total eligible Public Assistance cost estimate. Include in your discussion significant impacts to specific areas.***

***Discuss level of insurance coverage.***

***If applicable, include estimates for emergency dune restoration on non-engineered beaches that may be eligible for the placement of temporary berms in order to eliminate or lesson the threat of additional damage from a five year event. Identify all damage associated with engineered beach projects and indicate whether or not the damage associated with those beaches is included in the PDA information. Note that beach projects under the authority of the United States Army Corps of Engineers, are not eligible for Public Assistance, as they are under the authority of another federal agency, therefore costs associated with such projects should not be included in the PDA information. Such costs should be identified in Enclosure C.***

Insert concluding statement.

Sincerely,

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***(Governor or Tribal Chief Executive)***

Enclosures

OMB No. 1660-0009/FEMA Form 010-0-13  
A: Individual Assistance  
B: Public Assistance  
C: Requirements for Other Federal Agency Programs  
D: Historic and Current Snowfall Data

**ENCLOSURE A TO MAJOR DISASTER REQUEST**

Estimated Requirements for Individual Assistance

under the Stafford Act

Enclose Individual Assistance Joint Preliminary Damage Assessment Cost Estimate Worksheets

### ENCLOSURE B TO MAJOR DISASTER REQUEST

## Estimated Stafford Act Requirements for Public Assistance

Enclose Public Assistance Preliminary Damage Assessment Cost Estimate Worksheet

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### ENCLOSURE C TO MAJOR DISASTER REQUEST

## Estimated Assistance from Other Federal Agency Programs

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| County/ Tribal Area | SBA Home Loans | SBA Business Loans | FSA Loans | NRCS | FHWA | USACE | BIA | OTHER |
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| Totals |  |  |  |  |  |  |  |  |

*Note*: *Provide numbers and amounts, as appropriate.*

### ENCLOSURE D TO MAJOR DISASTER REQUEST

Historic and Current Snowfall Data

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **County / Tribal Area** | **NWS Snowfall (inches)** | **Period (# of days)** | **NCDC Record Snowfall Data** | | **Evaluation** | | | |
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| **Amount** | **Period** | **Record Exceeded** | **Near Record** | **Contiguous County** | **Core County** | **Comments** |
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*Note*: *Provide National Weather Service statement.*