

**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 and/or injuries associated with the event.

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).

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, including damage to any critical facilities that have been rendered non-operational by the event and extended or widespread loss of power or water; emergency conditions that may be present,

health and safety hazards, status of repairs, and estimated completion date(s), if known.

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.

Provide the disaster history of the State or Indian Tribal government over the past 12 months, 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 other disasters in the previous 12 months; 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.]

Provide detailed information on the impacted population, including percentage of insurance, percentage below poverty level, median household income, percentage of elderly, percentage of disabled, pre-disaster unemployment rates, and any other special populations. Include a comparison of the percentage of the State, local, or Indian tribal government averages and national averages.

	Average of Persons Below Poverty Level*	Median Household Income*	Percent Elderly*	Percent Disabled*	Percent Pre-Disaster Unemployment*
National Average	%	\$	%	%	
State/Tribe Average	%	\$	%	%	
List Jurisdictions Requested	%	\$	%	%	

** Indicate source of data cited*

[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. If any local communities have sustained significant damage and

have incurred extremely high per capita impacts, provide that information, especially if the localized damage is in the tens or even hundreds of dollars per capita.

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 lessen 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

ENCLOSURE C TO MAJOR DISASTER REQUEST

Estimated Assistance from Other Federal Agency Programs

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

Note: Provide numbers and amounts, as appropriate.

