#### 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 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 requests for both Individual Assistance and Public Assistance. Please 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.]***

***Provide a brief description of the event that led to the need for a joint Preliminary Damage Assessment (PDA).***

***Indicate whether the Tribal Emergency Plan has been activated or whether a State of Emergency has been declared.***

***Describe casualties (deaths and/or injuries) associated with the event, including deaths or injuries of cultural, religious and government leaders.***

***Provide a description of the impacts 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, damage to tribal government or tribal housing authority owned housing or cultural and spiritual facilities 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 a description of the economic impact of the incident on the tribal community and/or tribal government.***

***Describe other assistance provided to the community in anticipation of, as a result of the event or that is available to the community (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).***

***Describe what has been done to respond to the event, including actions pending or taken by the tribal government. Describe any tribal government capabilities or resources which may be used to respond to and recover from the event.***

***Describe any unique conditions that affect the general welfare of the tribal government including, but not limited to, needs associated with remote locations, impact to the tribal government’s economy or livelihood, historic preservation, and cultural or spiritual considerations.***

***Provide other relevant information for consideration.***

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

***Provide information on uninsured home and personal property losses as verified by the joint PDA, including the total number of residences affected, number of residences by category of damage, percentage of homes owned by individuals, percentage insured, percentage low income, and whether there are high concentrations of damage.***

***Describe the availability of housing resources in the affected area or areas.***

***Provide detailed information on the impacted population profile, including percentage of older members of the community, people with disabilities, children and other people who have access and functional needs such as individuals who have limited English proficiency or with a low income that may have a greater need for support during disaster recovery.***

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

***Provide information on the Stafford Act-eligible damage to facilities, tribally-owned/operated facilities, cultural and spiritual facilities and eligible private nonprofits and costs associated with eligible debris removal and emergency protective measures. 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 and any damage located in the special flood hazard area, if applicable. Include in your discussion significant impacts to specific areas.***

***Provide the disaster history of the tribal government over the past***

***24 months, including Stafford Act declarations, assistance from other federal agencies to address the damage and declarations by the Tribal Chief Executive and the extent to which the tribal government has expended its own funds.***

***Discuss level of insurance coverage, including amount of insurance of the disaster impacted facilities or damage located in special flood hazard areas.***

***Provide an evaluation of previous mitigation efforts, including building codes, elevations, or retrofits that may have contributed to a decrease in damage from the current event.***

***Describe programs of assistance from other federal agencies that might meet the needs created by the event.***

Insert concluding statement.

Sincerely,

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***(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 data.

### ENCLOSURE B TO MAJOR DISASTER REQUEST

## Estimated Stafford Act Requirements for Public Assistance

Enclose Public Assistance Preliminary Damage Assessment data.

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### ENCLOSURE C TO MAJOR DISASTER REQUEST

## Estimated Assistance from Other Federal Agency Programs

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.*