

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency

INFORMATION SHARING ACCESS AGREEMENT (ISAA)

BETWEEN

**THE DEPARTMENT OF HOMELAND SECURITY/FEDERAL EMERGENCY MANAGEMENT
AGENCY (DHS/FEMA)**

AND

the Commonwealth of Kentucky

1. **INTRODUCTION.** The U.S. Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA) and Commonwealth of Kentucky (hereinafter referred to as "Recipient Entity"), hereinafter collectively referred as the "Parties," voluntarily enter into this Information Sharing Access Agreement (ISAA) (alternatively "Agreement") to govern the collection, use, access, disclosure, security, and retention of the Personally Identifiable Information (PII) dataset(s) described herein.

2. **PURPOSE AND BACKGROUND.** The purpose of this Agreement is to document the safeguarding requirements for PII dataset(s) shared by FEMA with Recipient Entity to to prevent duplication of efforts or benefits, to determine eligibility and verify benefits, and provide for unmet needs.

REMOVE THIS PARAGRAPH IF THIS ISAA IS NOT FOR A DECLARED DISASTER OR EMERGENCY.

a. The President declared a Major Disaster for the state/territory of Kentucky on 12/12/2021 as a result of DR-4630-KY, Kentucky Severe Storms, Straight-line winds, Flooding, Tornadoes. See Federal Register Notice.

b. Recipient Entity is a(n) State - Kentucky. Recipient Entity requires access to PII dataset(s) concerning Survivor/Applicants for FEMA IA/IHP/DH and/or assistance, as documented in Appendix A, to prevent duplication of benefits, determine unmet needs, plan state aid programs & NCS, and provide referrals to resources and entities.

¹ E.g. "NFIP Pivot is used to account for flood insurance policies and claims under the National Flood Insurance Program."

3. AUTHORITIES. *[Must be verified by program legal counsel]*

- a. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, Pub. L. No. 93-288 (1974), (codified at 42 U.S.C. §§ 5121-5207) (Stafford Act) National Flood Insurance Act of 1968, Pub. L. No. 90-448, Title XIII (1968) (42 U.S.C. 4001 et seq.) (NFIA) Stafford Act Sec. 408(F)(2) affords States access FEMA data to make available any additional assistance to survivors ;
- b. Privacy Act of 1974, as amended, 5 U.S.C. § 552a (Privacy Act);
- c. DHS/FEMA 008 -Disaster Recovery Assistance Files System of Records (DRA), 78 Fed. Reg. 25,282 (Apr. 30, 2013) (DRA SORN) DHS/FEMA 003 -NFIP Files System of Records, 79 FR 28747 (May 19, 2014) (NFIP Files SORN) [Insert applicable DHS System of Records Notice, DHS/XXX, Date & Federal Register Citation] ;
 - i. Routine use H(1) .
- d. The E-Government Act of 2002, Public Law 107-347, §208; DHS/FEMA/PIA-049 Individual (IA) Program. www.dhs.gov/publication/dhsfemapia-049-individual-assistance-ia-program ;

4. DEFINITIONS.²

- a. BREACH (synonymous with "PRIVACY INCIDENT"): The loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where (1) a person other than an authorized user accesses or potentially accesses personally identifiable information or (2) an authorized user accesses personally identifiable information for an other than authorized purposed.
- b. INCIDENT (synonymous with IT SECURITY INCIDENT): An occurrence that (1) actually or imminently jeopardizes, without lawful authority, the integrity, confidentiality, or availability of information or an information system; or (2) constitutes a violation or imminent threat of violation of law, security policies, security procedures, or acceptable use policies.
- c. PERSONALLY IDENTIFIABLE INFORMATION: means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other information that is linked or linkable to a specific individual.

5. RECIPIENT RESPONSIBILITIES. The Recipient Entity's responsibilities under this ISAA are as follows:

- a. Maintain appropriate administrative, technical, and physical safeguards to ensure the security and confidentiality of records and to protect against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom information is maintained;
- b. Maintain the PII dataset(s) provided by FEMA to the Recipient Entity separately or in a manner in which it is easily segregable from the entity's other information;
 - i. This does not refer to individual PII data elements which the Recipient Entity independently collects, verifies, documents, or incorporates in its records and/or systems separately from FEMA PII datasets for programs or services not addressed in this Agreement;

² See Handbook for Safeguarding Sensitive PII, Privacy Policy Directive 047-01-007, Revision 3, December 4, 2017.

- c. Submit a written request to FEMA for any information request pursuant to this ISAA;
 - d. Each time PII is requested under this ISAA, indicate the specific purpose and use of the PII and the specific routine use under which the PII is being requested;
 - e. Use the PII provided pursuant to this ISAA only for the purpose(s) identified in this ISAA and consistent with the applicable Routine Use(s);
 - f. Restrict access to PII datasets provided by FEMA under this ISAA to authorized personnel and to entities under contract by the requestor (direct contractors) performing functions consistent with the purpose of this ISAA on behalf of Recipient Entity;
 - g. Retain the original dataset for only so long as necessary for the purposes of this agreement, but in any case, no longer than 30 days after no longer needed.
 - h. Instruct all individuals with access to PII provided pursuant to this ISAA regarding the confidential nature of the information, the safeguard requirements of this Agreement, and the applicable criminal penalties and civil remedies specified in federal and state laws against unauthorized disclosure of the PII covered by this Agreement;
 - i. In a timely manner, take appropriate action with regard to any request made by FEMA for access, additions, changes, deletions, or corrections of PII and in a timely manner, notify FEMA of any data errors that it discovers;
 - j. The Recipient Entity shall ensure no Matching Program, as that term is defined in 5 U.S.C. § 552a(a)(8), will occur using the PII datasets shared under this agreement unless a separate Computer Matching Agreement is in place.
 - k. If at any time during the term of this ISAA any part of the PII dataset provided under this Agreement, ceases to be required by Recipient Entity for purpose(s) identified in this ISAA, or upon termination of the ISAA, whichever occurs first, within fourteen (14) days thereafter, promptly notify FEMA and securely return the PII to FEMA, or, at FEMA's written request destroy, un-install and/or remove all copies of such PII in the Recipient Entity's possession or control, and certify in writing to FEMA that such tasks have been completed.
6. **FEMA RESPONSIBILITIES.** FEMA's responsibilities under this ISAA are as follows:
- a. Share with Recipient Entity only the PII dataset(s) documented in Appendix A to this ISAA;
 - b. Transmit or allow access to the information documented in Appendix A to the Recipient Entity in password protected format via encrypted email or via a FEMA-OCIO approved secure information technology (IT) portal, interface, or transfer tool;
 - c. Ensure that FEMA information provided to Recipient Entity is accurate, complete, and up-to-date as reasonably necessary;
 - d. Keep a record of the date, nature, and purpose of each disclosure of PII to Recipient Entity under this ISAA, to include the written request for information.
 - e. FEMA shall not take any adverse action or limit any of its Federal benefits as a result of this sharing of information.

7. THIRD PARTY ACCESS

- a. **Ownership of PII Dataset(s).** Notwithstanding any other provision of this Agreement, the PII dataset(s) obtained by Recipient Entity from FEMA shall remain under the control of FEMA, and Recipient Entity will not further disclose PII dataset(s) provided by FEMA to outside third parties without express consent from FEMA or the individuals to whom the PII pertains.
 - i. This does not refer to individual PII data elements which the Recipient Entity independently collects, verifies, documents, or incorporates in its records and/or systems for programs or services not addressed in this Agreement.
- b. **Open Access/Freedom of Information Requests.** The Recipient Entity shall withhold PII provided by FEMA under this agreement from any open records or Freedom of Information Act (FOIA) response to the extent allowed by law. The Recipient Entity shall provide notice of any request for and/or disclosure of PII provided by FEMA under this agreement in response to open records or FOIA requests.

- c. *[If Recipient Entity has identified a subcontractor recipient at the time of the ISAA, complete this section, otherwise delete this and the following paragraphs]*

Consent to Third Party Access to FEMA PII: Subject to the restrictions and limitations set forth in this ISAA, FEMA authorizes Recipient Entity to share FEMA PII with CDR Maguire, Inc. pursuant to Contract/Purchase Order/Agreement Number App. A. between the Recipient Entity and CDRM dated [Date]. The data will be used to See Appendix A. CDRM (except Longview Solutions, LLC) may not share the information with any of its subcontractors or third-party partners. CDRM may only use FEMA PII for the purposes outlined in Contract/Purchase Order/Agreement Number App. A.

- d. All contractors granted access by FEMA to any FEMA PII must agree in writing with Recipient Entity to: (a) abide by the terms and conditions in this ISAA, including without limitation, provisions relating to compliance with the protection of FEMA PII and Notice of Privacy Incident; (b) restrict use of FEMA survivor/registrant PII only to the performance of services to Recipient Entity in connection with Recipient Entity's performance of its obligations under this ISAA, and (c) certify in writing, upon completion of the performance of services by a contractor, that the contractor has immediately un-installed, removed, and/or destroyed all copies of FEMA survivor/registrant PII within 30 days of the contractor's performance of services to Recipient Entity.

8. PRIVACY INCIDENT PROCEDURES

- a. **Notice of Privacy Incident.** If the Recipient Entity, or its contractors, suspect, discover or are notified of a suspected or confirmed Privacy Incident relating to FEMA PII, the Recipient Entity shall immediately, but in no event later than twenty-four (24) hours from suspicion, discovery or notification of the suspected or confirmed Privacy Incident, notify the FEMA Privacy Officer at (202) 212-5100 or FEMA-Privacy@fema.dhs.gov.
- b. **Privacy Incident Handling.** In the event of a Privacy Incident emanating from this ISAA, FEMA will investigate the Privacy Incident pursuant to DHS standard procedures and will consult Recipient Entity to diagnose, mitigate and manage the Incident. The Recipient Entity will be responsible for carrying out all necessary measures to remedy the effects of the Privacy Incident.

- c. *[Select this clause if Entity is a State/Local/Territorial/Tribal Government Agency]*

Remediation. In the event of a Privacy Incident and/or IT Security Incident emanating from this ISAA, FEMA will investigate the Privacy Incident and/or IT Security Incident pursuant to DHS standard procedures and will consult with Recipient Entity in order to diagnose, mitigate, and manage the Privacy Incident and/or IT Security Incident. The Recipient Entity will be responsible for carrying out all reasonable and necessary measures to remedy the effects of a Privacy Incident/Breach, when its actions are responsible for the Privacy Incident/Breach, which may include:

- i. Notification to the affected individuals, the public, media, and/or other government entities;
- ii. Removing information from an Internet or Intranet page;
- iii. Training and awareness for staff on best practices to Safeguard PII;
- iv. Disciplinary or corrective action, including counseling for employees.
 - 1. NOTE: any personnel subject to corrective or disciplinary action arising out of a privacy incident must not be identified or identifiable in the Privacy Incident reporting;
- v. Revisions to policies and procedures to minimize or eliminate the use of PII when possible;
- vi. and/or Any other remediation effort(s) as agreed upon by the Parties.

- d. **Penalties.** If the Recipient Entity or one of its employee/agents willfully discloses any PII to a third party not authorized to receive it, FEMA will revoke the Recipient Entity's access to FEMA PII.

9. GENERAL TERMS.

- a. **Entire Agreement.** This ISAA constitutes the entire Agreement between the Parties with regard to information sharing. However, if this ISAA is used to supplement a contract between the Parties, to the extent there is any conflict between a term of this ISAA and a term in other acquisition documentation, the term of the underlying acquisition, including the Homeland Security Acquisition Regulations (HSAR) Safeguarding of Sensitive Information (MAR 2015) and Information Technology Security and Privacy Training (MAR 2015) clauses will supersede.
- b. **Effective Date, Duration, and Termination.** This ISAA will become effective upon the signature of both Parties and will remain in effect for Three years from the time of receipt, or the lifetime of the acquisition period, whichever is shorter. However, FEMA will only provide the information identified in Appendix A for the disaster period of assistance or, if applicable, for the period of time specified in the Routine Use, whichever is longer. Either party may terminate this Agreement upon written notice to the other party.
- c. **Modification.** This ISAA may be modified upon the mutual written consent of the Parties.
- d. **Counterparts.** This ISAA, when executed in any number of counterparts and by different Parties on separate counterparts, each of which counterparts when so executed and delivered shall be deemed to be an original, and all of which counterparts taken together shall constitute but one and the same Agreement.
- e. **Severability.** Nothing in this ISAA is intended to conflict with current law, regulation or FEMA directives. If a term of this ISAA is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this ISAA shall remain in full force and effect.
- f. **No Private Right.** This ISAA is an internal Agreement between FEMA and the Recipient Entity. It does not create nor confer any right or benefit that is substantive or procedural, enforceable by any third party against the Parties, the United States, or other officers, employees, agents, or associated personnel thereof. Nothing in this ISAA is intended to restrict the authority of either party to act as provided by law, statute, or regulation, or to restrict any party from administering or enforcing any laws within its authority or jurisdiction. Accordingly, the terms of this Agreement do not constitute or imply the grant, by the United States of America, of any other consent, accord, satisfaction, advice, or waiver of its rights, power or authority.
- g. **Funding.** This ISAA is not an obligation or commitment of funds, nor a basis for transfer of funds. Each party shall bear its own costs in relation to this ISAA. Expenditures by each party will be subject to its budgetary processes and to availability of funds pursuant to applicable laws, regulations, and policies. The Parties expressly acknowledge that this in no way implies that Congress will appropriate funds for such expenditures.
- h. **Issue Resolution.** FEMA and Recipient Entity understand that during the course of this ISAA, they may have to resolve issues such as: scope, interpretation of provisions, unanticipated technical matters, and other proposed modifications. Both Parties agree to appoint their respective points of contact to work in good faith towards resolution of such issues. [See Appendix B for points of contacts.]
- i. **Auditing/Reporting:** The Parties will coordinate to prepare a report/audit summarizing Recipient Entity and its contractor's (if applicable) compliance with the privacy, redress, and security requirements set forth in this Agreement, to include accounting for all disclosures of FEMA PII. FEMA shall be provided copies of Recipient Entity self-audits. As part of this responsibility, the Recipient Entity further agrees to conduct its own annual audits of compliance with the terms of this Agreement, and to provide the results of these audits to FEMA IA at the Region IV Office.

Appendix A – DHS/FEMA-008 Disaster Assistance Recovery Files SORN

78 Fed. Reg 25282 (April 30, 2013), Routine use

(H) (1). The following lists the

specific data elements in the FEMA PII dataset(s) that will be shared by FEMA with the Commonwealth of Kentucky.

The Commonwealth of Kentucky will only receive the PII data that is necessary to meet the routine use:

The Commonwealth of Kentucky Emergency Management Agency (KYEM) its contractors (listed below) and other Commonwealth of Kentucky government agencies (including, the Office of the Governor, the Kentucky Transportation Cabinet (KYTC), Kentucky Cabinet for Health and Family Services (KYCHFS), The Kentucky Public Protection Cabinet (KYPPC), and excluding third party agencies and entities) directly involved in disaster recovery, will need the information below for outreach and referrals and to best ascertain the needs for each survivor/applicant so they can refer them to resources and entities that can meet their specific needs while also preventing a duplication of benefits. This information sharing enables the Commonwealth to administer disaster recovery programs, provide survivors with additional services for their disaster-caused unmet needs, and avoid duplication of benefits.

The KYEM has contracted with CDR Maguire, Inc. (CDRM), Contract number MA 1700000004, Delivery Order Number DO 095 2200014402, to provide a Housing Incident Management Team (IMT), to assist in supporting the Kentucky Housing Task Force and implementing disaster assistance programs, including but not limited to a State managed NCS program utilizing RVs, which may be eligible for FEMA Public Assistance Program funds. The Contract was executed in November of 2016, and renewed on November 4, 2020. The delivery order for support to the Housing Incident Management Team was executed on January 14, 2022.

CDRM has subcontracted with Longview Solutions Group, LLC as a teaming partner to deliver Housing IMT services to KYEM. The agreement between CDRM and Longview Solutions Group, LLC (Longview) was executed on December 12, 2021 and The Task Order specific to Housing IMT was executed on January 15, 2022.

CDRM and Longview will provide support to KYEM's Disaster Housing Task Force, which could include implementing a Travel Trailers sheltering program, needs assessment, developing and/or implementing other state led disaster assistance, and Case management, for unmet needs and to prevent a duplication of benefits. CDRM and Longview may need access to FEMA program data related to ONA, FHA, DHA, and NCS. CDRM and Longview will not access data elements within these program areas that are not required for work within its contract.

CDRM and Longview will abide by all terms and conditions in this ISAA, including but not limited to, (a) provisions relating to compliance with the protection of FEMA PII and Notice of Privacy Incident; (b) restrict use of FEMA survivor/registrant PII only to the performance of services to Recipient Entity in connection with Recipient Entity's performance of its obligations under this ISAA, and (c) certify in writing, upon completion of the performance of services by a contractor, that the contractor has immediately uninstalled, removed, and/or destroyed all copies of FEMA survivor/registrant PII within 30 days of the contractor's performance of services to Recipient Entity.

Points of Contact for State Executive Branch Agencies other than KYEM:

DJ Wasson
Public Protection Cabinet
Chief of Staff
Office of the Secretary

(502) 564-0445
DJ.Wasson@ky.gov

Travis Mayo
Office of the Governor
General Counsel
(502) 564-2611
travis.mayo@ky.gov

Jason J. Siwula, P.E.
Kentucky Transportation Cabinet
Assistant State Highway Engineer
(502) 229-8506
Jason.Siwula@ky.gov

Jackie Richardson
Chief of Staff
Cabinet for Health and Family Services
Office of the Secretary
502-564-7042 x2253(w)
502-229-2523(m)
jrichardson@ky.gov

KYEM, CDRM, Longview, KY Office of the Governor, KYTC, KYCHFS, KYPPC will only access the minimum necessary data elements (from the larger set of data elements listed below) required for an authorized purpose within this ISAA. KYEM should submit written data requests to FEMA that contain specific justification for how the data will be used. The data request should be limited to only the minimum necessary data elements required for an authorized purposes within this ISAA.

DHS/FEMA 008 - Disaster Recovery Assistance Files System of Records (DRA), 78 Fed. Reg. 25,282 (Apr. 30, 2013) (DRA SORN), Routine use (H)(1). The following lists the specific data elements in the FEMA PII dataset(s) that will be shared by FEMA with States:

Financial Assistance:

The Commonwealth requires the following data elements in order to verify the individual and will be needed by all applicable parties for verification purposes:

1. Disaster Number
2. Registration ID
3. Applicant Last Name, First Name
4. Co-Applicant Last Name, First Name
5. Damaged Dwelling Street
6. Damaged Dwelling City
7. Damaged Dwelling County/Parish
8. Damaged Dwelling State
9. Damaged Dwelling Zip Code
10. Damaged Dwelling Latitude
11. Damaged Dwelling Longitude
12. Current Mailing Street
13. Current Mailing City
14. Current Mailing County/Parish
15. Current Mailing State
16. Current Mailing Zip Code
17. Primary Phone Number
18. Alternate Phone Number
19. Email Address
20. Owner/Renter

The Commonwealth requires the following data elements in order to allow for assistance by housing type and applicant circumstance as well as determine and/or prevent a duplication of benefits in determining eligibility for assistance:

21. Homeowner Insurance Y/N
22. Flood Insurance Y/N
23. Renters Insurance Y/N
24. Total IHP Award Amount
25. Total FEMA Verified Loss Amount (RP+PP FVL)
26. Real Property FEMA Verified Loss Amount (RP FVL)
27. Real Property Damage Level Renter
28. Personal Property FEMA Verified Loss Amount (PP FVL)
29. Self-Assessment Triage Level
30. Total HA Award Amount
31. Most Recent HA Status
32. HA NCOMP Status Y/N
33. HA ENCOMP Status Y/N
34. Rental Assistance Award
35. Home Repair Award Amount
36. Replacement Award Amount
37. TSA Eligible Y/N
38. Inspection Y/N
39. Habitability Repairs Required Y/N
40. Destroyed Y/N
41. Residence Type
42. Primary Residence Y/N
43. Gross Income (Reported)
44. Access and Functional Needs Y/N
45. Pre-Placement Interview (PPI) Code
46. Inspector verified loss line items for real property
47. IHP Max Grant Y/N
48. HA Max Grant Y/N
49. Well/Septic Award Amount

The Commonwealth requires the following data elements in order to determine household demographics:

50. Household (HH) Size
51. Household (HH) Member <5
52. Household (HH) Member between 5 and 17
53. Household (HH) Member between 18 and 64
54. Household (HHC) Member >=65

Other Needs Assistance:

The Commonwealth requires the following data elements in order to verify the individual and will be needed by all applicable parties for verification purposes:

1. Disaster Number,
2. Registration ID,
3. Applicant Last Name, First Name,
4. Co-Applicant Last Name, First Name,
5. Damaged Dwelling Street,
6. Damaged Dwelling City,
7. Damaged Dwelling County/Parish,
8. Damaged Dwelling State,
9. Damaged Dwelling Zip Code,
10. Current Mailing Street,
11. Current Mailing City,
12. Current Mailing County/Parish,
13. Current Mailing State,

14. Current Mailing Zip Code,
15. Primary Phone Number,
16. Alternate Phone Number,
17. Applicants Email Address,

The Commonwealth requires the following data elements in order to determine household demographics:

18. Household (HH) Size,
19. Household (HH) Member <5,
20. Household (HH) Member between 5 and 17,
21. Household (HH) Member between 18 and 64,
22. Household (HH) Member >=65,
23. Relationship Type Code,
24. Dependent Y/N,

The Commonwealth requires the following data elements in order to determine and/or prevent a duplication of benefits in determining eligibility for assistance and identify unmet needs:

25. Residence Type,
26. Self-Assessed Damage Level,
27. Homeowner Insurance Y/N,
28. Renters Insurance Y/N,
29. Flood Insurance Y/N,
30. Other Insurance Type(s),
31. Funeral Expenses Y/N,
32. Medical Expenses Y/N,

Direct Housing Assistance:

The Commonwealth requires the following data elements in order to verify the individual and will be needed by all applicable parties for verification purposes:

- 1 Disaster Number
- 2 Registration ID
- 3 Applicant Last Name, First Name
- 4 Co-Applicant Last Name, First Name
- 5 Damaged Dwelling Street
- 6 Damaged Dwelling City
- 7 Damaged Dwelling County/Parish
- 8 Damaged Dwelling State
- 9 Damaged Dwelling Zip
- 10 Damaged Dwelling Latitude
- 11 Damaged Dwelling Longitude
- 12 Current Mailing Street
- 13 Current Mailing City
- 14 Current Mailing County/Parish
- 15 Currently Mailing State
- 16 Current Mailing Zip Code
- 17 Primary Phone Number
- 18 Alternate Phone Number
- 19 Email Address
- 20 Owner/Renter

The Commonwealth requires the following data elements in order to determine and/or prevent a duplication of benefits in determining eligibility for assistance and identify unmet needs:

- 21 Homeowner Insurance Y/N
- 22 Flood Insurance Y/N
- 23 Total IHP Award Amount

- 24 Total FEMA Verified Loss Amount (RP+PP FVL)
- 25 Real Property FEMA Verified Loss Amount (RP FVL)
- 26 Real Property Damage Level Renter
- 27 Personal Property FEMA Verified Loss Amount (PP FVL)
- 28 Self-Assessment Triage Level
- 29 Total HA Award Amount
- 30 Home Repair Award Amount
- 31 Replacement Award Amount
- 32 Inspection Y/N
- 33 Habitability Repairs Required Y/N
- 34 Residence Size SQFT
- 35 Destroyed Y/N
- 36 Residence Type
- 37 Primary Residence Y/N
- 38 Gross Income (Reported)
- 39 Access and Functional Needs Y/N
- 40. Household (HH) Size
- 41. Number of Occupied Bedrooms

The Commonwealth requires the following data elements in order to determine household demographics:

- 42. Household (HH) Member <5
- 43. Household (HH) Member between 5 and 17
- 44. Household (HH) Member between 18 and 64
- 45. Household (HH) Member >=65

Referral to Direct Housing information

The Commonwealth requires the following data elements in order to determine and/or prevent a duplication of benefits in determining eligibility for assistance:

- 1 Pre-Placement Interview (PPI) Code
- 2 Pre-Placement Interview (PPI) Date
- 3 Hold Type
- 4 Special Needs Flag
- 5 Pre-Placement Interview Code Approval Status
- 6 Pre-Placement Interview Code Approval Status Date
- 7 Site Name
- 8 Site Type
- 9 Site County/Parish
- 10 Site Street Address
- 11 Site City Address
- 12 Site State
- 13 Site ZIP
- 14 Site Pad Lot Number
- 15 Site Latitude Coordinate
- 16 Site Longitude Coordinate
- 17 Site Flood Zone
- 18 Site Inspection Issue Date
- 19 Site Inspection Status
- 20 Site Inspection Status Date
- 21 Work Order Number
- 22 Work Order Date
- 23 Work Order Status
- 24 Unit Type

Post Licensing In information

The Commonwealth requires the following data elements in order to determine and/or prevent a duplication of benefits in determining eligibility for assistance and identify unmet needs:

- 1 Licensed In Date
- 2 Permanent Housing Plan
- 3 Recertification Sequence Number
- 4 Living In Unit - Name of Each Individual,
- 5 Living In Unit - Adult or Minor or Male or Female,
- 6 Living In Unit - Adult or Minor Member Age,
- 7 Self-Reported Pre-disaster HUD Section 8 Status,
- 8 Manufactured Housing Unit (MHU) Vehicle Identification Number,
- 9 Manufactured Housing Unit (MHU) Barcode
- 10 Pre-disaster Housing Cost (Renter Only)
- 11 Pre-disaster Utilities Cost
- 12 Contractors Name
- 13 Contractors Address
- 14 Contractors Phone Number
- 15 Rental Property Resources
- 16 FEMA Recertification Caseworker Name
- 17 FEMA Housing Group Supervisor Signature
- 18 Name Of The Occupant/applicant Present During The Recertification Inspection
- 19 Relationship to The Applicant
- 20 Pictures of The Inside and Outside of The Damaged Dwelling (Pre-disaster Owners Only)
- 21 Vacated Reason
- 22 Reasons For Termination
- 23 Current Housing Plan
- 24 Projected Housing Plan
- 25 Tentative Moveout Date
- 26 Vacate Date

During the NCS Intake interviews, KY will be exposed to PII and will use the information about the survivor to support completion of their transition plan and to provide a seamless process to incorporate State programs and additional resources. Release of Information (ROI)s will be taken by ARC at intake and scanned into the Survivor's record.

The following data elements will be delivered to FEMA to facilitate the data matching and bi-directional data sharing:

1. FEMA Registration ID (if available)
2. Shelter Name
3. Head of Household: First Name
4. Head of Household: Last Name
5. Head of Household: Phone Number
6. Number of Individuals in Household
7. Damaged Dwelling Street Address
8. Damaged Dwelling City
9. Damaged Dwelling State
10. Damaged Dwelling Zip Code

The information received from FEMA will be used to provide program management assistance and expertise to KY, (including continued eligibility and transition planning), in development and implementation of a comprehensive FEMA funded Public Assistance Non-Congregate Sheltering State managed program, and to provide program management assistance and expertise to survivors, as applicable, in the transition to FEMA's Housing Programs. Some data elements are included to assist determining extension eligibility.

FEMA will return the following data elements for success matches to IA program registrations:

PII data fields listed below are pursuant to the Routine Use (H)(1) of the DRA SORN.

1. Registration ID
2. Applicant Last Name, First Name

3. Co-Applicant Last Name, First Name
4. Damaged Dwelling Street
5. Damaged Dwelling City
6. Damaged Dwelling County/Parish
7. Damaged Dwelling State
8. Damaged Dwelling Zip Code
9. Current Mailing Street
10. Current Mailing City
11. Current Mailing County/Parish
12. Current Mailing State
13. Current Mailing Zip Code
14. Primary Phone Number
15. Alternate Phone Number
16. Email Address
17. Total IHP Award Amount
18. Total HA Award Amount
19. ONA Other Award Amount
20. Rental Assistance Award Amount
21. Transient Award Amount
22. Medical Award Amount
23. Transportation Award Amount
24. Access and Functional Needs (AFN) Y/N

Shelter Residents that are not matched to an IA program registration will be marked as not FEMA registered in the return data.

In the event FEMA and KY enter the PA NCS extension period additional data elements will be necessary to determine extension eligibility. The additional fields allow the STT caseworkers to understand in greater detail the amount of FEMA assistance provided to shelter residents still in the program at the end of the FEMA program period. The fields are not sent in the initial dataset because data is not needed to perform normal shelter depopulation operations. The fields are only sent for shelter residents still in the PA NCS program at the end of the program period and that have asked for an extension beyond the standard program period. The additional fields are:

1. Co-Applicant Last Name, First Name
2. Current Mailing Street
3. Current Mailing City
4. Current Mailing County/Parish
5. Current Mailing State
6. Email Address
7. Real Property Damage Level Renter
8. Total IHP Award Amount
9. ONA Other Award Amount
10. Personal Property Award Amount
11. Home Repair Award Amount
12. Replacement Award Amount
13. Dental Award Amount
14. Funeral Award Amount
15. Medical Award Amount
16. Moving/Storage Award Amount
17. Transient Award Amount
18. Transportation Award Amount
19. Well / Septic Award Amount

Appendix B – Administrative points of contacts for this agreement (Limit of five)

a. The FEMA point of contact is as follows:

Name: Pamela Ross
Title: IABD, DR4630KY
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f. The Recipient Entity point of contact is as follows:

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