**\*Paste on official letterhead and email to:\*** [fema-r4-nfip-data-request@fema.dhs.gov](mailto:fema-r4-nfip-data-request@fema.dhs.gov)  
cc: [Kaine.Riggan@ncdps.gov](mailto:Kaine.Riggan@ncdps.gov);

**Request for NFIP Policyholder**

**Personally Identifiable Information (PII)**

Date: August 22, 2022

Re: Privacy Act Request for FEMA Files/Information

Dear Federal Insurance Directorate Assistant Administrator or FID Deputy Assistant Administrator:  
  
I am writing to request that the Federal Emergency Management Agency (FEMA) provide me with National Flood Insurance Program **repetitive loss and severe repetitive loss data** related to {enter *county name and incorporated community names within the county}* as the county administers the mitigation plan for the entire county.

My office is requesting the data to offer mitigation advice to those policyholders who may be able to take simple action to improve their insurance rating,update Hazard Mitigation Plan, and participate in CRS. Data may also be used for the city’s BRIC, HMGP or FMA grant application in this cycle.

Specifically, we plan to use the data provided to review and assist in hazard mitigation application development and to promote the purchasing of flood insurance in neighborhoods that are underinsured. In addition, we’ll use the NFIP data for assessment and review of repetitive loss and severe repetitive loss properties. Finally, we need NFIP information from FEMA in order to assist our participation in the Community Rating System (CRS).  
  
I am requesting that the above information be provided pursuant to the “routine use” provision of the Privacy Act of 1974, 5 U.S.C. 522a. I am requesting disclosure of this information under Routine Use, sections N, R & T.  
  
My office will not further disclose this information to other entities unless they are identified on the form or use the information for any purpose other than that stated above. Any other entities that require identical data files for the purposes outlined in this letter will contact FEMA separately with their request for information. The applicant information will be protected in accordance with the Privacy Act of 1974. Once the Personally Identifiable Information is utilized for the legitimate and appropriate purposes as stated above, the further transmission of these data files, electronic and analog/paper, will cease and the personal information contained therein will be destroyed.

If you or your staff has any questions or need additional information about this matter, please contact at   
(\_\_\_)\_\_\_-\_\_\_\_.  
  
Sincerely,

Name & Title

*NFIP System of Records Notices (SORNs) Routine Uses*

|  |  |
| --- | --- |
| **A** | To the Department of Justice (DOJ), including Offices of the  U.S. Attorneys, or other federal agency conducting litigation or in proceedings before any court, adjudicative, or administrative body, when it is relevant or necessary to the litigation and one of the following is a party to the litigation or has an interest in such litigation:  1. DHS or any component thereof;  2. Any employee or former employee of DHS in his/her official  capacity;  3. Any employee or former employee of DHS in his/her individual capacity when DOJ or DHS has agreed to represent the employee; or  4. The U.S. or any agency thereof. |
| **B** | To a congressional office from the record of an individual in  response to an inquiry from that congressional office made at the  request of the individual to whom the record pertains. |
| **C** | To the National Archives and Records Administration (NARA) or General Services Administration pursuant to records management inspections being conducted under the authority of 44 U.S.C. 2904 and 2906. |
| **D** | To an agency or organization for the purpose of performing audit  or oversight operations as authorized by law, but only such information as is necessary and relevant to such audit or oversight function. |
| **E** | To appropriate agencies, entities, and persons when:  1. DHS suspects or has confirmed that the security or  confidentiality of information in the system of records has been  compromised;  2. DHS has determined that as a result of the suspected or confirmed compromise, there is a risk of identity theft or fraud, harm to economic or property interests, harm to an individual, or harm to the security or integrity of this system or other systems or programs (whether maintained by DHS or another agency or entity) that rely upon the compromised information; and  3. The disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with DHS's efforts to respond to the suspected or confirmed compromise and prevent, minimize, or remedy such harm. |
| **F** | To contractors and their agents, grantees, experts, consultants, and others performing or working on a contract, service, grant, cooperative agreement, or assignment for DHS, when necessary to  accomplish an agency function related to this system of records. Any individuals provided information under this routine use are subject to the same Privacy Act requirements and limitations on disclosure as are applicable to DHS officers and employees. |
| **G** | To an appropriate federal, state, tribal, local, international, or foreign law enforcement agency or other appropriate authority charged with investigating or prosecuting a violation or enforcing or implementing a law, rule, regulation, or order, when a record, either on its face or in conjunction with other information, indicates a violation or potential violation of law, which includes criminal, civil, or regulatory violations and such disclosure is proper and consistent with the official duties of the person making the disclosure. |
| **H** | To Write Your Own insurance companies as authorized under 44 CFR 62.23 to administer flood insurance in partnership with FEMA. |
| **I** | To federal, state, local, and tribal government agencies, insurance companies, and established voluntary organizations in order to determine eligibility for benefits, verify non-duplication of benefits following a flooding event or another disaster, and provide needs unmet by NFIP claims payouts within their jurisdictions and service areas. |
| **J** | To state government agencies in order to provide GFIP certificates for carrying out the purposes of the NFIP within its jurisdiction. |
| **K** | To property loss reporting bureaus, state insurance departments, and insurance companies to investigate fraud or potential fraud in connection with claims, subject to the approval of the DHS Office of the Inspector General. |
| **L** | To state, local, and tribal government agencies to ascertain the degree of financial burdens they expect to assume in the event of a flooding disaster within its jurisdiction. |
| **M** | To state, local, and tribal government agencies to further NFIP  outreach and education activities within their jurisdiction. |
| **N** | To state, local, and tribal government agencies that provide names, addresses of policyholders within their jurisdictions, and a brief general description of their plan for acquiring and relocating their flood prone properties for the purpose of ensuring that communities engage in floodplain management, improved real property acquisitions, and relocation projects that are consistent with the NFIP. This is contingent upon the Federal Insurance Mitigation Administration determining that the use furthers the flood plain management and hazard mitigation goals of the agency. |
| **O** | To the Army Corps of Engineers and federal, state, local, and tribal government agencies to review NFIP policy and claims information for properties within its jurisdiction in order to assist in hazard mitigation and floodplain management activities, and in monitoring compliance with the floodplain management measures adopted by the community. |
| **P** | To lending institutions and mortgage servicing companies for purposes of assisting with lender compliance. |
| **Q** | To current owners of properties for the purpose of providing the dates and dollar amounts of past loss payments made to the said property. |
| **R** | To federal, state, local, and tribal government agencies to conduct research, analysis, and feasibility studies of policies and claims within its jurisdiction. |
| **S** | To financial institutions for purposes of providing referral or  cooperative reimbursement payments to insurance agents to share  marketing and advertising costs between NFIP and entities participating in the NFIP. |
| **T** | To community officials and representatives to provide repetitive loss records of properties within that community. |
| **U** | To OMB in for purposes related to the review of private relief  legislation in accordance with OMB Circular No. A-19. |
| **V** | To private reinsurers, private capital firms, and financial  institutions for the purposes of preparing NFIP assumption of risk proposals. |
| **W** | To the news media and the public, with the approval of the Chief  Privacy Officer in consultation with counsel, when there exists a  legitimate public interest in the disclosure of the information, when disclosure is necessary to demonstrate the accountability of DHS's officers, employees, or individuals covered by the system, except to the extent the Chief Privacy Officer determines that release of the specific information in the context of a particular case would constitute an unwarranted invasion of personal privacy. |

<https://www.gpo.gov/fdsys/pkg/FR-2014-05-19/html/2014-11386.htm>