1. **Requestor/Grantee Information**

HUD and FEMA have entered into a data sharing agreement that allows for HUD to make available FEMA Individual and Household Program (IHP) assistance and damage assessment data to CDBG-DR grantees. Data sharing under the HUD-FEMA agreement is governed by the Privacy Act of 1974, as amended by the Computer Matching and Privacy Act of 1988 and the Computer Matching and Privacy Protections Amendment of 1990. Upon request from the grantee, HUD will obtain FEMA data and make it available to the grantee in accordance with the FEMA-HUD data sharing agreement.

|  |  |  |
| --- | --- | --- |
| **(a.)** | Date: |   |
| **(b.)** | Grantee Name: |   |
| **(c.)** | Grantee State/Disaster Number(s): |   |
| **(d.)** | Requestor Name: |   |
| **(e.)** | Requestor Contact Information: |   |
| **(f.)** | Request Type: | Data Sharing Agreement [ ]  Computer Matching Agreement [ ]  |

|  |  |  |
| --- | --- | --- |
|  | **Name (first, last)** | **Phone and Email Contact Information** |
| User 1 |  |  |
| User 2 |  |  |
| User 3 |  |  |
| User 4 |  |  |
| User 5 |  |  |

1. **Authorized User(s)**
2. **Attestation**

**Data Sharing Agreement:** “By selecting agree, I attest that the data received in response to this request will support the development and implementation of eligible activities under a current CDBG-DR allocation.”

Agree: [ ]

**Computer Matching Agreement:** “By selecting agree, I attest that the data received in response to this request will support the implementation of eligible activities described in an approved action plan under an open CDBG-DR grant.”

Agree: [ ]

1. **Does this request require specific data parameters for the associated data of FEMA Individual Assistance applicants?**

**Yes** [ ]  **No** [ ]

**Enter specific universe criteria if applicable:**

1. **Input designated areas (counties) or click all for data in all designated disaster areas.**

**All** [ ]

* If ‘All’ is not checked above, enter designated areas:

1. **Requestor/Grantee Representative Signature:**

|  |
| --- |
|  |

**Form Instructions**

To fill out this form, position your cursor within a light blue field, click and begin typing or select the appropriate check box.

**Form Sections**

1. **Requestor/Grantee Information**
	1. **Date** = Select date of request from date selector.
	2. **Grantee Name** = Enter name of organization responsible for the grant.
	3. **Grantee State/Disaster Number(s)** = Enter state of the declared disaster and the included FEMA Disaster number(s). This can be multiple if appropriate.
	4. **Requestor Name** = Enter name of person completing the request.
	5. **Requestor Contact Information** = Enter name and email address of the person completing the request.
	6. **Request Type** = Select either Data Sharing Agreement or Computer Matching Agreement

***\*Note****: See request type description in the accompanying Data Request Form Definitions*.

1. **Authorized User(s)**
2. **Name (first/last)** = Enter first and last name of authorized users who are permitted to receive the associated data set.
3. **Phone and Email Contact Information** = Enter the phone number and email address of the authorized users entered in item (g).
4. **Attestation**

 Select ‘Agree’ in the appropriate check box to provide attestation for use of the requested data associated with the appropriate data sharing document type. Select both if applicable.

**\**Note:*** *Document type definitions for Data Sharing Agreement and Computer Matching Agreement are provided in the accompanying definitions section of this form.*

1. **Data Parameters**

 Select the appropriate Yes / No response check box.

***\*Note:*** *A definition and example of a data request that include specific perimeters is provided in the accompanying definitions section of this form.*

1. **Designated Areas**

 Input the associated designated areas into the text box if there is a need for data based on geographical location. If the data request should be reflective of all designated areas select the ‘All’ check box.

***\*Note:*** *A definition of designated area is provided in the accompanying definitions section of this form.*

1. **Requestor/Grantee Representative Signature**

Insert signature for attestation.

**Form Definitions**

|  |  |
| --- | --- |
| **Data Sharing Agreement** | This request type should be used when the data being requested is to be utilized for grantee planning and marketing purposes. This request type is associated with activities for the data under a CDBG-DR allocation. |
| **Computer Matching Agreement** | This request type should be used when the data being requested is to be utilized for grantee duplication of benefits checks. This request type is associated with activities for the data under a CDBG-DR open grant. |
| **Attestation** | Attestation provides substantiation that the intended use for the data is warranted. |
| **Data Parameters** | Data parameters are described as specific conditions applied to data in an effort to narrow the universe of the FEMA applicants which data is needed to represent. |
| *Example of data parameters* | *Example: As opposed to programs being provided to all FEMA applicants programs are only being provided to a universe of applicants who meet the specific criteria of:* *Homeowners and not renters* *Gross income is less than $20,000* *Damaged dwelling is in Somewhere County* *FEMA real property verified loss is greater than $10,000* |
| **Designated Area** | Counties in a declared disaster area. |
| **Authorized Users**  | Authorized Users are employees, agents (including contractors or subcontractors), or subrecipients (including an agent or employee of its subrecipients) who have entered an agreement with the Grantee to comply with all requirements on the use of data. |