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DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

[Docket ID: FEMA 2026-0793.; OMB No. 1660-0160]

Agency Information Collection Activities: Proposed Collection; Comment Request; State, Tribe, and Territory Disaster Case Management (DCM) Federal Award.

AGENCY: **Federal Emergency Management Agency, Department of Homeland Security.**

ACTION: 60-Day Notice of Revision and Request for Comments.

SUMMARY: The Federal Emergency Management Agency (FEMA), as part of its continuing effort to reduce paperwork and respondent burden, invites the public to take this opportunity to comment on a revision of a currently approved information collection. In accordance with the Paperwork Reduction Act of 1995, this notice seeks comments concerning information collected during the request by a State, Tribal, or territorial government for a Disaster Case Management (DCM) Federal award following a major disaster declaration.

DATES: Comments must be submitted on or before [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

ADDRESSES: To avoid duplicate submissions to the docket, please submit comments at *www.regulations.gov* under Docket ID FEMA-2026-0793. Follow the instructions for submitting comments.

All submissions received must include the agency name and Docket ID. Regardless of the method used for submitting comments or material, all submissions will be posted, without change, to the Federal eRulemaking Portal at *http://www.regulations.gov*, and will include any personal information you provide. Therefore, submitting this information makes it public. You may wish to read the

Privacy and Security Notice that is available via a link on the homepage of *www.regulations.gov*.

FOR FURTHER INFORMATION CONTACT: Heather Spadaro, Community Services Section Chief, FEMA Office of Response and Recovery, Response Directorate, Individual Assistance Division, 202-646-3642, and *FEMA-HQ-IA-PMB-CSS@fema.dhs.gov*. You may contact the Information Management Division for copies of the proposed collection of information at email address: *FEMA-Information-Collections-Management@fema.dhs.gov*.

SUPPLEMENTARY INFORMATION: Pursuant to Executive Order 12148, as amended by Executive Order 12673 and Executive Order 13286, the President of the United States has delegated to the Department of Homeland Security (DHS), including FEMA, the authority to provide case management services as stated in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), Pub. L. 93-288, as amended (42 U.S.C. 5189d). Under the Stafford Act, FEMA may provide DCM services to survivors through financial assistance to State, Tribal, or Territorial government agencies, or qualified private organizations. DCM services include identifying and addressing disaster-caused unmet needs of survivors through identification of, and referrals to, available resources. A disaster-caused unmet need is an un-resourced item, support, or assistance that has been assessed and verified as necessary for a survivor to recover from a disaster. This may include food, clothing, shelter, first aid, emotional and spiritual care, household items, home repair, or rebuilding. When a State, Tribe, or Territory (STT) applies for, requests a modification of, or appeals a FEMA determination for a DCM Federal award, the STT will utilize the designated forms to identify the need, explain why it is beyond the STT capacity to provide case management services itself, and describe how the STT will provide services to all populations in need. Additionally, the STT will be required to use the OMB-approved Standard Form 424 form family when

applying for Federal funding. To supplement their request, the STT will submit a funding request using the budget form. The information gathered within these forms in the collection tool is used to determine the STT's need for DCM Federal funding and how they anticipate providing services to survivors. Once awarded, the STT will use the quarterly reporting collection tool to provide aggregate data on the services provided to survivors. The information gathered within this form helps FEMA assess the success of the program and ensure that survivors in need of services can receive them and that the case managers are assisting survivors in finding resources that meet their disaster-caused unmet needs.

Collection of Information

Title: State, Tribe, and Territory Disaster Case Management Federal Award.

Type of Information Collection: Revision of a currently approved information collection.

OMB Number: 1660-0160.

FEMA Forms: DCM Federal Award Application, FF-104-FY-22-204; DCM Federal Award Modification Request, FF-104-FY-22-206; DCM Federal Award Request for Appeal, FF-104-FY-22-207; DCM Federal Award Quarterly Reporting, FF-104-FY-22-208; and DCM Federal Award Budget Workbook, FF-104-FY-22-209

Abstract: This collection tool is used to support State, Tribal, and Territorial governments (STTs) when applying for, requesting a modification to supplement and expand their existing capacity with or without additional funding, or appealing a FEMA determination about a Disaster Case Management Federal award. In extraordinary circumstances, the STT may request that FEMA provide an opportunity for a local government agency or qualified private organization to apply for the DCM Federal Award directly. Once FEMA makes an award to the STT, the STT will utilize the quarterly reporting form to report aggregate data about the performance of their program.

All information collected within these forms will be submitted to FEMA by the STT. When applying for the STT DCM Federal award, the STT responds to the questions within the application form, developing an overall assessment that details activities that have occurred since the start of the disaster; what resources and capabilities are currently available or anticipated to be available; and what the estimated population to serve is. The STT also outlines the implementation of their program by detailing their service delivery and work plans. If the STT is awarded an initial DCM Federal award, the STT may need to modify their award. In doing so, the STT utilizes the Request for Modification collection instrument to answer questions that assist them in justifying the need to request additional time and/or funding to further support the implementation of their program. If the STT chooses to appeal a determination made by FEMA, the STT outlines the purpose for their submission and provide new, justifying information that was not included in their initial or modification request by using the Request to Appeal collection instrument. For each of the three forms mentioned above, the STT uses the Budget Workbook to request initial or supplemental funding. This collection instrument enables the STT to outline line items that are necessary, reasonable, and allocable to implement the program, including personnel, travel, supplies, and contractual items among others. The STT can use this workbook to detail the request at all levels in program implementation so that it can calculate the total amount of funding needed. Once awarded, the STT reports aggregate data on all aspects of program implementation, including staffing, caseloads, survivor/client needs, and the types of referrals being made, as well as challenges faced during the quarter, and best practices/lessons learned. This information assists FEMA in confirming the effectiveness of the program, providing technical assistance to ensure all survivors are able to receive DCM services, and to continuously evolve programmatic implementation through the collection of best practices/lessons learned.

Affected Public: State, Tribal, and Territorial Governments.

Estimated Number of Respondents: 55.

Estimated Number of Responses: 107.

Estimated Average Time per Response: 4.514 hours.

Estimated Total Annual Burden Hours: 483.

Estimated Total Annual Respondent Cost: $41,659.

Estimated Respondents' Operation and Maintenance Costs: $0.

Estimated Respondents' Capital and Start-Up Costs: $0.

Estimated Total Annual Cost to the Federal Government: $142,581.

Comments

Comments may be submitted as indicated in the **ADDRESSES** caption above. Comments are solicited to (a) evaluate whether the proposed data collection is necessary for the proper performance of the Agency, including whether the information shall have practical utility; (b) evaluate the accuracy of the Agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used; (c) enhance the quality, utility, and clarity of the information to be collected; and (d) minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

Russell R. Bard

Acting Senior Director for Information Management,

Office of the Chief Administrative Officer,

Mission Support,

Federal Emergency Management Agency,

Department of Homeland Security.

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