

Declaration Process Timelines

Introduction

The primary purpose of this document is to outline disaster declaration process timelines in a clear and concise manner for state, Tribal Nation, and territory (STT) governments. The timeline is separated into three stages: pre-declaration, post-declaration, and other. Each stage includes the type of request being made, the necessary action or deadline required for each request, who the request is from and sent to, and additional resource documents.

Pre-Declaration

Request Emergency Declaration

Action/Deadline:	Request Sent From:	Request Sent To:	Resources:
The governor or Tribal Chief Executive should submit the request within 5 days after the need for assistance becomes apparent, but not longer than 30 days after the occurrence of the incident.	Governor or Tribal Chief Executive only, pursuant to § 401 and § 501 of the Stafford Act.	Addressed to the President and sent through the FEMA Regional Administrator (RA) and the region’s declarations section.	Request for Emergency Declarations - 44 Code of Federal Regulations (CFR) 206.35 How a Disaster Gets Declared FEMA.gov

Preliminary Damage Assessment

Action/Deadline:	Request Sent From:	Request Sent To:	Resources:
Upon completion of initial damage assessments by affected local jurisdictions, STT governments request that the Federal Emergency Management Agency (FEMA) participate in a joint preliminary damage assessment (PDA).	STT pursuant to 44 CFR Part 206.33(a).	The FEMA RA and/or the recovery division director (RDD), the region’s declaration section, and the PDA coordinator.	Preliminary Damage Assessment Guide FEMA.gov

Request Major Disaster Declaration

Action/Deadline:	Request Sent From:	Request Sent To:	Resources:
The governor or Tribal Chief Executive should submit the request within 30	Governor or Tribal Chief Executive only, pursuant	Addressed to the President and sent	Request for Major Disaster

Action/Deadline:	Request Sent From:	Request Sent To:	Resources:
days of the occurrence of the incident or within 30 days of the end of the incident period, whichever is later.	to § 401 and § 501 of the Stafford Act.	through the FEMA RA and the region’s declaration section.	Declarations - 44 CFR 206.36 How a Disaster Gets Declared FEMA.gov

Post-Declaration

Incident Period

Action/Deadline:	Request Sent From:	Request Sent To:	Resources:
The Federal Coordinating Officer (FCO) coordinates with the STT government on closing the incident period if the incident period is “continuing” at the time of declaration.	Governor/governor’s authorized representative (GAR) or Tribal Chief Executive/Tribal Chief Executive’s authorized representative (TAR) pursuant to 44 CFR Part 206.44(c).	The FCO, who coordinates with the responsible FEMA RA and region.	Definitions - 44 CFR 206.32 FEMA-State Agreements (FEMA-Tribal Agreements) - 44 CFR 206.44(b) and (c)

Additional Programs

Action/Deadline:	Request Sent From:	Request Sent To:	Resources:
The governor/GAR or Tribal Chief Executive/TAR must request the additional program(s) within 30 days of the end of the incident period or 30 days after the date of declaration, whichever is later.	Governor/GAR or Tribal Chief Executive/TAR pursuant to 44 CFR Part 206.40(c).	Addressed to the associate administrator (AA) of the FEMA Office of Response and Recovery (ORR) and sent to the responsible FEMA RA, who coordinates with the FCO and AA ORR.	Designation of Affected Areas and Eligible Assistance - 44 CFR 206.40(c)

Area Add-ons

Action/Deadline:	Request Sent From:	Request Sent To:	Resources:
The governor/GAR or Tribal Chief Executive/TAR must request the	Governor/GAR or Tribal Chief Executive/TAR	Addressed to the AA of the FEMA ORR and	Designation of Affected Areas

Action/Deadline:	Request Sent From:	Request Sent To:	Resources:
additional area(s) within 30 days of the end of the incident period or 30 days after the date of declaration, whichever is later.	pursuant to 44 CFR Part 206.40(c).	sent to the responsible FEMA RA, who coordinates with the FCO and AA ORR.	and Eligible Assistance - 44 CFR 206.40(c)

Cost-Share Adjustment

Action/Deadline:	Request Sent From:	Request Sent To:	Resources:
Typically, under two circumstances the governor/GAR or Tribal Chief Executive/TAR may request an adjustment to the 75 percent federal and 25 percent non-federal cost share required by statute. First STT governments may request up to 100 percent federal funding be applied to emergency work for a limited time during the initial days of a disaster. Secondly, a request for a 90 percent federal and 10 percent non-federal cost share increase may be considered if the actual federal obligations of funds, excluding administrative costs, meets or exceeds a per capita indicator set annually.	Governor/GAR or Tribal Chief Executive/TAR pursuant to 44 CFR Part 206.47.	Addressed to the President and sent to the responsible FEMA RA, who coordinates with the FCO and AA ORR.	Cost-Share Adjustments - 44 CFR 206.47

Other

Appeals

Action/Deadline:	Request Sent From:	Request Sent To:	Resources:
<i>Denial of Declaration Request</i> The governor or Tribal Chief Executive may appeal a declaration denial by submitting a formal appeal letter with supporting documentation within 30 days from the date of the denial letter.	Governor or Tribal Chief Executive only, pursuant to 44 CFR Part 206.46(a).	Addressed to the President and sent through the FEMA RA and the region's declarations section.	Denial of Declaration Request - 44 CFR 206.46(a)

Action/Deadline:	Request Sent From:	Request Sent To:	Resources:
<p><i>Denial of Types of Assistance or Areas</i></p> <p>The governor/GAR or Tribal Chief Executive/TAR may appeal the denial of a program or area request by submitting a formal appeal letter with supporting documentation within 30 days from the date of the denial letter.</p>	Governor/GAR or Tribal Chief Executive/TAR pursuant to 44 CFR Part 206.46(b).	Addressed to the AA of the FEMA ORR and sent through the FEMA RA.	Denial of Types of Assistance or Areas – 44 CFR 206.46(b)
<p><i>Denial of Cost Share Adjustments</i></p> <p>The governor or Tribal Chief Executive may appeal the denial of a cost share adjustment request by submitting a formal appeal letter with supporting documentation within 30 days from the date of the denial letter.</p>	Governor or Tribal Chief Executive only, pursuant to 44 CFR Part 206.46(c).	Addressed to the President and sent through the FEMA RA and the region’s declarations section.	Cost-share Adjustments - 44 CFR 206.47

Time Extensions

Action/Deadline:	Request Sent From:	Request Sent To:	Resources:
<p><i>Extension To Submit Declaration Request</i></p> <p>The governor or Tribal Chief Executive can request an extension to submit a declaration request. This request for a time extension must be submitted in writing within the initial 30-day declaration request timeframe. FEMA may extend this initial deadline in response to a written request for an additional extension, citing justification for the delay. Additional time extension requests may be granted, if warranted.</p>	Governor or Tribal Chief Executive.	Addressed to the AA ORR and sent to the responsible FEMA RA, who coordinates with the AA ORR and other stakeholders.	Requests for Emergency Declarations - 44 CFR 206.35 (a) Requests for Major Disaster Declarations - 44 CFR 206.36 (a) Designation of Affected Areas and Eligible Assistance - 44 CFR 206.40(d)
<p><i>Other Declaration Time Extensions</i></p> <p>After an initial declaration is approved, there are other post-declaration actions and decisions for which a time extension can be requested, such as program and area add-ons. In these cases, these requests must go through</p>	Governor/GAR or Tribal Chief Executive/TAR pursuant to 44 CFR Part 206.40(d).	Addressed to the AA ORR and sent to the responsible FCO, who coordinates with the RA and the AA ORR.	Appeals - 44 CFR 206.46(d)

Action/Deadline:	Request Sent From:	Request Sent To:	Resources:
the designated FCO for the declared event within the initial 30-day declaration request timeframe, unless otherwise extended and must include justification for why additional time is needed.			

Figure 1 shows the FEMA declaration process timelines.

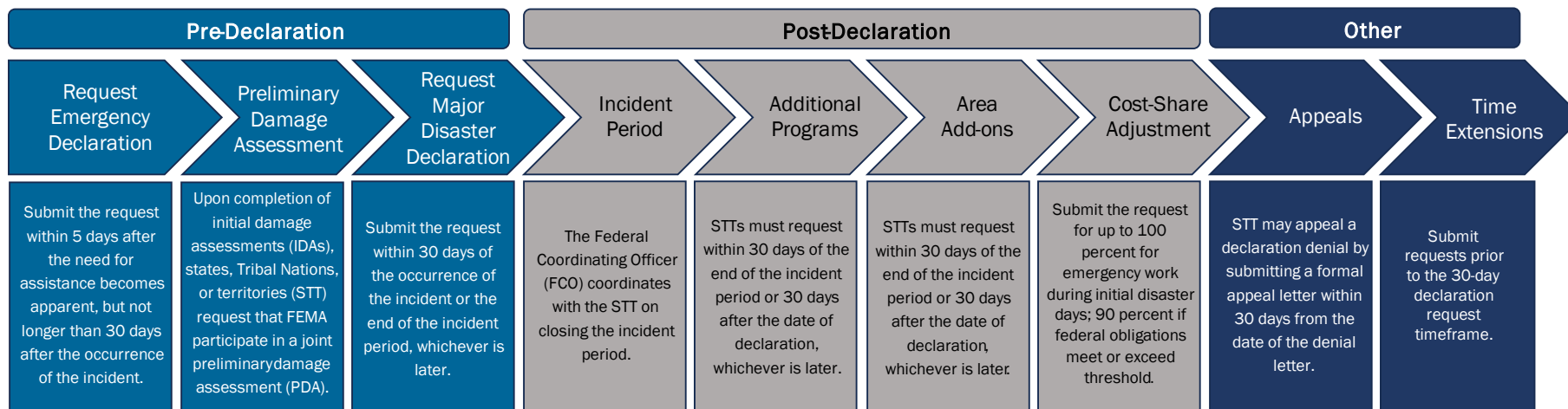


Figure 1: FEMA Declaration Process Timelines