



City of Virginia Beach

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OFFICE OF EMERGENCY MANAGEMENT
(757) 385-1077
TTY: 711

MUNICIPAL COMPLEX
BUILDING 20
2412 NORTH LANDING ROAD
VIRGINIA BEACH, VA 23456

September 6, 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 and the following City of Virginia Beach representatives below with the most recent NFIP policy, claims, and Repetitive Loss/Severe Repetitive Loss data available including:

- Policy Holder's Names
- Property Address
- Date of Loss
- Building Characteristics
- Coverages (building, contents)
- Premium and fees
- Claims amount paid (building, contents, ICC)

Recipient Name	Recipient Title	Recipient Department	Reasoning and Purpose
Recipient 1 Name	Engineer IV	Virginia Beach Public Works Stormwater Division	Research and analysis related to stormwater studies and initiatives (Routine Use R, T)
Recipient 2 Name	Community Rating System Coordinator	Virginia Beach Planning Department	Floodplain Management and NFIP Outreach (Routine Use M, N, O, T)
Recipient 3 Name	Mitigation Program Manager	Virginia Beach Office of Emergency Management	Acquisitions and elevations of flood prone properties and NFIP Outreach (Routine Use M, N, O, T)
Recipient 4 Name	Mitigation Program Administrative Specialist	Virginia Beach Office of Emergency Management	Acquisitions and elevations of flood prone properties and NFIP Outreach (Routine Use M, N, O, T)

My office and the listed individuals seek this information for the City's floodplain management initiatives, stormwater studies, and to plan for future acquisition and elevation projects under FEMA's Hazard Mitigation Assistance grants. Specifically, we will be conducting activities to ensure compliance with the Community Rating System and NFIP requirements, update the City's HAZUZ analysis for stormwater studies, and for planning efforts related to future acquisition and elevation projects of flood prone properties under our legal authority under Virginia Code to perform emergency management and flood mitigation responsibilities.

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 (M) to further NFIP outreach and education activities, Routine Use (N) for acquisitions and elevations of flood prone properties, Routine Use (O) in order to assist in hazard mitigation and floodplain management activities, and in monitoring compliance with the floodplain management measures adopted by the community, Routine Use (R) to conduct research, analysis, and feasibility studies of policies and claims, and Routine Use (T) to community officials and representatives to provide repetitive loss records of properties within that community.

My office and the included individuals will not further disclose this information to other entities or use the information for any purpose other than that stated above. 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 have questions or need additional information about this matter, please contact me at [REDACTED]

Sincerely,

Danielle Spach, MPP, CFM
Mitigation Program Manager
Virginia Beach Office of Emergency Management

Cc: Recipient 1
Recipient 2
Recipient 4