

**U.S. Department of Homeland Security, Federal Emergency Management Agency
Individuals and Households Program (IHP) – Other Needs Assistance**

ADMINISTRATIVE OPTION SELECTION

Instruction: This form must be completed and submitted to FEMA by November 30 every year.

Authority: The authority to collect information regarding the State administrative option for administering the Individual and Households Program - Other Needs Assistance (IHP-ONA) is derived from section 408 of the Stafford Act, 42 U.S.C. 5174, as amended.

Primary Purpose: The information is needed to establish a partnership for the delivery of assistance under Subsections 408 (e) & (f) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. 5174 (e) and (f). The Federal Emergency Management Agency (FEMA) and the State must sign an agreement, which establishes a partnership with FEMA for the delivery of the assistance. The agreement identifies the State's proposed level of support and participation during disaster recovery.

The Federal share of eligible costs paid for Other Needs Assistance under subsections 408 (e) and (f) of the Stafford Act will be 75 % Federal and the 25% non-federal share shall be paid from funds made available by the State.

PAPERWORK BURDEN DISCLOSURE NOTICE

FEMA has estimated the public reporting burden for the administrative option selection at 1 hour per response. The estimate includes time for reviewing supplemental guidance, gathering and maintaining the data needed, and completion of the form. The estimated time for determining and having the selection signed by the Governor is included in reporting burden of 1 hour per response.

STATE'S SELECTION AND LINE ITEM MAXIMUM

The State of _____ selects the following administrative option for the administration of the "Other Needs Assistance" portion of the Individuals and Households Program:

- FEMA Option:** FEMA Administers & Processes.
- JOINT Option:** State Administers & FEMA Participates:
 - FEMA Processing System Auto-determination ON*
 - FEMA Processing System Auto-determination OFF*
- STATE Option:** State Administers & Processes.

The State approves the following line item amounts to be awarded for ONA:

Transportation Repair: \$ _____
Transportation Replace (Total loss): \$ _____
Funeral Maximum (Unmet Need): \$ _____

The State approves the additional ONA Personal Property and/or Miscellaneous items. Attached is the list of additional items, the justification, and situations for use.

This administrative option is agreed upon by:

STATE AUTHORIZING SIGNATURE

FEMA AUTHORIZING SIGNATURE

Governor or Designee Date

Regional Administrator or Designee Date

SUMMARY OF THE ADMINISTRATIVE OPTIONS

FEMA OPTION: Under this option, FEMA will be the administrator of “Other Needs” Assistance. The State shall coordinate ONA activities with FEMA. FEMA shall be responsible for functional elements 1 through 10.

JOINT OPTION: Under this option, the State will be the administrator of “Other Needs” Assistance. FEMA shall participate in providing ONA with State. FEMA shall be responsible for functional elements 1, 2, 3, & 8. The State shall be responsible for functional elements 4,5,6,7,9, & 10.

STATE OPTION: Under this option, the State will be the administrator of “Other Needs” Assistance. The State shall report ONA activities to FEMA. The State shall be responsible for functional elements 1 through 10.

DESCRIPTIONS OF FUNCTIONAL ELEMENTS

This section explains the 10 functional elements that must be addressed to successfully implement the Other Needs Assistance mission.

Functional Element 1: *Registration Intake* is a systematic procedure for accepting application (Application/Registration for Disaster Assistance FEMA Form 90-69) from disaster victims who are in need of Federal disaster assistance. The Procedures must provide for the acceptance of late applications, up to the prescribed time limitations as described in 44 CFR 206.103.

Functional Element 2: *Inspection Services* is standard procedure for inspecting and verifying individually reported disaster-related damages, which will be used to determine the level of Federal disaster assistance.

Functional Element 3: *Processing System* is prearranged procedure for making uniformed eligibility determinations, to include methods for determining cost for personal property and tracking eligibility decisions.

Functional Element 4: *Disbursing Awards* is a set procedure for issuing funds to applicants.

Functional Element 5: *Staffing* includes the responsibility for having adequate space and an appropriate number of trained personnel. It also includes the responsibility for having appropriate equipment necessary to process assistance (i.e. computers, phones and facsimile machines).

Functional Element 6: *Recovery of Funds* is an arranged procedure for collecting erroneously awarded funds.

Functional Element 7: *Case Processing* is standardized system to process applications and respond to applicant inquiries.

Functional Element 8: *Mail Processing* is a standard procedure for sending program decisions and receiving incoming correspondence.

Functional Element 9: *Appeals* is official protocol for evaluating an applicant request to have a program decision reviewed.

Functional Element 10: *Preparation of Closeout Material* involves the preparation of the narrative and statistical documents that comprise a model closeout package. The duties of this function include ensuring that there are no cases pending and that all funds are reconciled for grants and reimbursement of State expenses.

Auto-Determination is the process of allowing the NEMIS business rules to routinely process information received from registrations and inspections and make an eligibility determination without manual intervention.

ADDITIONAL ONA ITEMS

If the State is requesting additional ONA Personal Property, Essential Tools, and/or Miscellaneous items, list the additional items below, provide the justification, and situations for use.

Line Item: _____ ONA Category: _____

Standard Quantity: _____ Maximum Quantity Awarded: _____

Justification/Situations for Use: _____

FEMA USE ONLY

Approved Initial _____

Not Approved Initial _____

Line Item: _____ ONA Category: _____

Standard Quantity: _____ Maximum Quantity Awarded: _____

Justification/Situations for Use: _____

FEMA USE ONLY

Approved Initial _____

Not Approved Initial _____

Line Item: _____ ONA Category: _____

Standard Quantity: _____ Maximum Quantity Awarded: _____

Justification/Situations for Use: _____

FEMA USE ONLY

Approved Initial _____

Not Approved Initial _____

Line Item: _____ ONA Category: _____

Standard Quantity: _____ Maximum Quantity Awarded: _____

Justification/Situations for Use: _____

FEMA USE ONLY

Approved Initial _____

Not Approved Initial _____