

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 _____