

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
INDIVIDUALS AND HOUSEHOLDS PROGRAM (IHP) - OTHER NEEDS ASSISTANCE

ADMINISTRATIVE OPTION SELECTION

SUMMARY OF THE ADMINISTRATIVE OPTIONS

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

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

STATE/INDIAN TRIBAL GOVERNMENT OPTION: Under this option, the State/Indian Tribal Government will be the administrator of Other Needs Assistance. The State/Indian Tribal Government shall report ONA activities to FEMA. The State/Indian Tribal Government shall be responsible for functional elements 1 through 10.

DESCRIPTION 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 applications (*Application/Registration for Disaster Assistance FEMA Form 009-0-1*) from disaster survivors who are in need of Federal disaster assistance. The Procedures must provide for the acceptance of late applications, up to the prescribed time limitation as described in 44 CFR 206.112.

Functional Element 2: *Inspection Services* is a 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 a 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 a standard 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 mail.

Functional Element 9: *Appeals* is an 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/Indian Tribal Government 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.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
INDIVIDUALS AND HOUSEHOLDS PROGRAM (IHP) - OTHER NEEDS ASSISTANCE
ADMINISTRATIVE OPTION SELECTION

ADDITIONAL ONA ITEMS

If the State/Indian Tribal Government is requesting additional ONA Personal Property, Essential Tools, and/or Miscellaneous items, list the additional items below, provide the justification, and situation 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 _____