

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

O.M.B. Control No. 1660-0061  
 Expires December 31, 2021

**Instructions:** This form must be completed and submitted to the Federal Emergency Management Agency (FEMA) by November 30 every year.

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this data collection is estimated to average 1.08 hour per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0061).  
**NOTE: Do not send your completed form to this address.**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended, 42 U.S.C. § 5121 -5207 and Reorganization Plan No. 3 of 1978; 4 U.S.C. §§ 2904 and 2906; 4 C.F.R. § 206.2(a)(27); the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Pub. L. 104-193) and Executive Order 13411. DHS asks for your SSN pursuant to the Debt Collection Improvement Act of 1996, 31 U.S.C. § 3325(d) and § 7701(c) (1).

**PRINCIPAL PURPOSE(S):** FEMA collects this information to determine eligibility and to administer financial assistance under a Presidentially-declared disaster. FEMA may also review this information internally for quality assurance control purposes and use it to assess FEMA's customer service to disaster assistance applicants.

**ROUTINE USE(S):** FEMA may share the information collected on this form externally as permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes sharing this information with state, local, tribal and voluntary organizations to enable individuals to receive additional disaster assistance and as necessary and authorized by other routine uses published in DHS/FEMA-008 Disaster Recovery Assistance Files System of Records, 78 Fed. Reg. 25,282 (April 30, 2013), and upon written request, by agreement, or as required by law.

**DISCLOSURE:** The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent the individual from receiving disaster assistance.

**STATE/INDIAN TRIBAL GOVERNMENT SELECTION AND LINE ITEM MAXIMUM**

The State/Indian Tribal Government of \_\_\_\_\_ selects the following administrative option for the administration of the Other Needs Assistance provision of the Individuals and Households Program:

- FEMA Option:** FEMA Administers & Processes.
- JOINT Option:** State/Indian Tribal Government Administers & FEMA Participates:
  - FEMA Processing System Auto-determination **ON**
  - FEMA Processing System Auto-determination **OFF**
- STATE/INDIAN TRIBAL GOVERNMENT Option:** State/Indian Tribal Government Administers & Processes.

The State/Indian Tribal Government approves the following line item amounts to be awarded for ONA:

Transportation Repair: \$ \_\_\_\_\_

Transportation Replace (Total loss) \$ \_\_\_\_\_

Funeral Maximum (Unmet Need): \$ \_\_\_\_\_

Child Care Assistance (Maximum) \$ \_\_\_\_\_

**The State/Indian Tribal Government 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/INDIAN TRIBAL GOVERNMENT AUTHORIZING SIGNATURE	FEMA AUTHORIZING SIGNATURE
_____ Governor/Tribal Chief Executive or Designee                      DATE	_____ Regional Administrator or Designee                      DATE

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**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.

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**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 \_\_\_\_\_