



FEMA

November 16, 2017

Mr. Kim Stenson, Director
South Carolina Emergency Management Division
2779 Fish Hatchery Road
West Columbia, South Carolina 28172

Dear Mr. Stenson:

This is to acknowledge receipt of your selection for FEMA to administer and process the Other Needs Assistance (ONA) Provision for the Individuals and Households Program, Catalog of Federal Domestic Assistance Number 97.048

We concur with your choice of the State's Administrative Selection as submitted.

Enclosed you will find a signed copy of the State of South Carolina Administrative Option Selection Form along with the Standard Personal Property Line Items & Additional ONA Items Forms for your records. It is effective from January 1, 2018 to December 31, 2018 unless amended.

If you have any questions or need additional information, please contact Tarsha Monk, Acting Individual Assistance Branch Chief, at 770-220-5613 or tarsha.monk@fema.dhs.gov.

Sincerely,

A handwritten signature in blue ink that reads "Terry L. Quarles".

Terry L. Quarles, CEM
Director
Recovery Division

Enclosures

CC: Elizabeth Roberts, State Individual Assistance Officer
FEMA HQ-IA

CONCURRENCE: KH KH TM (KH)
FOR TM

FN: //HS/All States/South Carolina/IHP-ONA State Administrative Option Plans

STATE OF SOUTH CAROLINA

STATE ADMINISTRATIVE OPTION PLAN

INDIVIDUAL AND HOUSEHOLDS PROGRAM

OTHER NEEDS ASSISTANCE

JANUARY 1, 2018 - DECEMBER 31, 2018

Section 408 of the Stafford Act

Catalog of Federal Domestic Assistance Number 97.048

SOUTH CAROLINA EMERGENCY MANAGEMENT DIVISION

NOVEMBER 13, 2017

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

O.M.B. No. 1660-0061
Expires July 31, 2017

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; The Homeland Security Act of 2002, 6 U.S.C. §§ 311-321j; 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 Exec. Order No. 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 and maintains your information in order to determine eligibility for and administer financial assistance under a Presidentially-declared disaster. Additionally, FEMA may review your information for quality assurance purposes to assess FEMA's disaster assistance customer service.

ROUTINE USE(S): FEMA may share your personal information contained in your disaster assistance file outside of FEMA as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes sharing your personal information with federal, state, tribal, local agencies and voluntary organizations to enable you to receive additional disaster assistance, to prevent duplicating your benefits, as necessary and authorized by routine uses published in DHS/FEMA-008 Disaster Recovery Assistance Files Notice of System of Records, 78 Fed. Reg. 25,282 (Apr. 30, 2013) and upon written request, by agreement or as required by law.

STATE/INDIAN TRIBAL GOVERNMENT SELECTION AND LINE ITEM MAXIMUM

The State/Indian Tribal Government of South Carolina 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:	\$ 500.00 Not to Exceed 7000.00
Transportation Replace (Total loss)	\$ 7000.00
Funeral Maximum (Unmet Need):	\$ Up to 8500.00 per decedent
Child Care Assistance (Maximum)	\$ Up to 200.00 per child per week not to exceed 8 weeks

- 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  _____ Governor/Tribal Chief Executive or Designee	FEMA AUTHORIZING SIGNATURE  _____ Regional Administrator or Designee
10 NOV 17 DATE	11/27/17 DATE

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.


Federal Emergency Management Agency Standard Personal Property Line Items

Calendar Year January 1 - December 31, 2018

Line Item Description	Quantity
Personal Property Line items [Previously Owned]	
Air Conditioner **	1:1 ratio
Appliance Service Call	1
* Carbon Monoxide Detector - Misc/Other line item also	1
* Chainsaw - Misc/Other line item also	1
Child Car Seat **	1:1 ratio
Clothing **	1:1 ratio
* Dehumidifier - Misc/Other line item also	1
Dryer	1
Electric Fan **	1:1 ratio
Freezer	1
* Generator - Misc/Other line item also	1
High Chair **	1:1 ratio
* Humidifier - Misc/Other line item also	1
Infant crib**	1:1 ratio
Infant stroller **	1:1 ratio
Microwave	1
Playpen	1
Radio	1
Range/Oven	1
Refrigerator	1
Space Heater **	1:1 ratio
Telephone	1
Television	1
Toys **	1:1 ratio
Twin Bed **	1:1 ratio
Vacuum	1
Washer	1
* Weather Radio - Misc/Other line item also	1

Line Item Description	Quantity
Personal Property Heat Source Line items [Previously Owned]	
Coal (ton)	Up to 1 ton
Wood (cord)	Up to 1 cord
Kerosene (gallon)	Up to 200 gallons
Oil (gallon)	Up to 200 gallons
Pellets (ton)	Up to 1 ton
Propane (gallon)	Up to 200 gallons
Miscellaneous/Other Line items	
* Carbon Monoxide Detector	1
* Chainsaw	1
* Dehumidifier	1
* Generator	1
* Humidifier	1
Smoke Detector - one per damaged floor	1
* Weather Radio	1
Americans with Disabilities Act Line Items [Previously Owned]	
ADA Accessible Bed	1
ADA Accessible Computer	1
ADA Accessible Raised Toilet Seat	1
ADA Accessible Refrigerator	1
ADA Accessible Washer	1
ADA Flashing Fire Alarm - one per damaged floor and occupied bedroom	1
ADA Shower Chair	1
ADA TTY/TDY Telephone	1
ADA Walker	1
ADA Wheel Chair	1

STATE/INDIAN TRIBAL GOVERNMENT
ACKNOWLEDGEMENT


 _____ 16 NOV 17
 Governor/Tribal Chief Executive or Designee Date

* These items can either be previously owned or purchased post-disaster. Assistance will only be awarded under one category and would be paid under Personal Property first.

Federal Emergency Management Agency Standard Personal Property Line Items

Calendar Year January 1 - December 31, 2018

<u>Line Item Description</u>	<u>Quantity</u>
Living Room	
Coffee table	1
Lamp (1 floor - 1 table)	2
Upholstered 8' sofa	1
Upholstered chair	1
Bedroom	
18" x 48" Mirror	1
4 Drawer chest	1
4' x 5' Mini-blind set	1
Bed - frame/found/mattress	1
Bedsprad	1
Blanket	1
Lamp	1
Nightstand	1
Sheet set	1
Standard pillow	1
Bathroom	
3' x 4' Mini-blind set	1
Panel shower curtain	1
Set of personal brushes/combs/ etc. - \$50 Hygiene Allowance	1
Set of personal hygiene items - \$50 Hygiene Allowance	1
Shower rod	1
Towels - (1) 4-piece towel set	4
Tub mat	1
Trash can	1
Dining Room	
Dining table and chairs (4 persons)	1

<u>Line Item Description</u>	<u>Quantity</u>
Kitchen	
2' x 4' Area rug	1
3' x 4' Mini-blind set	1
Blender	1
Broom	1
Can opener (electric)	1
Coffee maker	1
Cooking utensils (miscellaneous)	1
Dinnerware (service for 8)	1
Dish rack and drainer	1
Dishtowels and pot holders (4 pieces)	1
Fire extinguisher (9 lb)	1
Flatware (service for 8)	1
Fork (meat)	1
Glassware (service for 8)	1
Knife set (7 pieces)	1
Mixer (handheld)	1
Mixing bowl set (4 pieces)	1
Mop and bucket	1
Pots and pans w/lids set (8 pieces)	1
Spatula	1
Spoon (cooking)	1
Toaster (2 slots)	1
Trash can	1
Whisk	1
Essential Tool Line Items	
Computer (Essential)	1
Occupational Tools	1
School Books/Supplies	1
Uniforms	1

STATE/INDIAN TRIBAL GOVERNMENT
ACKNOWLEDGEMENT



Governor/Tribal Chief Executive or Designee

Date 10 Nov 17

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: Sump Pump ONA Category: Miscellaneous/ Other Line Items

Standard Quantity: 1 Maximum Quantity Awarded: 1

Justification/Situations for Use:

For survivors experiencing disaster-related flooding that created standing water in their home to include basements and crawlspaces.

FEMA USE ONLY Approved Initial KH Not Approved Initial _____

Line Item: ADA Accessible Dryer ONA Category: Americans with Disabilities Act Line Items

Standard Quantity: 1 Maximum Quantity Awarded: 1

Justification/Situations for Use:

For survivors that lost a previously owned ADA Accessible Dryer unit in a disaster.

FEMA USE ONLY Approved Initial KH Not Approved Initial _____

Line Item: Infant Feeding Materials Bottles/Utensils/etc - \$50 Allowance ONA Category: Kitchen

Standard Quantity: 1:1 Maximum Quantity Awarded: 1:1

Justification/Situations for Use:

For impacted families with infants that experienced a disaster related loss of infant feeding materials.

FEMA USE ONLY Approved Initial KH Not Approved Initial _____

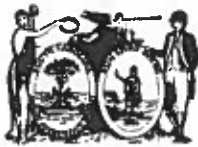
Line Item: _____ ONA Category: _____

Standard Quantity: _____ Maximum Quantity Awarded: _____

Justification/Situations for Use:

FEMA USE ONLY Approved Initial _____ Not Approved Initial _____

**The State of South Carolina
Military Department**



OFFICE OF THE ADJUTANT GENERAL

ROBERT E. LIVINGSTON, JR.
MAJOR GENERAL
THE ADJUTANT GENERAL

November 13, 2017

Ms. Gracia Szczech
Regional Administrator
Region IV
Federal Emergency Management Agency
3003 Chamblee-Tucker Road
Atlanta, Georgia 30341

Dear Ms. Szczech:

Enclosed you will find the signed original documents of the State of South Carolina's Administrative Option Plan for the Individuals and Households Program – Other Needs Assistance. The State is requesting an adjustment of the line item maximum amounts for transportation, funeral, and child care assistance. The State is also requesting additional ONA items as detailed on page 3 of FEMA form 010-0-11. We expect these documents will fulfill the annual requirements for the program.

If you have any questions or need additional information, please contact Elizabeth Roberts at (803) 667-2296.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Stenson".

Kim Stenson
Director

KS/er
Enclosures