

State of
[INSERT STATE]

STATE ADMINISTRATIVE PLAN

INDIVIDUALS AND HOUSEHOLDS PROGRAM

(OTHER NEEDS ASSISTANCE-SUPPLEMENTAL PAYMENTS FOR LOST WAGES)

Section 408 (e)(2) of the Stafford Act

Assistance Listing Number 97.050

[INSERT STATE AGENCY NAME]

[INSERT MONTH, YEAR]

[STATE AUTHORIZING OFFICIAL]

[FEMA AUTHORIZING OFFICIAL]

MISSION

The [INSERT STATE AGENCY NAME] is responsible for development and implementation of the State Administrative Plan for the administration and closeout of the Other Needs Assistance (ONA) provision of the Individuals and Households Program (IHP) (*see* subsections (e)(2) and (f) of section 408 of the Stafford Act) and 44 C.F.R. §§ 206.119 and 206.120. The State Administrative Plan includes policies and procedures that assure the delivery of supplemental payments to eligible individuals with unmet necessary expenses or serious needs from lost wages due to the 2019 novel coronavirus pandemic (COVID-19) and provides details on the State monitoring, tracking and reporting responsibilities, and explains the financial and grants management roles and responsibilities of the State. State staff will choose direct delivery of the assistance and manage ONA in the accordance with policies and procedures established in the State Administrative Plan, Federal Regulations at 44 C.F.R. §§ 206.120, and the August 8, 2020 Presidential Memorandum on Authorizing the Other Needs Assistance Program for Major Disaster Declarations Related to Coronavirus Disease 2019.

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I. PROGRAM DESCRIPTION

The Governor of [insert State Name] has directed the establishment of this plan for administering supplemental payments for lost wages. The payment for supplemental lost wages is authorized under the “Other Expenses” category of Other Needs Assistance (ONA), in accordance with section 408(e)(2) of the Stafford Act (42 U.S.C. § 5174(e)(2)) and 44 C.F.R. §206.119(c)(6)(ii), to eligible individuals of [insert State Name], including the members of any Federally Recognized tribe residing therein, and pursuant to the Governor’s request and agreement to administer delivery of the program, for Major Disaster [Insert Declaration number and date] declared by the President pursuant to section 401 of the Stafford Act (42 U.S.C. § 5170) for COVID-19, under the following conditions:

1. The Governor agrees to the cost sharing requirement of 42 U.S.C. § 5174(g)(2), with the understanding that [insert State Name] must provide documentation demonstrating that their 25 percent cost share was provided from non-Federal funds or from Federal funds authorized to be applied towards the cost sharing requirement.
2. The Governor agrees to administer delivery of financial payments for supplemental lost wages in conjunction with the state unemployment insurance system or agency.
3. Assistance from FEMA for providing supplemental payments for lost wages to eligible individuals under this program is limited to:
 - a. a \$300 payment per week to individuals eligible for assistance; and
 - b. may not extend beyond:
 - i. the week ending December 27, 2020; or
 - ii. the effective date enactment of legislation providing, due to the COVID-19 outbreak, supplemental Federal unemployment compensation, or similar compensation, for unemployed or underemployed individuals.
 - iii. Additional funds will not be made available when the balance of the Disaster Relief Fund reaches \$25 billion, or
 - iv. When FEMA has expended \$44 billion on this program from the DRF, whichever is first.
4. “Eligible individuals” means:
 - a. Recipients of at least \$100 per week for of any of the following benefits, beginning back to August 1, 2020:
 - i. Unemployment compensation, including Unemployment Compensation for Federal Employees (UCFE) and Unemployment Compensation for Ex-Service members (UCX);
 - ii. Pandemic Emergency Unemployment Compensation (PEUC);
 - iii. Pandemic Unemployment Assistance (PUA);

- iv. Extended Benefits (EB);
 - v. Short-Time Compensation (STC);
 - vi. Trade Readjustment Allowance (TRA); and
 - vii. Payments under the Self-Employment Assistance (SEA) program; and
 - b. Persons who provide self-certification that the eligible individual is unemployed, partially unemployed, or unable or unavailable to work due to disruptions caused by COVID-19.
5. The State of [insert state name]'s delivery of supplemental assistance for lost wages is contingent upon an approval of a State Administrative Plan (hereinafter "Administrative Plan"), which describes the partnership between FEMA and the State of [insert state name] for the delivery of assistance under section 408(e)(2) of the Stafford Act, 42 U.S.C. § 5174.
6. The State of [insert state name] may deliver supplemental assistance to eligible individuals retroactively from August 1, 2020.
7. There are two supplemental payment options for the [insert state name] to demonstrate the cost share:
- a. Option 1: the individual receives \$400, \$300 federal contribution (75% cost share) and \$100 from [insert state name] funds, including Coronavirus Relief Funds (25% cost share).
 - b. Option 2: the individual receives \$300, \$300 is the federal contribution and to satisfy its cost share [insert state name] will be credited for underlying regular unemployment insurance paid from [insert state name] funds for the population that receives the \$300 supplemental payment.
8. States/territories are required to indicate their supplemental payment option selection (\$400 or \$300) on the Other Needs Assistance Administrative Option Selection form as part of their grant application package.

II. STATE ADMINISTRATIVE AGENCY

- A. Assignment of Grant Program Responsibilities to State Officials or Agencies:** Identify State agencies and their role(s) and responsibility for administering supplemental lost wages.
- B. Staffing:** Identify the position, salary, and percent of time for each staff person assigned to program administration and/or implementation.

C. Procedures for Interactions with Eligible Individuals:

1. Procedures for notifying potential eligible individuals of the availability of the program, to include the publication of application deadlines, pertinent program descriptions, and further program information on the requirements which must be met by the eligible individual to receive the assistance.
2. Procedures for acceptance of applications up to the prescribed time limitations as established in the August 8, 2020 Presidential Memorandum on Authorizing the Other Needs Assistance Program for Major Disaster Declarations Related to Coronavirus Disease 2019.
3. Procedures for verifying eligible individuals seeking assistance under the program meet the eligibility conditions established in Section I (4).
4. Procedures for notifying eligible individuals of the [insert name of State Administering Agency]'s eligibility decisions.
5. Procedures for disbursement of funds to eligible individuals.
6. Procedures for eligible individuals' appeal processing. Procedures must provide for any appealable determination and be in line established state policies.
7. Procedures for reporting and investigating fraud. (44 C.F.R. 206.120(d)(3)(B)(ix, x).
8. Provisions for safeguarding the privacy of eligible individuals and the confidentiality of information, in accordance with 44 C.F.R. § 206.110(j) and the Privacy Act of 1974. All records are considered federal (FEMA) records subject to Federal Privacy Act rules.
9. Provisions for complying with 44 C.F.R. § 206.116, Recovery of Funds.

III. FINANCIAL AND GRANTS MANAGEMENT

A. Procedures for Financial Management, Accountability, and Oversight:

1. Provisions for specifically identifying in the accounts of the State, all Federal and State funds committed to the grant program; and for immediately returning upon discovery, all Federal funds that are excess to program needs.
2. Provisions for accounting for cash in compliance with State law and procedure and the Cash Management Improvement Act of 1990, as amended.

B. Grants Management Oversight:

1. All costs for assistance must be incurred within the Period of Assistance, the Memorandum on Authorizing the Other Needs Assistance Program for Major Disaster Declarations Related to Coronavirus Disease 2019.
2. Reporting Requirements:
 - i. The [insert name of State Administering Agency] shall provide financial status reports, as required by 2 C.F.R. Part 200.327 and in accordance with guidance issued specific to ONA supplemental payments for lost wages.
 - ii. The [insert name of State Administering Agency] shall provide copies of SF-425, Federal Financial Report to FEMA.
 - iii. The [insert name of State Administering Agency] shall provide weekly Program Status Reports in compliance with 44 C.F.R. § 206.120(f)(2)(iii) and 2 C.F.R. § 200.328 and in accordance with guidance issued specific to ONA supplemental payments for lost wages that include the number and dollar amount of applications approved, the amount of assistance disbursed, and the number of appeals received.

C. Administrative Cost Allowance:

1. The State of [insert state name] may expend not more than 5 percent of the grant for administrative costs of providing supplemental assistance for lost wages.
2. Funds provided to the State of [insert name of State] for the administrative costs for supplemental lost wages may be used to pay regular time and overtime for State employees, that are normally funded by assistance from the Department of Labor, for the purposes of providing supplemental assistance for lost wages.
3. Indirect costs may be charged to the grant for supplemental assistance for lost wages as part of the amount provided under C.1. above. A copy of the approved Indirect Cost Rate from the Federal cognizant agency must be provided if indirect costs will be charged as part of the administrative cost allowance for the grant.

D. Closeout:

1. The [insert name of State Administering Agency] has primary responsibility to close out the tasks approved under the grant award.
2. In compliance with the period of assistance as established in the award and 2

C.F.R. § 200.343 the [insert name of State Administering Agency] shall reconcile costs and payments, resolve negative audit findings, and submit final reports within 90 days of the end of the period of assistance.

3. The [insert name of State Administering Agency] shall also provide, an inventory of equipment purchased with grant funds and loaned to it by FEMA for purposes of administering supplemental lost wages.

E. Recovery of Funds:

1. The [insert name of State Administering Agency] is responsible for recovering assistance awards from the eligible individuals obtained fraudulently, expended for unauthorized items or services, expended for items for which assistance is received from other means, and awards made in error and for returning funds to FEMA in accordance with 2 C.F.R. § 200.345.
2. Adjustments to expenditures will be made as funding is recovered and will be reported quarterly on the Federal Financial Status Report.
3. A cumulative quarterly progress report denoting the total number of eligible individuals from whom recoveries are processed to allow FEMA to adjust its program financial information systems. [insert name of State Administering Agency] should only report claimant's private identifying information when requested in writing for auditing purposes or whenever the [insert name of State Administering Agency] reports allegations of fraud, waste and abuse to the DHS Office of Inspector General, DOL Office of Inspector General, or The National Center for Disaster Fraud. (44 C.F.R. 206.120(d)(3)(B)(ix, x) and 206.120(f)(5)(ii).
4. At grant close out, the [insert name of State Administering Agency] will need to demonstrate how they met their cost share. For the \$300 option, states/territories can satisfy their cost share by showing that they expended state/territory funds equivalent to at least 25 percent of the total grant amount on regular unemployment payments to individuals who received lost wages supplemental payments, retroactive to August 1, 2020.
5. If [insert name of State Administering Agency] is unable to satisfy that their 25 percent cost share was provided from non-Federal funds or from Federal funds authorized to be applied towards the cost sharing requirement, the [insert name of State Administering Agency] will reimburse FEMA for the Federal cost share of awards not recovered through quarterly financial adjustments within the 90 day closeout liquidation period of the grant award.
6. The [insert name of State Administering Agency] will also reimburse FEMA any other monies owed, such as overage amounts it may have drawdown from the

amount of FEMA assistance it awarded in supplemental lost wages not recovered through quarterly financial adjustments, within the 90 day close of liquidation period of the grant award.

7. If [insert name of State Administering Agency] does not reimburse FEMA within the 90 day close out liquidation period, FEMA will initiate administrative action to recover any monies owed.
 - a. FEMA will charge interest, penalties, and administrative fees on delinquent Bills for Collection in accordance with the Debt Collection Improvement Act.
 - b. Recovered funds, interest, penalties, and fees owed to FEMA through delinquent Bills for Collections may be offset from Federal programs from which the State is receiving funds.
 - c. Debt collection procedures will be followed as outlined in the Federal Claims Collection Standards 31 C.F.R. Part 900-904.

F. Audit Requirements:

Pursuant to 2 C.F.R. Part 200, uniform audit requirements apply to all grants provided under the Individuals and Households Program.

G. Document Retention:

Pursuant to 2 C.F.R. § 200.333 [insert name of State Administering Agency] is required to retain records, including source documentation to support expenditures/costs incurred against the grant award for at least 3 years from the date of submission to FEMA of the Final Financial Status Report. The [insert name of State Administering Agency] is responsible for resolving questioned costs that may result from an audit conducted during the three-year record retention period and for returning disallowed costs from ineligible activities.