

## **STATE SET-ASIDE COMMITTEE'S RESPONSIBILITIES**

The **State Set-Aside (SSA)** program allows greater flexibility in selection of jurisdictions to target pockets of homelessness or poverty. The SSA Committee should consider jurisdictions which have documented measures of need that are not adequately reflected in unemployment or poverty data, areas experiencing drastic economic changes such as plant closings, and areas with high levels of unemployment or poverty which do not meet the minimum level of unemployment.

### ***Basis of state award***

Funds allocated to SSA Committees will be based on a ratio calculated as follows: each state's average number of unemployed in non-funded jurisdictions divided by the average number of unemployed in non-funded jurisdictions nationwide equals each state's percentage of the total amount available for SSA awards. **There will be no SSA award should all jurisdictions in a state qualify for funding except to satisfy a minimum award per state.**

### ***Deadline***

The National Board will provide SSA Committees with a specific deadline for the submission of award materials. The deadline is approximately 25 working days after award notification.

### ***Selection of SSA jurisdictions***

SSA Committees in each state will submit high need jurisdictions and award amounts to the National Board. **SSA Committees must give priority to and consider the special circumstances of jurisdictions that did not meet criteria for direct funding, including those that qualified in the most recent funding phase or other prior phases.** SSA Committees may wish to provide these jurisdictions with an allocation so that the abrupt change in funding status is not too disruptive to local services.

SSA Committees may consider qualifying jurisdictions with extreme need for additional funding. SSA Committees wishing to provide additional funding to qualifying jurisdictions **must** submit a waiver request to the National Board.

**The National Board recommends that SSA Committees consider current state and/or local data in their decision making; however, the National Board does not mandate any particular formula.**

These committees are free to act independently in developing their funding formula and in selecting jurisdictions for funding; however, each SSA Committee funding formula is subject to review by the National Board. SSA Committees must provide the National Board

with selection criteria and the formula used to determine jurisdictions to receive funds on the required (original) forms provided.

**The minimum SSA award that may be made to a jurisdiction is \$2,000.**

***Composition***

The National Board will notify the chair or contact of the previous SSA Committee of the award amount available. In a state where there are state-level affiliates of the voluntary organizations represented on the National Board, they **must** be invited to serve on the SSA Committee. If no single state affiliate exists, appropriate representatives should be invited. The Governor or his/her representative will replace the FEMA member.

SSA Committees are encouraged to expand participation by inviting or notifying other private nonprofit organizations on the state level. The National Board encourages SSA Committees to include Native Americans, minorities, and other appropriate representatives on the committee. Members of the SSA Committee shall elect a chair each phase.

***Participation of special emphasis groups***

Additionally, SSA Committees should involve and include the needs of the special emphasis groups identified in the legislation (e.g., elderly, families with children, Native Americans, veterans, and mentally and physically disabled) in convening their committees and selecting areas for funding.

***SSA Committee function***

SSA Committees must develop a formula that considers needs and resource gaps in services, to select high-need jurisdictions to determine award amounts (minimum \$2,000) within the state. When selecting jurisdictions with demonstrated need, the National Board encourages the consideration of jurisdictions incorporating or adjoining Native American reservations. The SSA Committee will notify the National Board, on the required (original) forms provided, of its selections and the appropriate contact person for any selected jurisdiction without a previously established Local Board or contact. The National Board will then notify these jurisdictions directly of their awards.

**If the selected jurisdictions do not claim awards, SSA Committees may recommend other jurisdictions to receive the unclaimed funds.**

***Administrative allowance***

The SSA Committee may use an administrative allowance of one-half of one percent ( $\frac{1}{2}\%$ ) of the total SSA award for its administrative costs.