

Response

Complete & Evaluate Assistance Request Form Checklist

Abstract: This document includes items that should be considered and prepared for determining and describing the assistance the impacted state UI agency needs in Section I of the Assistance Request Template. This document also includes items that should be considered when evaluating the responses from potential helper states.

This document is part of a larger set of documents comprising the MUE Toolkit. This document will generally require referencing one or more of the other documents such as the Glossary, Checklists, Guidance, or other referenced documentation for a complete understanding of the MUE Toolkit.

Introduction

Section I of the Assistance Request Template describes the UI services and equipment the impacted state UI agency is requesting from other states. The clearer and more complete Section I is, the clearer and more complete the responses will be.

Your UI agency may receive zero, one, or more responses to your agency's assistance request. Your UI agency should follow the evaluation instructions even if it has only one response to ensure it is complete and meets your agency's needs.

Purpose

These instructions facilitate the sharing of UI resources by helping the impacted state UI agency clearly and completely articulate its needs and effectively and efficiently evaluate the responses.

Prerequisites

This checklist assumes your UI agency has completed the following items during the preparation phase and they are available to verify and update. If these documents are unavailable or incomplete your UI agency will have to complete them before proceeding.

- PREFERRED HELPER STATES LIST
- Resources Needed List
- MUE CONTACT LIST

Instructions

When completing the Assistance Request Template and evaluating responses from potential helper states your UI agency should ensure the following items and actions are considered and taken:

Response

Complete & Evaluate Assistance Request Form Checklist

Form Completion

This is a checklist of items to that need to be considered or completed before filling out the form. Refer to [How to Complete Assistance Request Template Instructions](#) for detailed step-by-step instructions on how to complete the form.

- ☐ Verify your UI agency's Resources Needed List is ready for distribution. Refer to the [How to Request Help Instructions](#) for more information on the Resources Needed List.
- ☐ Verify the personnel position titles and descriptions on your UI agency's Resources Needed List conform to the [Standard UI Resource Types List](#). Your UI agency should use standard terminology wherever possible when completing the [Assistance Request Template](#) to avoid confusion and expedite the responses.
- ☐ If your UI agency is requesting personnel to come to your state to help, consider and document the conditions they will be asked to work under, especially if they will be asked to work in or near the disaster area. Refer to [Helping State TDY Instructions](#) for more information on documenting working conditions.
- ☐ Prioritize the Resources Needed List and determine if it should be divided into multiple requests. Your UI agency may make multiple assistance requests during a disaster. A separate EMAC agreement or a separate state-to-state contract or addendum is required each time your UI agency requests assistance. It may be better to make an immediate request for the high priority items and then work on a subsequent request or requests for lower priority items.

For each request:

- ☐ Verify your UI agency's completed PREFERRED HELPER STATES LIST for this request is current. Refer to the [Determine Similar States Instructions](#) for more information on this list.
- ☐ Contact other states directly to assist in determining whether or not a potential helper state can provide the assistance your UI agency requires. Impacted states may contact other state UI agencies at any time throughout the disaster.
- ☐ Verify your UI agency's Resources Needed List includes assistance description, TDY period (start-date, end-date), staging area, who the assisting state should report to, and other special requirements.
- ☐ Add any payment limitations your UI agency might have to your agency's Resources Needed List such as must pay through SEMA or only pay monthly.
- ☐ Add any applicable reporting requirements for the UI services, personnel, and equipment your UI agency is requesting to your agency's Resources Needed List. Verify the

Response

Complete & Evaluate Assistance Request Form Checklist

reporting requirements are current and include your UI agency's specific reporting requirements.

- ☐ Complete the header and Section I of the Assistance Request Template. Refer to the How to Complete Assistance Request Template Instructions for more information on completing this form.
- ☐ Submit the partially completed ASSISTANCE REQUEST and any cover memoranda that may be required to the appropriate UI agency authority for approval and signature. Consult your UI agency's MUE CONTACT LIST for the proper authority to approve this request.
- ☐ Submit the approved request either directly to the preferred state(s) or to your UI agency's EMR depending on how your agency is getting help. Also send a copy of the request to your UI agency's USDOL RO and any other USDOL ROs that may be involved (i.e. potential helper state's USDOL RO if different from your UI agency's USDOL RO). Refer to How to Request Help Instructions for more information about sending ASSISTANCE REQUESTS.

Evaluation

- ☐ Select responses from the states on your UI agency's PREFERRED HELPER STATES LIST first and work on them in their order of priority on the list.
- ☐ Verify and note any discrepancies:
 - ☐ The IT service descriptions match your agency's request.
 - ☐ The resource descriptions match your agency's request.
 - ☐ The special **deployment** considerations are met without comment or exception.
 - ☐ The equipment descriptions match your agency's request.
 - ☐ The TDY/TDY-in-place procedures meet your agency's needs.
 - ☐ The reporting meet's your agency's needs
 - ☐ The payment terms are agreeable.
- ☐ Contact states directly to clarify any discrepancies and confirm their response.
- ☐ Generate a list of responding states that are compatible with your UI agency's request. Don't forget to consider their proximity to your state. Major disasters like floods and hurricanes can affect adjacent states.
- ☐ Select the best response(s) based on your UI agency's findings.
- ☐ Verify the cost of the best response(s) is within your UI agency's budget.

Response

Complete & Evaluate Assistance Request Form Checklist

For the state(s) selected:

- ☐ Submit the completed ASSISTANCE REQUEST and any cover memoranda that may be required to the appropriate UI agency authority for approval and signature. Consult your UI agency's MUE CONTACT LIST for the proper authority to approve this assistance.
- ☐ Submit the approved request either directly to the preferred state(s) or to your UI agency's EMR depending on how your agency is getting help. Also send a copy of the approved request to your UI agency's USDOL RO and any other USDOL ROs that may be involved (i.e. potential helper state's USDOL RO if different from your UI agency's USDOL RO). Refer to How to Request Help Instructions for more information about sending ASSISTANCE REQUESTS.

Referenced Document(s)

- Assistance Request Template
- Glossary
- How to Complete Assistance Request Template Instructions
- How to Request Help Instructions
- Standard UI Resource Types List Template
- Helping State TDY Instructions
- Determine Similar States Instructions

Referenced Resource(s)

- None