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**State Administrative Plan**

*At a bare minimum, a State Administrative Plan must contain the following information (Reference 44 CFR 204.51):*

- Designation of State agency/agencies that will have responsibility for the program
  - Staffing Functions for FMAGP, the source of staff who will be filling these functions, and specific management and oversight functions of for each position.
  - Procedures for:
    - Notifying potential applicants of availability of the program
    - Assisting FEMA in determining applicant eligibility
    - Submitting and reviewing subgrant applications
    - Processing payment for subgrants
    - Submitting, reviewing and accepting subgrant performance and financial reports
    - Monitoring, close-out and audit and reconciliation of subgrants
    - Recovering funds for disallowed costs
    - Processing appeal requests and requests for time extensions;
    - Providing technical assistance to applicants and subgrant recipients, including briefings for potential applicants and materials on the application procedures, program eligibility guidance and program deadlines.
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## **TEMPLATE FOR STATE ADMINISTRATIVE PLAN**

### **1. Purpose of the State Administrative Plan**

- Cite regulations that govern use and contents of State Administrative Plan
  - Robert T. Stafford Disaster and Emergency Assistance Act (The Stafford Act)
  - Disaster Mitigation Act of 2000
  - 44 CFR, Subpart D, Section 204.51
- Outline state agency and staffing responsibilities in administering Fire Management Assistance Grants
- Outline procedures for identifying, selecting, monitoring and approving subgrantee applications and subsequent performance and financial reports.

### **2. The Fire Management Assistance Grant Program**

- Introduction/overview
- Eligibility for FMAGP assistance

### **3. Overview of State Fire Management Resources**

- State agencies responsible for fire management activities within the state
- Resources available to each agency (manpower and equipment)
- History of state fire management activities

### **4. State Agency Responsibilities and Authority**

- Identify State agency or agencies that will have responsibility for activating the Administrative plan.

- Identify State agency or agencies that will have primary responsibility for administration of any Fire Management Assistance Grants.
- Identify secondary state agencies that will assist with coordination and/or support of Fire Management Assistance Grants.

### **5. Staffing: Roles and Responsibilities**

- Identify responsibilities for each staff position including: specific duties, chain of command and reporting responsibilities.
- For Grants management staff, specific responsibilities must include:
  - Assisting FEMA in determining subgrant applicant eligibility;
  - Submitting and reviewing subgrant applications;
  - Advise subgrantees of eligible and ineligible costs;
  - Maintaining all subgrant files including project worksheet, financial records and other pertinent documentation;
  - Processing payment for subgrants and ensure federal funds are drawn down in an accurate and timely manner;
  - Submitting, reviewing and accepting subgrant performance and financial reports;
  - Entering appropriate financial data into NEMIS;
  - Educate subgrantees on timeline for submission of reports and financial documentation;
  - Monitoring, close-out and audit and reconciliation of subgrants;
  - Recovering funds for disallowed costs;
  - Processing appeal requests and requests for time extensions;
  - Providing technical assistance to applicants and subgrant recipients, including briefings for potential applicants and materials on the application procedures, program eligibility guidance and program deadlines.

### **6. Eligible Costs**

- Outline eligible costs under the Fire Management Assistance Grant Program
- Reimbursement for costs when a mutual aid agreement is in place
- OMB Cost principles that govern eligible costs including administrative, management, staffing, and equipment costs.
- Mobilization and Pre-positioning costs, to include:
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### **7. Procedures for Activating State Administrative Plan**

- Protocol for responding to fire emergencies;
- Fire conditions that make a fire eligible for assistance under the Fire Management Assistance Grant Program
- Outline procedure and staff responsible for requesting assistance through the Fire Management Assistance Grant Program

### **8. Required State Documentation**

- FEMA-State Agreement must be prepared and signed each year. Additional declared fires
- Hazard Mitigation Plan