

Roles and Responsibilities Job Aid

Three-Phased Approach to the FMAGP			
Responsible Party	Pre-Declaration	Declaration	Post-Declaration
State	<p>Before the start of the wildland fire season, the state may provide technical assistance and participate in briefings in order to monitor the current wildland fire threat.</p> <p>A State Administrative Plan (SAP) is updated and signed annually. The SAP:</p> <ul style="list-style-type: none"> • Designates the state agency/agencies that will be responsible for administering the FMAGP. • Identifies staffing functions for the FMAGP, the source of staff who will be filling these functions, and specific management and oversight functions for each position. • Establishes the procedures for administering subgrants for a declared fire. 	<p>Determines that the fire constitutes the threat of a major disaster.</p> <p>GAR submits a verbal or written request for a fire management assistance declaration to the regional point of contact.</p> <p>If a request was submitted verbally, the GAR submits written documentation (Fire Management Assistance Declaration (FF 90-58)) as expeditiously as possible to the regional point of contact.</p> <p>If the fire management assistance declaration is approved, the state submits an application (Request for Federal Assistance (SF 424)) for federal assistance under the FMAGP.</p>	<p>The GAR works with the regional office and the Federal Principal Fire Advisor to determine the incident period.</p> <p>In order for a state to apply for a fire management assistance grant, they must be eligible based on the following criteria:</p> <ul style="list-style-type: none"> • An approved FMAGP Declaration. • An approved FEMA-State Agreement, State Administrative Plan, and State Hazard Mitigation Plan that addresses wildland fire risks and mitigation measures. • Submit Request for Federal Assistance (SF 424) and Summary of Assurances-Non-construction Programs (FF 20-16a). • Submit Request For Fire Management Assistance Subgrant (FF 90-133). (Required for both the grantee and subgrantee).

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<p>State (cont'd.)</p>	<p>A current State Hazard Mitigation Plan (HMP) must be approved by FEMA prior to receiving FMAGP funds.</p> <p>The State HMP must incorporate wildland fire mitigation strategies and risks.</p> <p>The state must submit a revised State HMP to FEMA every three years for approval.</p> <p>The Governor appoints one or more Governor's Authorized Representatives (GARs) and several alternate GARs.</p> <p>A FEMA-State Agreement is signed for each calendar year and establishes the terms and conditions for the activation and administration of the FMAGP.</p>	<p>If the fire management assistance declaration is denied, the state may submit an appeal for a one-time reconsideration of its request (within 30 days) to the FEMA National Office Recovery Division Director through the Regional Director.</p> <p>The appeal must be submitted in writing from the Governor or GAR.</p> <p>The written request must contain new information, unavailable at the time of the original declaration request.</p> <p>The Governor or GAR may submit a request for a time extension in writing to the FEMA National Office Recovery Division Director, within 30 days from the date of the letter denying the declaration request.</p>	<ul style="list-style-type: none"> • Demonstrated the state has met the fire cost threshold. <p>Identifies state, local, and tribal governments interested in applying for subgrants under an approved FMAGP declaration.</p> <p>Receives subgrantee applications (Request For Fire Management Assistance Subgrant (FF 90-133)) within timelines set by the grantee, but no longer than 30 days after the close of the incident period.</p> <p>Reviews completed Request For Fire Management Assistance Subgrant (FF 90-133) and forward recommendation to Regional Director for approval.</p> <p>Receives Regional Director determination and notifies subgrantee of applicant eligibility.</p> <p>Notifies applying applicant of determination.</p>

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<p>State (cont'd.)</p>	<p>The FEMA-State Agreement is signed by the Regional Director, Governor, and all appointed GARs and alternate GARS.</p> <p>The state must have a signed and up-to-date FEMA-State Agreement prior to receiving FMAGP funds.</p>		<p>If the request for fire management assistance is denied, the state receives and forwards 1st level appeals within 60 days of notice of denial to the regional office.</p> <p>If 1st level appeal is denied, the state notifies the applicant and forwards any 2nd level appeal to the regional office within 60 days of the notice of denial.</p> <p>The state notifies applicant of result of 2nd level appeal.</p> <p>Once the Regional Director approves an applicant's request for fire management assistance, the grantee and local staff work with regional staff to prepare Project Worksheets (PWs) (FF 90-91).</p> <p>The state submits completed PWs on behalf of the regional office, no later than 6 months from the close of the incident period.</p>

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State (cont'd.)			<p>If the PW is approved, the state is responsible for dispersing the obligated federal funds and for submitting quarterly progress and financial reports to the regional office.</p> <p>If the regional office denies the PWs, a 2 level appeal process can be entered into.</p> <p>The State is responsible for audits, fire management assistance grant close outs, and record retention requirements.</p>
FEMA National Office	<p>Establishes the cumulative and individual fire cost threshold incurred by the state for the calendar year.</p> <p>Maintains up-to-date contact listings.</p> <p>Provides updates, briefings, and presentations to regional staff and other federal agencies regarding the FMAGP.</p>	<p>Regional office contacts the FEMA National Office and relays the state's request for a fire management assistance declaration.</p> <p>Contacts Regional Fire Duty Officer and requests relevant information pertaining to the state's fire management assistance declaration request.</p> <p>Ensures that the information the state submitted is adequate to process the fire management assistance declaration request.</p>	

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<p>FEMA National Office (cont'd.)</p>	<p>Monitors the current wildland fire threat by reviewing situation reports and contacting regional offices.</p>	<p>Briefs senior management about relevant fire information.</p> <p>Renders a declaration decision based on the state's fire management assistance declaration request, information provided by the Federal Principal Fire Advisor's report, and regional staff.</p> <p>Contacts Regional Fire Duty Officer with declaration approval or denial.</p> <p>If the fire management assistance declaration is approved, the FEMA National Office provides the time and date of the declaration to the Regional Fire Duty Officer.</p> <p>Provides a verbal FMAGP declaration number to the Regional Fire Duty Officer.</p>	

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FEMA National Office (cont'd.)		<p>If a declaration is warranted, the FEMA National Office prepares a declaration package, which consists of a memorandum from the Recovery Division Director to the Regional Director, and a letter from the Under Secretary of the White House.</p> <p>If a declaration is not warranted, the FEMA National Office prepares a memorandum to the Regional Director.</p> <p>If the request is denied, the FEMA National Office informs the region that the state can submit an appeal for a one-time reconsideration of its request (within 30 days).</p> <p>Should the state submit an appeal, the FEMA National Office has 90 days to render a decision and notify the regional office.</p>	

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Applicant			<p>Submits requests for fire management assistance for subgrants to the grantee within 9 months of a declaration.</p> <p>If the request for fire management assistance is denied, the applicant may appeal first to the Regional Director within 60 days of the notice of denial and second to the FEMA National Office within 60 days of the notice of denial of the 1st appeal.</p> <p>If the request for fire management assistance is approved, the applicant works with local and regional staff to prepare Project Worksheets (PWs) (FF 90-91) within 6 months from the close of the incident period.</p> <p>If the regional office denies the PWs, a 2 level appeal process can be activated.</p>

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Applicant (cont'd.)			<p>If the PW is approved, the applicant begins to receive reimbursement through the state for eligible expenses.</p> <p>If the regional office denies the PWs, a 2 level appeal process can be entered into.</p> <p>The applicant may conduct audits and close outs in conjunction with the state.</p> <p>The applicant must comply with record retention requirements.</p>
FEMA Regional Office	<p>Trains potential fire duty officers.</p> <p>Develops regional fire duty roster or rotation schedule.</p> <p>Ensures contacts are up-to-date (GAR, alternate GARs, other federal agencies, alternate regional contacts).</p> <p>Provides briefings regarding the FMAGP to state governments and other federal agencies.</p>	<p>Is notified by the GAR or state that a fire is burning uncontrolled and may result in a fire management assistance declaration request.</p> <p>Gathers relevant information regarding the state's fire management assistance declaration request.</p>	<p>Works with the GAR and the Federal Principal Fire Advisor to determine the incident period.</p> <p>Receives updated and signed Exhibit Es (part of FEMA-State Agreement) and the Regional Director signs and returns executed Exhibit Es to the grantee.</p>

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<p>FEMA Regional Office (cont'd.)</p>	<p>Develops training and support materials regarding the FMAGP.</p> <p>Participates in training conferences.</p> <p>Updates regional senior management and officials regarding the FMAGP.</p> <p>Keeps current on policies, procedures, topic papers.</p> <p>Ensures a Federal Principal Fire Advisor (FPFA) is appointed from either the US Forest Service (USFS) or US Bureau of Land Management (BLM) for each state.</p> <p>Should be in a position to anticipate requests for a declared fire and to act on them quickly, be prepared to activate the Regional Response Coordination Center (RRCC) when wildland fire threat and fire fighting activity is at a high level.</p>	<p>Talks with the Federal Principal Fire Advisor to ascertain the magnitude of the wildland fire threat.</p> <p>Briefs the Regional Response and Recovery Division Director.</p> <p>The Fire Duty Officer and the Division Director brief the Regional Director.</p> <p>Briefs the FEMA National Office and recommends whether to approve or deny the state's fire management assistance declaration request.</p> <p>If the regional office has received a completed Request for Fire Management Assistance Declaration (FF 90-58) and Principal Advisor's Report (FF 90-32), then these forms are submitted to the FEMA National Office.</p>	<p>Within 9 months of the declaration, the regional office receives and approves the Request for Federal Assistance (SF 424) and Summary of Assurances-Non-construction Programs (FF 20-16a).</p> <p>Receives, reviews, and approves the Request For Fire Management Assistance Subgrant (FF 90-133) and then notifies the state of applicant eligibility.</p> <p>If the request for fire management assistance is denied, within 60 days of the denial, the regional office receives via the state any appeals from subgrantees and renders 1st level appeal decisions.</p> <p>If the 1st level appeal is denied, within 60 days of the denial, the regional office receives and forwards 2nd level appeals to the FEMA National Office and notifies the state of 1st level appeal determination.</p>

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<p>FEMA Regional Office (cont'd.)</p>	<p>Reviews and approves the State Administrative Plan and FEMA-State Agreement.</p> <p>Coordinates with FEMA mitigation staff regarding:</p> <ul style="list-style-type: none"> • Does the state have an approved State HMP? • Does the State HMP have a wildland fire element? <p>Monitors current wildland fire threat and reports out to the FEMA regional response and recovery division director.</p> <p>Reviews situation reports from Regional Coordination Centers for regional wildland fire fighting activity.</p>	<p>Awaits the FEMA National Office's approval or denial of the state's fire management assistance declaration request.</p> <p>If the fire management assistance declaration is approved, the regional office verbally notifies the state of the determination.</p> <p>In follow up to the verbal approval, the regional office prepares a package that includes a written analysis, recommendation, Fire Management Assistance Declaration (FF 90-58) and Principal Advisor's Report (FF 90-32), and any other supporting documentation to the FEMA National Office.</p> <p>If the fire management assistance declaration is denied, the regional office verbally notifies the state of the denial and informs the state that it can submit an appeal for a one-time reconsideration of its request (within 30 days).</p>	<p>If the 2nd level appeal is denied, the regional office notifies the state of the determination.</p> <p>If the request for fire management assistance is approved, the regional office works with the grantee and local staff to prepare Project Worksheets (PWs) (FF 90-91).</p> <p>The regional office receives, reviews, and approves PWs and obligates funding for eligible work and electronically transfers funds to the state for dispersal.</p> <p>Receives, reviews, and monitors quarterly progress and financial reports.</p> <p>Receives written request from the state for grant close out.</p> <p>Takes internal action to close fire management assistance grants, subgrants, and FEMA-State Agreements.</p>

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FEMA Regional Office (cont'd.)		<p>In follow up to the verbal denial, the regional office follows up with the state with written denial.</p> <p>If the state submits an appeal, the regional office forwards the state's appeal, as expeditiously as possible, to the FEMA National Office for reconsideration.</p> <p>When the FEMA National Office renders its final decision, the regional office forwards the determination to the state.</p>	<p>The regional office must comply with record retention requirements.</p>
Other Federal Agencies	<p>Participates and coordinates with FEMA on FMAGP activities.</p> <p>Provides technical assistance to FEMA.</p> <p>Monitors current wildland fire threat.</p>	<p>Provides technical assistance on weather conditions and fire threat and conditions.</p> <p>Informs regional office of high demands for wildland fire fighting resources that impact the ability of states to fight new or multiple fires.</p> <p>The Federal Principal Fire Advisor completes the Principal Advisor's Report (FF 90-32) and submits it to the regional office.</p>	