
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