

Course Overview, Course Goal, and Objectives

Welcome to the Fire Management Assistance Grant course.

This course discusses the Fire Management Assistance Grant, the declaration process, and eligibility requirements.

By the end of the course, State, Local, Tribal, and Territorial prospective Applicants and Recipients will be able to understand basic elements of the Fire Management Assistance Grant Program.

Upon completion of this course, participants will be able to:

- Identify the types of assistance that can be provided through the Fire Management Assistance Grant Program
- Review the criteria, steps, and sequencing of key activities needed to apply for a Fire Management Assistance Grant
- Explain the Fire Management Assistance Grant Program administrative and documentation requirements

Lesson 1 Overview and Objectives

This lesson provides an overview of the Fire Management Assistance Grant Program.

Upon completion of this lesson, participants will be able to:

- Identify administrative requirements of the course
- State the goals and objectives of the course
- Describe the overall purpose of the Fire Management Assistance Grant Program
- Explain the types of Fire Management Assistance Grant Program assistance

The Public Assistance Program

The FEMA Public Assistance Program works with interagency partners to appropriately assist State, Local, Tribal, and Territorial governments, as well as certain private nonprofits in recovering from and mitigating declared disasters. The Program assists these groups specifically by providing grant funding.



FEMA Public Assistance manages two distinct and separate grants:

- The Public Assistance Grant

- The Fire Management Assistance Grant

FEMA Public Assistance Grant Administration

As previously stated, FEMA's Public Assistance Program administers Public Assistance Grants and the Fire Management Assistance Grants. Though the Public Assistance Program administers both grants, the two types of grants are different and are provided under different circumstances. The following information provides the key elements of each grant type:

Public Assistance Grants:

- Public Assistance Grants provide supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly-owned facilities, and the facilities of certain private nonprofit organizations
- FEMA Public Assistance only provides these grants when an Emergency or Major Disaster Declaration occurs
- Categories of Work are linked to debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly-owned facilities, and the facilities of certain private nonprofit organizations
- Without an Emergency or Major Disaster Declaration, Applicants cannot apply for a Public Assistance Grant

Fire Management Assistance Grants:

- Fire Management Assistance Grants are FEMA's primary method for providing financial assistance to State, Local, and Tribal governments responding to wildland fires
- FEMA Public Assistance only provides these grants when a Fire Management Assistance Declaration occurs
- Eligible Work is directly linked to firefighting activities
- Without a Fire Management Assistance Grant Program Declaration, the Recipient cannot apply for a Fire Management Assistance Grant

Note: This course only discusses the Fire Management Assistance Grant Program.

Introduction to the Fire Management Assistance Grant Program

A wildfire's behavior is unpredictable and can change direction unexpectedly, spread across fire breaks and highways, and destroy or damage homes, buildings, and any other structures in its path. Uncontrolled fires can

rapidly turn into significant disasters that result in economic impacts, disrupted lives, and loss of life and property.

Controlling wildfires is the responsibility of the local community or Tribal government, and as necessary, through support from their respective State or Territory. This includes the cost of controlling the wildfire. However, the financial burden of some wildfires that threaten to devastate a community, Tribe, State, and/or Territory may become too great and possibly impinge responders' ability to control the wildfire and/or additional future threats. To financially assist local communities, Tribes, States, and Territories working to control wildfires, the Federal government established the Fire Management Assistance Grant Program.



Purpose of the Fire Management Assistance Grant Program

Under the Fire Management Assistance Grant Program, the Federal Government provides financial assistance in the form of a grant, to assist in reimbursement for equipment, supplies, and personnel, to any State, Local, Tribal, or Territorial government for the mitigation, management, and control of any declared fire on public or private forest land or grassland that threatens such destruction as would constitute a major disaster.



Authorities of the Fire Management Assistance Grant Program

The Fire Management Assistance Grant Program is based on a hierarchy of statutes, regulations, and policies. Each of these documents guides, shapes, and describes the program and its parameters.

- **Robert T. Stafford Act, section 420**

- Authorizes the President to provide fire management assistance to State, Local, Tribal, and Territorial governments
 - Requires coordination with the State, Tribal, and Territorial Department of Forestry
 - Allows the President to provide essential assistance under section 403 of the Robert T. Stafford Act
 - Requires the establishment of rules and regulations to carry out the program
- **2 Code of Federal Regulations Part 200**
 - Provides regulations regarding grant administration and allowable costs

Roles and Responsibilities within the Fire Management Assistance Grant Program: Overview

As with most grant programs under FEMA, the Fire Management Assistance Grant Program is based on a partnership of FEMA, State, Local, Tribal, and Territorial officials.

In administering the Fire Management Assistance Grant Program, each of these entities has a different role:

- **Program administrator**
 - The FEMA Regional Administrator
- **Recipient**
 - State, Tribal, or Territorial government
- **Applicant**
 - Local or Tribal government
 - State or Territorial agency

Roles and Responsibilities of the Fire Management Assistance Grant Program: FEMA Public Assistance

The Public Assistance Program has many responsibilities in administering the Fire Management Assistance Grant. These responsibilities include, but are not limited to:

- Administering the program
- Reviewing and approving declaration requests
- Approving grants
- Providing technical assistance to the Recipient

Roles and Responsibilities of the Fire Management Assistance Grant Program: Recipient

A State, Tribe, and Territory can act as the Recipient for the Fire Management Assistance Grant Program. However, only State and Territorial governments can request a Fire Management Assistance Declaration. Once the State or Territory receive the declaration, a Tribe can decide if they want to act as the Recipient or Applicant.

The Recipient's responsibilities under the Fire Management Assistance Grant Program include, but are not limited to:

- Completing and maintaining required documents for a Fire Management Assistance Declaration
- Requesting the Fire Management Assistance Declaration (excluding Tribes)
- Educating potential Applicants on necessary document collection required by the grant upon the Recipient
- Working with FEMA to administer the Fire Management Assistance Grant Program
- Implementing and monitoring the grant awarded under the Fire Management Declaration

Roles and Responsibilities of the Fire Management Assistance Grant Program: Applicant

A Local and Tribal government, as well as a State or Territorial agency can act as the Applicant for a Fire Management Assistance Grant. The Applicant within the Fire Management Assistance Grant Program receives grant funding through the program. The Applicant's responsibilities for the administration of the Fire Management Assistance Grant Program include, but are not limited to:

- Applying for a Fire Management Assistance Grant
- Providing accurate and sufficient data to the State
- Documenting costs incurred in response to a Fire Management Assistance Grant Program declaration
- Conducting fire suppression efforts

Eligible Work under the Fire Management Assistance Grant Program

To receive financial assistance under the Fire Management Assistance Grant Program, the Applicant must have eligible work that meets the requirements for one of the program's Category of Work.

For work to be eligible, it must be:

- The legal responsibility of the Applicant, whether it was performed by the Applicant's own agents or through a secondary party
- Required as a result of a declared fire
- Located within the designated area

Eligible work must also directly relate to a Category of Work for the Applicant to receive grant funding. Generally eligible Categories of Work for the Fire Management Assistance Grant Program include:

- Category B: Emergency protective measures
- Category H: Fire-fighting activities
- Category Z: Indirect and Direct Administrative Costs

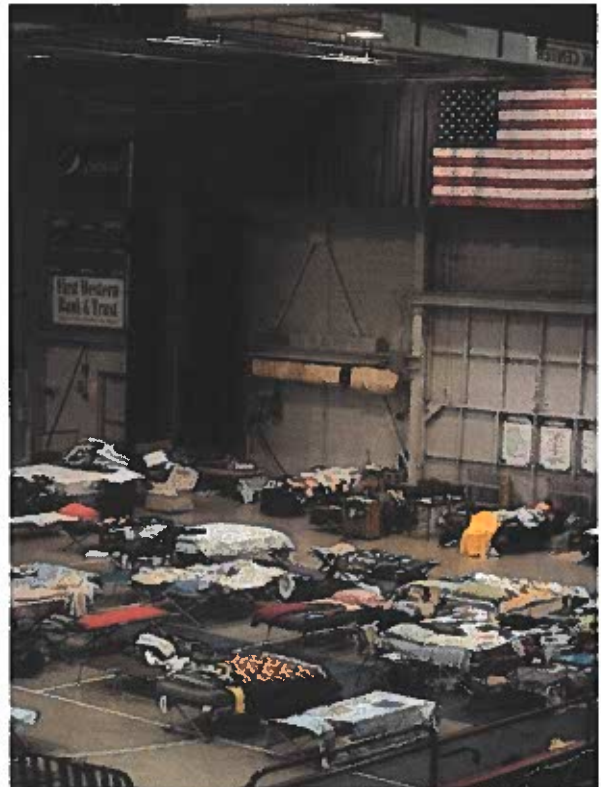
Category B: Emergency Protective Measures

The first generally eligible Category of Work an Applicant can typically receive grant funding for is Emergency Protective Measures.

Emergency Protective Measures are actions taken by a community before, during, and after an incident to save lives, protect public health and safety, and prevent damage to improved public and private property.

Examples of Emergency Protective Measures include, but are not limited to:

- Police barricading and traffic control
- Evacuations and sheltering
- Search and rescue operations



Category H: Fire-Fighting Activities

The second generally eligible Category of Work an Applicant can typically receive grant funding for is fire-fighting activities.

Fire-fighting activities are work associated with fire-related activities.

Examples of fire-fighting activities include, but are not limited to:

- Pre-positioning resources
- Use of supplies and equipment for fire suppression
- Travel and per diem
- Mobilization and demobilization



Category Z: Indirect and Direct Administrative Costs

The last Category of Work an Applicant can receive grant funding for under the Fire Management Assistance Grant Program is indirect and direct administrative costs.

Indirect costs are costs related to managing the Fire Management Declaration. Direct Administrative Costs are costs related to managing the projects.

Examples of indirect and direct administrative costs include, but are not limited to:

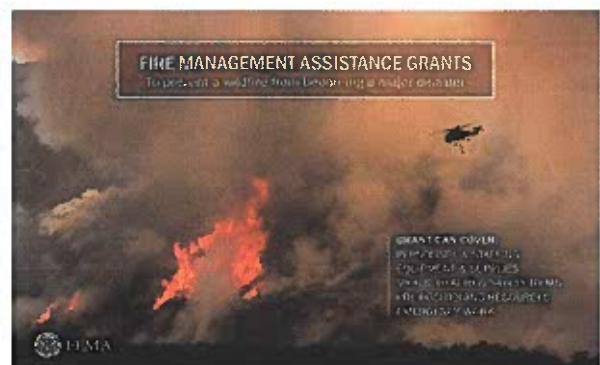
- Evaluation of hazard mitigation measures
- Collection, copying, filing, or submittal of documents to support the claim
- Request of disbursement of Public Assistance Fire Management Assistant Grant funds

Eligible Costs Under the Fire Management Assistance Grant

FEMA reviews costs associated with eligible work to determine if the Applicant can receive Fire Management Assistance Grant reimbursement.

Eligible costs typically include, but are not limited to the following:

- Equipment and supplies
- Labor costs
- Travel and per diem
- Temporary repairs of damage caused by firefighting activities
- Mobilization and demobilization
- Limited pre-positioning costs approved by the Regional Administrator



Lesson 1 Summary

In this lesson, participants learned how to:

- Identify administrative requirements of the course
- State the goals and objectives of the course
- Describe the overall purpose of the Fire Management Assistance Grant Program
- Explain the types of Fire Management Assistance Grant Program Assistance

The next lesson provides an in-depth look at the Fire Management Assistance Grant Program declaration request process.

Lesson 2 Overview and Objectives

This lesson provides an overview of the Fire Management Assistance Grant Program declaration request process.

Upon completion of this lesson, the participants will be able to:

- Describe the Fire Management Assistance Grant Program declaration process
- Identify the roles and responsibilities in submitting, processing, and approving a fire declaration request

Determining the Need for a Fire Management Assistance Declaration

When an uncontrolled fire or fire complex on non-Federal public or private forest or grassland is such a threat that, in the opinion of the on-scene commanders or other government officials, the fire threatens such destruction as would constitute a major disaster, the State or Territory's governor may request assistance from FEMA as prescribed in the Fire Management Assistance Grant Program.



To evaluate a fire's threat of destruction, the Governor should answer the following questions when requesting a declaration:

- Is there an imminent threat to lives and improved property, including threats to critical facilities/infrastructure, and critical watershed areas?

- What is the availability of State and local firefighting resources?
- Are there high fire danger conditions, as indicated by nationally accepted indices such as the National Fire Danger Ratings System?
- What is the potential major economic impact?

Overview: Fire Management Assistance Declaration Process

To acquire a Fire Management Assistance Declaration, a State or Territory must follow a defined process for requesting a declaration and post-declaration actions, which includes:

- Pre-incident actions
 - Submission of FEMA-State/Tribal/Territorial Agreement
 - Submission of a State Administration Plan
- Pre-declaration actions
 - The incident
 - State or Territory request for declaration
 - FEMA review of the request
 - Regional Administrator evaluation and determination of the request
 - Determination of qualifying fires in a fire complex
 - FEMA communication of the determination
- Post-declaration activities
 - Submission of Attachment C amendment to the FEMA-State/Tribal/Territorial Agreement
 - Modification of a request to add counties
 - Determination of the incident period

Pre-Incident Actions

For Applicants impacted by a wildfire to be considered for Fire Management Assistance grant funding, the Recipient should provide FEMA with the following documents prior to an incident:

- FEMA-State/Tribal/Territorial Agreement
- Submission of a State Administration Plan

FEMA-State/Tribal/Territorial Agreement

The FEMA-State/Tribal/Territorial Agreement for the Fire Management Assistance Grant Program is a legally binding document, that outlines the terms and conditions under which grant funding is provided for Fire Management Assistance Declarations, and details applicable laws and regulations governing the program.

The State, Tribe, or Territory should submit the FEMA-State/Tribal/Territorial Agreement prior to a wildfire occurring.

- The FEMA-State/Tribal/Territorial Agreement is in effect for one calendar year and should be signed each January prior to the start of fire season

If a State, Tribe, or Territory does not have a signed agreement prior to submitting a declaration request, the entity should sign the agreement **immediately** after FEMA has approved the declaration request.

- Grant funding will not be obligated until the Governor or Governor's Authorized Representative signs the FEMA-State/Tribal/Territorial Agreement
- If the Recipient fails to sign the agreement, they jeopardize Applicants' grant funding



FEMA-State/Tribal/Territorial Agreement: Content (1 of 2)

The Agreement consists of 10 articles and three attachments. A FEMA-State Agreement template is available from the FEMA HQ Declarations Unit. The ten articles and three Attachments are listed below:

Articles

I. Purpose and Background

II. General Provisions

- Grant Award Package

- FEMA Responsibilities
- State Responsibilities
- Certification and Waivers
- Federal Assistance
- Controlling Authorities

III. Funding

- Payment Process
- Availability of Funding

IV. Reporting

- Federal Financing and Performance Reports
- Project Closeout
- Enforcement
- Records Retention

V. Recovery of Funds

- In General
- Duplication of Benefits
- Cooperation
- State Responsibilities
- Statute of Limitations
- Refunds, Rebates, and Credits

VI. Performance Periods

VII. Remedies for Non-Compliance

VIII. Attachments

IX. Amendments

X. Signatures and Effective Date

- Counterpart Signatures
- Effective Date

FEMA-State/Tribal/Territorial Agreement: Content (2 of 2)

Attachments

- Attachment A – State Certification Officers

- Attachment A designates the Governor's Authorized Representative and Alternate Governor's Authorized Representative empowered by the Governor to execute all necessary documents for Fire Management Assistance Grant Program, including the declaration request and application for a Fire Management Assistance Grant
- Note: In cases where a FEMA-Tribal Agreement has been signed by the Chief Executive of the tribal government, the State Certification Officers listed in Attachment A of the agreement designates and empowers a Tribal representative and Alternate representative to execute the application for a Fire Management Assistance Grant. Until Attachment A has been completed, only the Chief Executive of the Tribal government has the authority to submit the application for a Fire Management Assistance Grant
- Attachment B - Certification for Contracts, Grants, Loans, and Cooperative Agreements
 - This attachment certifies that no Federal appropriated funds are used to influence or attempt to influence officers or employees of an agency, member of Congress, an officer or employee of Congress in connection with the awarding of a Federal grant or loan, cooperative agreement, or an extension continuation, renewal, amendment or modification of these
 - This certification is required by the regulations implementing the "New Restrictions on Lobbying", 44 CFR part 18
- Attachment C - Declaration Amendments
 - After a State's declaration request has been approved, the Governor or Governor's Authorized Representative should immediately sign the Amendment of the FEMA-State Agreement for Fire Management Assistance Grant Program
 - The Amendment must be signed by the State (or Tribal Government when appropriate) and FEMA for each declared fire that occurs within the calendar year

Pre-Declaration Actions

Once a wildfire threatens to become a major disaster, the State or Territory can begin the process to request a Fire Management Assistance Declaration. The pre-declaration events and actions include:

- The incident
- State or Territory request for declaration
- Regional Administrator evaluation and determination of the request
- FEMA Regional Administrator review, evaluation, and determination of the request
- Determination of qualifying fires (if a fire complex is requested)

The Incident

Wildfires start because of various reasons, natural and manmade. To prevent wildfires from spreading uncontrollably, State or Territorial and Local firefighters work to contain them.

Some wildfire(s) become uncontrolled and threaten to become a major disaster. In this case, a State or Territory can request a Fire Management Assistance Declaration to receive financial assistance for efforts to control the wildfire(s).

The State or Territory can also request a declaration for a fire complex. A fire complex is two or more fires in the same general area. All fires within the complex may also be managed by the same incident commander.



State/Territory Request for a Fire Management Assistance Declaration

The first step in the Fire Management Assistance Declaration process is the State or Territory submitting the request.

If an uncontrolled fire or fire complex threatens such destruction that would constitute a major disaster, the Governor or Governor's Authorized Representative may submit a request for a Fire Management Assistance Declaration.

The Governor or Governor's Authorized Representative must submit a request while the fire is burning uncontrolled. As the program declaration request process operates in real time during an incident, declaration requests may be submitted day or night.

When submitting a request for a declaration, the governor or governor's authorized representative completes two steps:

- Verbal declaration request
- Written declaration request

Expedited Declaration Request

To expedite processing of the State or Territory's declaration request, the Governor or Governor's authorized representative should submit the request verbally by telephone to

the appropriate FEMA Regional Administrator or designated FEMA Regional Fire Duty Liaison.

The Governor or Governor's Authorized Representative provides relevant information to the FEMA Regional Administrator or designated Regional Fire Duty Officer or Fire Action Officer that supports their requests and assists in the declaration determination.

Information include factual data and professional estimates, if available, for the following:

- Name of the fire or fire complex
- Size of the fire(s) in acres or square miles
- Name, location, and population of community(ies) threatened
- Number of primary and secondary residences and businesses threatened
- Distance of fire to nearest communities
- Number of persons evacuated to date, if applicable
- Percent of fire contained
- High fire-danger conditions
- Current and predicted (24-hour) weather conditions
- Degree to which State and local resources are committed to this fire and other fires in Federal, State, and local jurisdictions

Written Declaration Request

After the Governor or Governor's Authorized Representative completes the expedited declaration request, s/he must submit their Request for Fire Management Assistance Declaration, FEMA Form 078-0-1.

- The information on FEMA Form 078-0-1 provides written confirmation of information submitted during the telephone declaration request and is required for official FEMA files

The Governor or Governor's Authorized Representative has **14 days** after the date of the expedited declaration request to submit their written declaration request to the FEMA Regional Office.

DEPARTMENT OF HOMELAND SECURITY Federal Emergency Management Agency			REQUEST FOR FIRE MANAGEMENT ASSISTANCE DECLARATION		FEMA No. 078-0-1 Revised January 21, 2013	
<p>RESPONDENT BURDEN ESTIMATE NOTICE Public reporting burden for this collection of information is estimated to average 1 hour per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this form. This collection of information is required to obtain or review benefits. We are not required to respond to this collection of information unless it would affect your benefits. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to Information Collection Management, Department of Homeland Security, Federal Emergency Management Agency, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, Paperwork Reduction Project (1545-0047). Do not send your comments to the address below.</p>						
1. STATE		2. DATE OF REQUEST		3. TYPE OF REQUEST		
4. NAME OF GOVERNOR OR AUTHORIZED REPRESENTATIVE				5. PHONE NO INCLUDING AREA CODE () ()		
6. ADDRESS (PLEASE PRINT)				7. CITY, STATE, ZIP		
<p>NOTE: To obtain this request, the Governor agrees to abide by provisions contained in FEMA State Agreement for Fire Management Assistance under Section 428 of the Stafford Act as amended. This request must be signed by the Governor, personally or by his authorized representative, since he has previously authorized to sign this request in the FEMA - State Agreement.</p>						
8. SIGNATURE		9. TITLE		10. DATE		
1. EXISTING CONDITIONS						
11. EVIDENCE OF HIGH FIRE DANGER CONDITIONS		a. TEMPERATURE		b. RELATIVE HUMIDITY		c. WIND DIRECTION AND VELOCITY (MPH)
12. PREVAILING WEATHER CONDITIONS AND WHETHER AFD IS IN EFFECT						
13. NUMBER OF WILD FIRES						
a. CONTROLLED		b. ACRES BURNED		c. UNCONTROLLED		d. ACRES BURNED
14. LIST OF OTHER FIRE DANGERS WHICH CAUSE THE COMBINATION OF STATE FIRE DANGER CONDITIONS						
15. AREAS						
16. NATIONAL FIRE DANGER RATING SYSTEM			17. RISK RATING			
<input type="checkbox"/> OTHER (DDI, SPI, HAZARD, PALMER, etc.)			<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO	
18. FIRE SITUATION REPORT						
19. TIME OF REPORT		20. NAME OF UNCONTROLLED FIRE			21. DATE	
22. LOCATION OF UNCONTROLLED FIRE (County) ACRES BURNED						
<input type="checkbox"/> FEDERAL <input type="checkbox"/> STATE <input type="checkbox"/> PRIVATE						
23. MANAGER AND RESOURCE COMMITTEE (Must specify state if necessary)						
STATE LOCAL						
24. TYPE AND AMOUNT OF FEDERAL OR OTHER AGENCY RESOURCES PROVIDED (FEMA does not provide resources)						

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Information for the Declaration Request

For the written declaration request, the Governor or Governor's Authorized Representative provides information that supports their request.

The Governor or Governor's Authorized Representative must fill out and sign the Request for Fire Management Assistance Declaration, FEMA Form 078-0-1, which has space to include the same information provided during the expedited request.

Inclusion of Affected Counties

While completing their Request for Fire Management Assistance, FEMA Form 078-0-1, the Governor or Governor's authorized representative must also identify the counties that will receive assistance.

Block 15 of the Request for Fire Management Assistance Declaration, FEMA Form 078-0-1, provides an entry for the county(ies) affected by the fire.

Only one county is required to be listed at the time of submission. All counties affected by the declared fire must be listed in Attachment C of the FEMA-State/Tribal/Territorial Agreement when it is submitted.

12. TIME OF REPORT	13. NAME OF UNCONTROLLED FIRE	14. DATE
16. LOCATION OF UNCONTROLLED FIRE: (County)	10. ACRES BURNING: a. FEDERAL ___ % b. STATE ___ % c. PRIVATE ___ %	
17. MANPOWER AND RESOURCES COMMITTED (Attach separate sheet if necessary)		
STATE:	LOCAL:	
18. TYPE AND AMOUNT OF FEDERAL OR OTHER ASSETS & RESOURCES NEEDED: (FEMA does not order resources)		

Supporting Documentation for a Declaration Request

To further support a declaration request, the State may append additional documentation to the Request for Fire Management Assistance

Declaration, FEMA Form 078-0-1, including, but not limited to:

- Fire severity maps
- Geographic, topographical, or land assessment maps
- Incident status summary reports

**DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency**
REQUEST FOR FIRE MANAGEMENT ASSISTANCE DECLARATION (FEMA Form 078-0-1) (Rev. 11/2010)

1. EXISTING CONDITIONS

1. EXISTENCE OF HIGH FIRE DANGER CONDITIONS

2. NUMBER OF WILD FIELDS

2. TYPE OF UNCONTROLLED FIRE

3. LOCATION OF UNCONTROLLED FIRE

4. TYPE AND NUMBER OF FEDERAL OR OTHER AGENCIES INVOLVED

5. SIGNATURE AND TITLE

FEMA Review of the Declaration Request

Once the State or Territory submits the Request for Fire Assistance Management Declaration, FEMA Form 078-0-1, the FEMA Regional Office is responsible for reviewing it.

For Fire Management Assistance Declarations, the FEMA Regional Fire Duty Liaison or Fire Action Officer is the primary point of contact. This individual manages the declaration requests that are submitted. The Regional Fire Duty Liaison does the following to manage requests:

- Verifies the information in the Request for Fire Management Assistance, FEMA Form 078-0-1, with the Federal Principal Advisor
- Briefs the Region's Recovery Director on the state of the request

If the declaration request is incomplete, or insufficient to make a determination for a declaration, the FEMA Regional Office may reach out to obtain additional information from the State or Territory.

FEMA Review of the Declaration Request: Principal Advisor's Report

For every Request for Fire Management Assistance Declaration, the FEMA Regional

Fire Duty Liaison receives, s/he reaches out to a Principal Advisor.

The Principal Advisor completes the Principal Advisor's Report (FEMA Form 078-0-2), that provides an independent technical assessment of the fire. The Principal Advisor, by communicating with the incident commander of the fire, and other parties verifies information the State or Territory provided in their declaration request. Verified information includes, but is not limited to:

- Weather
- Fire behavior
- Fire forecast

Once the Principal Advisor finalizes their report, s/he provides the report to the Regional Fire Duty Liaison/Fire Duty Officer and it is passed along to the Regional Administrator.

The Principal Advisor's Report is used by the Regional Administrator to verify the information submitted by the State or Territory. The report does not prove an approve or deny recommendation on the declaration request.

DEPARTMENT OF HOMELAND SECURITY Federal Emergency Management Agency PRINCIPLE ADVISOR'S REPORT			DATE: 01-20-08 Revised: January 21, 2008
PAPERWORK BURDEN DISCLOSURE NOTICE Public reporting burden for this data collection is estimated to average 2 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this form. This collection of information is required to obtain certain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding this collection of information, including suggestions for reducing the burden, to Information Collection Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Room 7002, Washington, DC 20547-0102, Paperwork Reduction Project (1004-0001) (078-0-2). Do not send your completed form to the address above. Management of Paperwork and Collection Fees, Section 4202, 05-2003, as amended			
1. NAME OF PRINCIPAL ADVISOR	2. DATE AND TIME OF STATE REQUEST	3. DATE AND TIME OF ADVISOR'S REPORT	
4. (HAND SIGNATURE) I HAVE REVIEWED THE OFFICIAL STATE REQUEST FOR FPD MANAGEMENT AT AREA/TIME EXPLAINED/AS LATED BY SECTION 4202, PL. 10-2006 <input type="checkbox"/> I HAVE REVIEWED <input type="checkbox"/> I HAVE NOT REVIEWED			
5. PREVAILING WEATHER CONDITIONS TEMPERATURE _____ HUMIDITY _____ WIND _____ OTHER _____		6. FIRE INDEX (Other: MODEL, Name, etc.) NAME OF INDEX _____ MUNICIPALITY _____	
7. PREDICTION OF WEATHER AND FIRE CONDITIONS FOR THE NEXT 24 HOURS, Fire Behavior			
8. WILDFIRE: a. EVIDENCE OF OTHER FIRES NEARBY THAT MAY RESULT IN A COMPLICATION			
b. NUMBER OF LARGE FIRE BURNINGS IN THE STATE			
9. THREAT INFORMATION a. ASSESSMENT			
b. PROBABILITY OF FIRE TO HOMES AND COMMUNITIES			
c. NATURAL OR OTHER BARRIERS BETWEEN FIRE AND COMMUNITIES			
10. THIS ASSESSMENT IS BASED ON: <input type="checkbox"/> On site SURVEY <input type="checkbox"/> Evaluation with the available information <input type="checkbox"/> Other source			
11. Signature of the signatory	12. TELEPHONE NUMBER	13. Other USE: 10/07/07	14. Night
13. FEDERAL AGENCY	14. OFFICE LOCATION (City, State, ZIP)		

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Declaration Request, Evaluation and Determination

After the Regional Fire Duty Liaison/Fire Action Officer receives the Principal Advisor's Report and briefs the Region's Recovery Director, s/he provides the Request for Declaration supporting information, and the Principal Advisor's Report to the Regional Administrator.

The Regional Administrator evaluates the declaration request and makes a determination to approve or deny the request. The Regional Administrator bases their determination on the following:

- Evaluation criteria
 - Imminent threat to lives and improved property, including threats to critical facilities/infrastructure, and critical watershed areas
 - Availability of State or Territory and Local firefighting resources
 - High fire danger conditions, as indicated by nationally accepted indices such as the National Fire Danger Ratings System
 - Potential major economic impact

- Information provided in the State or Territory's declaration request
- Principal Advisor's Report

Evaluation Criterion One

The first criterion the Regional Administrator uses to review the declaration request is the imminent threat to lives and improved property, including threats to critical facilities/infrastructure, and critical watershed areas.

Improved properties include but are not limited to:

- Homes (single family and multi-family [e.g., townhouses, condos, apartments])
- Hospitals, prisons, and schools
- Police and fire stations
- Water treatment facilities
- Public utilities
- Major roadways



Evaluation Criterion Two

The second criterion the Regional Administrator uses to review the declaration request is the availability of State or Territory and Local firefighting resources. This includes:

- The degree of commitment by Federal, State or Territory, and Local resources to other fires
- The lack of available Federal, State or Territory, and Local wildland firefighting resources



Evaluation Criterion Three

The third criterion the Regional Administrator uses to review the declaration request is the high fire-danger conditions as indicated by nationally accepted indices, such as:

- [National Fire Danger Rating System](#)
- [Keetch-Byram Drought Index](#)

- [Palmer Drought Index](#)
- [Haines Index](#)
- [Canadian Forest Fire Danger Rating System](#)

Evaluation Criterion Four

The last criterion the Regional Administrator uses to review the declaration request is the potential major economic impacts at the:

- Regional level
- State or Territory level
- Local level

For example, if a fire threatens a large subdivision of primary homes, or if a fire threatens a community's drinking water reservoir and other drinking water resources are not available those factors provide relevant data and information that weigh on the final determination of the Request for a Fire Management Assistance Grant declaration.

Determination of Qualifying Fires: Fire Complex

In the case of a fire complex, FEMA and the State or Territory work together to determine which fires are eligible under the Fire Management Assistance Declaration. Even though an entire complex may be designated in a declaration request, not all fires within the complex automatically qualify.

FEMA and the State or Territory assess each fire included in the fire complex against the evaluation criteria and information the Regional Administrator uses to make a determination on the Request for Fire Management Assistance Declaration. Using the criteria, FEMA and the State or Territory come to an agreement on which fires in a fire complex are eligible.

FEMA and the State or Territory can also make a decision on which fires within a fire complex qualify under the declaration after the Regional Administrator approves the State or Territory's declaration request.

Communication of the Decision (1 of 2)

From the Regional Administrator's determination on the Request for Fire Assistance Management Declaration, the FEMA Regional Administrator or Deputy Regional Administrator immediately notifies the Governor or the Governor's Authorized

Representative of the approval or denial determination.

The FEMA Public Assistance Branch also drafts a memorandum to the Regional Administrator and letter to the Governor for the Regional Administrator's signature. Select here for an example of the memorandum.



Communication of the Decision (2 of 2)

In addition to externally communicating the Request for Fire Management Assistance Declaration determination, the Regional Fire Duty Liaison sends an email to Regional leadership and FEMA Headquarters leadership stating the determination and providing declaration facts.

- FEMA Headquarters leadership acknowledges the declaration upon receipt of the determination

At the same time, the FEMA Regional Public Assistance Branch compiles all documentation related to the declaration request and forwards it to the FEMA Declarations Unit.

- The FEMA Declarations Unit provides the FEMA Regional Office with an assigned Fire Management Assistance Declaration Number for the declared fire

Post-Declaration Requirements

If the Regional Administrator approves of the Request for Fire Management Assistance Declaration, FEMA and the Recipient take additional actions to complete the appropriate paperwork and the incident period is agreed upon. Paperwork and actions include, but are not limited to:

- Submission of Appendix C amendment to the FEMA-State/Tribal/Territorial Agreement
- Modification of a request to add counties
- Determination of the incident period

Submission of Attachment C Amendment

Once the Regional Administrator approves the State or Territory's declaration request, the Recipient should sign and submit Attachment C of the FEMA-State/Tribal/Territorial Agreement once the incident period has been determined.

If the Recipient submitted their FEMA-State/Tribal/Territorial Agreement prior to the incident, then the Recipient only needs to submit Attachment C. If the Recipient has not submitted the agreement, they need to submit both at the same time to FEMA.

The Recipient must fill out and submit Exhibit E for each declared fire. Attachment C contains the following information:

- Name of the fire or fire complex
- Fire Management Assistance Declaration number
- Affected counties
- Incident period

Modifying a Declaration Request to Add Counties

If a declared fire or fire complex burns into adjacent counties, additional counties may be eligible for assistance under the declared fire.

The State or Territory submits the same type of information for the additional county(ies) that they provided FEMA for the original declaration request. This includes information that shows that the fire or fire complex poses an imminent threat to life and property and is uncontrolled.

FEMA evaluates the information on the additional counties, using the same criteria as before, and determines whether they should be added to the declaration. Once FEMA makes the determination, they inform the State or Territory and FEMA leadership of the determination.



Determination of the Incident Period

Once the fire or fire complex is under control, the FEMA Regional Administrator, in consultation with the Governor or Governor's Authorized Representative, and the Principal Advisor determine the incident period.

Incident period start date:

- The incident period may start on the date of the Fire Management Assistance Declaration or with the initial firefighting actions at the time when the fire threatened such destruction as would constitute a major disaster

- If the incident period starts before the date of the State or Territory's declaration request, the factors and circumstances (e.g., immediate threats to life including evacuation) should be documented by the State or Territory and provided to FEMA

Incident period end date:

- The incident period usually closes at the end of a shift when the fire is controlled

Appeal of Denied Declaration Request

If the FEMA Regional Administrator denies the State or Territory's declaration request, it has one opportunity to appeal the denial. The appeal is reviewed by FEMA Headquarters.

- The Governor or the Governor's authorized representative has **30 days** to submit an appeal in writing after the date of the letter denying the request
 - The appeal should contain any necessary additional information that bolsters the State's original declaration request
- The Regional Administrator reviews the appeal, writes a recommendation, and forwards the appeal with the recommendation to FEMA Headquarters
- The FEMA Headquarters Office decides on the appeal and notifies the State of its determination within 90 days of receipt of the appeal

The State or Territory can also request an extension to submit their appeal.

- The State or Territory must submit their extension request in writing to the Regional Administrator no later than 30 days from the date of the receipt of the declaration request denial
- The request must include justification for the need for an extension
- The FEMA Headquarters office reviews the extension request and informs the FEMA Region of the determination
- The FEMA Region informs the State or Territory of the determination

Additional Declarations: Emergency and Major Disaster Declarations

After a State or Territory receives a Fire Management Assistance Grant Declaration, the State or Territory may also request a major disaster or emergency declaration in response to the wildfires or wildfire threat.

FEMA will generally not recommend a major disaster declaration for a wildland fire, unless the fire has significant impacts and costs that could not be addressed by the Fire Management Assistance Grant Program

Lesson 2 Summary

In this lesson, participants learned how to:

- Describe the Fire Management Assistance Grant Program declaration process
- Identify the roles and responsibilities in submitting, processing, and approving a fire declaration request

The next lesson provides an overview of the document collection and reimbursement process for the Fire Management Assistance Grant Program.

Lesson 3 Overview and Objectives

This lesson explains the documentation process and requirements under the Fire Management Assistance Grant Program. This lesson also discusses FEMA's Annual Fire Cost threshold calculation, which is used to determine minimum grant award amounts.

Upon completion of this lesson, the participants will be able to:

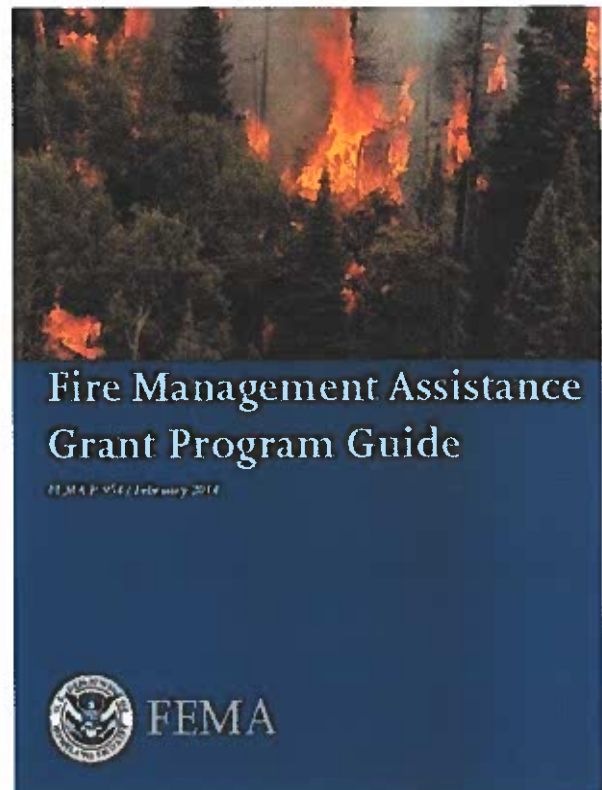
- Describe the process to submit for reimbursement to the Fire Management Assistance Grant Program
- Describe FEMA's methodology for establishing the grant award amount for the Fire Management Assistance Grant Program

Grant Management Overview (1 of 2)

The Recipient is the State, Territory, or Tribal government receiving a Fire Management Assistance Grant and is responsible for administering the grant.

There is only one Recipient for each declared fire, except when a State or Territorial Recipient and a Tribal Recipient declare for the same event.

Only the State, Tribal, or Territorial agency, as designated by the governor or Tribal Chairman in the FEMA-State/Tribal/Territorial Agreement, can be designated as the Recipient.



Grant Management Overview (2 of 2)

The FEMA Regional Office is responsible for reviewing grant applications for eligibility and approving and obligating funds. It is also responsible for maintaining a grant application file that may include the following forms:

- Standard Form 424 Request for Federal Assistance
- FEMA Form 078-0-1 Request for Fire Management Declaration
- FEMA Form 078-0-2 Principal Advisor's Report
- FEMA Form 089-0-24 Request for Fire Management Assistance Subgrant
- FEMA Form 009-0-0-7 Project Worksheet
- FEMA Form 20-16a Assurances Non-Construction Programs
- FEMA Form 20-16b Assurances Construction Programs
- Standard Form 269 Financial Status Report
- Standard Form 425 Federal Financial Report

Initial Grant Application and Approval Timeline

The Recipient must submit its initial grant application (Standard Form 424) **no later than nine months** after the date of the fire declaration. In extenuating circumstances, such as delay in receiving bills for Federal resources ordered, the Recipient may submit a written request for a time extension to the FEMA Regional Administrator. The request for a time extension must provide a detailed justification for the delay and need for the extension.

Upon receipt of the written request from the Recipient, the FEMA Regional Administrator may approve a time extension of up to six months.

The FEMA Regional Administrator has 45 days from the receipt of the Recipient's initial grant application, or an amendment to the Recipient's grant application, to approve or deny the application package or amendment or to notify the Recipient of a delay. Before the Regional Administrator can approve the Recipient's grant application, the Recipient must demonstrate that it:

- Met the fire cost threshold;
- Has an approved State/Tribal/Territorial Administrative Plan; and
- Has an approved State Mitigation Plan

Request for Fire Management Assistance Subgrant

State, Territorial, and Tribal government agencies not designated as a Recipient, as well as Local government entities, may be eligible for Fire Management Assistance Grant Program subgrants managed by the Recipient.

- In cases where a Tribal government is serving in a dual role as a Recipient and an Applicant under the State or Territory's declaration, all Tribal government entities applying for subgrants must submit their applications through the Tribal Government Recipient
- Privately owned entities, private nonprofits, and volunteer entities are not eligible for subgrant, but may be reimbursed through Mutual Aid agreements with an eligible Applicant

State, Territorial, Tribal, and Local government agencies interested in applying for Fire Management Assistance Grant Program subgrants must submit a Request for Fire Management Assistance Subgrant (FEMA Form 089-0-24) to the Recipient in accordance with State, Tribal, or Territorial procedures, and within the timeframe established by the Recipient, but **no later than 30 days** after the close of the incident period.

Considerations and Documentation

This section will now examine the required documentation for the initial grant application, which includes the fire cost threshold, State/Tribal/Territorial Administrative Plan, and State/Tribal/Territorial Mitigation Plan.



Fire Cost Threshold (1 of 2)

Prior to approval of the grant, the State, Tribe, or Territory's eligible fire costs must meet either its individual fire cost threshold or the cumulative fire cost threshold.

When submitting the initial grant application, the State, Tribe, or Territory must demonstrate that it has met either the individual or cumulative fire cost threshold. To demonstrate that the individual or cumulative fire cost threshold has been met, the State, Tribe, Territory must document the total eligible costs for a declared fire on project worksheets. These are attached to the SF-424 and submitted as part of the grant application.



Fire Cost Threshold (2 of 2)

FEMA takes the following into consideration when reviewing if the Recipient meets the fire cost threshold:

- The cost for the pre-positioning of wildland firefighting resources is not considered when determining whether a grant application meets the fire cost threshold
- The costs for all eligible fires within a declared fire complex are aggregated and treated as an individual fire for purposes of meeting or exceeding the fire cost thresholds

Amendments to the initial grant application may be submitted thereafter, increasing the overall value of the grant.

The fire cost thresholds for each State, Tribe, or Territory are adjusted annually for inflation using the Consumer Price Index for All Urban Consumers published by the U.S. Department of Labor.

Individual Fire Cost Threshold

The individual fire cost threshold is based on total eligible costs for the declared fire. The individual fire cost threshold for a State is the greater of the following:

- \$100,000; or
- 5% x the statewide per capita indicator x the State population (the statewide per capita indicator is adjusted annually for inflation. (The FY18 indicator is \$1.46)

Cumulative Fire Cost Threshold

The cumulative fire cost threshold is based on total eligible costs incurred during the calendar year for all declared fires and total costs incurred on non-declared wildland fires (Federal costs not billed/payable by the State, Tribe, or Territory cannot be included in this calculation). The cumulative fire cost threshold for a State, Tribe, or Territory is the greater of the following:

- \$500,000; or
- 3 x 5% the statewide per capita indicator x the State population (the statewide per capita indicator is adjusted annually for inflation. (The FY18 indicator is \$1.46)

State/Tribal/Territorial Administrative Plan (1 of 2)

In accordance with Title 44 CFR part 204.51(d) (1), Application and Approval Procedures for a Fire Management Assistance Grant, State Administrative Plan, the State, Tribe, or Territory must develop an Administrative Plan or have a current FEMA-approved Administrative Plan on file with the FEMA Regional Office that describes the procedures for administering the Fire Management Assistance Grant Program.

- The plan may be a stand-alone document or an addendum to the Public Assistance Program State/Tribal/Territorial Administrative Plan
- The State should review its Fire Management Assistance Grant Program State Administrative Plan annually and make necessary amendments to reflect changes in programmatic guidance or signatory parties

State/Tribal/Territorial Administrative Plan (2 of 2)

At a minimum, the State/Tribal/Territorial Administrative Plan must include:

- The designation of the State, Tribal, or Territorial agency (i.e., Recipient) that will have responsibility for program administration; **and**
- The identification of staffing functions, sources of staff to fill these functions, and management and oversight responsibilities of each
- Procedures for:
 - Notifying potential applicants of the availability of the program
 - Assisting FEMA in determining applicant eligibility

- Submitting and reviewing subgrant applications
- Processing payment requests for Applicants
- Submitting, reviewing, and accepting performance and financial reports
- Monitoring, closing-out, auditing, and reconciling of subgrants
- Recovering funds for disallowed costs
- Processing appeal requests and requests for time extensions
- Providing technical assistance and materials on the application procedures, program eligibility guidance, and program deadlines

State/Tribal/Territorial Mitigation Plan

Section 322 of the Stafford Act, Mitigation Planning and implementing regulations (Title 44 CFR parts 201 and 204), requires governments to take a proactive approach to mitigation planning.

Before FEMA can approve a Recipient's Fire Management Assistance Grant Program application, the Recipient must have an approved State/Tribal/Territorial Mitigation Plan that addresses the State's wildfire risks and cost-effective mitigation measures to produce long-term benefits.

The State, Tribe, or Territory can submit their mitigation plan prior to an incident occurring.

- States, Tribes, and Territories are required to update this plan every five years
- The State, Tribe, or Territory must submit their mitigation plan within 30 days of the signature date of the Attachment C amendment of the FEMA-State/Tribal/Territorial Agreement

Fire Management Assistance Grant Program Eligibility

Once the Applicant applies for a Fire Management Assistance Grant, FEMA reviews the eligibility of the application. The three components of eligibility that FEMA reviews are:

- Applicant
- Work
- Cost

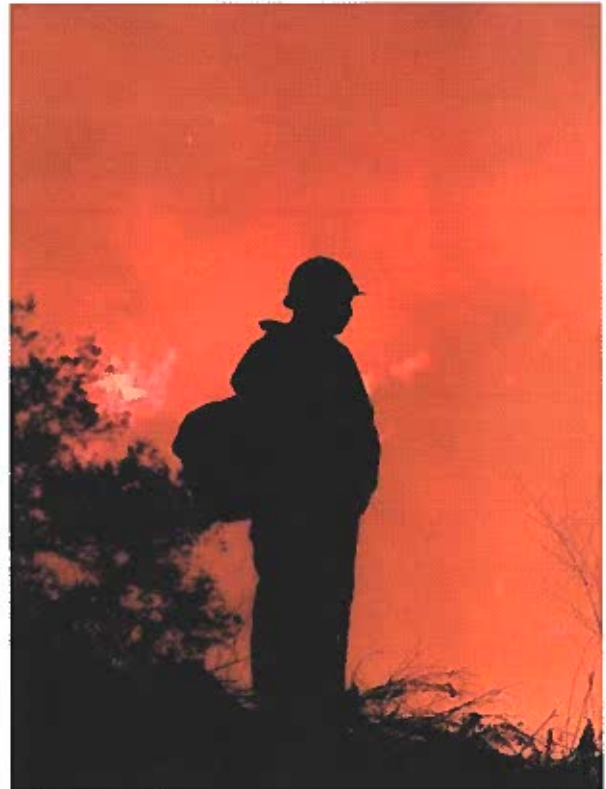
If FEMA approves of the Applicant, their work, and cost passes, they then receive grant funding.

Applicant Eligibility

Eligible Applicants for the Fire Management Assistance Grant Program are those entities legally responsible for the firefighting activities for which reimbursement is being requested,

the following entities are generally eligible to apply through the Recipient:

- State agencies
- Territorial agencies
- Local governments
- Tribal governments



Work Eligibility

The next component of eligibility is work eligibility. The Applicant's work to contain the fire or fire complex must meet certain eligibility requirements for the Applicant to receive grant funding.

The **first requirement** of work eligibility is that it must be associated with the incident period of a declared fire.

The **second requirement** of work eligibility is that it must meet minimum work eligibility requirements. At a minimum, work must meet each of the following criteria to be eligible:

- The legal responsibility of the eligible Applicant, whether it was performed by the Applicant's own agents or through a secondary party
- Required as a result of the declared fire
- Located within the designated area

The **third requirement** of work eligibility is that it must fall within one of the Categories of Work. Through the Fire Management Assistance Grant Program, FEMA only provides grant funding for the following Categories of Work:

- Category B: Emergency protective measures
- Category H: Fire-fighting activities
- Category Z: Indirect and Direct Administrative Costs

Category B: Emergency Protective Measures

Emergency Protective Measures are actions taken to reduce or minimize immediate threats to life and property include, but are not limited to:

- Operating an Emergency Operations Center
- Police barricading and traffic control
- Evacuations and sheltering
- Temporary repairs

Emergency Protective Measures eligibility is typically based on evaluation of the immediate threat and legal authority to perform the work. In order to be eligible for reimbursement, costs associated with Emergency Protective Measures must be incurred within the incident period.



Category H: Fire-Fighting Activities

Fire-fighting activities are defined as eligible work associated with fire-related activities provided under Section 420 of the Stafford Act, including but not limited to:

- Firefighting and support services
- Pre-positioning resources for up to 21 days prior to the federally declared fire

All firefighting activities, besides the pre-positioning of resources must be during the incident period to be considered eligible.

Eligible costs associated with these activities must be incurred within the incident period and may include:

- Equipment and supplies
- Labor Costs
- Overtime for Force Account labor



Category Z: Indirect and Direct Administrative Costs (1 of 3)

FEMA also provides funding and reimbursement to Recipients and Applicants for indirect and Direct Administrative Costs incurred in managing the Fire Management Assistance Grant Program.

These costs are distinct from Categories B and H and must be related to managing the grant or administering the program, not costs associated with firefighting or emergency protective measures.

Indirect and Direct Administrative Costs include but are not limited to:

- Labor costs
- Equipment and supplies



Category Z: Indirect and Direct Administrative Costs (2 of 3)

Recipient

Under Title 2 Code of Federal Regulations Part 200, the Recipient may claim both indirect and direct administrative costs associated with requesting, obtaining, and administering a grant for a declared fire.

Direct costs include regular and overtime pay and travel expenses for permanent, reassigned, temporary, and contract employees who assist in administering the Grant.

Funding for other direct costs incurred by the Recipient administering a grant, such as equipment and supply purchases, may be eligible, but must be approved by the Regional Administrator.

Indirect costs incurred by the Recipient during the administration of a grant are allowed in accordance with the provisions of Title 2 Code of Federal Regulations Part 200 and OMB Circular A-87. The Recipient must submit a copy of the indirect cost proposal along with the project worksheet for indirect costs. The project worksheet is reviewed by FEMA's Disaster Finance Center for reasonableness and eligibility.

Costs included in the computation of the indirect cost rate are not allowable as direct administrative costs.

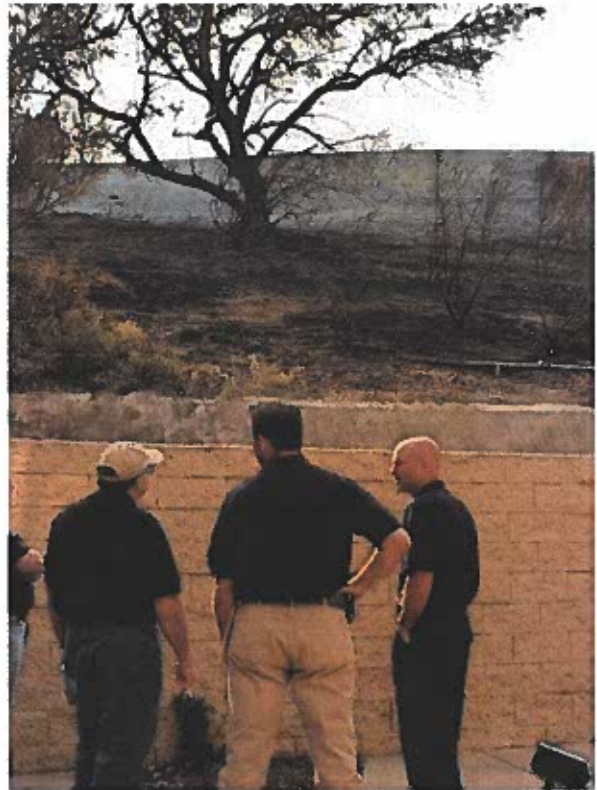
Category Z: Indirect and Direct Administrative Costs (3 of 3)

Applicant

The Applicant may claim costs associated with requesting, obtaining, and administering an Applicant for a declared fire. Direct costs include regular and overtime pay and travel expenses for permanent, reassigned, temporary, and contract employees who assist in administering the fire management assistance subgrant.

Funding for other direct costs incurred by the Applicant administering a subgrant, such as equipment and supply purchases, may be eligible, but must be reviewed by the Recipient and FEMA Regional Administrator.

The Applicant may not claim indirect administrative costs.



Cost Eligibility

Costs claimed by the Applicant is the final eligibility component. It is important to understand that **not all costs incurred due to the incident are eligible**. As with eligible work, all eligible costs must be associated with the incident period of a declared fire. All eligible costs are subject to the established cost share structure for the Fire Management Assistance Grant Program: 75 percent Federal, 25 percent non-Federal.

To typically be eligible, costs must meet all the following criteria:

- Directly tied to the performance of eligible work
- Adequately documented
- Reduced by all applicable credits, such as insurance proceeds and salvage values
- Authorized and not prohibited under Federal, State, Territorial, Tribal, or Local government laws or regulations
- Consistent with the Applicant's internal policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the Applicant
- Necessary and reasonable to accomplish the work properly and efficiently

Cost Eligibility: Equipment and Supplies (1 of 2)

FEMA will reimburse Applicants for costs associated with equipment and supplies used for declared fires. Some generally eligible costs include, but are not limited to:

- Personal comfort and safety items normally provided by the State under field conditions for firefighter health and safety
- Replacement of firefighting supplies, tools, and materials that are expended, lost, or destroyed, with comparable items to the extent not covered by reasonable insurance
- Reimbursement for ownership and operation costs of applicant-owned equipment based on equipment rate guidelines in 44 CFR 206.228(a)(1), Allowable costs
- Operation and maintenance costs of publicly owned, contracted, rented, or volunteer firefighting department equipment to the extent any of these costs are not included in applicable equipment rates
- Payment for use of U.S. government-owned equipment based on reasonable actual costs as billed by a Federal agency and paid by the State. Reimbursement for the use of Federal Excess Personal Property is based only on the direct cost for use of the equipment

Cost Eligibility: Equipment and Supplies (2 of 2)

Purchase of supplies and equipment that are necessary to respond to the declared fire may be eligible.

- The Recipient or Applicant may be required to compensate FEMA for the fair market value of the equipment and supplies when the items are no longer needed for fire suppression activities
- FEMA Policy No. 9525.12, Disposition of Equipment, Supplies and Salvaged Materials provides guidance

Equipment use and supply cost for the management of the grant or application may also be eligible for reimbursement under the Fire Management Assistance Grant Program.

Cost Eligibility: Labor

Certain labor costs are also typically eligible for reimbursement under the Fire Management Assistance Grant Program. These labor costs include:

- Overtime for force account permanent or reassigned State, Territory, Tribal, or local governmental employees, including firefighters, police, logistical support, and other personnel involved in eligible fire suppression-related activities
- Seasonally employed personnel, when covered under existing budgets and used for fire suppression activities during the season of employment, are considered permanently employed for the purpose of cost eligibility
- Regular-time and overtime for temporary and contract employees hired to perform eligible fire suppression-related activities

- Increased portion of overtime costs for regular full-time employees backfilling (one level) for other regular full-time employees within the same entity who are performing eligible fire suppression-related work
- Permanent employees who are funded from an external source (e.g., by a grant from a Federal agency, statutorily dedicated funds, or rate-payers) to work on specific tasks not related to a declared fire may be paid for regular-time and overtime for fire suppression-related work

Cost Eligibility: Travel and Per Diem

Travel and per diem are also generally eligible costs for Applicants under a declared fire. Eligible travel and per diem may include:

- Travel and per diem for all State, Territory, Tribal, and local governmental employees who provide services requested by the Incident Commander and directly associated with declared and eligible fire-related activities, and
- Field camps and meal costs when provided in lieu of per diem

Cost Eligibility: Pre-Positioning Costs (1 of 3)

Another potential eligible cost is the prepositioning of resources for a declared fire.

Pre-positioning is the temporary relocation of existing fire prevention or suppression resources from an area of low fire danger to one of higher fire danger in anticipation of an increase in fire activity likely to constitute the threat of a major disaster.

Pre-positioning costs incurred up to a maximum of 21 days before the date of the fire declaration may be eligible under the Fire Management Assistance Grant Program, even when staged outside the designated area.

- Pre-positioning costs for out-of-state, Federal, and International pre-positioned resources that were actually used on the declared fire are eligible. Pre-positioning of privately owned local resources (those physically located within a State) may be eligible
- State or Local government-owned/operated resources are not eligible. Costs incurred to pre-position resources that remained at the staging area and were not used on the declared fire are not eligible

Cost Eligibility: Pre-Positioning Costs (2 of 3)

The Regional Administrator must approve all pre-positioning costs. For pre-positioning costs to be eligible under the Fire Management Assistance Grant Program, the Recipient must:

- Notify the FEMA Regional Administrator of its intention to seek funding for pre-positioning resources at the time it submits the declaration request (or immediately thereafter)
 - Since pre-positioning is undertaken in anticipation of an event, it is reasonable for a State to know whether it anticipates submitting costs for pre-positioning at the time the declaration request is approved or immediately thereafter
- Document specific pre-positioned resources by number, type, and location
- Estimate the cost of the pre-positioned resources and the duration of pre-positioning
- Provide detailed justification for pre-positioning, including scientific indicators such as drought indices, current allocation of State firefighting resources, weather conditions, and the number of wildland fires currently burning in the State

Parties are encouraged to have a written mutual aid agreement in place prior to a declared fire that addresses pre-positioning costs.

Cost Eligibility: Pre-Positioning Costs (3 of 3)

One example of pre-positioning resources is as follows:

If one staging area has three Blackhawk helicopters pre-positioned and only one of the helicopters is used in the wildland firefighting efforts for a declared fire, then only the pre-positioning costs for that one helicopter are eligible for funding. The use of one piece of equipment on a declared fire does not make pre-positioning costs for an entire staging area (i.e., all three helicopters) eligible for funding.



Cost Eligibility: Emergency Work/Essential Assistance (1 of 2)

FEMA may provide funding under the Fire Management Assistance Grant Program, for essential assistance to reduce or minimize

immediate threats to life and property under section 403, Essential Assistance of the Stafford Act when such assistance is directly related to the mitigation, management, and control of the declared fire.



Cost Eligibility: Emergency Work/Essential Assistance (2 of 2)

Mitigation, management, and control are those activities undertaken, generally during the incident period of a declared fire, to minimize the immediate adverse effects and to manage and control the fire. Only emergency work performed during the incident period of a declared fire is potentially eligible for funding.

Essential mitigation, management, and control activities under section 403 may include:

- Police barricading and traffic control
- Extraordinary emergency operations center expenses;
- Evacuation and sheltering (people, household pets, and service animals)
- Search and rescue
- Arson patrol and investigation teams, operating during the declared fire incident period when there is a clear continuing threat
- Public information dissemination to inform people what to do during the declared fire
- Limited removal of burned or unburned trees (i.e., snags) that pose a threat to the safety of the general public

Mitigation activities designed to reduce the potential for future fires or to minimize damage from future fires are ineligible for funding under the Fire Management Assistance Grant Program.

Cost Eligibility: Temporary Repairs

Another generally eligible cost is a temporary repair. Temporary repair of damage caused by firefighting activities are short-term actions to repair damage directly caused by firefighting efforts or activities.

- All temporary repair must be **completed within 30 days** of the close of the incident period for the declared fire. It should be noted that temporary does not include repair of damage caused by the declared fire. Additionally, the eligible cost of temporary repairs is less any proceeds covered by insurance

Examples of temporary repair activities that may be eligible for funding include:

- Minimal repairs to bulldozer lines, field camps, and staging areas to address safety concerns. For example, severe gouging of the grounds of a heavily trafficked park or recreation area may be eligible to be filled or boarded over to mitigate public safety and health concerns. However, temporary repairs would not include a complete re-grading of an entire park or recreation area
- Minimal repairs to facilities, such as fences, buildings, bridges, and roads, damaged by firefighting activities. For example, repair of a portion of a fence that was removed to gain access to a declared fire with a section of chain link fence may be eligible

Cost Eligibility: Mobilization and Demobilization

Costs for mobilizing and demobilizing resources to and from a declared fire may be eligible for reimbursement under the Fire Management Assistance Grant Program.

- Mobilization is the process used for activating, assembling, and transporting all resources the Recipient requested to respond to or support a declared fire
- Demobilization is the process of deactivating, disassembling, and transporting back to their point of origin all wildland firefighting resources that had been provided to respond to and support a declared fire
- Eligible demobilization costs may be incurred after the close of the incident period, when the fire is controlled, and may be claimed at a delayed date after other eligible costs
- If resources are continuously mobilized throughout multiple declared/non-declared fires, incurred eligible demobilization costs may be claimed once, for the last declared fire where the resource was actually used



Cost Eligibility: Donated Resources

During some fires, individuals and organizations donate volunteer labor, equipment, and material. FEMA has

determined that the value of "in-kind" contributions by third parties may be credited toward the calculation of the non-Federal cost share.

The FEMA *Public Assistance Program and Policy Guide* provides guidance on the requirements for claiming donated resources.



Ineligible Costs

In contrast to eligible costs, there are also costs that are generally ineligible. Common ineligible costs include the following, but are not limited to:

- Costs not directly associated with the fire's incident period (with the exception of pre-positioning, and mobilization/demobilization of eligible resources)
- Costs incurred in the mitigation, management, and control of undeclared fires
- Costs for the straight or regular-time salaries and benefits of permanently employed or reassigned personnel of an Applicant
- Costs for mitigation, management, and control of a declared fire on commingled Federal land when such costs are reimbursable to the State by a Federal agency under another statute
- Time and costs expended by volunteer labor, which by nature is offered on a donated basis and is not bound by contract or employment terms
- Costs related to planning, pre-suppression, recovery, and mitigation of possible future damage related to the burn area of the declared fire, such as:
 - Planning actions such as risk assessments
 - Cutting fire-breaks without the presence of an imminent threat
 - Pre-planned non-field training;
 - Timber salvage
 - Restoration of facilities damaged by fire

Project Development: Overview

The Request for a Fire Management Assistance Subgrant is an Applicant's official notification to both the Recipient and FEMA of its intent to apply for a subgrant. The form includes information identifying the Applicant, including the Applicant's name, address, and primary and secondary contacts. The Recipient reviews the request and forwards it to the FEMA Regional Office. The Regional Administrator then determines Applicant eligibility and informs the Recipient of his/her determination. The Recipient then notifies the Applicant. If approved, the subgrant application process may begin.

Once approved, the Recipient coordinates with the FEMA Region to develop a project for all eligible costs to be reimbursed.

Projects (1 of 2)

After approving a Recipient or Applicant's request, FEMA Regional staff may begin to work with the Recipient and local staff to prepare projects in Grants Portal. The project:

- Identifies actual costs incurred by the eligible Applicant as a result of eligible firefighting activities
- Is used to document the location, damage description and dimensions, scope of work, and cost estimates for materials, labor, and other costs for each project
- Acts as the basis for the Fire Management Assistance Grant Program

The Regional Administrator may request the Principal Fire Advisor to assist with project preparation. If a Recipient or FEMA prepares a project for an Applicant, the Applicant must review and concur with the project.

Projects (2 of 2)

The Applicant must submit all projects to the Recipient for review. The Recipient then submits them to the Regional Administrator as part of its grant application. With the exception of Category Z – Direct Administrative Cost projects, all other projects must be greater than \$1,000 to be eligible under the Fire Management Assistance Grant Program.

Projects must be submitted within the timeframe established by the Recipient, but **no later than six months** from the close of the incident period. At the request of the Recipient, the Regional Administrator may grant a six-month extension.

Projects: Indirect Administrative Costs

The Recipient must submit a copy of the indirect cost proposal along with the project for indirect costs. The project is reviewed by FEMA's Disaster Finance Center for reasonableness and eligibility.

Projects: Costs Incurred through Mutual Aid Agreements

When a pre-event agreement provides for reimbursement, but also provides for an initial period of unpaid assistance, FEMA will pay the eligible costs of assistance after the initial unpaid period. When a pre-event mutual aid agreement provides for reimbursement and there is a consistent record of reimbursement without Federal funds, FEMA reimbursement will follow the provisions of the agreement.

For example, states A and B have a pre-event agreement that provides for reimbursement beyond an initial period of unpaid assistance of 48 hours. Following a governor's

emergency declaration, State A activates the agreement and State B sends support resources. State A reimburses State B for costs incurred in providing support following the initial 48-hour period. State A can request reimbursement from FEMA for the funds State A provided to State B for reimbursement outside of the initial 48-hour period of unpaid assistance.

When the parties do not have a pre-event written mutual aid agreement, the Requesting and Providing entities may verbally agree on the type and extent of mutual aid resources to be provided to the current event, and the terms, conditions, and costs of such assistance. Post-event verbal agreements must be documented in writing and executed by an official of each entity with authority to request and provide assistance, and provided to FEMA as a condition of receiving reimbursement.

Projects: Duplication of Benefits (1 of 2)

FEMA may not duplicate benefits received by or available to the Applicant from insurance, other assistance programs, legal awards, or any other source to address the same purpose. An Applicant must notify the Recipient of all benefits that it receives or anticipates receiving from other sources for the same purpose and must seek all such benefits available to them. FEMA will reduce the grant by the amount available for the same purpose from other sources.

Assistance may be provided under the Fire Management Assistance Grant Program when other benefits do not fully cover the eligible work. However, the Applicant must repay FEMA for any duplicated amounts that it receives or has available to it from other sources.

Projects: Duplication of Benefits (2 of 2)

FEMA does not provide assistance for activities for which another Federal agency has more specific or primary authority to provide assistance. FEMA may disallow or recoup amounts that fall within another Federal agency's statutory authority. FEMA may provide assistance in such situations, but the Applicant must agree to seek assistance from the appropriate Federal agency and to repay FEMA for amounts that are within another agency's authority.

For example, if an Applicant is eligible to receive funds through the Small Business Administration's disaster loan program, the Applicant must seek Small Business Administration funding and report this assistance to FEMA.

It is the Applicant's responsibility to notify the Recipient of any duplicate costs recovered from another Federal agency.

Supporting Documentation (1 of 2)

Documentation is the process of establishing and maintaining accurate records of events and expenditures related to suppression and recovery work. The information required for documentation basically describes the "who, what, when, where, why, and how much" for each item of disaster recovery work.

Supporting documentation substantiates all claims on the project. Accurate and complete documentation will facilitate the validation, approval, and funding processes for projects.

All documentation pertaining to a project should be filed together with the corresponding project and maintained as part of the permanent record of the project. These records become the basis for verifying project costs.

Supporting Documentation (2 of 2)

It is important that expenses incurred in a Fire Management Assistance Grant Program declaration are accurately documented. While there are many ways to maintain records, a system must be in place to ensure all necessary information is readily available and in a usable format.

Accurate documentation helps to:

- Recover eligible costs
- Have the information necessary to develop project worksheets
- Have the information available, which the Region and/or State may need to see, to validate the accuracy and eligibility of costs
- Be ready for any State or Federal audits, or other Federal program reviews



FEMA's Calculation of the Award Amount

The grant award will be based on the projected amount of total eligible costs for which a State, Tribe, or Territory applies, and that FEMA approves, related to a declared fire. Only the costs accrued during the incident period will be reimbursed at the cost share rate. Eligible Category B and H costs will be calculated based upon FEMA's equipment rates. Labor amounts and overtime are calculated from the rates set by the Recipient.

All Fire Management Assistance Grants are subject to a cost-share. Under Title 44 CFR section 204.61 the Federal cost share for a Fire Management Assistance Grant is 75

percent. The remaining 25 percent non-Federal cost share can be provided in its entirety by the Recipient, Applicant, or a combination of the two. Under programmatic regulations, FEMA may not adjust the cost-share. All terms and conditions are outlined in the FEMA-State/Tribal/Territorial Agreement and apply to all declared fires within each calendar year.

FEMA typically provides reimbursement to the Recipient who then provides reimbursement to Applicant.

Lesson 3 Summary

In this lesson, participants learned how to:

- Describe the process to submit for reimbursement to the Fire Management Assistance Grant Program
- Describe FEMA's methodology for establishing the grant award amount for the Fire Management Assistance Grant Program

The next lesson provides a review of the course objectives.

Lesson 4 Overview and Objectives

This lesson will review the course objectives. Participants will take a Post-Course Assessment at its conclusion.

At the end of this lesson, participants will be able to summarize the content of this course.

Course Objectives

In this course, participants learned how to:

- Identify the types of assistance that can be provided through the Fire Management Assistance Grant Program
- Review the criteria, steps, and sequencing of key activities needed to apply for a Fire Management Assistance Grant
- Explain the Fire Management Assistance Grant Program administrative and documentation requirements

Lesson 1 Objectives

Lesson 1 described the overall purpose of the Fire Management Assistance Grant Program.

Participants should now be able to:

- Describe the overall purpose of the Fire Management Assistance Grant Program

- Explain the types of Fire Management Assistance Grant Program assistance

Lesson 2 Objectives

Lesson 2 provided an overview of the fire declaration request process in order to access Fire Management Assistance Grants.

Participants should now be able to:

- Describe the declaration process for the Fire Management Assistance Grant Program
- Identify the roles and responsibilities in submitting, processing, and approving a fire declaration request

Lesson 3 Objectives

Lesson 3 covered the processes for requesting reimbursement through the Fire Management Assistance Grant Program and the required documentation.

Participants should now be able to:

- Describe the process to submit for reimbursement to the Fire Management Assistance Grant Program
- Describe FEMA's methodology for establishing the grant award amount for the Fire Management Assistance Grant Program

Course Summary

This course is complete.

The course provided participants with an overview of the Fire Management Assistance Grant Program.