

## Budget Guidance

**Cost Estimate:** The cost estimate matches the proposed level of effort from the SOW and work schedule. Cost estimates are to be listed under the approved cost item categories; Materials, Labor, and/or Fees. Source materials used to support the cost estimate are referenced and include sufficient detail so FDEM can determine whether costs are reasonable based on proposed activities and level of effort.

- **Cost Share:** The cost estimate identified in the cost categories include the Local Match / Non-Federal Share
- **Pre-award Costs:** To be eligible for HMA funding and/or as a cost-share, pre-award costs must be included as separate line items in the cost estimate. Must include a completed Pre-Award Cost Form with application. (Separate line item, identified as either Phase I pre-award, Phase II/Mon-Phase Pre-Award - under the Fees
- **Ineligible Format:** Lump-sum cost estimates in this workbook are not eligible and will be NOT be accepted for application submittal.
- **Contingency Cost:** Is an allowance included in the total cost estimate to cover situations that cannot be fully defined at the time the cost estimate is prepared, but that will likely result in additional eligible costs (HMA Guidance Part VI, D.3.4). A contingency cost should be included as a separate line item in the budget section of a project application. As with other line items in the budget, the applicant should justify the contingency estimate

Under the HMA programs, the total cost to implement approved mitigation activities is generally funded by a combination of Federal and non-Federal sources. Both the Federal and the non-Federal cost shares must be for eligible costs used in direct support of the approved activities under this guidance and the award. Contributions of cash, third-party in-kind services, other non-Federal sources, or any combination thereof, may be accepted as part of the non-Federal cost share (Must submit the documentation to support).

FEMA administers cost-sharing requirements consistent with 2 CFR Sections 200.29, 200.306, and 200.434. To meet cost-sharing requirements, the non-Federal contributions must be verifiable from the subrecipient's records, reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations.

In general, HMGP Federal funds may be used to pay up to 75 percent of the eligible activity costs. The remaining 25 percent of eligible activity costs are derived from the identified non-Federal sources.

For the cost sections relating to Materials, Labor, and Fees, it is important to note,

- Lump sums without supporting documentation showing a breakdown of those costs are not acceptable. For those items that will not fit in the spaces provided, attach the appropriate documentation to your application.
- Identify your match sources in Funding Summary - Section I
- Sub-Total cells will auto sum the costs in their respective columns.
- Do not factor Sub-Recipient Management Costs (SRMC) into Section IV - parts A-C. If requesting SRMC enter information into "SR Mgmt. Costs" tab - Part G.
- Contingency Costs need to be justified and reported as a separate line item in part E of this section. From left to right in that part, enter the desired percentage (maximum 5% of Material/Labor), the amount the percentage is to be applied to, and the resulting amount. PLEASE NOTE- These cells will not auto-calculate across the row, but the final cell will be calculated into the Final Project Cost below it. Take care that everything is calculated correctly. (Adjust down to whole dollar (cents) in cell G106, and/or G107).
- Pre-Award Costs: costs must be identified as a separate line item, AND a completed HMGP Pre-Award Cost Request Form MUST be submitted with this application, detailing the items/cost and requested start date.

Under Labor (part B) mark all In-kind (donated) services with (\*\*); In-house (employee) services with (\*\*\*), per each line item, as applicable.

- All funding sources (In-kind, In-house, Global Match, and Other Agencies) must be identified (below) AND identified on the Funding Sources - Section IV - I.

## Sub-Recipient Management Costs (SRMC)

For SRMC, in compliance with Disaster Relief and Recovery Act of 2018 (DRRA) and the subsequent FEMA Interim Policy #104-11-1, the Florida Division of Emergency Management has included a section for applicants to request, or refuse, project management funds that are available to them. Under this new policy, HMGP projects awarded under disasters declared on or after August 1, 2017, are eligible for project management costs up to 5 percent of their total project costs.

Applicants choosing to apply for this funding must detail the specific administrative costs in Part G of this section. These costs must be eligible administrative costs, conforming to the requirements set in 2 CFR Part 200 Subpart E. Applicants must ensure that their administrative costs are reasonable, allowable, allocable, and necessary for the project. The State will allot these management costs on a project-by-project basis per the amount requested by the sub-recipient, up to 5 percent of the total project cost. A sub-recipient may request less than this, but no higher. These management costs will be considered a separate pool of funding and WILL NOT affect a project's benefit-cost ratio. Management costs will be reimbursed per reimbursement request, and no more than 5 percent of any given reimbursement request amount. All management costs reimbursements will be contingent upon adequate documentation. Management costs will be reimbursed at 100 percent of the amount of management costs requested, so far as they are adequately documented and are no more than 5 percent of the request. Any unused management costs at closeout following the final payment will be de-obligated. If the final total project cost results in an under-run, management costs will be reduced accordingly. Applicants must make the determination to request or refuse management costs at the time of formal application submittal. The State will accept the initial determination from the applicant. There will be no recourse from the State for applicants wishing to change their initial determination after the application has been formally submitted.

## **PRE-AWARD COSTS**

Pre-award costs directly related to developing the application or subapplication may be funded through HMA as funds are available. Such costs may have been incurred, for example, to develop a BCA, to gather EHP data, for preparing design specifications, or for workshops or meetings related to development and submission of HMA applications and subapplications. Costs associated with implementation of the activity but incurred prior to Federal award or final approval are not eligible (projects initiated or completed prior to Federal award or full approval of the project are not eligible). Pre-award management costs count towards the 5 percent limit for subrecipient management costs. To be eligible for HMA funding, pre-award costs must be identified as separate line items in the cost estimate of the subapplication. Applicants and subapplicant's may identify such pre-award costs as their non-Federal cost share. Applicants and subapplicant's who are not awarded grants or subawards will not receive reimbursement for the corresponding pre-award costs.

## **SUB-RECIPIENT MANAGEMENT COSTS (SRMC) PRE-AWARD COSTS**

Pre-award Sub-Recipient Management Costs (SRMC) directly related to developing the SRMC application or subapplication only, may be funded through HMA as funds are available, and must be requested at the time of application submittal.

Pre-award management costs count towards the 5 percent limit for subrecipient management costs.

To be eligible for HMA funding, pre-award costs must be identified as separate line items in the SRMC estimate of the subapplication. Applicants and subapplicant's who are not awarded grants or subawards will not receive reimbursement for the corresponding pre-award costs.

## **2 CFR 200 compliance**

2 CFR 200.209- Pre-Award Costs: For requirements on costs incurred by the applicant prior to the start date of the period of performance of the Federal award, see §200.458 Pre-award costs

2 CFR 200.458- Pre-Award Costs: Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the

2015 HMA Guidance: Costs incurred after the HMA application period has opened, but prior to the date of the Federal award or final approval, are identified as pre-award costs. For HMGP, the opening of the application period is the date when HMGP is authorized, which is generally the date of the Presidential major disaster declaration.

## Section IV. Budget/Costs

ID# \_\_\_\_ - \_\_\_\_ -R (\_\_\_\_)

*This section, provide details of all the estimated costs of the project. As this information is used for the Benefit-Cost Analysis, reasonable cost estimates are essential. Pre-Award Costs, Project Management, and any Contingency (maximum 5%) need to be reported as separate line items.*

**A. Materials:** Any Material utilized to complete project (include acquisition of property)

[illegible]



[illegible]

D.		Sub-Total Estimated Project Cost	\$0.00
E.	Contingency Costs (max 5%) Phase I	0.000%	\$0.00
	Contingency Costs (max 5%) Non-Phased or Phase II	0.000%	\$0.00
	Total Contingency Costs (maximum 5%)	\$0.00	\$0.00

F.	Final Estimated Project Costs		\$0.00
	Phase I Subtotal		\$0.00
	Non-Phased or Phase II Subtotal		\$0.00
Note: Backup source documentation is required to support costs			\$0.00

*Note: Backup source documentation is required to support costs*

<u>Comments:</u>		<b>Federal</b>	<b>Project Cost</b>
Federal Share Percentage Requesting (per LMS)		0.000000000%	
Sub-Recipient Federal Amount Endorsed by LMS		\$ -	
FEMA Approval 00/00/00			

**G. Sub-Recipient Management Costs**

Based on the amount of federal share being requested in Part F, your project is eligible for up to an additional 5% of the project costs for Sub-Recipient Management Costs. Please indicate below whether or not you would like to request these funds and follow the directions for your selected choice. In addition a Request Form is Required.

**Total Estimated Project Costs (Budget F.)** **\$** \_\_\_\_\_ -

**Total Estimated SR Management Costs Available** (5% of Total Project Costs) **\$** \_\_\_\_\_ -

*Note: This number will be generated automatically after Budget line items are completed*

☐ **YES** I would like to request these funds (please fill out the itemized table below, then continue to Part I)\*

☐ **NO** I do not wish to request these funds. (continue to Part I)\*

	<u>Descriptions of SRMC</u>	<u>Qty</u>	<u>Rate</u>	<u>Cost</u>
<b>Phase I SRMC (per SRMC Request Form)</b>				
1	<b>Ph I - SRMC Application development (Pre-Award)</b>			
2	Ph I - Pre-Award - Personnel (Sub-Recipient In-House)			\$0.00
3	Ph I - Pre-Award - Contractual Services			\$0.00
4	<b>Ph I - Personnel (Sub-Recipient In-House)</b>			\$0.00
5	<b>Ph I - Contractual Services</b>			\$0.00
6	<b>Ph I - Indirect Costs</b>			\$0.00
<b>Sub-Total of Phase I SRMC</b>				<b>\$0.00</b>
<b>Non-Phased or Phase II SRMC (per SRMC Request Form)</b>				
1	<b>SRMC Application development (Non-Phased Pre-Award)</b>			
2	Pre-Award - Personnel (Sub-Recipient In-House)			\$0.00
3	Pre-Award - Contractual Services			\$0.00
4	<b>Personnel (Sub-Recipient In-House)</b>			\$0.00
5	<b>Contractual Services</b>			\$0.00
6	<b>Indirect Costs</b>			\$0.00
<b>Sub-Total of Non-Phased or Phase II SRMC</b>				<b>\$0.00</b>

**H.** **Total Estimated SRMC Requested** **\$0.00**  
Difference **\$0.00**

**Note:** By selecting either "yes" or "no" the Sub-Applicant / Sub-Recipient is acknowledging that they understand what is being offered to them as it is described in this application.

All costs must be reasonable, allowable, allocable, and necessary as required by 2 CFR Part 200 Subpart E, applicable program regulations, and HMA Guidance (2015)

Maximum SRMC:	\$0.00
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**I. Funding Sources** (round figures to the nearest dollar)

ID# \_\_\_\_ - \_\_ - R (\_\_\_\_)

**The maximum FEMA share for HMGP/HMA projects is 75%.** The other 25% can be made up of State and Local funds as well as in-kind services. Moreover, the FMA program requires that the maximum in-kind match be no more than 12.5 % of the total projects costs. HMGP/FMA funds may be packaged with other Federal Funds, but other Federal funds (except for Federal funds which lose their Federal identity at the State level - such as CDBG, ARS, HOME) may not be used for the State or Local match.

1	<b>Estimated FEMA Share</b>	\$	-	0.000000000%	% of Total	(maximum of 75%)
2	<b>Non-Federal Share</b>					
3	Estimated Local Share	\$	-	100.000000000%	% of Total	(Cash)
4		\$	-	0.000000000%	% of Total	(In-Kind**)
5		\$	-	0.000000000%	% of Total	(In-House***)
6		\$	-	0.000000000%	% of Total	(Global Match****)
7	<b>Other Agency Share</b>	\$	-	0.000000000%	% of Total	
	(Identify Other Non-Federal Agency and availability date)					
						Amounts
						\$ -
						\$ -
8	<b>Total Funding</b>	\$	-	100.00%	<b>Total %</b>	(should equal 100%)

\*\* Identify proposed eligible activities directly related to project to be considered for In-Kind (donated) services

\*\*\* Identify proposed eligible activities directly related to project to be considered for In-House services

\*\*\*\* Separate project applications must be submitted for each project (Global) Match project.

Global Match Project # and Title: \_\_\_\_\_

9	<b>Total Estimated SR Management Costs</b>	<b>Requested</b>	\$ -		
		<b>Available</b>	\$ -	5% of Total	(Max Allowed)
			\$0.00	If negative amount - revise SR Mgmt Costs	

**J. Project Milestones/Schedule of Work**

List the major milestones in this project by providing an estimate time-line for the critical activities not to exceed a period of 36-month of performance. (e.g. **Designing, Engineering, Permitting, etc.**)

Milestone	Number of Months to Complete	
State and Local Contracting	3	Months
Construction Plan / Technical Specifications	3	Months
Bidding / Local Procurement	3	Months
Permitting	3	Months
Construction / Installation	15	Months
Local Inspections / Compliance	3	Months
State Final Inspections / Compliance	3	Months
Closeout Compliance	3	Months
	36	

OR

<b>Milestone</b>	<b>Number of Months to Complete</b>	
Phase I - State and Local Contracting	2	Months
Phase I - Bidding / Local Procurement	2	Months
Phase I - Design Specifications	4	Months
Phase I - Permitting	2	Months
Phase I - Deliverables submittal to FDEM	2	Months
	<b>12</b>	
Phase II - State and Local Contracting	3	Months
Phase II - Construction Plan /Technical Specifications	1	Month
Phase II - Bidding / Local Procurement	2	Months
Phase II - Construction / Installation	11	Months
Phase II - Local Inspections / Compliance	2	Months
Phase II - State Final Inspections / Compliance	3	Months
Phase II - Closeout Compliance	2	Months
	<b>24</b>	

**36 Months**



		<i>\$ Endorsed</i>	<i>Do NOT Overwrite</i>		
1	<b>Estimated FEMA Share</b>	<u>\$ -</u>	<u>#DIV/0!</u>	% of Total	(maximum of 75%)
2	<b>Non-Federal Share</b>				
3	Estimated Local Share	<u>\$ -</u>	<u>#DIV/0!</u>	% of Total	(Cash)
4		<u>\$ -</u>	<u>#DIV/0!</u>	% of Total	(In-Kind**)
5		<u>\$ -</u>	<u>#DIV/0!</u>	% of Total	(In-House***)
6		<u>\$ -</u>	<u>#DIV/0!</u>	% of Total	(Global Match****)
7	<b>Other Agency Share</b> (Identify Other Agency and availability date)	<u>\$ -</u>	<u>#DIV/0!</u>	% of Total	
8	<b>Total Funding</b>	<u>\$ -</u>	<u>100.00%</u>	<b>Total %</b>	(should equal 100%)

\*\* Identify proposed eligible activities directly related to project to be considered for In-Kind services. (note on page 4 Section B)

\*\*\* Identify proposed eligible activities directly related to project to be considered for In-Kind services. (note on page 4 Section B)

\*\*\*\* Separate project applications must be submitted for each project (Global) Match project.

Global Match Project # and title: \_\_\_\_\_

9	<b>Total Estimated SR Management Costs</b>	<b>Requested Available</b>	<u>\$ -</u> <u>\$ -</u>	5% of Total	(Max Allowed)
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#### J. Project Milestones/Schedule of Work

List the major milestones in this project by providing an estimate time-line for the critical activities not to exceed a period of 36 months of performance. (e.g. **Designing, Engineering, Permitting, etc.**)

<b>Milestone</b>	<b>Number of Days to Complete</b>
State and Local Contracting	3 Months
Construction Plan /Technical Specifications	3 Months
Bidding / Local Procurement	4 Months
Permitting	3 Months
Construction / Installation	3 Months
Local Inspections / Compliance	14 Months
State Final Inspections / Compliance	3 Months
Closeout Compliance	3 Months
	<b>36</b>

OR

<b>Milestone</b>	<b>Number of Days to Complete</b>
Phase I - State and Local Contracting	2 Months
Phase I - Bidding / Local Procurement	2 Months
Phase I - Design Specifications	4 Months
Phase I - Permitting	2 Months
Phase I - Deliverables submittal to FDEM	2 Months
	<b>12</b>
Phase II - State and Local Contracting	3 Months
Phase II - Construction Plan /Technical Specifications	1 Month
Phase II - Bidding / Local Procurement	2 Months
Phase II - Construction / Installation	11 Months
Phase II - Local Inspections / Compliance	2 Months
Phase II - State Final Inspections / Compliance	3 Months

Phase II - Closeout Compliance	2 Months
	24
	36 Months
	64 Months

# Hardening - Code Plus

Project: \_\_\_\_\_ (Applicant, Site), Code Plus

Disaster #:

Item Description	Unit	Qty	Cost for Current Code/Standard of ____-MPH	Cost for Code Plus to ____-MPH	Cost to Harden/Code Plus Code plus less Standard (E-D)
<b>Phase I Costs</b>					
Fees: Pre-Award-Application Development	1	LS	\$0.00	\$0.00	\$0.00
Fees: Pre-Award-Design	1	LS	\$0.00	\$0.00	\$0.00
Fees: Architectural/Engineering Fees	1	LS	\$0.00	\$0.00	\$0.00
Fees: Permitting	1	LS	\$0.00	\$0.00	\$0.00
Fees: Safe Room-Engineering (if applicable)	1	LS	\$0.00	\$0.00	\$0.00
Fees:	1	LS	\$0.00	\$0.00	\$0.00
Fees:	1	LS	\$0.00	\$0.00	\$0.00
<b>Sub-Total Phase I</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Phase II Construction Costs</b>					
Materials: Hurricane Straps (roof)	1	SF	\$0.00	\$0.00	\$0.00
Materials: Windows/Impact Glass	1	EA	\$0.00	\$0.00	\$0.00
Materials: High Impact Shutters	1	EA	\$0.00	\$0.00	\$0.00
Materials: Doors & Windows	1	EA	\$0.00	\$0.00	\$0.00
Materials: Floor Straps - trusses	1	SF	\$0.00	\$0.00	\$0.00
Materials: Concrete	1	SF	\$0.00	\$0.00	\$0.00
Materials: Metals	1	SF	\$0.00	\$0.00	\$0.00
Materials: Carpentry	1	SF	\$0.00	\$0.00	\$0.00
Materials: Thermal Moisture Protection	1	SF	\$0.00	\$0.00	\$0.00
Materials: Equipment	1	EA	\$0.00	\$0.00	\$0.00
Materials: HVAC	1	LS	\$0.00	\$0.00	\$0.00
Materials: Finishes	1	LS	\$0.00	\$0.00	\$0.00
Materials: Electrical	1	LS	\$0.00	\$0.00	\$0.00
Materials: Safe Room-Personnel	1	LS	\$0.00	\$0.00	\$0.00
Materials: Generator ____kW	1	EA	\$0.00	\$0.00	\$0.00
Materials: Generator-Concrete Pad	1	SF	\$0.00	\$0.00	\$0.00
Materials: Roof	1	SF	\$0.00	\$0.00	\$0.00
Materials: Walls	1	SF	\$0.00	\$0.00	\$0.00
Materials: Foundation	1	SF	\$0.00	\$0.00	\$0.00
Materials: ____	1	SF	\$0.00	\$0.00	\$0.00
Materials: ____	1	SF	\$0.00	\$0.00	\$0.00
Materials: ____	1	LS	\$0.00	\$0.00	\$0.00
<b>Materials Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Labor: Installation	1	LS	\$0.00	\$0.00	\$0.00
Labor:	1	LS	\$0.00	\$0.00	\$0.00
Labor:	1	LS	\$0.00	\$0.00	\$0.00
<b>Labor Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Fees: Construction Inspections	1	LS	\$0.00	\$0.00	\$0.00
Fees: Certified As-built	1	LS	\$0.00	\$0.00	\$0.00
Fees: ____	1	LS	\$0.00	\$0.00	\$0.00
Fees: ____	1	LS	\$0.00	\$0.00	\$0.00
Fees: ____	1	LS	\$0.00	\$0.00	\$0.00
<b>Fees Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Phase II Sub-Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Phase I-Contingency (Max. 5% of Ph I cost)			\$0.00	\$0.00	\$0.00
Phase II-Contingency (Max. 5% of Ph I cost)			\$0.00	\$0.00	\$0.00
<b>Total Project Cost</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Construction Sitework (with no Code plus Difference)</b>					
Clearing and Grubbing	1	LS	\$0.00	\$0.00	
Earthwork/Site Grading	1	LS	\$0.00	\$0.00	
Base	1	LS	\$0.00	\$0.00	
Asphalt	1	LS	\$0.00	\$0.00	

## Hardening - Code Plus

Stabilized Sub-grade	1	LS	\$0.00	\$0.00	
Site Utilities	1	LS	\$0.00	\$0.00	
Stormwater Management Facilities	1	LS	\$0.00	\$0.00	
Landscaping	1	LS	\$0.00	\$0.00	
	1	LS	\$0.00	\$0.00	
	1	LS	\$0.00	\$0.00	
	1	LS	\$0.00	\$0.00	
	1	LS	\$0.00	\$0.00	
	1	LS	\$0.00	\$0.00	
	1	LS	\$0.00	\$0.00	
	1	LS	\$0.00	\$0.00	
	1	LS	\$0.00	\$0.00	
	1	LS	\$0.00	\$0.00	
	1	LS	\$0.00	\$0.00	
	1	LS	\$0.00	\$0.00	
	1	LS	\$0.00	\$0.00	
Sitework Total			\$0.00	\$0.00	
Total			\$0.00	\$0.00	\$0.00

## Phase I

**The maximum FEMA share for HMGP/FMA projects is 75%.** The other 25% can be made up of State and Local funds as well as in-kind services. Moreover, the FMA program requires that the maximum in-kind match be no more than 12.5 % of the total projects costs. HMGP/FMA funds may be packaged with other Federal Funds, but other Federal funds (except for Federal funds which lose their Federal identity at the State level - such as CDBG, ARS, HOME) may not be used for the State or Local match.

1	<b>Estimated FEMA Share</b>	\$	-	0.000000000%	% of Total	(maximum of 75%)
2	<b>Non-Federal Share</b>					
3	Estimated Local Share	\$	-	100.000000000%	% of Total	(Cash)
4		\$	-	0.000000000%	% of Total	(In-Kind*)
5		\$	-	0.000000000%	% of Total	(In-House***)
6		\$	-	0.000000000%	% of Total	(Global Match**)
7	<b>Other Agency Share</b>	\$	-	0.000000000%	% of Total	
	(Identify Other Non-Federal Agency and availability date)					
	0					
	0					
8	<b>Total Funding sources from above</b>	\$	-	100.00%	<b>Total %</b>	(should equal 100%)

\*\* Identify proposed eligible activities directly related to project to be considered for In-Kind (donated) services

\*\*\* Identify proposed eligible activities directly related to project to be considered for In-House services

\*\*\*\* Separate project applications must be submitted for each project (Global) Match project.

Global Match Project # and title:

9	<b>Total Estimated SR Management Costs</b>	<b>Requested Available</b>	\$	-		
			\$	-	5% of Total	(Max Allowed)
				\$0.00	If negative - revise SR Mgmt Costs - tab	

## J. Project Milestones/Schedule of Work

List the major milestones in this project by providing an estimate time-line for the critical activities not to exceed a period of 36-month of performance. (e.g. **Designing, Engineering, Permitting, etc.**)

Milestone	Number of Days to Complete	
Phase I - State and Local Contracting	2	Months
Phase I - Bidding / Local Procurement	2	Months
Phase I - Design Specifications	4	Months
Phase I - Permitting	2	Months
Phase I - Deliverables submittal to FDEM	2	Months
	12	
Phase II - State and Local Contracting	3	Months
Phase II - Construction Plan / Technical Specifications	1	Months
Phase II - Bidding / Local Procurement	2	Months
Phase II - Construction / Installation	11	Months
Phase II - Local Inspections / Compliance	2	Months
Phase II - State Final Inspections / Compliance	3	Months
Phase II - Closeout Compliance	2	Months
	24	

**The maximum FEMA share for HMGP/FMA projects is 75%.** The other 25% can be made up of State and Local funds as well as in-kind services. Moreover, the FMA program requires that the maximum in-kind match be no more than 12.5 % of the total projects costs. HMGP/FMA funds may be packaged with other Federal Funds, but other Federal funds (except for Federal funds which lose their Federal identity at the State level - such as CDBG, ARS, HOME) may not be used for the State or Local match.

1	<b>Estimated FEMA Share</b>	\$	-	0.000000000%	% of Total	(maximum of 75%)
2	<b>Non-Federal Share</b>					
3	Estimated Local Share	\$	-	100.000000000%	% of Total	(Cash)
4		\$	-	0.000000000%	% of Total	(In-Kind*)
5		\$	-	0.000000000%	% of Total	(In-House***)
6		\$	-	0.000000000%	% of Total	(Global Match**)
7	<b>Other Agency Share</b>	\$	-	0.000000000%	% of Total	
	(Identify Other Non-Federal Agency and availability date)					
	0					
	0					
8	<b>Total Funding sources from above</b>	\$	-	100%	<b>Total %</b>	(should equal 100%)

\*\* Identify proposed eligible activities directly related to project to be considered for In-Kind (donated) services

\*\*\* Identify proposed eligible activities directly related to project to be considered for In-House services

\*\*\*\* Separate project applications must be submitted for each project (Global) Match project.

Global Match Project # and title:

9	<b>Total Estimated SR Management Costs</b>	<b>Requested Available</b>	\$	-		
			\$	-	5% of Total	(Max Allowed)
				\$0.00	If negative - revise SR Mgmt Costs - tab	

## J. Project Milestones/Schedule of Work

List the major milestones in this project by providing an estimate time-line for the critical activities not to exceed a period of 36-month of performance. **(e.g. Designing, Engineering, Permitting, etc.)**

Milestone	Number of Days to Complete	
Phase I - State and Local Contracting	2	Months
Phase I - Bidding / Local Procurement	2	Months
Phase I - Design Specifications	4	Months
Phase I - Permitting	2	Months
Phase I - Deliverables submittal to FDEM	2	Months
	12	
Phase II - State and Local Contracting	3	Months
Phase II - Construction Plan /Techncial Specifications	1	Months
Phase II - Bidding / Local Procurement	2	Months
Phase II - Construction / Installation	11	Months
Phase II - Local Inspections / Compliance	2	Months
Phase II - State Final Inspections / Compliance	3	Months
Phase II - Closeout Compliance	2	Months
	24	

**G. Sub-Recipient Management Costs**

Based on the amount of federal share being requested in Part F, your project is eligible for up to an additional 5% of the project costs for Sub-Recipient Management Costs. Please indicate below whether or not you would like to request these funds and follow the directions for your selected choice. In addition a Request Form is Required.

**Total Estimated Project Costs (Budget F.)** **\$**                      -

**Total Estimated SR Management Costs Available (5% of Total Project Costs)** **\$**                      -

*Note: This number will be generated automatically after Budget line items are completed*

☐ **YES** I would like to request these funds (please fill out the itemized table below, then continue to Part I)\*

☐ **NO** I do not wish to request these funds. (continue to Part I)\*

	<u>Descriptions of SRMC</u>	<u>Qty</u>	<u>Rate</u>	<u>Cost</u>
<b>Phase I SRMC (per SRMC Request Form)</b>				
1	<b>Ph I - SRMC Application development (Pre-Award)</b>			
2	Ph I - Pre-Award - Personnel (Sub-Recipient In-House)	0	\$0.00	\$0.00
3	Ph I - Pre-Award - Contractual Services	0	\$0.00	\$0.00
4	<b>Ph I - Personnel (Sub-Recipient In-House)</b>	0	\$0.00	\$0.00
5	<b>Ph I - Contractual Services</b>	0	\$0.00	\$0.00
6	<b>Ph I - Indirect Costs</b>	0	\$0.00	\$0.00
<b>Sub-Total of Phase I SRMC</b>				<b>\$0.00</b>
<b>Non-Phased or Phase II SRMC (per SRMC Request Form)</b>				
1	<b>SRMC Application development (Non-Phased Pre-Award)</b>			
2	Pre-Award - Personnel (Sub-Recipient In-House)			\$0.00
3	Pre-Award - Contractual Services			\$0.00
4	<b>Personnel (Sub-Recipient In-House)</b>			\$0.00
5	<b>Contractual Services</b>			\$0.00
6	<b>Indirect Costs</b>			\$0.00
<b>Sub-Total of Non-Phased or Phase II SRMC</b>				<b>\$0.00</b>

**H. Total Estimated SRMC Requested** **\$0.00**

Difference \$0.00

**Note:** By selecting either "yes" or "no" the Sub-Applicant / Sub-Recipient is acknowledging that they understand what is being offered to them as it is described in this application.

All costs must be reasonable, allowable, allocable, and necessary as required by 2 CFR Part 200 Subpart E, applicable program regulations, and HMA Guidance (2015)

Maximum SRMC: \$0.00

**G. Sub-Recipient Management Costs**

Based on the amount of federal share being requested in Part F, your project is eligible for up to an additional 5% of the project costs for Sub-Recipient Management Costs. Please indicate below whether or not you would like to request these funds and follow the directions for your selected choice. In addition a Request Form is Required.

**Total Estimated Project Costs (Budget F.)** \$ -

**Total Estimated SR Management Costs Available (5% of Total Project Costs)** \$ -

*Note: This number will be generated automatically after Budget line items are completed*

☐ **YES** I would like to request these funds (please fill out the itemized table below, then continue to Part I)\*

☐ **NO** I do not wish to request these funds. (continue to Part I)\*

	<u>Descriptions of SRMC</u>	<u>Qty</u>	<u>Rate</u>	<u>Cost</u>
<b>Phase I SRMC (per SRMC Request Form)</b>				
1	<b>Ph I - SRMC Application development (Pre-Award)</b>			
2	Ph I - Pre-Award - Personnel (Sub-Recipient In-House)			\$0.00
3	Ph I - Pre-Award - Contractual Services			\$0.00
4	<b>Ph I - Personnel (Sub-Recipient In-House)</b>			\$0.00
5	<b>Ph I - Contractual Services</b>			\$0.00
6	<b>Ph I - Indirect Costs</b>			\$0.00
<b>Sub-Total of Phase I SRMC</b>				<b>\$0.00</b>
<b>Non-Phased or Phase II SRMC (per SRMC Request Form)</b>				
1	<b>SRMC Application development (Non-Phased Pre-Award)</b>			
2	Pre-Award - Personnel (Sub-Recipient In-House)	0	\$0.00	\$0.00
3	Pre-Award - Contractual Services	0	\$0.00	\$0.00
4	<b>Personnel (Sub-Recipient In-House)</b>	0	\$0.00	\$0.00
5	<b>Contractual Services</b>	0	\$0.00	\$0.00
6	<b>Indirect Costs</b>	0	\$0.00	\$0.00
<b>Sub-Total of Non-Phased or Phase II SRMC</b>				<b>\$0.00</b>

**H. Total Estimated SRMC Requested** **\$0.00**  
Difference \$0.00

**Note:** By selecting either "yes" or "no" the Sub-Applicant / Sub-Recipient is acknowledging that they understand what is being offered to them as it is described in this application.

All costs must be reasonable, allowable, allocable, and necessary as required by 2 CFR Part 200 Subpart E, applicable program regulations, and HMA Guidance (2015)

Maximum SRMC:	\$0.00
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ID# ____ - ____ -R (____)					
Cost Categories	Project Cost	0.000000000%	Non-Federal Share	Revised Date	Justification
		Federal Share			
<b>MATERIALS</b>					
Materials Approved:	\$0.00	\$0.00	\$0.00		
Line item transfer #1 to/from _____	\$0.00	\$0.00	\$0.00		
Line item transfer #2 to/from _____	\$0.00	\$0.00	\$0.00		
Line item transfer #3 to/from _____	\$0.00	\$0.00	\$0.00		
<b>REVISED MATERIALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>LABOR</b>					
Labor Approved:	\$0.00	\$0.00	\$0.00		
Line item transfer #1 to/from _____	\$0.00	\$0.00	\$0.00		
Line item transfer #2 to/from _____	\$0.00	\$0.00	\$0.00		
Line item transfer #3 to/from _____	\$0.00	\$0.00	\$0.00		
<b>REVISED LABOR</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>FEES</b>					
Fees Approved	\$0.00	\$0.00	\$0.00		
Line item transfer #1 to/from _____	\$0.00	\$0.00	\$0.00		
Line item transfer #2 to/from _____	\$0.00	\$0.00	\$0.00		
Line item transfer #3 to/from _____	\$0.00	\$0.00	\$0.00		
<b>REVISED FEES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>PRE-AWARD</b>					NOTE: Pre-Award cannot be increased without approval from FEMA
Pre-Award Approved:	\$0.00	\$0.00	\$0.00		
Line item transfer #1 to/from _____	\$0.00	\$0.00	\$0.00		
Line item transfer #2 to/from _____	\$0.00	\$0.00	\$0.00		
Line item transfer #3 to/from _____	\$0.00	\$0.00	\$0.00		
<b>REVISED PRE-AWARD</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>Contingency Approved:</b>	\$0.00	\$0.00	\$0.00		
Line item transfer #1 to/from _____	\$0.00	\$0.00	\$0.00		
Line item transfer #2 to/from _____	\$0.00	\$0.00	\$0.00		
Line item transfer #3 to/from _____	\$0.00	\$0.00	\$0.00		
<b>REVISED CONTINGENCY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>Initial Agreement Amount:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
Line item transfer #1 - check	\$0.00	\$0.00	\$0.00		should be zero
Line item transfer #2 - check	\$0.00	\$0.00	\$0.00		should be zero
Line item transfer #3 - check	\$0.00	\$0.00	\$0.00		should be zero
<b>Project Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		

\*Any line item amount in this Budget may be increased or decreased 10% or less, with the Division's approval, without an amendment to this Agreement being required, so long as the overall amount of the funds obligated under this Agreement is not increased.

Requested by:

\_\_\_\_\_ date

Approved by Project Manager:

\_\_\_\_\_ date

Cost Categories	SRMC Cost	100.00%	Revised Date	Justification
		Federal Share		
<b>PERSONNEL (IN-HOUSE)</b>				
Personnel Approved:	\$0.00	\$0.00		
Line item transfer #1 to/from _____	\$0.00	\$0.00		
Line item transfer #2 to/from _____	\$0.00	\$0.00		
Line item transfer #3 to/from _____	\$0.00	\$0.00		
<b>REVISED PERSONNEL</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>CONTRACTOR</b>				
Contractor Approved:	\$0.00	\$0.00		
Line item transfer #1 to/from _____	\$0.00	\$0.00		
Line item transfer #2 to/from _____	\$0.00	\$0.00		
Line item transfer #3 to/from _____	\$0.00	\$0.00		
<b>REVISED CONTRACTOR</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>INDIRECT COSTS</b>				
Indirect Cost Approved	\$0.00	\$0.00		
Line item transfer #1 to/from _____	\$0.00	\$0.00		
Line item transfer #2 to/from _____	\$0.00	\$0.00		
Line item transfer #3 to/from _____	\$0.00	\$0.00		
<b>REVISED INDIRECT</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>Total SRMC</b>	<b>\$0.00</b>	<b>\$0.00</b>		
Line item transfer #1 - check	\$0.00	\$0.00		should be zero
Line item transfer #2 - check	\$0.00	\$0.00		should be zero
Line item transfer #3 - check	\$0.00	\$0.00		should be zero
<b>SRMC Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>		

*\*Any line item amount in this Budget may be increased or decreased 10% or less, with the Division's approval, without an amendment to this Agreement being required, so long as the overall amount of the funds obligated under this Agreement is not increased.*

## When completing the Budget sheets

**ALL PROJECT COSTS WILL BE ROUNDED TO THE NEAREST DOLLAR - NO CENTS**

**Contingency Costs will be rounded down - no cents**

In order to assist applicants with filling out the following Budget section, we have provided the following instructions for your convenience. For this section, we ask that you provide details of all the estimated costs of the project, as it is used for the benefit-costs analysis as well as for the feasibility and effectiveness review.

Complete the Budget Sheet and the SR Mgmt. Costs sheet - the other sheets will automatically format. If you have a **Code-Plus project** - utilize the last sheet to provide the required costs. If you are applying for an Acquisition, detailed budgets per property is required.

For the cost sections relating to Materials, Labor, and Fees, it is important to note,

Lump sums without supporting documentation showing a breakdown of those costs are not acceptable. For those items that will not fit in the spaces provided, attach the appropriate documentation to your application.

Sub-Total cells will auto sum the costs in their respective Sections (Cost columns).

Do not factor **Sub-Recipient Management Costs (SRMC)** into sections A-C. If SRMC are being requested, see part G. In addition, complete the SRMC Request-MOD form for all details.

**Contingency Costs** need to be justified and reported as a separate line item in part E of this section. From left to right in that part, enter the desired percentage (maximum 5%), the amount the percentage is to be applied to, and the resulting amount. PLEASE NOTE- These cells will auto-calculate across the row and will be calculated into the Final Estimated Project Cost below it. Take care that everything is calculated correctly. (Adjust down to nearest dollar)

**Pre-Award Costs:** costs must be identified as a separate line item, AND a completed HMGP Pre-Award Cost Request Form MUST be submitted with this application, detailing the items/cost and requested start date.

Mark all In-kind (donated) services with (\*\*); In-house (employee) services with (\*\*\*), per each line item.

**All funding sources** (In-kind, In-house, Global Match, and **Other Agencies**) must be identified AND documentation submitted, and also identified on the Funding Sources - Section I – (Funding Summary Tab).

For **SRMC**, in compliance with Disaster Relief and Recovery Act of 2018 (DRRA) and the subsequent FEMA Interim Policy #104-11-1, the Florida Division of Emergency Management has included a section for applicants to request, or refuse, SRMC funds that are available to them. Under this new policy, HMGP projects awarded under disasters declared on or after August 1, 2017, are eligible for SRMC up to 5 percent of their total project costs.

Applicants choosing to apply for this funding must detail the specific administrative costs in Part G of this section. These costs must be eligible administrative costs, conforming to the requirements set in 2 CFR Part 200 Subpart E. Applicants must ensure that their administrative costs are reasonable, allowable, allocable, and necessary for the performance of the federal award.

The State will allot these SRMC on a project-by-project basis up to 5 percent of the total project cost. An applicant may request less than this, but no higher. These SRMC will be considered a separate pool of funding and WILL NOT affect a project's benefit-cost analysis.

Sub-Recipient Management Costs will be reimbursed per reimbursement request, and no more than 5 percent of any given project cost reimbursement request amount. All SRMC reimbursements will be contingent upon adequate documentation from the sub-recipient.

**Documentation MUST be invoiced separately and not comingled with the project costs.**

Sub-Recipient Management costs will be reimbursed at 100 percent of the amount of management costs requested, so far as they are adequately documented and are no more than 5 percent of the actual project cost Request for Reimbursement (RFR). Any unused management costs at closeout following the final payment will be de-obligated. If the final total project cost results in an under-run, management costs will be reduced.

If additional rows are needed - please contact HMGP by phone or email