

SRMC Guidance

Sub-Recipient Management Costs are any direct administrative costs, indirect costs, and other administrative costs that are associated with a specific project. SRMC shall be reimbursed at 100% federal funding, **up to 5 percent of the total project cost, as awarded**. The sub-recipient shall apply (request) for management costs as a part of their HMGP application. **Supporting documentation is required at the time of application submission for any SRMC Pre-Award Requested.**

All management costs will be obligated in increments sufficient to cover the sub-recipient needs for no more than one year unless contractual agreements require the additional funding. FEMA established a threshold where annual increments will be applied to larger awards allowing smaller awards to be fully obligated.

The SRMC Request Form (Excel workbook) must be utilized to apply for SRMC, and estimated costs enclosed in the application. The purpose of the SRMC Request Form is to allow subapplicant's to apply for SRMC funding for HMGP projects.

Cost Eligibility: Administrative costs are expenses incurred by a sub-recipient in managing and administering the federal award to ensure that federal, state and local requirements are met and are limited to the following:

- a) Subapplication development and submission (Pre-award);
- b) Responding to Requests for Information (RFIs) from FDEM Staff (Pre-award)
- c) Meetings/correspondences/phone calls with FDEM staff (Pre-award/Regular SRMC)
- d) Project monitoring: Managing the award – administrative work that goes into fulfilling the requirements of the grant
- e) Quarterly progress and financial reporting
- f) Compliance activities associated with federal procurement requirements;
- g) Requests for Reimbursement (RFRs) and payment processing
- h) Record retention
- i) Documentation of quality of work verification for Quarterly Progress Reports and Closeout
- j) Closeout review, reporting and liquidation
- k) Personnel costs directly related to performing the activities listed above

Cost incurred for overhead expenses are covered via indirect cost rates.  
Request for SRMC must be submitted before the HMGP application deadline (as an attachment with Application).  
Sub-Recipient cannot request more than 5% of the total amount of the grant subaward.

The SRMC form covers three primary cost areas that pertain to the eligible administrative activities:

- A) Personnel Costs (In-House staff = Force Account Labor)
- B) Contractual Services (Consultant, Vendor, or Contracted Work)
- C) Indirect Cost (Overhead)

You can email the [FDEM SRMC Helpdesk](#) for assistance.

SRMC Pre-Award

If Requesting SRMC Pre-Award - you MUST request with the application submittal -  
Complete the SRMC Request workbook - SRMC Request, Re-Award SRMC Request, and SRMC Activity Report.

Provide the Sub-contract, detailed invoices and/or proof of activities along with the completed SRMC Activity Report for all contractual services requesting for Pre-Award consideration.

For In-House Personnel complete and submit with the Application the SRMC Activity Report.

Required to provide the proof of all activities and support documentation for both the In-House personnel or Contractual Services (hired a contractor), as applicable. Include the SRMC Activity Report(s) along with the supporting documentation.

**Ineligible Activities:** Any activities directly related to a project are not eligible under management costs. For example, architectural, engineering and design services are project costs and cannot be included under management costs. Construction management activities that manage, coordinate and supervise the construction process from project scoping to project completion are project costs. These activities cannot be included under management costs. Indirect costs are only eligible as management costs and cannot be included as costs in the activity/project cost estimate.

Sample forms are hidden - right mouse click on "U nhide" any tab to open any sample form you are working completing

Completing the form... \*Note: It is best to "Tab" through and use directional arrows in the form so that you do not miss anything.

Applicant Information:

The first section of the form should include your State Application ID or the Salesforce Project Identification Number (PID#) assigned to the project. The project title should be the same as on your application or as given to you by your FDEM Project Manager. Ensure that the most current information for the Point of Contact (POC) is provided.

The project total should match the information on your requested Budget Workbook. Note: Phased projects, enter the Phase I information and the Phase II information from your approved budget.

## Sub-Recipient Management Cost Detail –

### **Section A: Personnel (In-House Labor)**

This section is for \*In-house Labor / Force Account Labor. The base rate + benefits will give a loaded (total) rate for the individuals with administrative activities related to the grant. The narrative should outline the activities of each position.

NOTE: if "Other" is utilized in the fringe rate, it must be detailed in the narrative.

### **Section B: Contractual Services –**

This section is for Consultants, Contractors, or Vendors that will perform the administrative duties related to the grant on behalf of the Sub-Recipient. No breakdown of the rate is necessary; however, a brief description of the duties and the estimated hours need to be outlined in the narrative.

### **Section C: Indirect Costs –**

This section can only be used if you have Personnel (In-House Labor) costs. You may use the De Minimis Rate to claim a percentage up to 10% against your Personnel costs. If you choose to claim the De Minimis Rate, you must use it in all the projects related to the disaster. The request must comply with 2 CFR Part 200 Subpart E (§ 200.414) in regards to indirect costs.

### **Annual Breakdown of Estimated SRMC**

This section is to request the estimated funds needed for each budgetary year.

The Interim Policy requires management costs to be obligated in increments sufficient to cover sub-recipient needs, for no more than one year, unless contractual agreements require additional funding. FEMA has established a threshold of \$25,000 where annual increments will be applied to larger awards allowing smaller awards to be fully obligated, based on the sub-recipient's work schedule and ability to execute eligible activities.

The annual breakdown cannot exceed the request itself, but you can request the amount to be allocated in each year of the project life cycle. For 24-month projects, estimated costs must be listed in Year 1 and Year 2. For 36-month estimated cost listed in Years 1, 2 and 3. If the project is phased, then the allocation for Phase I must be in Year 1 and cannot exceed 5% of the Phase I total project costs; and the combined years 2 and 3 of Phase II cannot exceed the Phase II total project costs.

### **Finalizing the Request**

Print the form to PDF, sign and return. If you have additional questions or concerns, please reach out to the Lead HMGP Project Manager:

*Holly Swift, FCCM, Senior Management Analyst II / Lead Project Manager*

*Mitigation Bureau - Florida Division of Emergency Management*

*Office: (850) 815-4570*

*Mobile: (850) 254-5835*

*[Holly.Swift@em.myflorida.com](mailto:Holly.Swift@em.myflorida.com)*

You can also email the [FDEM SRMC Helpdesk](#) for assistance.

<https://www.floridadisaster.org/dem/mitigation/hazard-mitigation-grant-program/>

Use the SRMC Request Form "How to Guide" linked above at FloridaDisaster.org/dem/HMGP site under Applications

## FEMA Policy and Guidance Materials

- 1 [Hazard Mitigation Grant Program Management Costs \(Interim\) FEMA Policy # 104-11-1](#)
- 2 [Frequently Asked Questions: Hazard Mitigation Grant Program Management Costs Policy \(Inte](#)
- 3 [Hazard Mitigation Grant Program Management Costs Policy Crosswalk](#)



# Hazard Mitigation Grant Program Sub-Recipient Management Cost (SRMC) Request Form

Project ID#: 4673-(237) County: Pinellas Modification #: N/A  
Sub-applicant: Pinellas County  
Project Title: Pinellas County, McKay Creek Lake Controls-SCADA, Flood Risk Reduction

## Point of Contact

Name: Rob Burnes Title: Project Coordinator  
Agency: Pinellas County Address: 22211 US Highway 19 North, Building 10, Clearwater, Florida 33765  
Phone: 727-453-3149 Email: rburnes@pinellas.gov  
Federal Share Amount: \$ 3,000,000.00 Cost Share Percentage: 66.969158916%

## Project Budget Information

Phase I	Federal	Local	Total	Available SRMC Funds
Funding Request	\$ 293,816.59	\$ 145,211.41	\$ 439,028.00	\$ 19,600.89
Non-Phased or Phase II				
Funding Request	\$ 2,706,183.41	\$ 1,334,462.59	\$ 4,040,646.00	\$ 180,399.11
Project Total	\$ 3,000,000.00	\$ 1,479,674.00	\$ 4,479,674.00	\$ 200,000.00

## Sub-Recipient Management Costs Details

### A. Personnel (In-House Labor) \*If "Salaried" convert to hourly rate (Salary/2080 = Hourly Rate)

Position	Base Rate	Fringe %				Total Rate	Hours	Costs
		FICA	Health Insurance	Retirement	Other			
Pre-Award								\$ -
Fiscal Coordinator	\$56.0500	7.6500%	19.1965%	13.8000%	0.40%	\$ 79.0600	1001	\$ 79,130.3600
Assistant Project Manager	\$56.0500	7.6500%	19.1965%	13.8000%	0.40%	\$ 79.0600	1205	\$ 95,267.3000
Senior Project Manager	\$61.2100	7.6500%	17.5782%	13.8000%	0.40%	\$ 85.3400	300	\$ 25,602.0000
Estimated Subtotal:								\$ 199,999.66

#### Narrative:

Fiscal Coordinator: record keeping and time tracking of employee hours dedicated to the grant. Rate based on maximum pay rate for an E23 pay grade, fiscal related position  
Assistant Project Manager (PM): record retention and documentation for compliance activities related to the grant. Rate based on maximum pay rate for an E23 pay grade, technical or project management coordination related position  
Senior Project Manager (PM): quarterly reporting, requests for reimbursement, and review of compliance activities for procurement related to the grant. Rate based on maximum pay rate for an E25 pay grade, management level position.

Our total Fringe benefits rate varies slightly for each employee, based on the position's base salary rate on some items. FICA (7.65% flat rate) and Retirement (13.57% flat rate), Health Insurance (18.7 %to 23.8% range shown calculated from position's base rate of \$22,380 per position), Other includes Group-Life and Long Term Disability.

### B. Contractual Services

Company Name(s) or Consultant(s)	Purpose	Costs
Pre-Award	Application Development	\$ -
Estimated Subtotal:		\$ -

#### Narrative:

### C. Indirect Costs \* Optional: if you choose this option, you will have to include it on all awards for the referenced disaster.



# Hazard Mitigation Grant Program Sub-Recipient Management Cost (SRMC) Request Form

Project ID#: 4673-(237) County: Pinellas Modification #: N/A  
Sub-applicant: Pinellas County  
Project Title: Pinellas County, McKay Creek Lake Controls-SCADA, Flood Risk Reduction

Description	Base	Rate	Costs
De Minimis Indirect Cost Rate	\$	199,999.66	\$ -
Estimated Subtotal:			\$ -

## Narrative:

Indirect costs are based on the maximum De Minimis Indirect Cost Rate of 10.00% on Total Direct Labor (Personnel + Fringe).

## D. SRMC Pre-Award

Pre-Award Sub-Recipient Management Cost is requested in the amount of: \$ -

Start Date: \_\_\_\_\_

Total Estimated Sub-Recipient Management Cost Requested: E. \$ 199,999.66  
Maximum amount available (5%) F. \$ 200,000.00  
If negative, adjust Section A, B, C and/or D (above) by amount shown G. \$0.34

Strategic Funds Management (SFM) - Sub-Recipient Management Costs (SRMC) need to be obligated in increments sufficient to cover Sub-Recipient needs, for no more than one year, unless contractual agreements require additional funding. FEMA has established a threshold where annual increments will be applied to larger awards allowing smaller awards to be fully obligated.

## Annual Breakdown of Estimated SRMC


Year 1	Year 2	Year 3	Year 4	Total Estimated SRMC
\$ 66,666.55	\$ 66,666.55	\$ 66,666.55	\$ -	\$ 199,999.65

Sub-Recipient Acknowledgement: \*Authorized Agent or Point of Contact (POC) can sign this request

☐ Our organization is declining the use of SRMC funding for the referenced project.  
\*\*Authorized Agent must sign for declining funds

This request is related to eligible indirect costs, direct administrative costs, or other administrative expenses associated with this specific project.

The administrative requirements of the Code of Federal Regulations Title 2 Part 200: Uniform Administration Requirements (2 CFR 200) have been met.

Name: Barry Burton Authorization: Authorized Agent (AA)  
Title: County Administrator, Pinellas County  
Signature:  Date: 12/11/2024

## APPROVED AS TO FORM

By: Joseph A Morrissey  
Office of the County Attorney



# Hazard Mitigation Grant Program Sub-Recipient Management Cost (SRMC) Budget Breakdown

## Project Information

Project #: 4673-(237) County: Pinellas Modification #: N/A  
Subapplicant: Pinellas County  
Project Title: Pinellas County, McKay Creek Lake Controls-SCADA, Flood Risk Reduction

## Point of Contact (POC)

Name: Rob Burnes Title: Project Coordinator  
Agency: Pinellas County Address: 22211 US Highway 19 North, Building 10, Clearwater, Florida 33765  
Phone: 727-453-3149 Email: rburnes@pinellas.gov

## SRMC Budget Breakdown

### SRMC Budget Breakdown

Non-Phased SRMC	Qty	Rate	Costs	Year 1	Year 2	Year 3	Year 4	TOTAL
SRMC Pre-Award (Non-Phased Application Development ONLY)								
Pre-Award Personnel (Sub-Recipient In-House)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pre-Award Contractual Services			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel (Sub-Recipient In-House)	1	\$ 199,999.65	\$ 199,999.65	\$ 66,666.55	\$ 66,666.55	\$ 66,666.55	\$ -	\$ 199,999.65
Contractual Services			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Indirect Costs			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-Phased SRMC Subtotal			\$ 199,999.65	\$ 66,666.55	\$ 66,666.55	\$ 66,666.55	\$ -	\$ 199,999.65
SRMC Budget Total				\$ 66,666.55	\$ 66,666.55	\$ 66,666.55	\$ -	\$ 199,999.65



# Hazard Mitigation Grant Program Pre-award Sub-Recipient Management Cost (SRMC) Request Form

Project #: 4673-(237) County: Pinellas  
Subapplicant: Pinellas County  
Project Title: Pinellas County, McKay Creek Lake Controls-SCADA, Flood Risk Reduction

## Point of Contact

Name: Rob Burnes Title: Project Coordinator  
Agency: Pinellas County Address: 22211 US Highway 19 North, Building 10, Clearwater, Florida 33765  
Phone: 727-453-3149 Email: rburnes@pinellas.gov

Pre-award sub-recipient management costs (SRMC) include, but are not limited to: subapplication development and submission, subapplication RFIs, and meetings/correspondence with FDEM staff. Construction costs should NOT be included. Pre-award SRMC counts towards the 5 percent limit for SRMC. All SRMCs must be submitted separately and adequately documented and conform to 2 CFR Part 200 Subpart E in order to be eligible for reimbursement. Costs associated with this request incurred prior to the date of declaration are NOT eligible.

## Pre-award Sub-Recipient Management Costs Details

### A. Pre-award Personnel (In-House Labor) \*If "Salaried" convert to hourly rate (Salary/2080 = Hourly Rate)

Position	Base Rate	Fringe %				Total Rate	Hours	Costs
		FICA	Health Insurance	Retirement	Other			
						\$ -		\$ -
						\$ -		\$ -
						\$ -		\$ -
						\$ -		\$ -
Estimated Subtotal:								\$ -

Narrative:

### B. Pre-award Contractual Services

Company Name(s) or Consultant(s)	Purpose	Costs
Estimated Subtotal:		\$ -

Narrative:

Total Pre-Award Sub-Recipient Management Cost is requested in the amount of: \$ -

Start Date: \_\_\_\_\_

☐ Pre-award SRMC can only be requested in Year 1. Supporting documentation is required with this request.

Please select an option below:

**Not Applicable (N/A)**

Name: \_\_\_\_\_ Authorization: Authorized Agent (AA)  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: 12/11/2024



Sub-Recipient Name:	Pinellas County		
Project Number:	4673-(237)	FDEM Contract #:	
Project Title:	Pinellas County, McKay Creek Lake Controls-SCADA, Flood Risk Reduction		
Month/Year		RFR #	SRMC-In-House

Total Cost Charged to this project		\$	-
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*The total cost charged to this SRMC MUST be included on the SRMC Summary as a single transaction (line) item.*

EMPLOYEE SIGNATURE:	NAME / TITLE:	DATE:
SUPERVISOR/POC SIGNATURE:	NAME / TITLE:	DATE:



## Sub-Recipient Management Costs (SRMC)

Administrative Costs are expenses incurred by a Sub-recipient in managing and administering the federal award to ensure that federal, state and local requirements are met.

Staff time can be eligible for Management Costs if the staff is undertaking activities related to the receipt and administration of HMGP funding. Staff (time, effort, pay rate and activities) must be properly recorded to be eligible for reimbursement.

Activity	Examples of Actual Eligible Activities	
<b>Pre-Award SRMC</b>	Application Development and Processing of Sub-Application	<p>If Requesting SRMC Pre-Award - you MUST include with the application submittal - SRMC Request workbook and form, Activity Report. Provide the Sub-contract, detailed invoices and proof of payment and the Activity Report(s) for contractual services. For In-House Personnel complete/submit the Activity Report. (See narrative)</p> <p>Need to provide the proof of activities - either In-House personnel or contractual services (hired a contractor).</p> <p>Include the Activity Report(s) along with the supporting documentation.</p>
	Complete HMGP Application Completeness Checklist	
	Complete HMGP Completeness Checklist	
	Develop Application Support documentation	
	Develop Budget Workbook and Budget Narrative	
	Develop Scope of Work Narrative	
	Develop SRMC Narrative per each category	
	Local Mitigation Strategy Working Group (LMSWG) Planning workshops to support implementation of the mitigation activities	
	Response to FEMA/State Request for Information (RFI) for Application Reviews	
	Response to FEMA/State Request for Information (RFI) regarding feasibility and effectiveness for Benefit Cost Analysis (BCA)	
	Review Final version of Application for submittal	
	Solicitation for Application Development	
	Submit HMGP Application in DEMES (Salesforce)	
	Submit all required supporting attachments in DEMES (Salesforce)	
	FDEM Request for Information (RFI) - response and documentation	
<b>Quarterly Progress Report</b>	Administrative Oversight of the award	
	Complete/submit the Final Quarterly Progress Report to FDEM for Closeout	
	Completing the required FDEM Milestones and Activities workbook	
	Documentation of quality of work verification for quarterly reports	
	Gathering, verifying, and Completing required Quarterly Progress Reports from staff or contractual	
	Print Quarterly Report to pdf - Attachment F from the Milestones-Activities workbook	
	Responding to FDEM request for information/clarification on QPR	
	Review/sign and submit QR to FDEM for Review/approval	
	Submit required Quarterly Progress Reports (QPR) to FDEM	
<b>Financial Reporting</b>	Submittal in DEMES (Salesforce)	
	Audit requirements in 2 CFR Section 200.501	
	Compiling support (backup) documentation - Invoices, Check stubs, vouchers, proof of payment in order of transactions on Summary pages	
	Complete and provide to FDEM the Final RFR and supporting documents for project closeout	
	Complete RFR Workbook - Summary (tabs) with invoices and proof of payment detailed information	
	Documentation of quality of work verification for fiscal reporting	
	Gathering, verifying, compiling and completing required quarterly Request for Reimbursements (RFR) workbook and supporting documentation to PM at FDEM for auditing/review	



	Reconcile Advance Request for Reimbursement (ARFR) to FDEM with required supporting documentation	
	Response to FDEM RFI on RFR submittals	
	Advance Request for Reimbursement (ARFR) Submittal to FDEM supporting documentation	
	Request for Reimbursement (RFR) submittal to FDEM for review/approval	
	Submitting required quarterly RFR for SRMC monitoring/auditing/review	
	Submitting signed Request for Reimbursement processing	
	Submittal in DEMES (Salesforce)	
<b>Project Monitoring</b>	Administrative Oversight of the project - staying on schedule, staying on budget	
	Monitor Activities to assure compliance with Federal Requirements	
	Monitor Activities to assure compliance with performance expectations are being achieved	
	Monitoring methods include site visits and updates via telephone, meetings	
	Monitoring the status of the project	
	Oversight of the operations of the Federal award supported activities	
	State/Sub-Recipient Agreement Compliance	
	Submittal in DEMES (Salesforce)	
<b>Technical Assistance &amp; Technical Monitoring</b>	Administrative Site Visits and Technical Meetings	
	Delivery of environmental and historic preservation	
	Expert in the field provide documents for project type	
	Local Mitigation Strategy (LMS) Plan reviews, Planning workshops, to support implementation of the	
	Meetings, Phone calls, one-on-one consultation, group facilitation, webinars	
	Process of providing support to the organization needs	
<b>Procurement Compliance</b>	Compliance Activities associated with federal procurement requirements	
	Method of Procurement	
	Procurement compliance	
	Procurement standards - Code of Federal Regulations (CFR) Title 2 Sections 200.317-200.327:	
	Submittal to FDEM procurement documents	
<b>Closeout Compliance</b>	Closeout reporting, review and liquidation	
	Conduct Final Inspection with FDEM staff	
	Documentation of quality of work verification for project Closeout	
	Gather supporting documentation to verify compliance with the Award (per project type), the Scope of Work, and reimbursed costs were eligible	
	Gathering, verifying, compiling and completing required documentation for project closeout - project compliance per required project conditions of Attachment A, includes but not limited to request for final	
	Provide any additional FDEM/FEMA requests for information verifying compliance with award	
	Provide Closeout Deliverables to FDEM (per Attachment A - Programmatic, Engineering, and	
	Submit official request for project closeout and final inspection	
	Submittal in DEMES (Salesforce)	
<b>Records retention</b>	All Awards must be retained for a minimum of 3-years after the grant closeout	
<b>Indirect costs</b>	Depreciation or use allowances on buildings and equipment	Indirect costs when requested and approved are automatically calculated on the RFR - SRMC Summary (tab)
	Costs of operating and maintaining facilities	
	General Administration and general expenses	

	Personnel and accounting administration	Not required to reported on the In-House Activity Report
	Overhead expenses covered via indirect costs rates	

All costs must be reasonable as defined in CFR 2 CFR 200.404. Cost is considered reasonable if it is not more than what a prudent person would spend given the circumstances at time of expense or follows the non-federal entity's established purchasing procedures.

Contract costs are generally considered reasonable when the subrecipient adheres to full and open competition under applicable federal procurement requirements, and the scope of services or work in the contract and level of effort is consistent with the eligible scope of work.

Procurement standards are found in [Code of Federal Regulations Title 2 Sections 200.317-200.326: Procurement Standards](#)

**Eligible SRMC Costs:** Are expenses incurred by the Sub-Recipient in applying for, managing and administering the federal award to ensure that federal and state requirements are met.

In short, SRMC is everything that FDEM/FEMA requires the SR to complete/provide for the award – i.e. solicitation, development, review and processing Sub-Application; Quarterly Progress Reporting (QR); Procurement documents/compliance; Request for Reimbursement (RFR), Financial compliance; Extension (requesting/justifying); Budget Increases; Scope of Work Changes (SOWC); Deliverables, Closeout compliance, and Indirect costs.

**Costs considered “project management” and can no longer be charged to the project, and must be charged to SRMC separately.**

Management costs to support grants management activities: Describe whether the subapplicant will manage the subaward with internal staff or intends to hire a contractor/consultant to manage the effort. This item refers to the oversight of the subaward and not to the oversight of the project construction.

Management costs: Direct administrative and indirect costs are only eligible as management costs. Subrecipients must identify management costs in the budget as a separate line item, supported by a schedule by budget year and a narrative describing personnel and fringe benefits, travel, equipment, supplies, contractual, indirect costs and other management costs expenses.

#### **AWARD**

- In cases of multiple projects and/or disasters with awarded Management Costs, keep a careful financial tracking system to avoid duplication
- Make sure costs are properly categorized as Management Costs
- Include receipts/invoices when submitting reimbursement requests

#### **CLOSEOUT**

- Determine final amount of Management Costs by reviewing final project cost (account for approved overrun or underruns) and actual Management Costs expenditures
- Confirm there is no double-counting of costs between projects and between disasters
- Retain records for at least three years after last fund disbursement or close-out



# Hazard Mitigation Grant Program Sub-Recipient Management Cost (SRMC) Request Form

Project #: 4673-714-R (502) County: Wakulla Modification #: 1  
Subapplicant: Town of Wakulla Springs  
Project Title: Town of Wakulla Springs, Edward Ball Hotel, Wind Retrofit-Generator

## Point of Contact

Name: Bill Nye Title: Science Guy  
Agency: Town of Wakulla Springs Address: 360 S County Road, Wakulla Springs, FL 32327  
Phone: (850) 555-5555 Email: bnye@townofwakullasprings.com

Current Federal Share Amount: \$ 900,000.00 Cost Share Percentage: 75.000000000%

## Project Budget Information

Phase I	Federal	Local	Total	Available SRMC Funds
Funding Request	\$ 150,000.00	\$ 50,000.00	\$ 200,000.00	\$ 10,000.00
Non-Phased or Phase II				
Funding Request	\$ 750,000.00	\$ 250,000.00	\$ 1,000,000.00	\$ 50,000.00
Project Total				
	\$ 900,000.00	\$ 300,000.00	\$ 1,200,000.00	\$ 60,000.00

## Sub-Recipient Management Costs Details

### A. Personnel (In-House Labor) \*If "Salaried" convert to hourly rate (Salary/2080 = Hourly Rate)

Position	Base Rate	Fringe %				Total Rate	Hours	Costs
		FICA	Health Insurance	Retirement	Other			
Pre-Award								\$ -
Fiscal Coordinator	\$ 50.00	7.65%	15.00%	6.00%	6.35%	\$ 67.50	100.00	\$ 6,750.00
Assistant Project Manager	\$ 75.00	7.65%	15.00%	6.00%	6.35%	\$ 101.25	200.00	\$ 20,250.00
Senior Project Manager	\$ 100.00	7.65%	15.00%	6.00%	6.35%	\$ 135.00	150.00	\$ 20,250.00
Estimated Subtotal:								\$ 47,250.00

#### Narrative:

Fiscal Coordinator: record keeping and time tracking of employee hours dedicated to the grant;  
Assistant Project Manager (PM): record retention and documentation for compliance activities related to the grant;  
Senior Project Manager (PM): application development, quarterly reporting, requests for reimbursement, and review of compliance activities for procurement related to the grant.

Our total fringe benefits rate is 35% and covers FICA (7.65%), Health Insurance (15%), Retirement (6%), and Other: Life Insurance (5%) and Workers' Compensation (1.35%).

### B. Contractual Services

Company Name(s) or Consultant(s)	Purpose	Costs
Pre-Award	Application Development	\$ 8,025.00
Estimated Subtotal:		\$ 8,025.00

#### Narrative:

ANCO, Inc. will be providing application development services for the project. Activities will include subapplication development, review, and submission; subapplication RFIs, and meetings/correspondence with FDEM staff. Estimated hours: 150.00

### C. Indirect Costs \* Optional: if you choose this option, you will have to include it on all awards for the referenced disaster.

Description	Base	Rate	Costs
De Minimis Indirect Cost Rate	\$ 47,250.00	10.00%	\$ 4,725.00
Estimated Subtotal:			\$ 4,725.00



## Hazard Mitigation Grant Program Sub-Recipient Management Cost (SRMC) Request Form

Project #: 4673-714-R (502) County: Wakulla Modification #: 1  
Subapplicant: Town of Wakulla Springs  
Project Title: Town of Wakulla Springs, Edward Ball Hotel, Wind Retrofit-Generator

**Narrative:**

Indirect costs are based on the maximum De Minimis Indirect Cost Rate of 10.00% on Total Direct Labor (Personnel + Fringe). Our organization elects to utilize the rate of 10.00% to cover indirect costs for the awarded grant(s) for DR-4399.

### D. SRMC Pre-Award

Pre-Award Sub-Recipient Management Cost is requested in the amount of: \$ 8,025.00  
Start Date: 10/01/2018

Total Estimated Sub-Recipient Management Cost Request: E. \$ 60,000.00  
Maximum amount available (5%) F. \$ 60,000.00  
If negative, adjust budget above by amount shown G. \$ -

Strategic Funds Management (SFM) - Sub-Recipient Management Costs (SRMC) need to be obligated in increments sufficient to cover Sub-Recipient needs, for no more than one year, unless contractual agreements require additional funding. FEMA has established a threshold where annual increments will be applied to larger awards allowing smaller awards to be fully obligated.

### Annual Breakdown of Estimated SRMC

Phase I (Y1)	Phase II (Y2)	Phase II (Y3)	Total Estimated SRMC Request
\$ 10,000.00	\$ 25,000.00	\$ 25,000.00	\$ 60,000.00

Sub-Recipient Acknowledgement: \*Authorized Agent or Point of Contact (POC) can sign this request

☐ Our organization is declining the use of SRMC funding for the referenced project.  
\*\*Authorized Agent must sign to decline funds

This request is related to eligible indirect costs, direct administrative costs, or other administrative expenses associated with this specific project.

The administrative requirements of the Code of Federal Regulations Title 2 Part 200: Uniform Administration Requirements (2 CFR 200) have been met.

Name: Bill Nye Authorization: Point of Contact (POC)  
Title: Science Guy  
Signature: Bill Nye Date: 12/11/2024