SRMC Request Form

“How To” Guide
Learning Objectives
How to Complete a SRMC Request Form

• Define SRMC
• How to complete:
  • Project Information
  • Budget Information
  • SRMC Request Details
    • Eligible Activities
    • Pre-Award SRMC Request
  • Costs and Budget Narratives
  • Total Estimated SRMC Request
  • Strategic Funds Management (SFM)
  • SRMC Modifications
• SRMC Budget Breakdown
• Finalize Request
• Best Practice Tips
Introduction to SRMC

- Sub-Recipient Management Costs (SRMC) are any direct administrative costs, indirect costs, and other administrative grant 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 pre-award SRMC.
Project Information

<table>
<thead>
<tr>
<th>Project #</th>
<th>4399-925-R (905)</th>
<th>County: Wakulla</th>
<th>Modification #: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subapplicant:</td>
<td>Town of Wakulla Springs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Title:</td>
<td>Town of Wakulla Springs, Edward Ball Hotel, Wind Retrofit and Generator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Point of Contact**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Bill Nye</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td>Town of Wakulla Springs</td>
</tr>
<tr>
<td>Phone:</td>
<td>(850) 555-5555</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:bnye@townofwakullasprings.com">bnye@townofwakullasprings.com</a></td>
</tr>
</tbody>
</table>

- The first section of the form requires general information about your project
- The project number consists of the disaster number, the application number, and the FEMA number (if applicable)
- The project title consists of the subapplicant name, the project site, and the project type
- It is important that the POC Information is completely filled out
Budget Information

- The federal share amount is the amount endorsed by the LMS Group.
- The cost share percentage is calculated automatically; it is based on the current federal share and the project total cost.
- Project totals and available SRMC funds are calculated automatically.
- Use the federal and local columns to complete the budget information.

<table>
<thead>
<tr>
<th>Phase I</th>
<th>Federal</th>
<th>Local</th>
<th>Total</th>
<th>Available SRMC Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Request</td>
<td>$ 150,000.00</td>
<td>$ 50,000.00</td>
<td>$ 200,000.00</td>
<td>$ 10,000.00</td>
</tr>
<tr>
<td>Non-Phased or Phase II</td>
<td>$ 750,000.00</td>
<td>$ 250,000.00</td>
<td>$ 1,000,000.00</td>
<td>$ 50,000.00</td>
</tr>
<tr>
<td>Project Total</td>
<td>$ 900,000.00</td>
<td>$ 300,000.00</td>
<td>$ 1,200,000.00</td>
<td>$ 60,000.00</td>
</tr>
</tbody>
</table>
SRMC Request Details

- The budget detail of SRMC Request is comprised of costs and the activities
- The primary costs of SRMC are personnel costs, contractual costs, and indirect costs
- If you have other costs, reach out to the FDEM SRMC Helpdesk for assistance
Eligible Activities

**• Pre-award Activities**

- Development and processing of sub-applications
- Responding to Requests for Information (RFIs) from state representatives
- Correspondence with FDEM or Regulatory Agencies
- **Cost incurred after the date of Disaster Declaration prior to FEMA award**

**• Post-award Activities**

- Correspondence with FDEM staff
- Quarterly Progress Reports and Financial Reporting
- Project Monitoring
- Technical Monitoring (such as site visits and technical meetings)
- Occur after fully executed state funding agreement.
Eligible Activities (Continued)

- **Post-award Activities**
  - Procurement Compliance - activities associated with federal procurement requirements
  - Payment of claims (requests for reimbursement and payment processing)
  - Documentation of quality of work verification for quarterly progress reports and closeout
  - Closeout review, reporting, and liquidation
  - Record retention
A. Personnel (In-House Labor)

This section details who will be performing the administrative activities from your organization. Primary information consist of the following:

- Position
- Base Rate
- Fringe Percentage
- Total Rate
- Total Hours
- The Budget Narrative

Fiscal Coordinator: record keeping and time tracking of resources dedicated to grant; (Pre-Award) procurement for application development

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%).

<table>
<thead>
<tr>
<th>Position</th>
<th>Base Rate</th>
<th>FICA</th>
<th>Health Insurance</th>
<th>Retirement</th>
<th>Other</th>
<th>Total Rate</th>
<th>Hours</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Award</td>
<td>$50.00</td>
<td>7.65%</td>
<td>15.00%</td>
<td>6.00%</td>
<td>6.35%</td>
<td>$67.50</td>
<td>70.74</td>
<td>$4,775.00</td>
</tr>
<tr>
<td>Fiscal Coordinator</td>
<td>$75.00</td>
<td>7.65%</td>
<td>15.00%</td>
<td>6.00%</td>
<td>6.35%</td>
<td>$101.25</td>
<td>200.00</td>
<td>$20,250.00</td>
</tr>
<tr>
<td>Assistant Project Manager</td>
<td>$100.00</td>
<td>7.65%</td>
<td>15.00%</td>
<td>6.00%</td>
<td>6.35%</td>
<td>$135.00</td>
<td>150.00</td>
<td>$20,250.00</td>
</tr>
</tbody>
</table>

Estimated Subtotal: $47,250.00
Pre-Award

• To enter pre-award costs, click the tab that says “Pre-Award SRMC Request”
  • The Personnel section of the Pre-Award SRMC Request is identical to the section in the SRMC Request
  • The narrative in the Pre-Award SRMC Request should also be shown in the SRMC Request
• Complete the Position, Base Rate, Fringe percentages, and Hours
• The Total Rate and Costs are calculated automatically
• The narrative should detail the following:
  • The position(s) and the eligible activities that will be performed by the person(s) in the position
  • If Fringe–Other is completed, it should be detailed in the narrative
  • Please note that no construction or direct project-related activities should be listed here
• If more rows are needed for this section, unhide the rows as needed to complete the information
• If you have pre-award SRMC activities, then complete the Pre-Award SRMC Request form

• The total from each category of this form will populate in the SRMC Request Form accordingly
  • The first line for Personnel and Contractual Services on the SRMC Request form is designated for pre-award SRMC

• This form must be signed by the POC or Authorized Agent (AA).

• If SRMC Declined must be AA.
The following information is required for claiming Pre-award SRMC:

- Total amount requested
- Who performed the activities
- Estimated Start Date (after Disaster declared date)
- The type of support documentation included in the request
  - Use the dropdown box to select the type of documentation

Again, this form must be signed by the POC or authorized agent.
B. Contractual Services

- Like section A. Personnel, the first line of this section is for Pre-award SRMC
  - To enter pre-award costs, click the tab that says “Pre-Award SRMC Request” and enter the information in the corresponding section
  - This section does not require personnel information; however, the name of the company or contractor is needed or proposed contractor if not awarded.
  - The general purpose of their services should be described
  - The narrative should detail the activities that will be performed by the company/contractor
    - It must also include the estimated hours

<table>
<thead>
<tr>
<th>Company Name(s) or Consultant(s)</th>
<th>Purpose</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Award</td>
<td>Application Development</td>
<td>$8,025.00</td>
</tr>
</tbody>
</table>

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

• If the Personnel (A) is completed above, then the option to complete this section is available
  • Please note that if this option is chosen, then it must be completed for all other awards in the disaster
• Enter a percentage up to 10%
  • Please note that the total SRMC request cannot exceed the funds available
• Indirect Costs are the costs common to all of the grants in the disaster, but not easily attributed to one award
  • i.e. printing costs or coworkers assisting each other in different awards

<table>
<thead>
<tr>
<th>Description</th>
<th>Base</th>
<th>Rate</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>De Minimis Indirect Cost Rate</td>
<td>$</td>
<td>47,250.00</td>
<td>10.00%</td>
</tr>
<tr>
<td>Estimated Subtotal</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
The total pre-award costs will be recorded from the *Pre-Award SRMC Request*

- The amount listed on the first line should reflect the total of the SRMC Request Details
- The second line should reflect the maximum amount of SRMC available
- The third line shows the amount of SRMC available; therefore, if it is negative, the SRMC Request Details above should be adjusted
- This section calculates automatically

<table>
<thead>
<tr>
<th>Pre-Award Sub-Recipient Management Cost is requested in the amount of:</th>
<th>$8,025.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date:</td>
<td>10/01/2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Estimated Sub-Recipient Management Cost Request:</th>
<th>$60,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum amount that can be claimed (5%)</td>
<td>$60,000.00</td>
</tr>
<tr>
<td>If negative, adjust budget above by amount shown</td>
<td>$-</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Annual Breakdown of Estimated SRMC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I</td>
</tr>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

- The period of performance for FEMA awards is 24 to 36 months
  - 12 months for a Phase I project and 24 months for a Phase II project
  - 24 months to 36 months for Non-Phased projects
- You can use the dropdown menu to select Year 1 or Phase I according to the life of your project
- The sum of each Year/Phase should equal the Total Estimated SRMC Request above
SRMC Budget Breakdown

“How To” Guide (Continued)
### Project Information

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### Point of Contact (POC)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Bill Nye</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
<td>Town of Wakulla Springs</td>
</tr>
<tr>
<td>Phone:</td>
<td>(850) 555-5555</td>
</tr>
<tr>
<td>Title:</td>
<td>Science Guy</td>
</tr>
<tr>
<td>Address:</td>
<td>360 S County Road, Wakulla Springs, FL 32327</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:bnye@townofwakullasprings.com">bnye@townofwakullasprings.com</a></td>
</tr>
</tbody>
</table>

- The project information from the SRMC Request should populate automatically.
- Review the information to ensure it is correct.
Utilize the budget table to list the Phased Cost amounts.

The SRMC Budget Total should reflect the amount on the SRMC Request Form.

Some calculations may need to be made:
- For example: the Indirect Costs are 10% of the Personnel Costs as reflected in the request.
Budget Breakdown ~ Phased (Cont.)

• Sample calculations
  • Indirect Costs are 10% of the Personnel Costs as shown on the previous slide
    • Take the $10,000.00 for Phase I and subtract the $8,025.00 in pre-award contractual service fees
    • Take the remaining $1,975.00
      • Multiply the amount by 90% to get the Personnel Costs of $1,777.50
      • Multiply the amount by 10% to get the Indirect Costs of $197.50
  • Do the same calculations for Phase II

• The Phase I cost table will calculate automatically; but the Phase II cost table will need to be entered manually
  • The costs in each Phase should reflect the annual breakdown on the SRMC Request Form
  • You may use equations within the form in order to get accurate calculations
Budget Breakdown ~ Non-Phased

- Like the phased breakdown, utilize the non-phased table to list the costs
- Use equations within the cells to get accurate calculations
- The costs should reflect the annual breakdown on the SRMC Request Form

<table>
<thead>
<tr>
<th>SRMC Budget Breakdown</th>
<th>Qty</th>
<th>Rate</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Award Personnel (Sub-Recipient In-House)</td>
<td>1</td>
<td>$8,025.00</td>
<td>$8,025.00</td>
</tr>
<tr>
<td>Pre-Award Contractual Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel (Sub-Recipient In-House)</td>
<td>1</td>
<td>$47,250.00</td>
<td>$47,250.00</td>
</tr>
<tr>
<td>Contractual Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>1</td>
<td>$4,725.00</td>
<td>$4,725.00</td>
</tr>
<tr>
<td>Non-Phased SRMC Subtotal</td>
<td></td>
<td></td>
<td>$60,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,025.00</td>
<td>$177.50</td>
<td>$22,738.25</td>
<td>$47,250.00</td>
</tr>
<tr>
<td>$8,025.00</td>
<td>$22,738.25</td>
<td>$22,738.25</td>
<td></td>
</tr>
<tr>
<td>$197.50</td>
<td>$2,263.75</td>
<td>$2,263.75</td>
<td>$4,725.00</td>
</tr>
<tr>
<td>$10,000.00</td>
<td>$25,000.00</td>
<td>$25,000.00</td>
<td>$60,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annual Breakdown of Estimated SRMC</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000.00</td>
<td>$25,000.00</td>
<td>$25,000.00</td>
<td>$60,000.00</td>
</tr>
</tbody>
</table>
Finalizing the SRMC Request

- Only the Point of Contact (POC) or the Authorized Agent (AA) can sign the form.
- If you do not wish to claim SRMC funding, then you can check the box with a “X” must be signed by AA.
- The following information is required to complete the request:
  - Name
  - Title
  - Authorization
  - Signature
  - Date

• Submit the Excel workbook to your FDEM Project Manager for review
• The FDEM Project Manager will review the workbook and send back a PDF form for signature
Best Practices and Tips

• Reach out to the DEM SRMC Helpdesk @ DEMSRMCHelpdesk@em.myflorida.com and copy your FDEM Project Manager if you have questions or concerns.
• Keep a good record of the time and activities for SRMC
  • Be sure to have clear details on who is performing the activities and when the activities will be performed
  • Keep an internal budget estimate for the line items of your request
• Alert your FDEM Project Manager of any changes to your project budget or to your SRMC Request
• Make sure your support documentation is concise and easy to understand
SRMC Modifications

• SRMC Modifications are used to change the request after it has been awarded and is necessary if the sub-applicant wishes to make a change to one or more of the following sections:
  1. Personnel (Force Account Labor)
  2. Contractual Services (Consultant or Contracted Work)
  3. Indirect Costs (Overhead), or any additional cost categories.

• Budget modifications can also prompt SRMC modifications.
  1. If the overall budget is reduced, the SRMC Cap will be reduced
  2. If the budget is increased, then the SRMC can be increased. However, the sub-recipient may not think that it is necessary to increase the SRMC with the requested budget increase and may opt to keep their amount the same.

• The sub-applicant should submit an official request (on their letterhead) and submit a revised SRMC Workbook to modify the SRMC.
Questions?

- For additional questions or concerns, email the **FDEM SRMC Helpdesk**
- For additional information, please see the following:
  - [HMGP Management Costs (Interim) FEMA Policy #104-11-1](#)
  - [FAQs: HMGP Management Costs Policy (Interim)](#)
  - [HMGP Management Costs Policy Crosswalk](#)