



# 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

Project #:	<u>4399-925-R (905)</u>	County:	<u>Wakulla</u>	Modification #:	<u>1</u>
Subapplicant:	<u>Town of Wakulla Springs</u>				
Project Title:	<u>Town of Wakulla Springs, Edward Ball Hotel, Wind Retrofit and Generator</u>				
Point of Contact					
Name:	<u>Bill Nye</u>	Title:	<u>Science Guy</u>		
Agency:	<u>Town of Wakulla Springs</u>	Address:	<u>360 S County Road, Wakulla Springs, FL 32327</u>		
Phone:	<u>(850) 555-5555</u>	Email:	<u>bnye@townofwakullasprings.com</u>		

- 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

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	

- 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



# 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

Sub-Recipient Management Costs Details								
A. Personnel (In-House Labor) <small>*If "Salaried" convert to hourly rate (Salary/2080 = Hourly Rate)</small>								
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
<b>Estimated Subtotal:</b>								<b>\$ 47,250.00</b>
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>B. Contractual Services</b>								
Company Name(s) or Consultant(s)						Purpose		Costs
Pre-Award						Application Development		\$ 8,025.00
<b>Estimated Subtotal:</b>								<b>\$ 8,025.00</b>
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								
<b>C. Indirect Costs</b> <small>* Optional: If you choose this option, you will have to include it on all awards for the referenced disaster.</small>								
Description					Base	Rate	Costs	
De Minimis Indirect Cost Rate					\$ 47,250.00	10.00%	\$ 4,725.00	
<b>Estimated Subtotal:</b>								<b>\$ 4,725.00</b>
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.								



# 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)

**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								\$ 1,975.00
Fiscal Coordinator	\$ 50.00	7.65%	15.00%	6.00%	6.35%	\$ 67.50	70.74	\$ 4,775.00
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 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%).

- 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



# 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



# Pre-Award SRMC Request

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

Project #: 4399-925-R (905) County: Wakulla  
Subapplicant: Town of Wakulla Springs  
Project Title: Town of Wakulla Springs, Edward Ball Hotel, Wind Retrofit and 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

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			
Fiscal Coordinator	\$ 50.00	7.65%	15.00%	6.00%	8.35%	\$ 67.50	29.26	\$ 1,975.00
						\$ -		\$ -
						\$ -		\$ -
<b>Estimated Subtotal:</b>								<b>\$ 1,975.00</b>

Narrative:  
Fiscal Coordinator: procurement for application development

B. Pre-award Contractual Services

Company Name(s) or Consultant(s)	Purpose	Costs
<u>ANCO, Inc.</u>	<u>Application Development</u>	<u>\$ 8,025.00</u>
<b>Estimated Subtotal:</b>		<b>\$ 8,025.00</b>

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

Total Pre-Award Sub-Recipient Management Cost is requested in the amount of: \$ 10,000.00  
Estimated Start Date: 10/01/2018

Pre-award SRMC can only be requested in Year 1. Supporting documentation is required with this request.  
Please select an option below:  
Contractual Services - Invoice(s) Included

Name: Dwayne Johnson Authorization: Authorized Agent (AA)  
Title: Mayor, "The Rock"  
Signature: Dwayne "The Rock" Johnson Date: 04/18/2023

- 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.



# Pre-Award SRMC Request (Continued)

Total Pre-Award Sub-Recipient Management Cost is requested in the amount of:	\$	8,025.00
Estimated Start Date:		10/01/2018
<input checked="" type="checkbox"/>	Pre-award SRMC can only be requested in Year 1. Supporting documentation is required with this request.	
Please select an option below:		
<b>Contractual Services - Invoice(s) Included</b>		

- 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

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		

- 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



# C. Indirect Costs

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
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.			

- 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





# Total Estimated SRMC Request

D. SRMC Pre-Award	
Pre-Award Sub-Recipient Management Cost is requested in the amount of:	\$ 8,025.00
Start Date:	10/01/2018
<b>Total Estimated Sub-Recipient Management Cost Request:</b>	<b>\$ 60,000.00</b>
Maximum amount that can be claimed (5%)	\$ 60,000.00
If negative, adjust budget above by amount shown	\$ -

- 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





# Strategic Funds Management (SFM)

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

- 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)



# Budget Breakdown ~ Project Information

## Project Information

Project #: 4399-925-R (905) County: Wakulla Modification #: 1  
Subapplicant: Town of Wakulla Springs  
Project Title: Town of Wakulla Springs, Edward Ball Hotel, Wind Retrofit and Generator

## Point of Contact (POC)

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

- The project information from the SRMC Request should populate automatically
- Review the information to ensure it is correct



# Budget Breakdown ~ Phased

SRMC Budget Breakdown			
<b>Phase I SRMC</b>	<b>Qty</b>	<b>Rate</b>	<b>Costs</b>
<b>Ph I - SRMC Pre-Award (Application Development ONLY)</b>			
Ph I - Pre-Award - Personnel (Sub-Recipient In-House)			\$ -
Ph I - Pre-Award - Contractual Services	1	\$ 8,025.00	\$ 8,025.00
Ph I - Personnel (Sub-Recipient In-House)	1	\$ 1,777.50	\$ 1,777.50
Ph I - Contractual Services			\$ -
Ph I - Indirect Costs	1	\$ 197.50	\$ 197.50
<b>Phase I SRMC Subtotal</b>			<b>\$ 10,000.00</b>
<b>Phase II SRMC</b>	<b>Qty</b>	<b>Rate</b>	<b>Costs</b>
<b>Ph II - SRMC Pre-Award Phase I Remainder (Application Development ONLY)</b>			
Ph I - Remainder Pre-Award - Personnel (Sub-Recipient In-House)			\$ -
Ph I - Remainder Pre-Award - Contractual Services			\$ -
Ph II - Personnel (Sub-Recipient In-House)	1	\$ 45,472.50	\$ 45,472.50
Ph II - Contractual Services			\$ -
Ph II - Indirect Costs	1	\$ 4,527.50	\$ 4,527.50
<b>Phase II SRMC Subtotal</b>			<b>\$ 50,000.00</b>
<b>SRMC Budget Total</b>			<b>\$ 60,000.00</b>

  

Phase I (Y1)			TOTAL
\$ -			\$ -
\$ 8,025.00			\$ 8,025.00
\$ 1,777.50			\$ 1,777.50
\$ -			\$ -
\$ 197.50			\$ 197.50
\$ 10,000.00			\$ 10,000.00

  

	Phase II (Y2)	Phase II (Y3)	TOTAL
			\$ -
			\$ -
	\$ 22,736.25	\$ 22,736.25	\$ 45,472.50
			\$ -
	\$ 2,263.75	\$ 2,263.75	\$ 4,527.50
	\$ 25,000.00	\$ 25,000.00	\$ 50,000.00

- 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

SRMC Budget Breakdown				Year 1	Year 2	Year 3	TOTAL
<b>Non-Phased SRMC</b>	<b>Qty</b>	<b>Rate</b>	<b>Costs</b>				
<b>SRMC Pre-Award (Non-Phased Application Development ONLY)</b>							
<i>Pre-Award Personnel (Sub-Recipient In-House)</i>			\$ -				\$ -
<i>Pre-Award Contractual Services</i>	1	\$ 8,025.00	\$ 8,025.00	\$ 8,025.00			\$ 8,025.00
Personnel (Sub-Recipient In-House)	1	\$ 47,250.00	\$ 47,250.00	\$ 1,777.50	\$ 22,736.25	\$ 22,736.25	\$ 47,250.00
Contractual Services			\$ -				\$ -
Indirect Costs	1	\$ 4,725.00	\$ 4,725.00	\$ 197.50	\$ 2,263.75	\$ 2,263.75	\$ 4,725.00
<b>Non-Phased SRMC Subtotal</b>			\$ 60,000.00	\$ 10,000.00	\$ 25,000.00	\$ 25,000.00	\$ 60,000.00
<b>SRMC Budget Total</b>							\$ 60,000.00

- 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

Annual Breakdown of Estimated SRMC			
Year 1	Year 2	Year 3	Total Estimated SRMC Request
\$ 10,000.00	\$ 25,000.00	\$ 25,000.00	\$ 60,000.00





# 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

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:	<u>Bill Nye</u>	Authorization:	<u>Point of Contact (POC)</u>
Title:	<u>Science Guy</u>		
Signature:	<u>Bill Nye</u>	Date:	<u>03/24/2023</u>

- 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](mailto: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](#)