



# SRMC Request Workbook

Sub-Applicant/Sub-Recipient "How To" Guide



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# Introduction

## SRMC

- Sub-Recipient Management Costs (SRMC) are administrative costs, incurred by a subrecipient/recipient in applying for, managing and administering the federal award to ensure federal or state requirements are met.
- SRMC shall be reimbursed at 100% federal funding, **up to 5 percent** of the Total Project Cost, as awarded.
  - Standard 5% cap applies to projects that are fully funded at the federal rate. If a project is funded at a Federal Share of less than 75% (or 90% if applicable), there is an adjustment based on the approved Federal Share.
- The Sub-Applicant shall apply (request) for Sub-Recipient Management costs as a part of their HMGP application.

## Pre-Award SRMC

- Pre-Award SRMC and regular SRMC together cannot exceed the 5% of the eligible total project costs.
- Much like Project Pre-Award, Pre-Award SRMC is for activities that took place after the date of Disaster Declaration and prior to FEMA Award.
- Supporting documentation is **required** at the time of application submission for any Pre-Award SRMC.



# Eligible Activities

## SRMC

- Correspondence with FDEM staff
- Quarterly Progress Reports and Financial Reporting
- Project Monitoring
- Technical Monitoring (such as site visits and technical meetings)
- 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

## Pre-Award SRMC

- Development and processing of sub-applications
- Responding to Requests for Information (RFIs)
- Correspondence with FDEM or Regulatory Agencies

### References:

- [FAQ: HMGP Management Costs Policy](#)
- [HMA Guidance](#)



# SRMC Is NOT...

- Any activity that is directly related to a project.
- Costs associated to complete the approved project.
- Activities pertaining to architectural, construction, design, and engineering, as they are project costs.
- Construction management activities that manage, coordinate, and supervise the construction process from project scoping to project completion, as they are project costs.



# SRMC Request Tab

Sub-Applicant/Sub-Recipient “How To” Guide



# Project Information

|                         |  |          |   |                 |            |
|-------------------------|--|----------|---|-----------------|------------|
| Project ID#:            | <u>4673-714-R (502)</u>  | County:  | <u>Wakulla</u>                                      | Modification #: | <u>N/A</u> |
| Sub-applicant           | <u>Town of Wakulla Springs</u>   |          |   |                 |            |
| Project Title:          | <u>Town of Wakulla Springs, Edward Ball Hotel, Wind Retrofit-Generator</u> |          |   |                 |            |
| <b>Point of Contact</b> |  |          |   |                 |            |
| 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 regarding the project.
- The project ID number consists of the disaster number, the application number, and the FEMA number (if applicable).
- The project title consists of the Sub-Applicant, the project site, and project type.
- Modification number will only apply if modifying a previously approved SRMC request, otherwise leave as "N/A".
- **Please note:** the Point of Contact listed should match the most current POC on file.





# 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 **Current Federal Share Amount** will match the total Federal Share on the project's Budget Workbook.

|       |                                 |                |      |                |              |              |               |
|-------|---------------------------------|----------------|------|----------------|--------------|--------------|---------------|
|       | Final Estimated Project Costs   | \$1,200,000.00 | 0.00 | \$1,200,000.00 | \$900,000.00 | \$300,000.00 |               |
|       | Phase I Subtotal                | \$200,000.00   | 0.00 | \$200,000.00   | \$150,000.00 | \$50,000.00  | 75.000000000% |
|       | Non-Phased or Phase II Subtotal | \$1,000,000.00 | 0.00 | \$1,000,000.00 | \$750,000.00 | \$250,000.00 | 75.000000000% |
| Costs |                                 | \$1,200,000.00 | 0.00 | \$1,200,000.00 | \$900,000.00 | \$300,000.00 |               |

- It should also match the amount listed on the LMS Endorsement, if the project's budget has a 75% Federal Share (or 90% if applicable).
- If the Total Project Cost listed on the Budget Workbook is **less** than the LMS endorsed Total Project Cost, the Sub-Applicant/Sub-Recipient **cannot** exceed a 75% Federal Share (or 90% if applicable).
- If the Total Project Cost listed on the Budget Workbook is **more** than the LMS endorsed Total Project Cost, the Federal Share will be less than 75% (or 90% if applicable).
  - In this instance, the Federal Share amount from the LMS Endorsement will be used.





# Budget Information (Continued)

|                                   |               |                                      |                 |                      |
|-----------------------------------|---------------|--------------------------------------|-----------------|----------------------|
| Current Federal Share Amount: \$  | 900,000.00    | Cost Share Percentage: 75.000000000% |                 |                      |
| <b>Project Budget Information</b> |               |                                      |                 |                      |
| 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 **cost share percentage** is calculated automatically; it is based on the current Federal Share and the project's Total Cost.
  - As mentioned in the previous slide, the Federal Share may be less than 75% (or 90% if applicable).
    - **Please note** - the SRMC would be pro-rated.



# Budget Information (Continued)

|                               |         |            |            |                        |               |              |    |           |
|-------------------------------|---------|------------|------------|------------------------|---------------|--------------|----|-----------|
| 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 |

- If the project is **Phased**, the Phase I and Phase II sections will be completed by the Project Manager, for the Federal and Local (Non-Federal) shares based on the project's Budget Workbook.
  - **Please note:** the requested SRMC funds for Phase I cannot exceed the **available SRMC funds listed for Phase I**.
- If the project is **Non-Phased**, the Non-Phased section for the Federal and Local (Non-Federal) shares will be completed by the Project Manager, based on the project's Budget Workbook.

|                                 |  |                |      |                |              |              |               |
|---------------------------------|--|----------------|------|----------------|--------------|--------------|---------------|
| Final Estimated Project Costs   |  | \$1,200,000.00 | 0.00 | \$1,200,000.00 | \$900,000.00 | \$300,000.00 |               |
| Phase I Subtotal                |  | \$200,000.00   | 0.00 | \$200,000.00   | \$150,000.00 | \$50,000.00  | 75.000000000% |
| Non-Phased or Phase II Subtotal |  | \$1,000,000.00 | 0.00 | \$1,000,000.00 | \$750,000.00 | \$250,000.00 | 75.000000000% |
| Total                           |  | \$1,200,000.00 | 0.00 | \$1,200,000.00 | \$900,000.00 | \$300,000.00 |               |

- Project Totals and Available SRMC Funds are calculated automatically.



# SRMC Request Tab Details

- The budget detail of the *SRMC Request tab* is comprised of costs and the activities.
- The primary costs of SRMC are Personnel Costs (A), Contractual Services Costs (B), and Indirect Costs (C).
- Other costs can exist but are not common and will need to be outlined in the narrative.

| 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   |              |                         |                  |            |         |              |        | \$ 2,700.0000  |
| Fiscal Coordinator  | \$50.0000    | 7.6500%                 | 15.0000%         | 6.0000%    | 6.3500% | \$ 67.5000   | 100.00 | \$ 6,750.0000  |
| Assistant Project Manager   | \$75.0000    | 7.6500%                 | 15.0000%         | 6.0000%    | 6.3500% | \$101.2500   | 200.00 | \$ 20,250.0000 |
|   |              |                         |                  |            |         | \$ -         |        | \$ -           |
| Estimated Subtotal:   |              |                         |                  |            |         |              |        | \$ 29,700.00   |
| Narrative:  |              |                         |                  |            |         |              |        |                |
| Pre-Award (Senior Project Manager): application development, and responding to Requests for Information (RFIs)  |              |                         |                  |            |         |              |        |                |
| 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.  |              |                         |                  |            |         |              |        |                |
| 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 |                  |            |         | \$ 6,310.00  |        |                |
| ANCO, Inc.  |              | Project Monitoring      |                  |            |         | \$ 21,020.00 |        |                |
|   |              |                         |                  |            |         |              |        |                |
| Estimated Subtotal:   |              |                         |                  |            |         |              |        | \$ 27,330.00   |
| Narrative:  |              |                         |                  |            |         |              |        |                |
| Pre-Award 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: 100.00   |              |                         |                  |            |         |              |        |                |
| ANCO Inc. will be providing project monitoring services for the project. Activities will include monitoring the status of the project, monitoring activities to assure compliance with Federal requirements, and oversight of the operations of the Federal award supported activities. |              |                         |                  |            |         |              |        |                |
| Estimated hours: 400.00   |              |                         |                  |            |         |              |        |                |
|   |              |                         |                  |            |         |              |        |                |
| 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   | \$ 29,700.00 | 10.00%                  | \$ 2,970.00      |            |         |              |        |                |
| Estimated Subtotal:   |              |                         |                  |            |         |              |        | \$ 2,970.00    |
| 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-4673.   |              |                         |                  |            |         |              |        |                |



# 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  |           |          |                  |            |         |            |        | \$ 2,700.0000  |
| Fiscal Coordinator   | \$50.0000 | 7.6500%  | 15.0000%         | 6.0000%    | 6.3500% | \$ 67.5000 | 100.00 | \$ 6,750.0000  |
| Assistant Project Manager  | \$75.0000 | 7.6500%  | 15.0000%         | 6.0000%    | 6.3500% | \$101.2500 | 200.00 | \$ 20,250.0000 |
|  |           |          |                  |            |         | \$ -       |        | \$ -           |
| Estimated Subtotal:  |           |          |                  |            |         |            |        | \$ 29,700.00   |
| Narrative:   |           |          |                  |            |         |            |        |                |
| Pre-Award (Senior Project Manager): application development, and responding to Requests for Information (RFIs)   |           |          |                  |            |         |            |        |                |
| 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.   |           |          |                  |            |         |            |        |                |
| 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 the Sub-Applicant's/Sub-Recipient's organization.
- The Pre-Award Costs section will be populated from the *Pre-Award SRMC Request tab*.
  - If you have Pre-Award SRMC In-House Labor, [\\*click here\\*](#)
- The Base Rate + Fringe % (FICA, Health Insurance, Retirement, Other) = Total Rate.
- The Sub-Applicant/Sub-Recipient will add the estimated hours for each position to get an estimated cost.
- The Narrative needs to outline the activities of each position, as well as Fringe % total and individual breakdown, as seen in the example above.
  - **Please note:** The *Activity Guidance tab* is a helpful tool to utilize, to ensure activities are eligible.



## B. Contractual Services

| B. Contractual Services  |                         |              |
|--|-------------------------|--------------|
| Company Name(s) or Consultant(s)   | Purpose                 | Costs        |
| Pre-Award  | Application Development | \$ 6,310.00  |
| ANCO, Inc.   | Project Monitoring      | \$ 21,020.00 |
|  |                         |              |
| Estimated Subtotal:  |                         | \$ 27,330.00 |
| Narrative:   |                         |              |
| Pre-Award 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.<br>Estimated hours: 100.00  |                         |              |
| ANCO Inc. will be providing project monitoring services for the project. Activities will include monitoring the status of the project, monitoring activities to assure compliance with Federal requirements, and oversight of the operations of the Federal award supported activities.<br>Estimated hours: 400.00 |                         |              |

- Like section A. Personnel, the Pre-Award Costs section will be populated from the *Pre-Award SRMC Request tab*.
  - If you have Pre-Award SRMC Contractual Services, [\\*click here\\*](#)
- This **section** does not require personnel information; however, the name of the company or contractor is needed (the Sub-Applicant/Sub-Recipient may list "TBD").
- The general purpose of the 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.
  - **Please note:** The *Activity Guidance tab* is a helpful tool to utilize, to ensure activities are eligible.





# 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   | \$ 29,700.00 | 10.00% | \$ 2,970.00 |
| Estimated Subtotal:   |              |        | \$ 2,970.00 |
| 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-4673. |              |        |             |

- These costs are associated with indirect personnel costs or overhead and the Sub-Applicant/Sub-Recipient should not have these costs without completing Section A. Personnel.
  - **Please note:** if this option is chosen, then the Sub-Applicant/Sub-Recipient must complete this selection for **all projects** submitted under the same disaster.
- The total Indirect Costs that can be requested will be **up to 15%** of the total Personnel (In-House) costs. **Please note** that the Indirect Cost Rate of 10% increased to 15% as of **October 1, 2024**. This increase can be applied for open awards through an amendment to an existing agreement.
  - The Personnel and/or Contractual Service + the Indirect Costs cannot exceed the maximum available SRMC funding.
- An Indirect Cost Rate Letter from a federal cognizant agency will need to be submitted to use this section, or the Sub-Applicant/Sub-Recipient may use the section if they are using the De Minimis Cost Rate for their organization.
  - No documentation is required to use the De Minimis Cost Rate.



## C. Indirect Costs (Continued)

| 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   | \$ 29,700.00 | 10.00% | \$ 2,970.00 |
| Estimated Subtotal:   |              |        | \$ 2,970.00 |
| 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-4673. |              |        |             |

- The [De Minimis Rate](#) is the percentage of the Modified Total Direct Cost (MTDC) that can be used by non-governmental entities who do not have a negotiated Indirect Cost Agreement.
- How does requesting specific sections affect the Indirect Cost request?
  - **Contractual Only:** If the Sub-Applicant/Sub-Recipient would like to only request Contractual Services, they will need to remove any request for Indirect Costs. The Sub-Applicant/Sub-Recipient will also have additional SRMC available, if their Contracted Services go over budget.
  - **Personnel Only:** If the Sub-Applicant/Sub-Recipient would like to only request Personnel Costs, they can forgo the Indirect Cost.
  - **Personnel & Indirect:** The Sub-Applicant/Sub-Recipient can include a request for Personnel Costs to establish a base rate for Indirect Costs and request indirect costs for up to 15% of the Personnel Costs.





# Total Estimated SRMC Request

|  |                 |
|--|-----------------|
| <b>D. SRMC Pre-Award</b>   |                 |
| Pre-Award Sub-Recipient Management Cost is requested in the amount of: | \$ 9,010.00     |
| Start Date:  | 04/01/2023      |
| <hr/>  |                 |
| Total Estimated Sub-Recipient Management Cost Requested:               | E. \$ 60,000.00 |
| Maximum amount available (5%)  | F. \$ 60,000.00 |
| If negative, adjust Section A, B, C and/or D (above) by amount sh      | G. \$0.00       |

- The total Pre-Award Cost will be populated from the *Pre-Award SRMC Request tab*.
- The amount listed in Section E., should reflect the total SRMC requested and will populate automatically.
- The amount listed in Section F. should reflect the maximum amount of SRMC available and will also populate accordingly.
  - **Please note:** for Phased projects, the Maximum Amount Available is Phase I + Phase II.
- The amount listed in Section G. shows the remaining SRMC available; therefore, **if negative**, the SRMC Request details above **must** be adjusted.



# Annual Breakdown of Estimated SRMC

| Annual Breakdown of Estimated SRMC |               |               |               |                      |
|------------------------------------|---------------|---------------|---------------|----------------------|
| Phase I (Y1)                       | Phase II (Y2) | Phase II (Y3) | Phase II (Y4) | Total Estimated SRMC |
| \$ 10,000.00                       | \$ 25,000.00  | \$ 25,000.00  | \$ -          | \$ 60,000.00         |

- The Period of Performance (POP) for FEMA awards for Disasters declared **prior** to 03/23/23 is 36 months.
- The Period of Performance (POP) for FEMA awards for Disasters declared **after** 03/23/23 is 48 months.
  - For Phased projects, the Period of Performance (POP) for Phase I is 12 months, whereas Phase II would be between 24 and 36 months.
- SRMC can be requested in full in Year 1 if under \$25,000.
- The Sub-Applicant/Sub-Recipient will use the dropdown menu to select Phase 1 (Y1) or Year 1, according to the life of the project, for each corresponding column.
- The sum of each Year/Phase should equal the Total Estimated SRMC Request above.
  - **Please note:** the requested SRMC funds for Phase I **cannot exceed** the available SRMC funds listed for Phase I.
- The cost breakdown sections are populated from the *Budget Breakdown tab*
  - If the Total Estimated SRMC Request is **red**, then adjustments are required on the *Budget Breakdown tab*.



# Sub-Recipient Acknowledgement

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: \_\_\_\_\_ Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Authorization: \_\_\_\_\_

Date: 04/04/2024

- If the Sub-Applicant/Sub-Recipient is **declining** SRMC, the **Authorized Agent** must select **this box** and sign the *SRMC Request tab*.
  - **Please note:** It is strongly encouraged that the Sub-Applicant/Sub-Recipient does not decline SRMC, because once declined, and submitted to FEMA, it cannot be changed.
- If the Sub-Applicant/Sub-Recipient is **requesting** SRMC, either the **Point of Contact (POC)** or **Authorized Agent** can sign the *SRMC Request tab*.
- Name/Title will need to be completed and match the most current POC or Authorized Agent information on file.
- For the **Authorization** section, a selection of either "Pont of Contact (POC)" or "Authorized Agent (AA)" must be selected on the drop-down list.
- The date will automatically update.



# SRMC Budget Breakdown Tab

Sub-Applicant/Sub-Recipient "How To" Guide



# Budget Breakdown ~ Project Information

|                               |  |  |
|-------------------------------|--|--|
| <b>Project Information</b>    |  |  |
| Project #:                    | <u>4673-714-R (502)</u>  | County: <u>Wakulla</u>                                       |
|                               |  | Modification #: <u>N/A</u>                                   |
| Subapplicant:                 | <u>Town of Wakulla Springs</u>   |  |
| Project Title:                | <u>Town of Wakulla Springs, Edward Ball Hotel, Wind Retrofit-Generator</u> |  |
| <b>Point of Contact (POC)</b> |  |  |
| 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 *Budget Breakdown tab* will be completed by the Sub-Applicant/Sub-Recipient.
- The project information should populate automatically from the *SRMC Request Tab*.
  - Remember, Modification Number will only apply if modifying the SRMC amount, otherwise leave as "N/A".



# Budget Breakdown ~ Phased

| SRMC Budget Breakdown   |     |                |              |  |              |               |               |               |              |
|---|-----|----------------|--------------|--|--------------|---------------|---------------|---------------|--------------|
| Phase I SRMC  | Qty | Rate           | Costs        |  | Phase I (Y1) |               |               |               | TOTAL        |
| Ph I - SRMC Pre-Award (Application Development ONLY)                    |     |                |              |  |              |               |               |               |              |
| Ph I - Pre-Award - Personnel (Sub-Recipient In-House)                   | 1   | \$ 2,700.0000  | \$ 2,700.00  |  | \$ 2,700.00  |               |               |               | \$ 2,700.00  |
| Ph I - Pre-Award - Contractual Services                                 | 1   | \$ 6,310.0000  | \$ 6,310.00  |  | \$ 6,310.00  |               |               |               | \$ 6,310.00  |
| Ph I - Personnel (Sub-Recipient In-House)                               |     |                | \$ -         |  | \$ -         |               |               |               | \$ -         |
| Ph I - Contractual Services   |     |                | \$ -         |  | \$ -         |               |               |               | \$ -         |
| Ph I - Indirect Costs   | 1   | \$ 990.0000    | \$ 990.00    |  | \$ 990.00    |               |               |               | \$ 990.00    |
| Phase I SRMC Subtotal   |     |                | \$ 10,000.00 |  | \$ 10,000.00 |               |               |               | \$ 10,000.00 |
| Phase II SRMC   | Qty | Rate           | Costs        |  |              | Phase II (Y2) | Phase II (Y3) | Phase II (Y4) | TOTAL        |
| Ph II - SRMC Pre-Award Phase I Remainder (Application Development ONLY) |     |                |              |  |              |               |               |               |              |
| Ph I - Remainder Pre-Award-Personnel (SR In-House)                      |     |                | \$ -         |  | \$ -         | \$ -          | \$ -          | \$ -          | \$ -         |
| Ph I - Remainder Pre-Award - Contractual Services                       |     |                | \$ -         |  | \$ -         | \$ -          | \$ -          | \$ -          | \$ -         |
| Ph II - Personnel (Sub-Recipient In-House)                              | 1   | \$ 27,000.0000 | \$ 27,000.00 |  | \$ 13,500.00 | \$ 13,500.00  | \$ -          | \$ -          | \$ 27,000.00 |
| Ph II - Contractual Services  | 1   | \$ 21,020.0000 | \$ 21,020.00 |  | \$ 10,510.00 | \$ 10,510.00  | \$ -          | \$ -          | \$ 21,020.00 |
| Ph II - Indirect Costs  | 1   | \$ 1,980.0000  | \$ 1,980.00  |  | \$ 990.00    | \$ 990.00     | \$ -          | \$ -          | \$ 1,980.00  |
| Phase II SRMC Subtotal  |     |                | \$ 50,000.00 |  | \$ 25,000.00 | \$ 25,000.00  | \$ -          | \$ -          | \$ 50,000.00 |
| SRMC Budget Total   |     |                |              |  | \$ 10,000.00 | \$ 25,000.00  | \$ 25,000.00  | \$ -          | \$ 60,000.00 |

- Complete the Budget Breakdown table for the Phased cost amounts.
- The costs in each Phase should reflect the annual breakdown on the *SRMC Request tab*.
  - **Please note:** the requested SRMC funds for Phase I **cannot exceed** the available SRMC funds listed for Phase I.
  - **Please note:** Year 4 (Y4) will only be utilized for Disasters declared **after** 03/23/23.
- Please ensure the Non-Phased SRMC section is hidden like the example above.
- The SRMC Budget Total should reflect the amount on the *SRMC Request tab*.



| Annual Breakdown of Estimated SRMC |               |               |               |                      |
|------------------------------------|---------------|---------------|---------------|----------------------|
| Phase I (Y1)                       | Phase II (Y2) | Phase II (Y3) | Phase II (Y4) | Total Estimated SRMC |
| \$ 10,000.00                       | \$ 25,000.00  | \$ 25,000.00  | \$ -          | \$ 60,000.00         |





# Budget Breakdown ~ Non-Phased

| 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)             | 1   | \$ 2,700.00  | \$ 2,700.00  |  | \$ 2,700.00  | \$ -         | \$ -         | \$ -   | \$ 2,700.00  |
| Pre-Award Contractual Services                           | 1   | \$ 6,310.00  | \$ 6,310.00  |  | \$ 6,310.00  | \$ -         | \$ -         | \$ -   | \$ 6,310.00  |
| Personnel (Sub-Recipient In-House)                       | 1   | \$ 27,000.00 | \$ 27,000.00 |  | \$ 9,000.00  | \$ 9,000.00  | \$ 9,000.00  | \$ -   | \$ 27,000.00 |
| Contractual Services                                     | 1   | \$ 21,020.00 | \$ 21,020.00 |  | \$ 7,006.00  | \$ 7,007.00  | \$ 7,007.00  | \$ -   | \$ 21,020.00 |
| Indirect Costs   | 1   | \$ 2,970.00  | \$ 2,970.00  |  | \$ 990.00    | \$ 990.00    | \$ 990.00    | \$ -   | \$ 2,970.00  |
| Non-Phased SRMC Subtotal                                 |     |              | \$ 60,000.00 |  | \$ 26,006.00 | \$ 16,997.00 | \$ 16,997.00 | \$ -   | \$ 60,000.00 |
| SRMC Budget Total  |     |              |              |  | \$ 26,006.00 | \$ 16,997.00 | \$ 16,997.00 | \$ -   | \$ 60,000.00 |

- Complete the Budget Breakdown table for the Non-Phased cost amounts.
- Please ensure the Phased SRMC section is hidden like the example above.
- The costs should reflect the annual breakdown on the *SRMC Request tab*.
  - **Please note:** Year 4 will only be utilized for Disasters declared **after** 03/23/23.

| Annual Breakdown of Estimated SRMC |              |              |        |                      |
|------------------------------------|--------------|--------------|--------|----------------------|
| Year 1                             | Year 2       | Year 3       | Year 4 | Total Estimated SRMC |
| \$ 26,006.00                       | \$ 16,997.00 | \$ 16,997.00 | \$ -   | \$ 60,000.00         |





# Pre-Award SRMC Request Tab

Sub-Applicant/Sub-Recipient “How To” Guide



# Pre-Award SRMC Request Tab

| Hazard Mitigation Grant Program<br>Pre-award Sub-Recipient Management Cost (SRMC) Request Form   |           |  |                  |            |         |             |             |               |          |
|--|-----------|--|------------------|------------|---------|-------------|-------------|---------------|----------|
| Project #: <u>4673-714-R (502)</u>   |           | County: <u>Wakulla</u>                                       |                  |            |         |             |             |               |          |
| Subapplicant: <u>Town of Wakulla Springs</u>   |           |  |                  |            |         |             |             |               |          |
| Project Title: <u>Town of Wakulla Springs, Edward Ball Hotel, Wind Retrofit-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)-555-555</u>  |           | Email: <u>bnye@townofwakullasprings.com</u>                  |                  |            |         |             |             |               |          |
| <p>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.</p> |           |  |                  |            |         |             |             |               |          |
| Pre-award Sub-Recipient Management Costs Details   |           |  |                  |            |         |             |             |               |          |
| A. Pre-award Personnel (In-House Labor) <small>*If "Salaried" convert to hourly rate (Salary/2080 = Hourly Rate)</small>   |           |  |                  |            |         |             |             |               |          |
| Position   | Base Rate | FICA   | Health Insurance | Retirement | Other   | Total Rate  | Hours       | Costs         |          |
| Senior Project Manager   | 100.0000  | 7.6500%  | 15.0000%         | 6.0000%    | 6.3500% | \$ 135.0000 | 20.00       | \$ 2,700.0000 |          |
|  |           |  |                  |            |         | \$ -        |             | \$ -          |          |
|  |           |  |                  |            |         | \$ -        |             | \$ -          |          |
|  |           |  |                  |            |         | \$ -        |             | \$ -          |          |
| Estimated Subtotal:  |           |  |                  |            |         |             |             | \$            | 2,700.00 |
| Narrative:   |           |  |                  |            |         |             |             |               |          |
| Senior Project Manager (PM): application development, and responding to Requests for Information (RFIs).   |           |  |                  |            |         |             |             |               |          |
| 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. Pre-award Contractual Services  |           |  |                  |            |         |             |             |               |          |
| Company Name(s) or Consultant(s)   |           | Purpose  |                  |            |         |             | Costs       |               |          |
| ANCO, Inc.   |           | Application Development                                      |                  |            |         |             | \$ 6,310.00 |               |          |
|  |           |  |                  |            |         |             |             |               |          |
|  |           |  |                  |            |         |             |             |               |          |
| Estimated Subtotal:  |           |  |                  |            |         |             |             | \$            | 6,310.00 |
| Narrative:   |           |  |                  |            |         |             |             |               |          |
| ANCO, Inc. will be providing application development services for the project. Activities will include subapplication development, review, and submissions; subapplication RFIs, and meetings/correspondence with FDEM staff. Estimated hours: 100.00  |           |  |                  |            |         |             |             |               |          |
| Award Sub-Recipient Management Cost is requested in the amount of: \$ <u>9,010.00</u>  |           |  |                  |            |         |             |             |               |          |
| Start Date: <u>04/01/2023</u>  |           |  |                  |            |         |             |             |               |          |
| <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:   |           |  |                  |            |         |             |             |               |          |
|  |           |  |                  |            |         |             |             |               |          |
| Name: <u>Bill Nye</u>  |           | Authorization: <u>Point of Contact (POC)</u>                 |                  |            |         |             |             |               |          |
| Title: <u>Science Guy</u>  |           |  |                  |            |         |             |             |               |          |
| Signature: <u>Bill Nye</u>   |           | Date: <u>06/05/2024</u>                                      |                  |            |         |             |             |               |          |

- If the Sub-Applicant/Sub-Recipient has Pre-Award activities, then the *Pre-Award SRMC Request tab* must be completed.
- The project information should populate from the *SRMC Request Tab*.
- The total from each category of this form will populate to the *SRMC Request tab* accordingly.
- This form must be signed by the POC or Authorized Agent, if Pre-Award SRMC is being requested.



# Pre-Award SRMC Request Tab (In-House Labor)

| Pre-award Sub-Recipient Management Costs Details   |           |          |                  |            |         |            |       |               |
|--|-----------|----------|------------------|------------|---------|------------|-------|---------------|
| A. Pre-award 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   |            |       |               |
| Senior Project Manager   | 100.0000  | 7.6500%  | 15.0000%         | 6.0000%    | 6.3500% | \$135.0000 | 20.00 | \$ 2,700.0000 |
|  |           |          |                  |            |         | \$ -       |       | \$ -          |
|  |           |          |                  |            |         | \$ -       |       | \$ -          |
|  |           |          |                  |            |         | \$ -       |       | \$ -          |
| Estimated Subtotal:  |           |          |                  |            |         |            |       | \$ 2,700.00   |
| Narrative:   |           |          |                  |            |         |            |       |               |
| Senior Project Manager (PM): application development, and responding to Requests for Information (RFIs).   |           |          |                  |            |         |            |       |               |
| 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 of the *Pre-Award SRMC Request tab* is identical to the A. Personnel (In-House Labor) section on the *SRMC Request tab*.
- The Narrative in the *Pre-Award SRMC Request tab* should also be shown in the *SRMC Request tab*.
- The Sub-Applicant/Sub-Recipient will complete the Position, Base Rate, Fringe percentages, and Hours.
  - The Total Rate and Costs are calculated automatically.
- The Narrative needs to outline the activities of each position, as well as Fringe % total, and individual breakdown, as seen in the example above.
- **Please note: no direct project related activities** should be listed here.
- If more rows are needed for this section, the Sub-Applicant/Sub-Recipient can unhide the rows as needed, to complete the information.

\*Click [here](#) to go back to A. Personnel (In-House Labor) – Slide 12



# Pre-Award SRMC Request Tab (Contractual Services)

| B. Pre-award Contractual Services   |                         |             |
|---|-------------------------|-------------|
| Company Name(s) or Consultant(s)  | Purpose                 | Costs       |
| ANCO, Inc.  | Application Development | \$ 6,310.00 |
|   |                         |             |
|   |                         |             |
| Estimated Subtotal:   |                         | \$ 6,310.00 |
| Narrative:  |                         |             |
| ANCO, Inc. will be providing application development services for the project. Activities will include subapplication development, review, and submissions; subapplication RFIs, and meetings/correspondence with FDEM staff. Estimated hours: 100.00 |                         |             |

- This section of the *Pre-Award SRMC Request tab* is identical to the B. Contractual Services section on the *SRMC Request tab*.
- The Narrative in the *Pre-Award SRMC Request tab* should also be shown in the *SRMC Request tab*.
- The Narrative should detail the activities that will be performed by the company/contractor.
  - It must also include the estimated hours.
  - **Please note: no direct project related activities** should be listed here.
  - If more rows are needed for this section, the Sub-Applicant/Sub-Recipient can unhide the rows as needed, to complete the information.

[\\*Click here\\*](#) to go back  
to B. Contractual  
Services – Slide 13



# Pre-Award SRMC Request (Continued)

|   |   |            |
|---|---|------------|
| Total Pre-Award Sub-Recipient Management Cost is requested in the amount of: \$         |   | 9,010.00   |
| Start Date:   |   | 04/01/2023 |
| <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:  |   |            |
| Personnel and Contractual Services - Personnel Activity Form(s) and Invoice(s) Included |   |            |

- The following information is required for claiming Pre-Award SRMC:
  - Total amount requested
  - Who performed the activities
  - Estimated Start Date (must occur after the disaster declaration, but prior to being awarded by FEMA)
  - Support documentation must be included in the request, matching amount and activity.
    - **Please note: the Sub-Applicant/Sub-Recipient must choose the appropriate selection from the drop-down menu.**
- Again, this form must be signed by the POC or Authorized Agent.



# Supporting Documentation

Sub-Applicant/Sub-Recipient "How To" Guide





# Pre-Award SRMC Supporting Documentation

- Supporting documentation is required at the time of application submission for any Pre-Award SRMC.
- Pre-Award Personnel (In-House Labor):
  - *SRMC-In-House tab* (Activity Report) on the SRMC Workbook
    - **Please note:** must be signed by the Supervisor/POC
- Pre-Award Contractual Services:
  - *SRMC-Contracted tab* (Activity Report) on the SRMC Workbook
    - **Please note:** must be signed by the POC
  - Contract with Company/Consultant, along with rate sheet and/or task orders
  - Invoices
- It is highly encouraged to receive a cover letter from the Sub-Applicant on official letterhead for Contractual Pre-Award.
  - If there are any discrepancies in the invoices or supporting documentation, a cover letter is **needed**. Examples:
    - invoices include multiple projects and can't be split
    - the Sub-Applicant is still pending invoices
    - the Sub-Applicant is requesting Pre-Award SRMC for activities not yet completed

SA/SR  
Official  
Letterhead

September 2, 2021

To whom it may concern,

RE: [REDACTED] Pre-Award SRMC

This letter serves to support the costs incurred by the [REDACTED] for the Hazard Mitigation Grant Program (HMGP) prior to a funding agreement, which may be considered as Pre-Award Subrecipient Management Costs (SRMC). [REDACTED] entered into a professional services agreement with [REDACTED] and [REDACTED] as a subcontractor to develop HMGP grant applications for submittal to Florida Division of Emergency Management (FDEM) and Federal Emergency Management Agency (FEMA) for review.

As detailed in the Work Authorization entered into by [REDACTED] and [REDACTED], [REDACTED] fulfilled three primary tasks to develop the HMGP application:

1. Grant application development
2. Benefit-Cost Analysis; and
3. Quality Review, LMS Coordination, and Application Submittal.

[REDACTED] incurred \$12,872.50 in indirect expenses for developing [REDACTED]. Attached are invoices documenting the expenditures. Specific time sheets can be made available upon request. These expenses incurred during the pre-award phase are requested as SRMC in accordance with Hazard Mitigation Grant Program Management Costs (Interim) Policy #104-11-1 (Interim Policy).

[REDACTED] appreciates the Florida Division of Emergency Management's (FDEM) support. In partnership with FDEM, we can increase investment in resiliency initiatives that protect our critical assets.

Respectfully,

POC or AA must sign





# A. Personnel In-House Labor Activity Report (Pre-Award SRMC)

- The project information should populate automatically from the *SRMC Request tab*.
- **Input “Pre-Award SRMC” here.**
- **An Activity Report is needed for each “Position” listed on the *Pre-Award SRMC Request tab*. (One per employee)**
- **The Total Hourly Rate needs to match the “Total Rate” listed on the *Pre-Award SRMC Request tab*.**
- **“Pre-Award SRMC” needs to be selected and then the Sub-Applicant needs to include a detailed list of the activities/tasks performed right underneath it.**
  - **Please review the *Activity Guidance tab* for eligible activities.**
- If more than one Activity Report is needed, the Sub-Applicant can copy/add more tabs in the SRMC Workbook.

Hazard Mitigation Grant Program  
Request for Reimbursement (RFR)  
Sub-Recipient Management Cost (SRMC) - Activity Report

SRMC - In-House Personnel

|                     |   |  |  |                  |  |     |  |  |
|---------------------|---|--|--|------------------|--|-----|--|--|
| Sub-Recipient Name: | Town of Wakulla Springs   |  |  |                  |  |     |  |  |
| Project Number:     | 4673-714-R (502)  |  |  | FDEM Contract #: |  | N/A |  |  |
| Project Title:      | Town of Wakulla Springs, Edward Ball Hotel, Wind Retrofit-Generator |  |  |                  |  |     |  |  |
| Month/Year          |   |  |  | RFR #            |  | N/A |  |  |
| SRMC-In-House       |   |  |  |                  |  |     |  |  |

| Employee Name | Base Hourly Rate of Pay | FICA (SS & Medicare) | Employer Health/Dental Insurance | Employer Life/Disability Insurance | Employer Worker Comp | *Other: (_____) | *Other: (_____) | Total Hourly Rate |
|---------------|-------------------------|----------------------|----------------------------------|------------------------------------|----------------------|-----------------|-----------------|-------------------|
|               | \$ -                    | \$ -                 | \$ -                             | \$ -                               | \$ -                 | \$ -            | \$ -            | \$ -              |

| Date worked | Details / Description / Activity of Work Performed | Hours Worked |
|-------------|--|--------------|
|             | Pre-Award SRMC                                     |              |
|             | Procurement Compliance                             |              |
|             | Financial Reporting                                |              |
|             | Quarterly Progress Report                          |              |
|             | Project Monitoring                                 |              |
|             | Technical Assistance / Technical Monitoring        |              |
|             | Closeout Compliance                                |              |
|             |  |              |
|             |  |              |
|             |  |              |
|             |  |              |



# B. Contractual Services Activity Report (Pre-Award SRMC)

- The project information should populate automatically from the *SRMC Request tab*.
- **Input “Pre-Award SRMC” here.**
- The Company Name/Consultant needs to be listed in the “Company Name” cell. Sub-Applicant may also list “TBD at bidding.”
  - EX – “ANCO, Inc.”
- **Contract Information under the Company Name should be completed based on the submitted contract.**
- **“Pre-Award SRMC” needs to be selected and then the Sub-Applicant needs to include a detailed list of the activities/tasks performed right underneath it.**
  - **Please review the *Activity Guidance tab* for eligible activities.**
- If more than one Activity Report is needed, the Sub-Applicant can copy/add more tabs in the SRMC Workbook.

Hazard Mitigation Grant Program  
Request for Reimbursement (RFR)  
Sub-Recipient Management Cost (SRMC) - Activity Report

SRMC - Contractor / Consultant Invoices

|                      |   |                  |     |
|----------------------|---|------------------|-----|
| Sub-Recipient Name:  | Town of Wakulla Springs   |                  |     |
| FEMA Project Number: | 4673-714-R (502)  | FDEM Contract #: | N/A |
| Project Title:       | Town of Wakulla Springs, Edward Ball Hotel, Wind Retrofit-Generator |                  |     |
| Month/Year           |   | RFR #            | N/A |
|                      |   | SRMC-Contractual |     |

|                     |  |                |        |
|---------------------|--|----------------|--------|
| Company Name        |  |                |        |
| Method of Selection |  |                |        |
| Contract #          |  | Date Executed: | Amount |

| Invoice # | Inv. Date | Detail of the Activities /Tasks being submitted for Contractual Services<br>(mm/dd/yy-mm/dd/yy) the dates performed | Costs |
|-----------|-----------|---|-------|
|           |           |   |       |
|           |           | Pre-Award SRMC  |       |
|           |           | Procurement Compliance  |       |
|           |           | Financial Reporting   |       |
|           |           | Quarterly Progress Report   |       |
|           |           | Project Monitoring  |       |
|           |           | Technical Assistance / Technical Monitoring   |       |
|           |           | Closeout Compliance   |       |
|           |           |   |       |
|           |           |   |       |
|           |           |   |       |



# Post-Award SRMC Supporting Documentation

- Post-Award SRMC supporting documentation will include:
  - Personnel (In-House Labor):
    - *SRMC-In-House tab* (Activity Report) on the SRMC Workbook
      - **Please note:** must be signed by the Supervisor/POC **or** Finance Department
  - Contractual Services:
    - *SRMC-Contracted tab* (Activity Report) on the SRMC Workbook
      - **Please note:** must be signed by the POC
    - Invoices
  - Proof of Payment



# SRMC Modifications

Sub-Applicant/Sub-Recipient "How To" Guide



# 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:
  - Personnel (In-House Labor)
  - Contractual Services (Consultant or Contracted Work)
  - Indirect Costs (Overhead), or any additional cost categories.
- Budget Modifications can also prompt SRMC Modifications.
  - If the overall budget is reduced, the SRMC cap will be reduced.
  - 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 letterhead) and submit a revised SRMC Workbook to modify the SRMC.



# Best Practices and Tips

- Reach out to your FDEM Project Manager if you have any questions or concerns.
- Keep a good record of the time and activities for SRMC.
  - Be sure to have clear details on who is performing 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 your SRMC Request.
- Make sure your supporting documentation is concise and easy to understand.







# Resources

- 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](#)
- **For Disasters declared after March 23, 2023:**
  - [HMA Program and Policy Guide](#) 2023
- **For Disasters declared after July 30, 2024:**
  - [HMA Program and Policy Guide](#) 2024

