



The Oklahoma Department of Emergency Management (OEM) Hazard Mitigation Grant Program: Sub-Recipient Management Costs (SRMC) Acknowledgement Form

****One Completed Form is Required for Each Project****

The Disaster Relief and Recovery Act of 2018 (DRRA) amended Section 324 of the Stafford Act, requiring FEMA to provide additional HMGP funding for management costs. Sub-recipients may request up to by not exceed **5 percent of the Total project costs** for grant management of sub-recipient mitigation projects.

Example: \$50,000 Total Project Cost * 5% = \$2,500 is the eligible amount for SRMC.

Management Cost Eligibility

Eligible Costs

Administrative costs are incurred by a recipient or a subrecipient in managing and administering the federal award to ensure that federal, state, or tribal requirements that are not met including:

- Quarterly progress and fiscal reporting;
- Project monitoring;
- Documentation of quality of work, verification for quarterly reports and closeout;
- Payment of claims;
- Closeout review and liquidation; and
- Records retention.
- Staff time can be eligible for management costs if the staff is undertaking activities related to the receipt and administration of HMGP funding.
- Staff salary costs may also be eligible for reimbursement under specific projects if the staff is undertaking activities related to project management and design activities as part of the project.

Ineligible Costs

- Professional service costs such as architectural, engineering, and design services are associated project costs and cannot be included under management costs.
- Construction management activities that manage, coordinate, and supervise the construction process from project scoping to project completion and project costs.
- Costs incurred for overhead expenses are covered via indirect costs rates and are ineligible for direct reimbursement.
- Activities and costs that cannot be allocated or associated with the mitigation project, and or have not been approved in a SRMC approved application.

SRMC Applications and Implementations

FEMA requires that subrecipients justify their need for SRMC assistance, provide a cost estimate, and list of activities that will be completed with SRMC funding. SRMC funds will be requested in a separate application and are not to be included in Mitigation projects. SRMC funding requests will not be honored after a Mitigation Project Application has been submitted to FEMA for approval. SRMC requests will be submitted through OK

EMGrants as a NOI and a completed application. <https://ok.emgrants.com/>

SRMC reimbursement requests will need to be adequately documented and conform to 2 CFR Part 200 Subpart E, ensuring costs are reasonable, allowable, allocable, and necessary to the overall project. SRMC will be reimbursed at the end of the project following the request for closeout once final project costs are known. Any unused management costs at closeout following the final payment will be de-obligated.

SRMC Acknowledgement

_____ I intend to submit an Application for Subrecipient Management Cost as part of a Mitigation Project.
Initials

_____ I am declining Subrecipient Management Cost as part of a Mitigation Project.
Initials

Date: _____

Jurisdiction Name: _____

Jurisdiction Type: _____

SIGNATURE AUTHORITY

The following specific officers/officials, or their authorized designees, are required to sign this Acknowledgement on behalf of the specified type of Subgrantee/Subrecipient. (NOTE: If this Agreement is signed by a designee, a duly authenticated delegation of authority evidencing the signer's authority to execute the Agreement for and on behalf of the Sub grantee/Sub recipient must be attached to the Agreement for review by OEM.

- a. Corporation: The Chair of the Board of Directors or President;
- b. City: The Mayor, City Manager, or Town Administrator
- c. County: The Chairman of the Board of County Commissioners
- d. School Board: The Superintendent
- e. Fire District: The District Chief
- f. Special Districts: The Executive Director
- g. Institution of Higher Education: The President of the institution
- h. Charter School: The Chair of the Board of Directors
- i. County Sheriff's Office: The Sheriff
- j. State Agencies: The Director or Deputy Director of the agency
- k. All other Sub grantee/Sub recipients: The Chief Executive Officer of the entity.

Signed: _____ Position: _____
(Elected Official or Jurisdiction Representative authorized to apply for Federal Grants)

Printed Name: _____