



OREGON DEPARTMENT OF **EMERGENCY MANAGEMENT**

OEM Mitigation Non-Disaster FY2024 BRIC/FMA Subrecipient Management Costs

February 7th, 2025

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Grant Management

Subrecipient Management Costs (SRMC)

- Subrecipient management costs cannot exceed 5% of the total project cost estimate and are 100% federally funded.
- Subrecipient management costs are calculated separately from project management costs, using a separate tab of the BRIC Budget document, entered in its own sections of the SF-424A/C, and separately listed in FEMAGO.
- When developing consider this an activity within the activity; it requires a separate SOW section, budget narrative section in addition to a budget calculated outside of the main project direct costs.



Grant Management

Subrecipient Management Costs (SRMC) continued

- Subrecipient management costs are any indirect costs, any direct administrative costs, and any other **administrative** expenses associated with the development of the subgrant.
- Indirect costs are **only** eligible to be submitted under subrecipient management costs.
- When a project cost estimate reaches the federally funded ceiling of \$50 million, **subrecipient management costs are no longer eligible**. As an example, if a subapplicant wishes to apply for subrecipient management costs, the total **federal share** would be a maximum amount of \$47,500,000 with a management cost request of \$2,500,000.



Grant Management

Ineligible Activities:

- Any activities that are directly related to a project are not eligible under management costs.
- For example, architectural, engineering, and design services are project costs and cannot be included under management costs.
- Similarly, construction management activities that manage, coordinate, and supervise the construction process from project scoping to project completion are project costs. These activities cannot be included under management costs.



Grant Management

Subrecipient Management Costs (SRMC) Budget

Similar to project costs, subrecipient management costs can include the following cost categories, if applicable:

- **Personnel (labor) and fringe:** Provide the number of personnel, number of hours per quarter, average pay rate and fringe benefit rates.
- **Travel:** Provide a breakdown of travel costs: the type of transportation, lodging, mileage and per diem rates, and estimated description of travel needs. The budget narrative should describe the travel involved and its purpose and explain how the proposed travel is necessary for the project. If travel details are unknown, the basis for proposed costs should be explained. Lump sums will not be accepted.
- **Training/Education:** costs associated with building capability and capacity of the subapplicant's organization.
- **Indirect Costs:** Overhead costs, use NICRA if available, if not use de minimis costs of 15%



Grant Management

Subrecipient Management Costs (SRMC) Budget

Administrative costs are expenses incurred by a recipient or a subrecipient in managing and administering the federal award to ensure that federal, state, or tribal requirements are met including:

- quarterly progress and fiscal reporting;
- compliance activities associated with federal procurement requirements;
- documentation of quality of work verification for quarterly reports and closeout;
- payment of claims;
- closeout review and liquidation; and
- records retention.

Costs incurred for overhead expenses are typically covered via indirect costs rates.



BRIC Budget Template

2 Sub-Applicant Management (SubMC) Costs - 100% Federally Funded		Cost Details
3	Total Federal Cost	<i>(hourly/percentage cost, total hours, duties to be performed, identify pre-award costs by line-item if requested)</i>
4	<i>Include calculations in this column</i>	Cost Details Required 1. Include the estimated hours worked and hourly rate. 2. Provide the above details for each position title (do not include names or PII) included in the budget and ensure there is no duplication. 3. Percentages of annual salaries are also acceptable.
4	1a. Personnel	
5	\$ -	
6	\$ -	
7	\$ -	
8	\$ -	
9	\$ -	
10	\$ -	
11	Personnel Total	
12	\$ -	
13		Cost Details Required 1. Include the estimated hours worked and hourly/percentage fringe rate. 2. Provide the above details for each position included in the budget and ensure no duplication.
13	1b. Fringe Benefits	
14	\$ -	
15	\$ -	
16	\$ -	
17	\$ -	
18	\$ -	
19	\$ -	
20	Fringe Benefits Total	
20	\$ -	



BRIC Budget Template

2 Non-Construction Budget Categories for FEMA GO				
3				
4				
	Total Cost	Federal Cost	Non-federal Cost	
5 a. Personnel	\$ -	\$ -	\$ -	
6 b. Fringe Benefits	\$ -	\$ -	\$ -	
7 c. Travel	\$ -	\$ -	\$ -	
8 d. Equipment	\$ -	\$ -	\$ -	
9 e. Supplies	\$ -	\$ -	\$ -	
10 f. Contractual	\$ -	\$ -	\$ -	
11 g. Construction	\$ -	\$ -	\$ -	
12 h. Other	\$ -	\$ -	\$ -	
13 i. Total Direct Charges (sum of a-h)	\$ -	\$ -	\$ -	
14 j. Indirect Charges	\$ -	\$ -	\$ -	
15 k. TOTAL COST ESTIMATE (sum of i and j)	\$ -	\$ -	\$ -	
1				
1 SubMC / Indirect Charges (Management Costs)	\$ -	\$ -	N/A	
1				
19 GRAND TOTALS (sum of Total Cost Estimate + SubMC)	\$ -	\$ -	\$ -	
20				
21				
		Federal	Non-federal	
23 Cost Sharing (excludes SubMC)		0%	0%	

Budget Categories

Subapplication Cost Estimate

Mgmt Cost Budget



FEMAGO Budget

FEMAGO | Grants | Organizations | Grant/Subgrant ID | Jon Wiebe

Subgrant summary <<

- Subapplication
- Subapplicant information
- Contact information
- Community
- Mitigation plan
- Scope of work
- Schedule
- Location
- Project location
- Project benefiting area
- Project impact area
- Project site inventory
- Budget**
- Cost-effectiveness
- Environmental/Historic Preservation (EHP) Review Information
 - A. National Historic Preservation Act - Historic Buildings and Structures
 - B. National Historic Preservation Act - Archeological Resources
 - C. Endangered Species Act and Fish and Wildlife Coordination Act
 - D. Clean Water Act, Rivers and Harbors Act, and Executive Order

Cost type: Management cost **\$627,500.00**

Management cost (optional) is the line item(s) to support the scope of work for the execution and completion of the project. Be sure to include the cost associated with managing the project/initiative/activity. To add a line item, please click on the Add an item button. Click anywhere within each row or the arrow to edit or delete the line item(s). Management cost is optional. However, if you want to include Management cost to your budget, you must add at least one item greater than \$0 under the Management cost.

Cost Items

Item: Salaries **\$627,500.00**

[More details](#)

Quantity	Unit of measure	Unit price	Unit total
1	Each	\$627,500.00	\$627,500.00

Budget class **Pre-award**

Personnel

Program income (optional)

Cost share

FEMA will RFI lump sum entries, they will want to see MC reflecting what is provided in the BRIC budget template



FEMAGO Budget

The grant total includes the federal and local shares and subrecipient management costs (if applicable)

Grand total: **\$312,486.00**

Budget type: Non construction

▶ Cost type: Cost estimate	Edited \$297,636.00
▶ Cost type: Management cost	Added \$14,850.00

Program income (optional)

The SRMC cost estimate is 100% federally funded

Cost share

Cost share or matching means the portion of project costs not paid by federal funds.

Proposed federal vs. non-federal funding shares

Hazard mitigation assistance (HMA) funds may be used to pay up to 75% federal share of the eligible activity costs. Building Resilient Infrastructure and Communities (BRIC) and small impoverished communities may be eligible for up to 90% federal share. Flood Mitigation Assistance (FMA) and severe repetitive loss (SRL) properties may be eligible for up to 100% federal share. Repetitive loss (RL) properties may be eligible for up to 90% federal share.

Cost estimate

	% Percentage	\$ Dollar amount
Is this an Economically Disadvantaged Rural Community? This determines your federal/non-federal share ratio. No	Proposed federal share	75.00 223227.00
	Proposed non-federal share	25.00 74409.00
Based on total budget cost: \$297,636.00		

Management cost

	% Percentage	\$ Dollar amount
	Proposed federal share	100.00 14850.00
	Proposed non-federal share	0.00 0.00
Based on total budget cost: \$14,850.00		

Non-federal funding sources here

That portion of the total costs of the program provided by the non-federal entity in the form of in-kind donations or cash match received from third parties or contributed by the agency. In-kind contributions must be provided and cash expended during the project period along with federal funds to satisfy the matching requirements.

Funding source	% Non-federal share by source	Funding amount
▶ Funding source:	100.00%	\$74,409.00



Resources

[2023 HMA Guidance](#)

[Frequently Asked Questions: Hazard Mitigation Grant Program Management Costs Policy \(Interim\)](#)



Microsoft Edge
PDF Document



Microsoft Edge
PDF Document



BRIC
Non-Construction



BRIC Construction



SF-424A



SF-424C