



REQUEST FOR REIMBURSEMENT OF SUBRECIPIENT MANAGEMENT COSTS

AUTHORITY: Section 324(a) of the 2018 DRRRA; **COMPLIANCE:** VOLUNTARY

I. SUBRECIPIENT MANAGEMENT COST INFORMATION		
<p>If requested, the State shall pass through no more than five percent (5%) to Subrecipients Management Costs (SrMC's) for their expenses associated with the administration of their approved Hazard Mitigation Grant Program subaward. Completion of this form seeks reimbursement for up to 100% of the award amount of the SrMC.</p>		
II. SUBRECIPIENT GRANT INFORMATION		
Subrecipient Name:		Project Number:
III. SUBRECIPIENT GRANT FINANCIAL INFORMATION		
Total Project Amount:		Five Percent (5%) SrMC Award:
IV. SUBRECIPIENT MANGEMENT COST CATEGORIES		
List SrMC's associated with each category below.		
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">1) Quarterly Progress Reporting:</div> <div style="width: 50%;">5) Completing Closeout Documentation:</div> <div style="width: 50%;">2) Reimbursement Requests:</div> <div style="width: 50%;">6) Correspondence with MSP/EMHSD:</div> <div style="width: 50%;">3) Site Inspections:</div> <div style="width: 50%;">7) Application Development:</div> <div style="width: 50%;">4) Indirect Costs:</div> <div style="width: 50%;">8) Other:</div> </div>		
TOTAL :		
<p>Required Documentation is as follows for each numbered item listed above:</p> <ol style="list-style-type: none"> 1) Submission of Quarterly Progress Reports 2) Submission of Reimbursement Requests 3) Site Inspection Labor Expense Records, Pictures of worksite, etc. 4) Labor Expense Records and Indirect Cost Breakdown Memo 5) Completion of Closeout Documentation 6) Continued Correspondence with MSP/EMHSD 7) Labor Expense Records and Timesheets or Payroll Reports 8) Supporting Documentation 		
<p>** The total shown above should be less than or equal to the total of the five percent (5%) award cap listed in section III. **</p>		
V. ACKNOWLEDGEMENTS		
<p>By signing below, the Subrecipient acknowledge that:</p> <ul style="list-style-type: none"> The subrecipient must maintain documentation of the management cost expenses. Management cost awards must meet the uniform administrative requirements for a federal award found in 2 CFR Part 200, in particular, records retention, closeout and audit. I am aware that I must maintain records for a minimum of three years after closeout of the HMGP for the disaster. Requesting management fund reimbursement is contingent on the tracking and submitting of the local jurisdiction's costs to manage the grant as documentation in our internal file with the rest of our incurred costs. All eligible subrecipient management costs requested for reimbursement must be accompanied by supporting documentation. Any subrecipient management cost award that is not expended for eligible associated costs will be returned to the Federal Emergency Management Agency (FEMA). 		
VI. SUBRECIPIENT AUTHORIZATION		
Signature of Subrecipient's Authorized Representative		Date:
VII. MSP/EMHSD AUTHORIZATION		
Signature of MSP/EMHSD Authorized Representative	Amount Submitted:	Date: