



New Hampshire Department of Safety
Division of Homeland Security and Emergency Management

Administrative Costs – Management Costs FAQ

Management Costs – Subrecipient Frequently Asked Questions (FAQ’s):

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1. How is the Management Costs maximum award amount calculated?

The maximum available Management Costs amount is 5% of the sum of total eligible project costs (sum of the Federal and Non-federal share amounts). Actual Costs incurred are reimbursed at a 100% federal cost share (zero non-federal cost share).

No excess funds may be retained under the Management Cost program. This means that if the total of the actual costs incurred is less than the 5% maximum, the remaining amount will be deobligated by FEMA.

2. What activities can be reimbursed with Management Costs?

Activities eligible as management costs include those related to developing eligible PA projects and receiving reimbursement. Some activities that are eligible under the definition of management costs include, but are not limited to:

- Indirect costs
- Direct administrative costs
- Other administrative expenses associated with a specific project
- Preliminary Damage Assessments
- Meetings regarding the PA Program or overall PA damage claim
- Organizing PA damage sites into logical groups
- Preparing correspondence
- Site inspections
- Travel expenses
- Developing the detailed site-specific damage description
- Evaluating Section 406 hazard mitigation measures
- Preparing Small and Large Projects
- Reviewing PWs
- Collecting, copying, filing, or submitting documents to support a claim
- Requesting disbursement of PA funds
- Training

- Delivery of technical assistance
- Managing awards (quarterly reporting and closeout)
- Technical monitoring
- Equipment and staff costs

If you have questions regarding eligible expenses, please contact your HSEM Field Representative.

3. What activities can NOT be reimbursed with Management Costs?

The Subrecipient may **not use** the Management Costs funds to cover (not an all-inclusive list):

- Administrative costs on *ineligible* projects
- The non-federal share any project

4. What is the period of time during which I can incur administrative costs?

The time during which administrative costs can be incurred for a Management Costs project is defined in the Public Assistance Management Costs (Interim) FEMA Recovery Policy FP104-11-2. This policy reads as follows:

- The Subrecipient may claim management costs incurred up to whichever of the following occurs first:
 - 180 days after the Subrecipient completes its last non-management cost PA project; or
 - 180 days after the latest Performance Period of the Subrecipient's non-management cost PA project; or
 - Two years from the date of an Emergency Declaration; or
 - Eight years from the date of the Major Disaster Declaration.

For Emergency Work projects under snow assistance that contain a specified 48-72 hour period to complete the work, the 180 day period will begin at the end of the specified period in the project Scope of Work.

5. How do I request reimbursement for the Management Costs funds?

The Recipient (State of New Hampshire) may disburse funds to the Subrecipient upon their request for reimbursement using the [Public Assistance Reimbursement Request Form](#) found on the HSEM Resource Center.

6. What supporting documentation is required to submit the Reimbursement Request for Management Costs funds (Category Z project)?

- A Reimbursement Request Letter (preferably on letterhead). A sample letter can be found at the top of the [Public Assistance Reimbursement Request Form](#).
- Total Amount for the Reimbursement Request
- Proof of Cost - all documentation related to the cost of the project (i.e., vendor invoices)
- Proof of Payment - all documentation related to the payment of the above invoices (i.e., copies of cancelled checks, bank statements, credit card statements)
- Additional Supporting Documentation such as:
 - Task based narrative

- Spreadsheet of cost breakdown
- An explanation of work performed with a representative sample of daily logs/activity reports. The activity must be related to eligible projects.
- Specific description of administrative task performed by individual
- Skill level and position description of individual performing task
- Documentation to substantiate the necessity of any claimed office supplies, equipment, or space
- For meetings or site inspections, the activity description needs to include the number and purpose of the meetings or site inspections.
- Travel costs need to include the purpose of travel and a copy of the travel policy.
- Training needs to include the location, date(s), and title of the course. The training must be related to PA and occur within the period of performance of the Category Z PW.

A table with a list of the required documentation is provided at the top of the [Public Assistance Reimbursement Request Form](#)