

Sub-recipient Management Costs: Narrative and Budget Proposal

SubMC Narrative

The following narrative describes anticipated Management Costs related to [Dungeness Reservoir], and details on how the funding will be reviewed and provided.

[Clallam County-Dungeness Reservoir] seeks Sub-recipient Management Cost (SubMC) funds, up to 5 percent of eligible expended project costs, to cover the costs of administering its FEMA subaward. These expenses may include but are not limited to, indirect costs, staff time, fringe benefits, supplies, and travel costs incurred during management of the FEMA subaward.

SubMC funds will not be applied to any activities or expenses directly assignable to the grant-funded project itself, as described in the approved project budget and scope of work.

SubMC funds will be provided by WA EMD on a reimbursement basis, contingent upon their staff's review and approval of submitted backup documentation. The submitted documentation will sufficiently demonstrate that the incurred expenses are eligible (allowable, reasonable, and allocable) for the SubMC funding category.

[Clallam County] expects to conduct the following subaward activities, which are eligible for SubMC reimbursement:

- Preparing and submitting required subaward reports;
- Preparing and submitting reimbursement request packages;
- Corresponding and/or meeting with WA EMD staff and/or FEMA regarding subaward administration issues (e.g. Technical assistance meetings, progress site visits);
- Facilitating and complying with WA EMD's Subrecipient Monitoring efforts and requirements; and
- Preparing, reviewing, and/or executing state contracts and amendments for purposes of securing the subaward.

[Clallam County] understands and acknowledges that SubMC funds are distinct and separate from Project Management costs, which are directly assignable to the mitigation action and covered under our subaward's main scope of work and budget.

[Clallam County] understands and acknowledges that SubMC funds are capped at no more than 5 percent of the total eligible expended project costs, as established by our submitted reimbursement request packages. These packages will provide expense details by category and include backup documentation sufficient to demonstrate cost eligibility.

SubMC Budget Estimate

The following SubMC Budget Estimate shows the estimated SubMC costs, based upon the proposed project budget and allowable SubMC budget categories.

Total proposed project budget (all shares): \$ 29,986,688.00

Federal share: \$ 26,988,019.20

Sub-recipient Management Costs: Narrative and Budget Proposal

Non-federal share: \$ 2,998,668.80

Max SubMC available (@ 5% of total budget): \$ 1,499,334.40 (100% federal share)

SubMC Budget Categories (estimates only):

Personnel: \$ 592,237.09

Benefits: \$ 278,351.43

Contractual: \$ 404,820.47

Supplies: \$ 5,438.00

Travel: \$ 47,094.00

Indirect: \$ 171,393.41 (Indirect Cost Rate: 28.94%)

TOTAL SubMC: \$ 1,499,334.40

This SubMC Narrative and Budget Estimate was prepared by [Carol Creasey/ Water Resources Program Manager/Clallam County] and submitted to WA EMD for review and funding consideration in conjunction with [Dungeness Reservoir].

Signed: Carol L. Creasey

Date: 7-8-2022