Management Costs
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- Category Z project, up to 5% of total project costs for each disaster.
- Paid out on actual incurred costs.
- All costs must be documented.
- Must go through close-out.
- Only work on approved projects is eligible.
What is eligible?

• Time spent gathering documentation
• PDA time
• Meetings with State & FEMA
• E-mails, conference calls
• Mileage
• Administrative expenses
Required Documentation

• Payroll policy
  • Documentation of hourly rate of pay
• Bylaws and/or meeting minutes showing hourly pay rate for administrative duties
• Timesheets showing dates, hours worked, and project worked on
• Proof of payment
An Excel spreadsheet can be used to track management cost expenses. SDOEM can provide a copy of this spreadsheet to you.
Close-out

- Management cost projects are obligated based on an applicant's total project costs for a disaster.
- The initial 5% obligation amount can change based on closeout of an applicant's other projects.
- Management cost projects should be closed out after all other projects are completed.
- Close-out documentation is reviewed by SDOEM and FEMA.
- Paid out at 100% Federal cost share.
Have Questions?

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