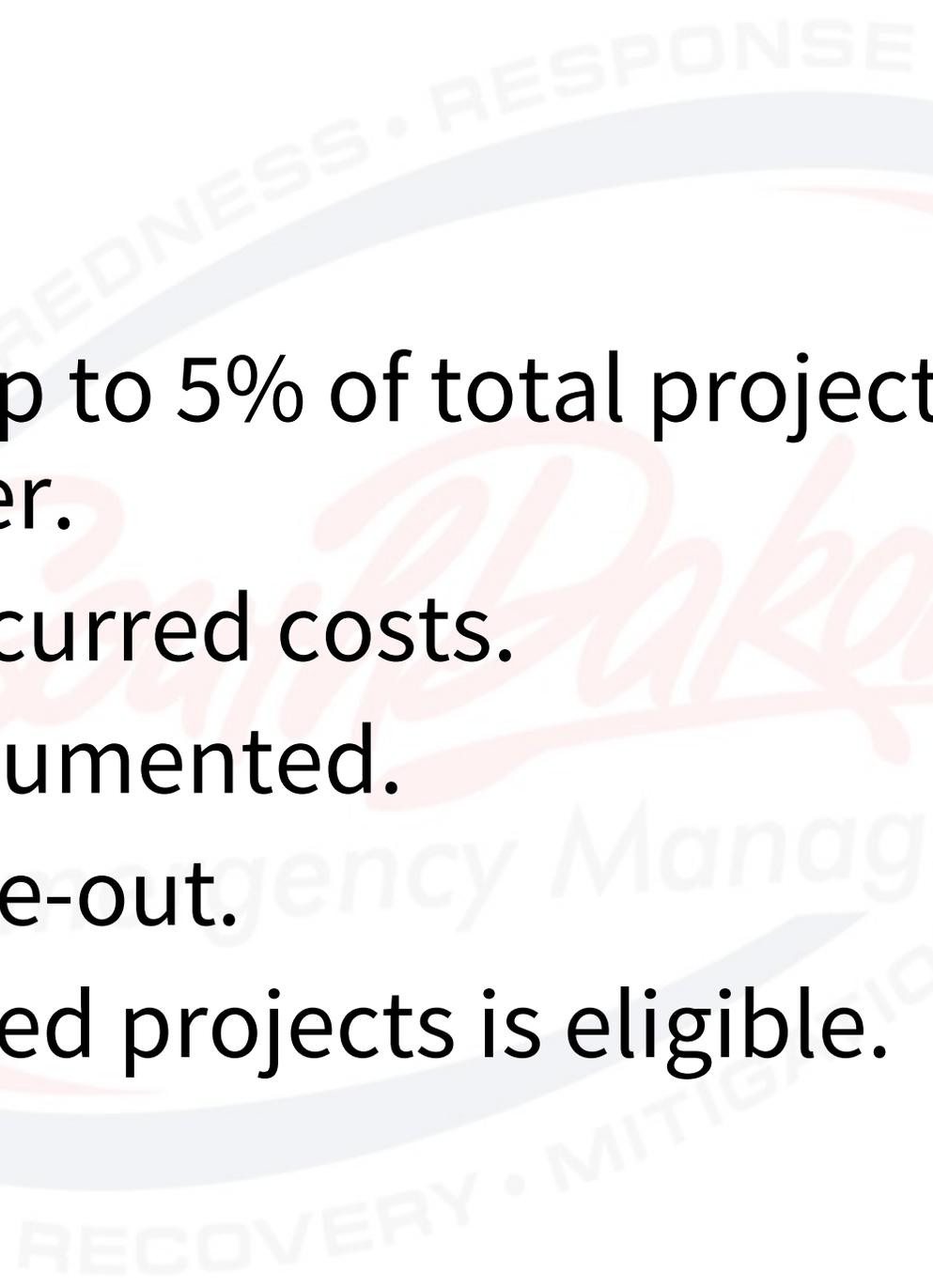# Management Costs

Management Costs

- 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
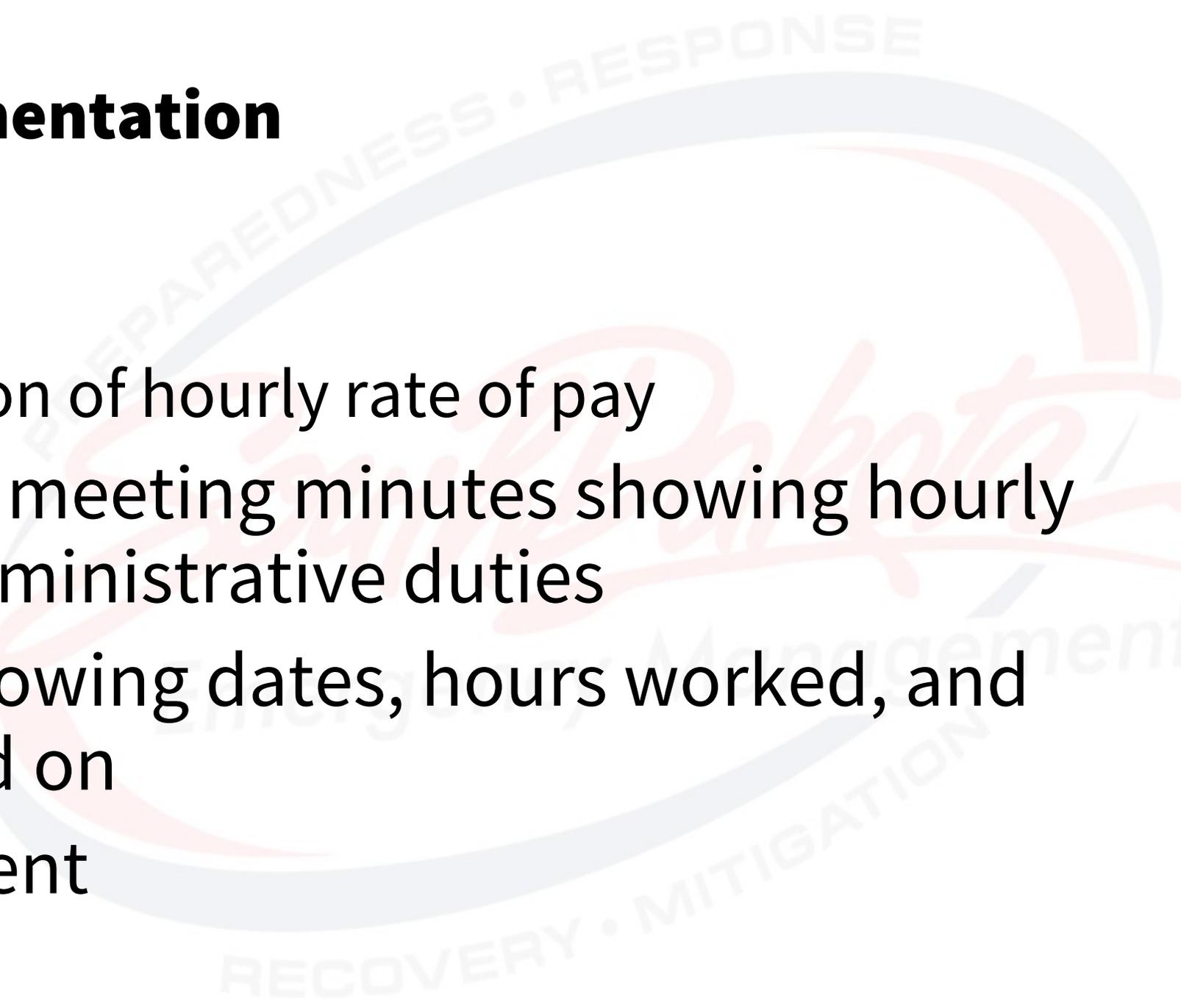- Mileage
- Administrative expenses

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

Documentation Example

	A	B	C	D	E	F	G	H	I	J
1	State	South Dakota	Disaster #			Total Labor		$ -		
2	Incident Period					Total Milage		$ -		
3	Applicant Name		FIPS							
4										
5	Last Name	First Name	Date	Total Time	Rate	Labor Charge	Miles	Milage Rate	Milage Charge	Task Performed
6	Snow	Jeff	8/26/19		$ 16.35	$ -		$ 0.58	$ -	Site Inspections & meet with PDMG
7						$ -			$ -	
8						$ -			$ -	

- 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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