



# Hazard Mitigation Grant Program Sub-Recipient Management Cost (SRMC) Request Form

Project ID#: 4673-(444) County: Manatee Modification #: \_\_\_\_\_  
 Sub-applicant: Town of Longboat Key  
 Project Title: Town of Longboat Key, Sleepy Lagoon-Norton Street, Flood Risk Reduction (TB)

**Point of Contact**

Name: Charles Mopps Title: Program Manager/Assistant Public Works Director  
 Agency: Town of Longboat Key Address: 600 General Harris Street, Longboat Key, FL 34228  
 Phone: 941.316.1988 ext. 2226 Email: cmopps@longboatkey.org  
 Current Federal Share Amount: \$ 1,500,000.00 Cost Share Percentage: 75.000000000%

**Project Budget Information**

Phase I	Federal	Local	Total	Available SRMC Funds
Funding Request			\$ -	\$ -
<b>Non-Phased or Phase II</b>				
Funding Request	\$ 1,099,719.55	\$ 365,853.19	\$ 1,465,572.74	\$ 73,278.64
<b>Project Total</b>	<b>\$ 1,099,719.55</b>	<b>\$ 365,853.19</b>	<b>\$ 1,465,572.74</b>	<b>\$ 73,278.64</b>

**Sub-Recipient Management Costs Details**

**A. Personnel (In-House Labor)** \*If "Salaried" convert to hourly rate (Salary/2080 = Hourly Rate)

Position	Base Rate	Fringe %				Total Rate	Hours	Costs
		FICA	Health Insurance	Retirement	Other			
Pre-Award								\$ 1,314.82
Project Manager	\$ 47.64	7.65%	18.44%	16.00%	2.90%	\$ 69.07	750.00	\$ 51,802.50
Procurement Manager	\$ 45.63	7.65%	10.39%	9.00%	1.16%	\$ 58.50	70.00	\$ 4,095.00
Grants Coordinator	\$ 36.05	7.65%	22.46%	9.00%	1.16%	\$ 50.57	300.00	\$ 15,171.00
Accounting Manager	\$ 44.80	7.65%	10.66%	9.00%	1.16%	\$ 57.55	15.00	\$ 863.25
Estimated Subtotal:								\$ 73,246.57

**Narrative:**

Project Manager: Quarterly reporting; Application for scope and budget changes; project and technical monitoring.

Procurement Manager: Review of compliance activities for procurement related to the grant; preparation of requests for bids; providing sub-contractor records to grant administrator for submission; solicitation, development and review of sub-contractor applications.

Grant Coordinator: Review and submission of quarterly reports; record retention; requests for reimbursement, record keeping and time tracking of employee hours dedicated to grant.

Accounting Manager: General oversight of Grant Coordinator including review/advise on change of scope and budget.

Note: Base rates reflect current rates as of October 2023 . Adjusted hours of Project Manager and Procurement Manager from original estimate based on work performed thus far and remaining. New Grant Coordinator being hired for oversight of the grant.

"Other" Fringe % refers to Worker's Compensation and Disability Insurance.

**B. Contractual Services**

Company Name(s) or Consultant(s)	Purpose	Costs
Pre-Award	Application Development	\$ -
Estimated Subtotal:		\$ -



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Narrative:					



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**C. Indirect Costs** \* Optional: if you choose this option, you will have to include it on all awards for the referenced disaster.

Description	Base	Rate	Costs
De Minimis Indirect Cost Rate	\$ 73,246.57		\$ -
Estimated Subtotal:			\$ -

Narrative:  
 Indirect costs are based on the maximum De Minimis Indirect Cost Rate of 10.00% on Total Direct Labor (Personnel + Fringe).

**D. SRMC Pre-Award**

Pre-Award Sub-Recipient Management Cost is requested in the amount of: \$ 1,314.82

Start Date: \_\_\_\_\_

Total Estimated Sub-Recipient Management Cost Request: \$ 73,246.57

Maximum amount that can be claimed (5%) \$ 73,278.64

If negative, adjust budget above by amount shown \$ 32.07

Strategic Funds Management (SFM) - Sub-Recipient Management Costs (SRMC) need to be obligated in increments sufficient to cover Sub-Recipient needs, for no more than one year, unless contractual agreements require additional funding. FEMA has established a threshold where annual increments will be applied to larger awards allowing smaller awards to be fully obligated.

**Annual Breakdown of Estimated SRMC**

Year 1	Year 2	Year 3	Total Estimated SRMC Request
\$ 18,311.39	\$ 54,935.18		\$ 73,246.57

Sub-Recipient Acknowledgement: \*Authorized Agent or Point of Contact (POC) can sign this request

Our organization is declining the use of SRMC funding for the referenced project.

**\*\*Authorized Agent must sign for declining funds**

This request is related to eligible indirect costs, direct administrative costs, or other administrative expenses associated with this specific project.

The administrative requirements of the Code of Federal Regulations Title 2 Part 200: Uniform Administration Requirements (2 CFR 200) have been met.

Name: Charlie Mopps Authorization: Point of Contact (POC)

Title: Project Manager

Signature: \_\_\_\_\_ Date: 02/05/2024



# Hazard Mitigation Grant Program Pre-award Sub-Recipient Management Cost (SRMC) Request Form

Project #: 4673-(444) County: Manatee

Subapplicant: Town of Longboat Key

Project Title: Town of Longboat Key, Sleepy Lagoon-Norton Street, Flood Risk Reduction (TB)

### Point of Contact

Name: <u>Charles Mopps</u>	Title: <u>Program Manager/Assistant Public Works Director</u>
Agency: <u>Town of Longboat Key</u>	Address: <u>600 General Harris Street, Longboat Key, FL 34228</u>
Phone: <u>941.316.1988 ext. 2226</u>	Email: <u>cmopps@longboatkey.org</u>

Pre-award sub-recipient management costs (SRMC) include, but are not limited to: subapplication development and submission, subapplication RFIs, and meetings/correspondence with FDEM staff. Construction costs should NOT be included. Pre-award SRMC counts towards the 5 percent limit for SRMC. All SRMCs must be submitted separately and adequately documented and conform to 2 CFR Part 200 Subpart E in order to be eligible for reimbursement. Costs associated with this request incurred prior to the date of declaration are NOT eligible.

### Pre-award Sub-Recipient Management Costs Details

#### A. Pre-award Personnel (In-House Labor) \*If "Salaried" convert to hourly rate (Salary/2080 = Hourly Rate)

Position	Base Rate	Fringe %				Total Rate	Hours	Costs
		FICA	Health Insurance	Retirement	Other			
Grants Coordinator	\$ 36.05	7.65%	22.46%	9.00%	1.16%	\$ 50.57	26.00	\$ 1,314.82
						\$ -		\$ -
						\$ -		\$ -
Estimated Subtotal:								\$ 1,314.82

Narrative:

Application preparation and RFI requests.

#### B. Pre-award Contractual Services

Company Name(s) or Consultant(s)	Purpose	Costs
Estimated Subtotal:		\$ -

Narrative:

**Total Pre-Award Sub-Recipient Management Cost is requested in the amount of: \$ 1,314.82**

Start Date: \_\_\_\_\_

Pre-award SRMC can only be requested in Year 1. Supporting documentation is required with this request.

Please select an option below:

**Personnel (In House Labor) - Personnel Activity Form(s) Included**

Name: <u>Charlie Mopps</u>	Authorization: <u>Authorized Agent (AA)</u>
Title: <u>Program Manager</u>	
Signature: _____	Date: <u>02/05/2024</u>



# Hazard Mitigation Grant Program Pre-award Sub-Recipient Management Cost (SRMC) Request Form

Project #: 4673-(444) County: Manatee

Subapplicant: Town of Longboat Key

Project Title: Town of Longboat Key, Sleepy Lagoon-Norton Street, Flood Risk Reduction (TB)