

Management Cost Estimate Narrative (EXAMPLE)

Disaster/Project Number: DR XXXX-PJXX

Project Name:

1. QUARTERLY REPORTING: These costs are dedicated to our quarterly reporting requirements throughout the life of this grant. They include gathering the necessary data from the previous quarter, compiling it into a quarterly report template and sending it to the State/Territory by the deadline. We anticipate this action will require one administrative support staff. Estimate ___ hours @ \$/hr based on current hourly wage of said position plus fringe benefits.

2. TECHNICAL ASSISTANCE: These costs for technical assistance include working with the State/Territory to ensure proper monitoring of the project is taking place, the delivery of technical assistance to the project managers, and any meetings/conference calls necessary to ensure effective technical assistance is provided throughout the life of this grant. Estimated ___ hours at \$/hr based on previous project costs.

3. EQUIPMENT: These direct costs include items such as, printer materials and office supplies necessary to effectively administer this grant. A total of \$_____ was used as an approximation for the life of the grant, but actual costs will be submitted with the reimbursement request.

4. TECHNICAL MONITORING: These costs include working with our State/Territory point of contact to ensure proper grant monitoring is taking place and that we are in compliance with all Federal, State/Territory, Tribal and local regulations throughout the life of the project. This action will be overseen by our grant manager. Estimate ___ hours at \$/hr based on prior projects.

5. CLOSEOUT: These costs are to cover the costs associated with submitting a completed closeout package to the State/Territory that adheres to all Federal, State/Territory, Tribal and local regulations. This line item includes the collection of necessary data, retrieval of required documents, review of documents, required signatures, processing and submittal of a complete closeout package to the State/Territory by the deadline. Estimate this to cost \$_____ based on previous project costs.

6. INDIRECT COSTS: These costs include costs that are not directly accountable to this project but are necessary to take place in order to effectively monitor our grants. These costs may include overhead costs, administrative costs, personnel costs, etc. Estimated at ___% of the total project costs based on our preestablished indirect cost rate.

7. STAFF COSTS: These costs include the staff time associated with the management of this grant. This will include the Program Manager's time training the Grant's Manager assigned to this grant as well as the Grant Manager's time spent on grant oversight/monitoring. Estimate ___ hours @ \$/hr for the Program Manager and ___ hours @ \$/hr for the Grant Manager. This include hourly wages plus fringe benefits.

Management costs are any indirect costs and administrative expenses that are reasonably incurred by a recipient or subrecipient in administering a grant. Activities can include delivery of technical assistance, managing awards (quarterly reporting, closeout and real property), technical monitoring, equipment and staff costs.

The Management Cost Estimate Narrative needs to break down each line item directly reflecting the order of the HMGP Management Cost Estimate Spreadsheet. At a minimum, we need what these costs will be used for throughout the life of the grant, and how these costs were calculated. Please note, the eligible management costs categories above are different examples of ways to capture/support the line items listed in your Subrecipient Management Cost Estimate Spreadsheet. This does not need to be followed directly as it is just a sample of the level of detail necessary to support your management costs.