



Preparing “Applicant Acting as Subapplicant” Subapplications for Management Costs

Background Information

This job aid was created to support Applicants preparing “Applicant acting as Subapplicant” subapplications in eGrants for management costs. Management costs subawards achieve many of the same objectives as technical assistance; however, if both types are awarded at the same time, Applicants must ensure that activities are not duplicated between them. The first step is to determine, based on the information below, the appropriate subapplication to submit.

- For training on this process, consult the [EMI Independent Study course IS-0031.b Mitigation eGrants System for the Applicant](https://training.fema.gov/is/courseoverview.aspx?code=IS-31.b) available at <https://training.fema.gov/is/courseoverview.aspx?code=IS-31.b>
- For more detailed information on each screen and the steps to be completed for each task in eGrants related to entering subapplications, refer to Unit 5 of the *FEMA Mitigation eGrants System Subapplicant Quick Reference Guide* on FEMA’s web site.

Management Cost Guidance

Funding Source: Flood Mitigation Assistance (FMA) and Pre-Disaster Mitigation (PDM) grant programs.

Fiscal Details: Applicants submitting FMA and PDM applications may apply for a maximum of 10 percent of the total budget (federal and non-federal shares) of all subapplications for management costs that will be used to support the project and planning subapplications included in the application. This requires the completion of a management costs subapplication, which must be included in the overall application.

Purpose: To support any indirect costs and administrative expenses that are reasonably incurred by a Recipient in administering a federal award or subaward(s).

Eligible Activities:

- Solicitation, review, and processing of subapplications
- Subapplication development and technical assistance on determining feasibility, effectiveness, and cost effectiveness
- Geocoding mitigation projects identified for further review
- Delivery of technical assistance (e.g., plan reviews, training, etc.) to support mitigation activities
- Managing federal awards (e.g., preparing quarterly reports and closeout)
- Technical monitoring (e.g., site visits)
- Purchase of equipment, per diem and travel expenses, and professional development directly related to Hazard Mitigation Assistance (HMA) implementation
- Staff salary costs directly related to the above

Management Cost Checklist

Done	Steps
<input type="checkbox"/>	On the Grant Applicant Homepage, in the Grant Applicant Acting as Subgrant Applicant section, select: Create New Subgrant Application link. Type the title for your subapplication, including the location and type of activity. Select Management Costs Application from the drop-down menu. Click Save and Continue .
<input type="checkbox"/>	On the Start New Subgrant Application screen, you have the option to Start New Application or Copy Existing Application . See Unit 5 of the <i>FEMA Mitigation eGrants Subapplicant Quick Reference Guide</i> for more information.
<input type="checkbox"/>	The Application Status screen displays. Select a section name link to open that section. To move to another section, select a section name link from the sidebar menu, or click the Save and Continue button to move to the next screen.
<input type="checkbox"/>	Subapplicant: Enter information about the Applicant organization. Use the Find Organization button, Type all or part of your organization's name. Click Search . Select the radio button for the name of your organization. Click Select Organization . Enter the remaining inputs. Click Save and Continue .
<input type="checkbox"/>	Contact: Complete this section by providing the contact information for the Authorized Applicant Agent, or the person FEMA should contact if there are questions about the subapplication. You can also enter an alternative Point of Contact. NOTE: If copying an existing subapplication, make sure all information is current. Click Save and Continue .
<input type="checkbox"/>	Community: Complete this section by providing details about <u>each</u> community that will benefit from the funds. Click Find Community . As the entire state will benefit from the funds, enter Statewide . Click Search . Select the Statewide radio button. Click Select Community . Click Save and Continue .
<input type="checkbox"/>	Schedule: Complete this section by clicking Add Task and providing the information requested for activities (e.g., description of task, how much time it will take, in what sequence the activities will be completed, and who will complete the work). Click Save and Continue .
<input type="checkbox"/>	Scope of Work: Type "Management costs" for the title of your proposed activity. Click Add Activity and select the checkbox(es) for the eligible activities. Click Add Activity . Enter the remaining inputs on this screen; click Attach File if necessary. click Save and Continue .
<input type="checkbox"/>	Cost Estimate: Click Add Item to provide budget line-item information for <u>each</u> activity identified in the Scope of Work, including Subgrant Budget Class, Unit Quantity, Unit of Measure, and Unit Cost. Continue to Add Item for each line item for an activity. Click Save and Continue .
<input type="checkbox"/>	Cost Share: Click Add Cost Share to detail non-federal funds committed to the management cost activity (e.g., name and type of funding source, type of funding, amount, and date of availability). Click Attach File to attach a funds commitment letter (see Unit 5 of the <i>FEMA Mitigation eGrants Subapplicant Quick Reference Guide</i> for more information on attaching documents to a subapplication.) Click Save and Continue , and continue to Add Cost Share commitments as applicable, including in-kind services (e.g., labor, equipment rental) in lieu of cash. On the Cost Share screen, the cost share automatically starts with 75% federal/25% non-federal, but the dollar amounts are automatically updated as cost share sources and values are added. If needed, click Recalculate Share to compute the new percentages. Click Save and Continue
<input type="checkbox"/>	Assurances and Certifications: Download the appropriate forms from the Grants.gov website URL: https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1 . (See Unit 5 of the <i>FEMA Mitigation eGrants Subapplicant Quick Reference Guide</i> for more information.) The forms must be signed by an authorized Applicant agent. To upload the scanned, completed forms, click the Incomplete link for each form, then click Attach File . Click Save and Continue .
<input type="checkbox"/>	Comments and Attachments: This section consolidates all comments and attachments in the subapplication. (It is recommended that you attach a document in the relevant section of the subapplication rather than in the Comments and Attachments section. You may attach documents to the Comments and Attachments section; however, adding the attachments here does not allow reviewers to see the attachment with the section it is intended to accompany.) Comments are text only. Attachments may be any file type and may be compressed (or zipped) before attaching. Larger files should be sent as a hard copy or on a CD by regular mail. To add a comment, click Add . Click Attach to attach a document. Then click Save and Continue .

Done	Steps
<input type="checkbox"/>	<p>FEMA Grants Application: Select the Review and Submit Application link in the sidebar menu. Select the Incomplete status link for the FEMA Grants Application section. Click the Grants.gov link URL: https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1 to download the Standard Form (SF) 424, Application for Federal Assistance. An authorized Applicant agent must sign the form. To upload the scanned, completed form, click Attach File. Click Save and Continue.</p>
<input type="checkbox"/>	<p>Review and Submit Application: Click the Review and Submit Application link on the sidebar menu. Click the Complete or Incomplete links to review each subapplication section for accuracy and completion. You will not be able to submit your subapplication if Incomplete links are displayed on this screen. NOTE: The Sign/Submit button is active only for Applicant users with Sign/Submit access.</p>
	<p>ACCESS TIPS:</p> <ul style="list-style-type: none"> • You may provide other eGrants users access to your subapplication for collaborative work and review. • To submit, an eGrants user with organizational signature authority will need access to your subapplication. You can provide, update, or revoke access to your subapplication (see Unit 5 of the <i>FEMA Mitigation System Subapplicant Quick Reference Guide</i> for more information). • To change access rights to your subapplication, in the Grant Applicant Acting as Subgrant Applicant section of the Grant Applicant Homepage, click the Work on Un-submitted Subgrant Application(s) link. Click the View Details link for the subapplication. Click Authorize Access. Search for the user's name. Click the radio button for the user. Click Authorize Access. Select the checkbox(es) for the desired access level(s) (View/Print, Create/Edit, or Sign/Submit) and enter the duration for access to your subapplication. NOTE: For higher level access, you must select the lower level access box(es) also. Click Save and Continue.