

Management Costs (Category Z)



MANAGEMENT COST (CATEGORY Z) OVERVIEW & USER GUIDE

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Management Costs (Category Z)

Overview

Management costs are indirect costs, administrative expenses, and other expenses an Applicant incurs in administering and managing Public Assistance (PA) grants and awards not directly chargeable to a specific project.

Examples include, but are not limited to:

- PA Management
- Meetings regarding the PA Program or overall damage claim
- Reading, writing, reviewing, and/or collecting correspondence relating to Public Assistance
- Formulating projects and narratives, gathering documents, and hiring contractors to perform PA project related activities
- Activities related to ineligible projects are not eligible
- Excess management costs funding may not be retained as reimbursement is capped at 5%

Federal Cost:

- FEMA provides contributions for management costs that an Applicant incurs in administering and managing PA program.
- Up to 5% of the sum of all applicant's obligated projects (Categories A – G) are eligible for 100% reimbursement from FEMA
- FEMA makes final determination on eligible and reasonable costs.

This Guidance is for the following Disaster:

1. DR-4505 / COVID-19 / January 20, 2020 - May 11, 2023*

**FEMA proposed COVID -19 Period of Performance end date*

Eligible Activities

Include activities related to developing and managing the PA program on all eligible and obligated PA projects. These activities may include, but are not limited to:

- Preliminary Damage Assessments
- Meetings / technical assistance regarding the PA Program or PA damage claim
- Organizing PA damage sites into logical groups

Management Costs (Category Z)

- Preparing correspondences
- Site inspections
- Travel expenses related to the PA program
- Developing the detailed site-specific damage description
- Evaluating Section 406 hazard mitigation measures
- Preparing Small and Large Projects
- Creating and uploading documents into Grants Portal
- Formulating and reviewing Project Worksheet's
- Collecting, copying, filing, or submitting documents to support a claim
- Requesting disbursement of PA funds

NON-Eligible Activities

Activities that cannot be claimed under management costs.

Example of activities that are directly related to a project (Categories A – G) but **not** eligible under management costs (Category Z) include:

- Architectural, engineering, financial management, and design services are project costs and cannot be included under management costs
- Similarly, construction management activities that manage, coordinate, and supervise the construction process from project scoping to project completion are project costs

Documentation Requirements

In accordance with the Code of Federal Regulations Title 2 Part 200: Uniform Administration Requirements (2 CFR 220), the initial application for management costs must:

- Include a description of activities, personnel requirements, and other costs
 - The documentation in a management costs application will be used by FEMA to determine if costs are reasonable and will support necessary management activities throughout the period of performance.

Management Costs (Category Z)

Actual cost documentation must include information necessary to demonstrate eligibility of costs and activities claimed as management costs:

- a) Payroll data, procurement procedures, contracts, invoices, proof of payments, management cost workbook, and a narrative of the activities and duties performed.
- b) Documentation must also include information to demonstrate that costs are reasonable. FEMA's established procedures for evaluating reasonable costs are described in FEMA's Public Assistance Reasonable Cost Evaluation Job Aid found here: [Microsoft Word - Public Assistance Reasonable Cost Evaluation Job Aid \(RFO\) \(fema.gov\)](#)
- c) FEMA makes the final decision regarding all eligibility determinations under the PA Program including the determination of cost reasonableness.

Additional Resources:

Grants Portal – PA Management Costs (Category Z) and Streamlined Project Application Process

<https://www.youtube.com/watch?v=bhk4hUM8fKU>

Management Costs (Category Z)

How to complete the Management Cost (Category Z) Workbook

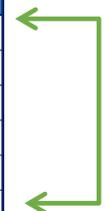
The purpose of this workbook is to help organize your expenses and help you create a Management Costs (Category Z) project in Grants Portal. This workbook has formulas to help tabulate all your different expenses. The workbook has 6 functional tabs and 2 informational tabs (Management Summary & Help).

- **RED** tab will have the disaster details which will populate all the header in the remaining tabs.
- **GRAY** tab is the Management Cost Summary which will automatically be filled in as you complete each blue tab. Please **do not** modify or type on this sheet.
- **Blue** tabs will contain all the management costs related to this event. These tabs represent a different category of expenses. Please only fill out the white cells on each sheet.
- **Orange** tab is the user guide to fill out this workbook.

Fill Out First

Go to the '**Fill Out First**' tab in the worksheet and complete the 'Disaster Details' information.
(Please only fill out the white cells, See below)

 Management Cost (Category Z) Workbook		
TABLE OF CONTENTS <small>Click on title to link to sheet</small>	DISASTER DETAILS <small>Please complete the applicant information below</small>	
Mgmt Cost Summary	Disaster Number:	### # DR-RI
5% of Obligated Projects	Applicant Name:	State, City, or Non-profit name
Payroll Information	Incident Period:	NOV 24, 2020 and DEC 15, 2020
Labor Costs	Applicant POC:	John Doe
Material - Equipment Costs	Applicant POC Title:	Special Projects Coordinator
Contract Costs	Today's Date:	4/20/2022
PLEASE READ FIRST		
INSTRUCTIONS		
- Complete all Blue colored tabs		
- Complete all White fields on each sheet		
- Gray shaded cells indicate the data will auto populate from other sheets in Excel Workbook		
- DO NOT MODIFY OR TYPE IN ANY GRAY SHADED CELLS		
For further information refer to the Management Costs (Category Z) User Guide		
ATTENTION		
* This Work Book is unprotected to allow modifications based on amount of data by applicant. Please use caution when adding/deleting rows to ensure formulas are maintained and copied correctly.		
* The Work Book contains Work Sheets tabs at the bottom for costs associated with the Cat Z project		



Management Costs (Category Z)

Management Cost Summary

The 'Mgmt Cost Summary' tab summarizes all the expenses for the Management Cost Project (Category Z). It will allow you to compare your eligible management cost to the potential reimbursement of 5% of all obligated projects. **You do not need to fill anything on this sheet**

		<h3>MANAGEMENT COSTS SUMMARY</h3>	
Applicant Name:	State, City, or Non-profit name	Incident period:	NOV 24, 2020 and DEC 15, 2020
Applicant POC:	John Doe	Date:	4/20/2022
Applicant POC Title:	Special Projects Coordinator	Disaster Number:	### DR-RI
<i>Activity</i>		<i>Totals</i>	
5% of all Obligated Project (s)	<i>Potential Reimbursement</i>	\$	5,050.00
Labor Cost		\$	203.85
Material Cost		\$	20.00
Equipment Cost		\$	15,000.00
	Cost Total	\$	15,223.85

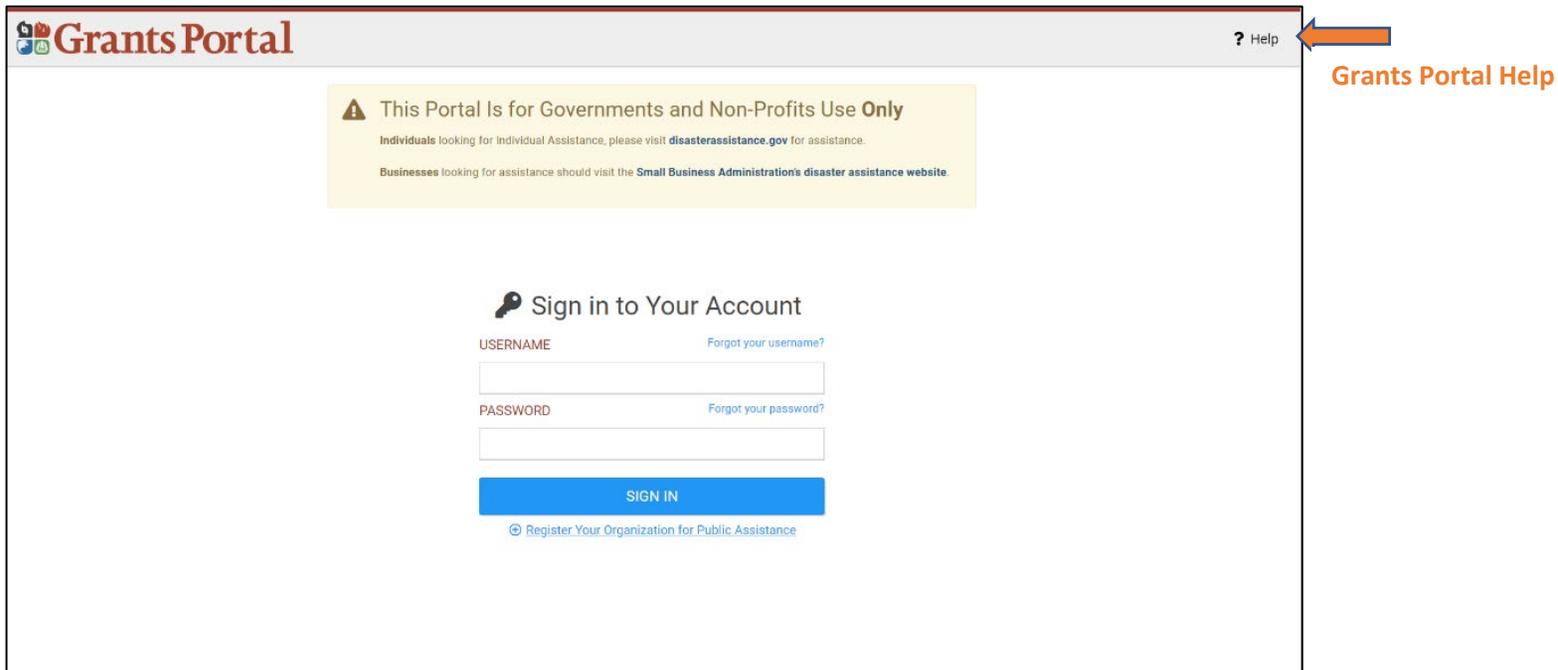
Do not fill out

Management Costs (Category Z)

Step 1 - Open Grants Portal - <https://grantee.fema.gov>

Step 2 - Log into Grants Portal with your login credentials

- Once you log into Grant Portal you will get a One Time Passcode. It will be sent to your email associated with Grants Portal.
- If you have an issue logging into Grants Portal, click the “? Help” box on the top right corner of the web page.
- If you need access to Grants Portal, please contact Armand Randolph via email Armand.Randolph@ema.ri.gov



Management Costs (Category Z)

Step 3 - Click "My Organization"

Step 4 - Click "Applicant Event Profiles"

3

4

Grants Portal User, User

My Organization Rhode Island Emergency Management Agency (000-01-ELX-00)

My Organization Profile Local Applicant (002-54868) [DOWNLOAD] [EDIT] ☆

General Information

STATE/TRIBE/TERRITORY	Local Applicant	FEMA PA CODE	000-ABCFD-00
TYPE	State Government	EIN NUMBER	00-1234578
IS STATEWIDE?	Yes	UNIQUE ENTITY ID (UEI)	A12BCDE3N456
ORGANIZATION STATUS	Eligible ⓘ	DUNS NUMBER	987654321
		HAS GRANTS PORTAL LOGIN ACCESS?	Yes

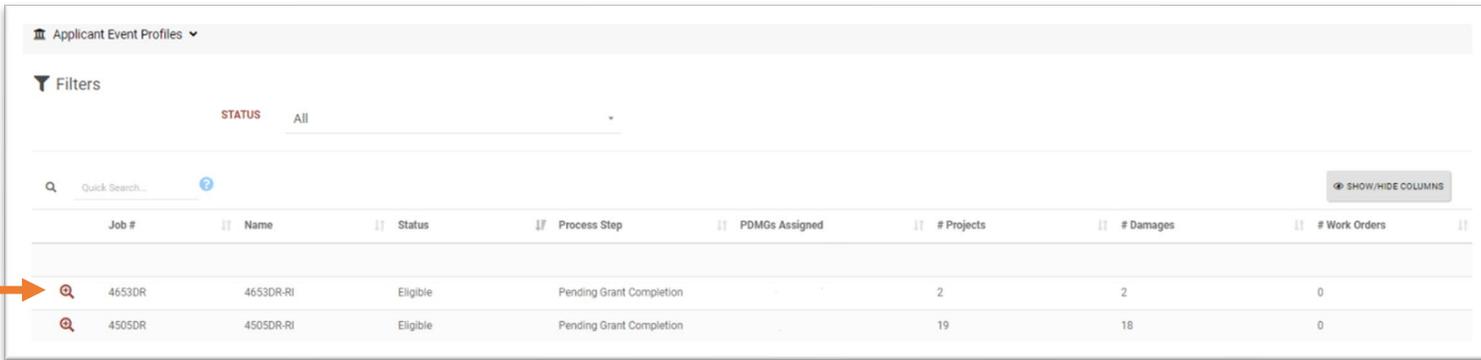
- Recipient Regions > [MANAGE]
- PA Administrative Plan > [UPLOAD NEW PA ADMIN PLAN]
- Subrecipient Organization Profiles > [MANAGE]
- Personnel > [MANAGE]
- Locations > [MANAGE]
- Subdivisions and Departments > [+ ADD SUBDIVISION/DEPARTMENT] [OPTIONS -]
- Insurance Profile > [UPLOAD INSURANCE DOCUMENTS] [HELP]
- Applicant Event Profiles >

Navigation Sidebar: Dashboard, My Organization, Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping, Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Appeal Ops, Calendar, Subrecipient Organizations, Subrecipient Post-Award Ops, Subrecipient Tasks, Utilities, Intelligence.

Management Costs (Category Z)

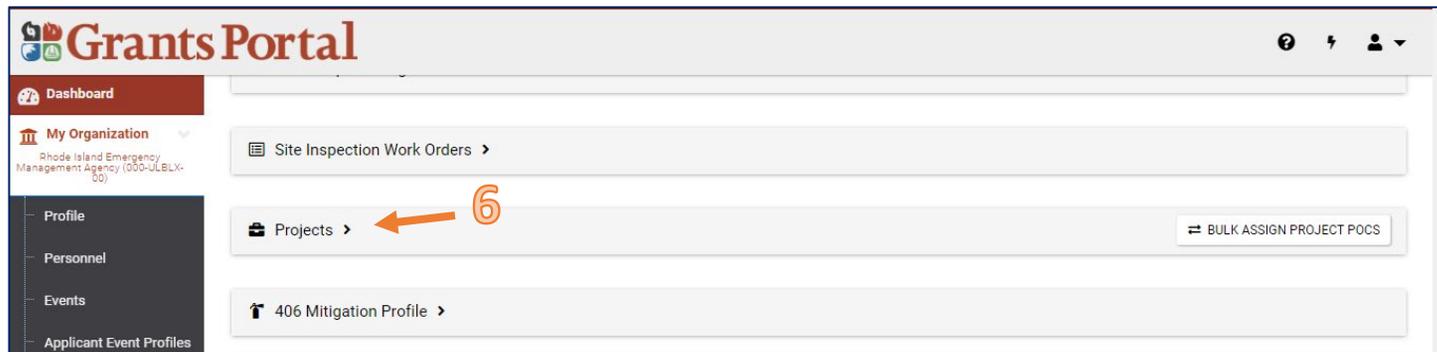
Step 5 - Click on magnifying glass for the applicable event for either 4505DR-RI (COVID-19 Projects) or 4653DR-RI (Snow Projects)

5 →



Job #	Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4653DR	4653DR-RI	Eligible	Pending Grant Completion		2	2	0
4505DR	4505DR-RI	Eligible	Pending Grant Completion		19	18	0

Step 6 - Click Projects



Grants Portal

Dashboard

My Organization
Rhode Island Emergency Management Agency (000-ULBLX-00)

Profile

Personnel

Events

Applicant Event Profiles

Site Inspection Work Orders >

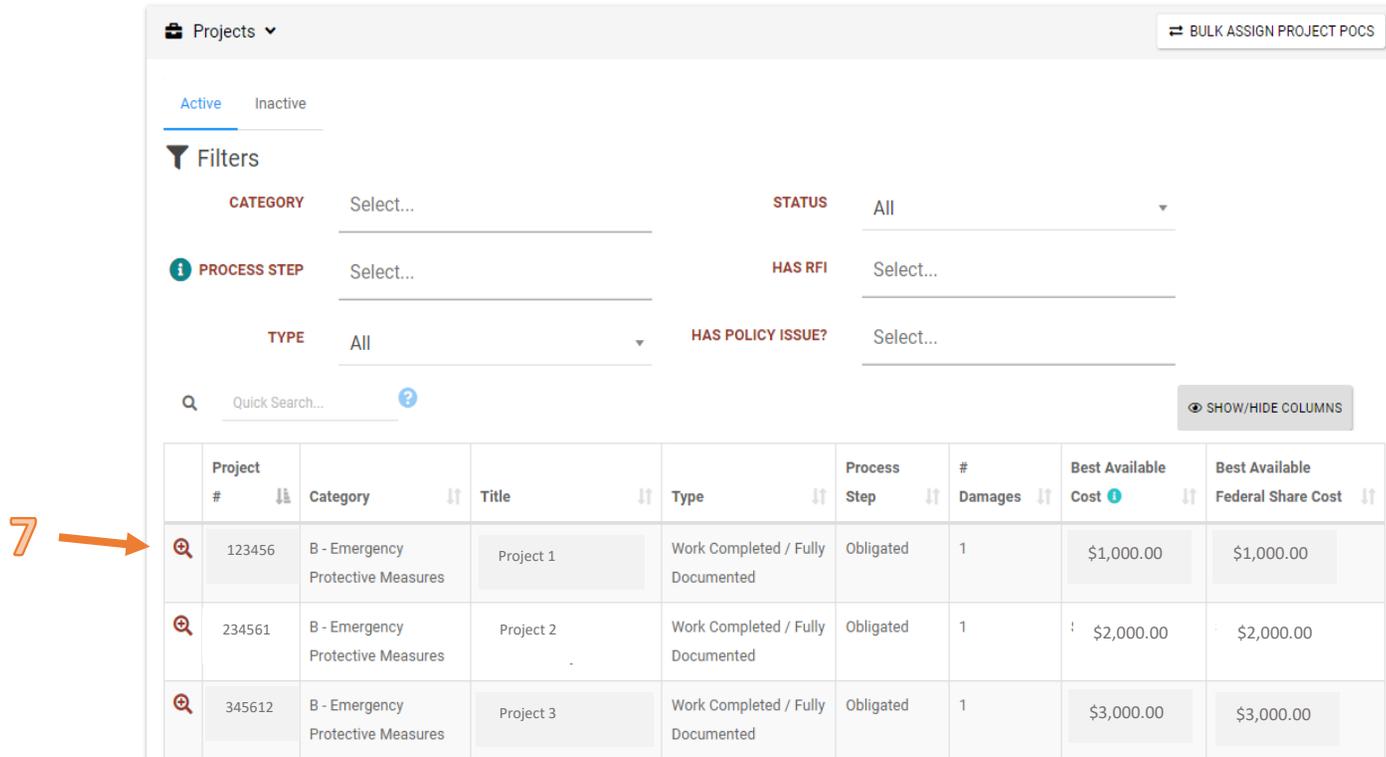
Projects > ← 6

BULK ASSIGN PROJECT POCS

406 Mitigation Profile >

Management Costs (Category Z)

Step 7 - Click on magnifying glass to the open first obligated project.



The screenshot displays a web application interface for managing projects. At the top, there is a 'Projects' dropdown menu and a 'BULK ASSIGN PROJECT POCS' button. Below this, there are tabs for 'Active' and 'Inactive'. A 'Filters' section contains several dropdown menus: 'CATEGORY' (Select...), 'STATUS' (All), 'PROCESS STEP' (Select...), 'HAS RFI' (Select...), 'TYPE' (All), and 'HAS POLICY ISSUE?' (Select...). A search bar labeled 'Quick Search...' is also present. A 'SHOW/HIDE COLUMNS' button is located on the right side of the table.

Project #	Category	Title	Type	Process Step	# Damages	Best Available Cost	Best Available Federal Share Cost
123456	B - Emergency Protective Measures	Project 1	Work Completed / Fully Documented	Obligated	1	\$1,000.00	\$1,000.00
234561	B - Emergency Protective Measures	Project 2	Work Completed / Fully Documented	Obligated	1	\$2,000.00	\$2,000.00
345612	B - Emergency Protective Measures	Project 3	Work Completed / Fully Documented	Obligated	1	\$3,000.00	\$3,000.00

Management Costs (Category Z)

Step 8 - This screen will show you how to obtain the Project Number, Title, and P/W #.(Project Worksheet Number)

The screenshot displays a web interface for a project management system. At the top left, there is a red briefcase icon followed by the word "Project". Below this, a breadcrumb trail reads "4505DR-RI (4505DR) / Local Applicant (002-54868) / [123456] Local Applicant Project 1". A settings gear icon is visible in the top right corner. The main content area is titled "General Information" with a "v3" version indicator. It lists various project details: PROJECT # (123456), CATEGORY (B - Emergency Protective Measures), TITLE (Local Applicant Project 1), TYPE (Work Completed / Fully Documented), STATUS (Active), PROCESS STEP (Obligated, with a timestamp "As of December 2nd, 2020 7:48 AM EST"), % COST SHARE (100.00%), ACTIVITY COMPLETION (July 1, 2022), and DEADLINE (Request Extension | View Request History). The P/W # (00025) is also listed. On the right side, there are labels for APPLICANT (Local Applicant (002-54868)) and EVENT (4505DR-RI (4505DR)). The values for PROJECT #, TITLE, and P/W # are circled in purple in the original image.

Project

4505DR-RI (4505DR) / Local Applicant (002-54868) / [123456] Local Applicant Project 1

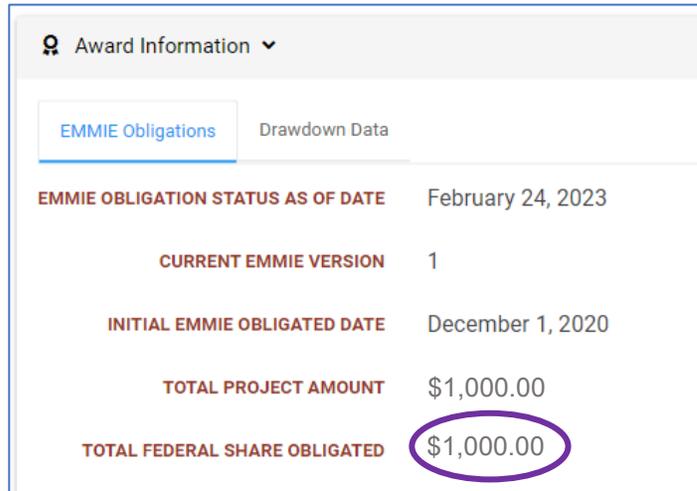
Policy Issues: [Streamlined Project Application \(1\)](#)

General Information ^{v3}

PROJECT #	123456	APPLICANT	Local Applicant (002-54868)
CATEGORY	B - Emergency Protective Measures		
TITLE	Local Applicant Project 1	EVENT	4505DR-RI (4505DR)
TYPE	Work Completed / Fully Documented		
STATUS	Active		
PROCESS STEP	Obligated <small>As of December 2nd, 2020 7:48 AM EST</small>		
% COST SHARE	100.00%		
ACTIVITY COMPLETION	July 1, 2022 ⁱ		
DEADLINE	Request Extension View Request History		
P/W #	00025		

Management Costs (Category Z)

Step 9 - While still on the Project page, scroll down then click on to Award Information. This will show you where to obtain the Total Federal Share Obligated amount



The screenshot shows a web interface for 'Award Information'. There are two tabs: 'EMMIE Obligations' (selected) and 'Drawdown Data'. Below the tabs is a table with the following data:

EMMIE OBLIGATION STATUS AS OF DATE	February 24, 2023
CURRENT EMMIE VERSION	1
INITIAL EMMIE OBLIGATED DATE	December 1, 2020
TOTAL PROJECT AMOUNT	\$1,000.00
TOTAL FEDERAL SHARE OBLIGATED	\$1,000.00

HINT:

- Once the lines are filled out, the sheet will automatically provide the Potential 5% Reimbursement.
- The information from this sheet will be used for the Management Cost Summary Sheet.

Payroll Information

The **“Payroll Information”** tab is used to list all your personnel who worked on the management activities and managed Public Assistant (PA) obligated projects (Categories A – G). (Please only fill out the white cells, See below)

IMPORTANT: This sheet must be completed before filling out the Labor Sheet. The information from this sheet will be used to auto populate the Labor Sheet.

HINT:

- When you are listing the names, please indicate the pay status such as Regular Time or Over Time. This helps identify the different pay statuses in the Labor Sheet.
- You must upload into Grants Portal the Labor Contract/Pay Policy for personnel claimed to substantiate

Management Costs (Category Z)

Labor Cost

The “**Labor Cost**” tab is used to list all types of labor activity relater to Management Cost.

(Please only fill out the white cells, See below)

HINT:

- Name: This column will have a drop-down menu with all the names from the “Payroll Information” sheet.
- Labor Type: This column will have a drop-down menu with labor activities. If an activity is not in listed, select “Other” and fill out the Notes column with the description of the activity.

 LABOR COSTS Staff salary costs related to attending meetings, uploading documents, emails, preparing documents, training, ETC...						
Applicant Name:	State, City, or Non-profit name		Incident period:	NOV 24, 2020 and DEC 15, 2020		
Applicant POC:	John Doe		Date:	4/20/2022		
Applicant POC Title:	Special Projects Coordinator		Disaster Number:	### DR-RI		
Name	Date	Labor Type	Notes	Hours	Rate W/ Fringe	Total
<i>Example: John Smith</i>	<i>02/02/20</i>	<i>Grants Portal Administration</i>	<i>Uploading Documents</i>	<i>0.25</i>	<i>\$ 35.00</i>	<i>\$ 8.75</i>
Name				1.25	\$ -	\$ -
Name				0.00	\$ -	\$ -
Name				0.00	\$ -	\$ -
Name				0.00	\$ -	\$ -
Name				0.00	\$ -	\$ -
Name				0.00	\$ -	\$ -
Name				0.00	\$ -	\$ -
Name				0.00	\$ -	\$ -
Name				0.00	\$ -	\$ -
Name				0.00	\$ -	\$ -
				Total Hours	\$	-

Management Costs (Category Z)

Contract Costs

The “**Contract Costs**” tab is used to list all vendors who worked on the management activities and managed Public Assistant (PA) obligated projects (Categories A – G). (Please only fill out the white cells)

HINT:

- All entries must have supporting documentation such as Invoices, Proof of payment, Procurement Policies, and copy of contract. All documentation must be upload into Grants Portal.
- Description of work performed: This column is needed to justify claimed expenses
- Invoice Amount: Is the total cost of the invoice.
- Amount Claimed: This amount could differ from invoice total amount.

 CONTRACT COSTS					
Applicant Name: State, City, or Non-profit name			Incident period: NOV 24, 2020 and DEC 15, 2020		
Applicant POC: John Doe			Date: 4/20/2022		
Applicant POC Title: Special Projects Coordinator			Disaster Number: ### DR-RI		
Vendor	Dates Worked	Invoice No.	Invoice Amount	Description of work performed	Amount Claimed
<i>Example: PA Management Co.</i>	<i>3/23/2020</i>	<i>E1234545</i>	<i>\$ 50,000.00</i>	<i>Prepared and Managed COVID -19 Project</i>	<i>\$ 40,000.00</i>
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
TOTAL:					\$ 40,000.00

Management Costs (Category Z)

How to Create & Submit for Management Costs in Grants Portal

1. Open Grants Portal - <https://grantee.fema.gov>
2. Log into Grants Portal with your login credentials
 - Once you log into Grant Portal you will get a One Time Passcode. It will be sent to your email associated with Grants Portal.
 - If you have an issue logging into Grants Portal, click the “? Help” box on the top right corner of the web page.
 - If you need access to Grants Portal, please contact Armand Randolph via email Armand.Randolph@ema.ri.gov

Grants Portal ? Help

⚠ This Portal Is for Governments and Non-Profits Use Only
Individuals looking for Individual Assistance, please visit disasterassistance.gov for assistance.
Businesses looking for assistance should visit the [Small Business Administration's disaster assistance website](#).

🔑 Sign in to Your Account

USERNAME [Forgot your username?](#)

PASSWORD [Forgot your password?](#)

SIGN IN

[Register Your Organization for Public Assistance](#)

Grants Portal Help

Management Costs (Category Z)

- 3- Click "My Organization"
- 4- Click "Applicant Event Profiles"

Grants Portal User, User

3 → **My Organization** (Rhode Island Emergency Management Agency (000-01BLX-00))

4 → **Applicant Event Profiles**

My Organization Profile

Local Applicant (002-54868)

[DOWNLOAD](#) [EDIT](#) [☆](#)

General Information

STATE/TRIBE/TERRITORY	Local Applicant	FEMA PA CODE	000-ABCFD-00
TYPE	State Government	EIN NUMBER	00-1234578
IS STATEWIDE?	Yes	UNIQUE ENTITY ID (UEI)	A12BCDE3N456
ORGANIZATION STATUS	Eligible ⓘ	DUNS NUMBER	987654321
		HAS GRANTS PORTAL LOGIN ACCESS?	Yes

[Recipient Regions](#) [MANAGE](#)

[PA Administrative Plan](#) [UPLOAD NEW PA ADMIN PLAN](#)

[Subrecipient Organization Profiles](#) [MANAGE](#)

[Personnel](#) [MANAGE](#)

[Locations](#) [MANAGE](#)

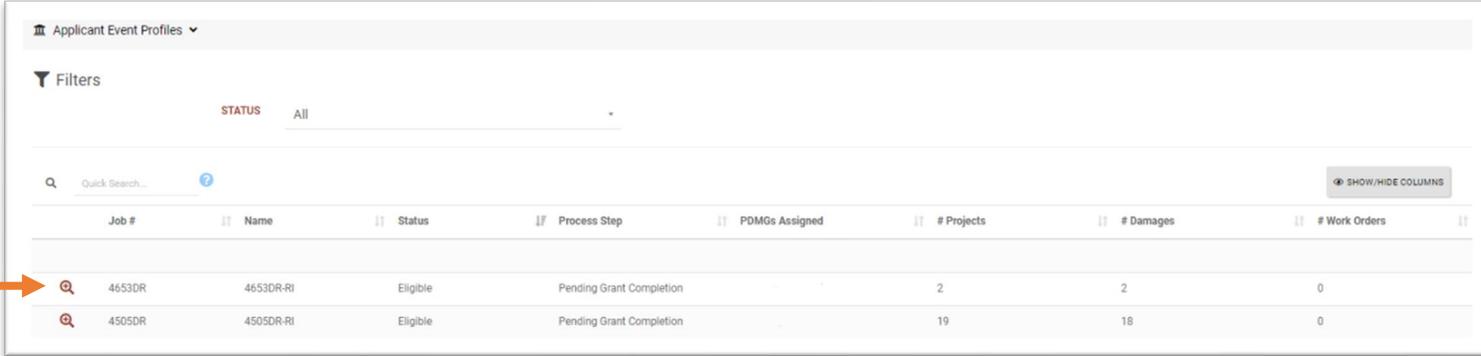
[Subdivisions and Departments](#) [+ ADD SUBDIVISION/DEPARTMENT](#) [OPTIONS](#)

[Insurance Profile](#) [UPLOAD INSURANCE DOCUMENTS](#) [HELP](#)

[Applicant Event Profiles](#)

Management Costs (Category Z)

5- Click on magnifying glass for the applicable event for either 4505DR-RI (COVID-19 Projects) or 4653DR-RI (Snow Projects)



Applicant Event Profiles

Filters

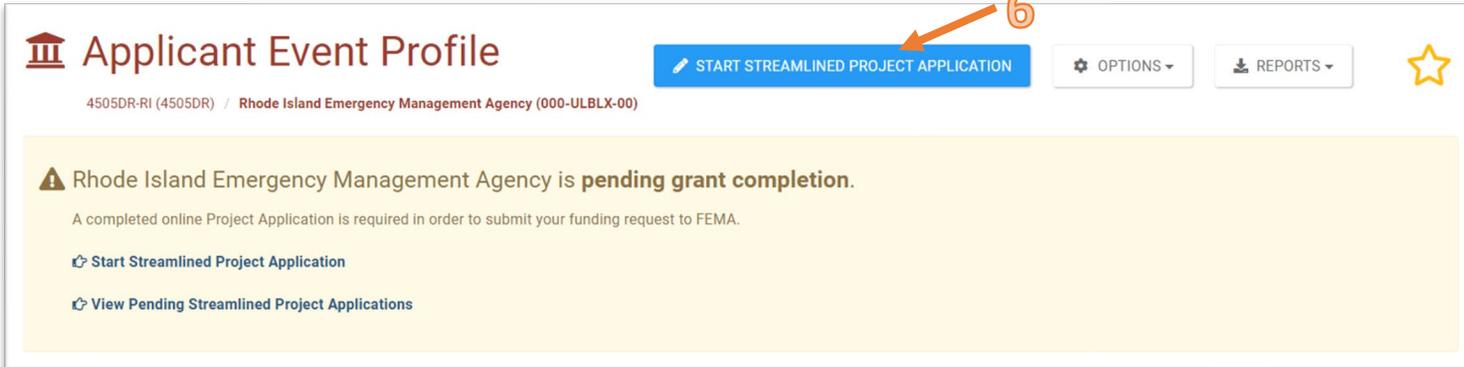
STATUS All

Quick Search...

SHOW/HIDE COLUMNS

Job #	Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4653DR	4653DR-RI	Eligible	Pending Grant Completion		2	2	0
4505DR	4505DR-RI	Eligible	Pending Grant Completion		19	18	0

6- Click "Start Streamlined Project Application"



Applicant Event Profile

4505DR-RI (4505DR) / Rhode Island Emergency Management Agency (000-ULBLX-00)

START STREAMLINED PROJECT APPLICATION

OPTIONS

REPORTS

Rhode Island Emergency Management Agency is pending grant completion.

A completed online Project Application is required in order to submit your funding request to FEMA.

Start Streamlined Project Application

View Pending Streamlined Project Applications

Management Costs (Category Z)

7- Click "Management Cost" and follow steps.



The screenshot shows a web application titled "Streamlined Project Application" with a breadcrumb trail: "4505DR-RI (4505DR) / Rhode Island Emergency Management Agency (000-ULBLX-00) / Create Streamlined Project Application". A "CANCEL" button is in the top right. The main heading is "What type of Project do you want to create?". Two options are listed:

- EMERGENCY PROTECTIVE MEASURES (COVID-19)**: Projects to request reimbursement of emergency protective measures (Category B), for COVID-19 events, conducted to address immediate threats to life, public health, or safety.
- MANAGEMENT COSTS**: Projects to request reimbursement of Management Costs (Category Z) incurred in the administration of the Public Assistance program.

An orange number "7" with an arrow points to the "MANAGEMENT COSTS" button.