



Hazard Mitigation Grant Program Grant Management Cost Subapplication

SECTION 1

Subapplicant Name: Humboldt Bay Municipal Water District
Project Name: TRF Power Resiliency Generator Project
Disaster Number: DR-4558
Project Number: 0389

Subrecipient grant management costs are available at no more than 5% of the final project cost to subrecipients who apply and can meet all federal grant requirements. Subrecipients must provide a detailed budget of the management cost request in line with 2 CFR 200.403-404, which is subject to Cal OES/FEMA approval. Reimbursement is based on documented actual cost. All management cost documentation is subject to the same document retention and audit requirements of traditional project costs. Subrecipients are strongly encouraged to pursue grant management costs as this funding provides a resource to fund staff to oversee the grant management functions of the project. Please complete this subapplication and return both the Excel form and a signed PDF version to Cal OES during project subapplication submittal. Each category does not need to be completed. Use only the categories that are applicable to the grant.

Note:

Management cost reimbursements will not exceed 5% of the "total project cost". The Federal cost share for management costs is 100%. Total Project Cost is calculated by dividing the Federal share by 0.75. Enter the Federal share below and a calculation will occur defining the maximum grant management cost allowed.

John Friedenbach
Authorized Agent - Please Print

General Manager
Title

John Friedenbach General Manager
Signature

3/5/21
Date

SECTION 2

Enter Total Federal Share Cost:

Maximum Eligible Management Cost:
(Calculated from entry above)

FEMA Definition of Management Costs: Any indirect cost, any direct administrative cost, and any other administrative expenses associated with a specific project under a major disaster, emergency, or disaster preparedness or mitigation activity or measure.

Directions: For each applicable category, provide a total estimated cost. Refer to the Management Cost Examples below for costs that may be included. For the Narrative field, include a detailed description of work for each cost, including the methodology used to estimate each cost. For example, if your cost estimate includes your agency's employee's time, include estimated hours, personnel titles, and salary/hourly wages plus benefits for a total hourly cost. Additionally, describe how these costs will be used through the life of the grant.

Management Cost Budget Breakdown:	
A. Pre-Award (Subapplication Development)	<input type="text"/>
Narrative:	
B. Staff Time (includes fringe benefits)	\$ <input type="text" value="101,370.60"/>
Narrative:	
<p>This Grant funds the installation of a new generator facility, including a fuel tank at their TRF site. As the project will be on an existing District operational site, it is anticipated that much of the grant management time and costs will be very similar to other grants.</p> <p>The District anticipates that approximately 1,080 hours of staff and engineering time directly related to managing the grant will be attributed to multiple staff members including: General Manager - John Friedenbach (\$108.11); Superintendent - Dale Davidsen (\$110.82); Business Manager - Chris Harris (\$69.65); Maintenance Supervisor - Ryan Chairez (\$83.42); Operations Supervisor – Mario Palmero (\$81.08); Accounting Specialist - Becky Moyle (\$81.54); Accounting Assistant - Corey Borghino (\$44.48); Executive Assistant - Sherrie Sobol (\$61.01); and an engineering consultant (\$180).</p>	
C. Travel	<input type="text"/>
Narrative:	

D. Equipment

Narrative:

E. Supplies

Narrative:

F. Indirect Cost

Narrative:

G. Other

Narrative:

Total Management Cost Requested:	\$	101,370.60
Maximum Management Cost Allowed (Requested ≤ Allowed)	\$	103,564

Management Cost Examples

- A. Pre-Award - Subapplication development, community outreach, meetings related to subapplication development.
- B. Staff Time - Salary of hourly employee staff time to manage technical monitoring, quarterly reporting, technical assistance, and the reimbursement and closeout process.
- C. Travel - Travel costs to attend professional development training courses directly related to implementation of the Hazard Mitigation grant.
- D. Equipment - Equipment costs directly related to implementation of the Hazard Mitigation grant.
- E. Supplies - Supply costs directly related to implementation of the Hazard Mitigation grant, such as printer materials and office supplies.
- F. Indirect Cost - Depreciation or use allowances on buildings and equipment, costs of operating and maintain facilities, general administration and accounting administration.
- G. Other - Any other administrative expenses not captured in the categories above.

For further clarification, grant management activities are to manage the grant. Grant management is different than project management. Project management is to manage the actual physical project itself (construction oversight, project scheduling and coordination, project meetings).

B. Staff Time (Includes fringe benefits)

This Grant funds the installation of a new generator facility, including a fuel tank at their TRF site. As the project will be on an existing District operational site, it is anticipated that much of the grant management time and costs will be very similar to other grants.

The District anticipates that approximately 1,080 hours of staff and engineering time directly related to managing the grant will be attributed to multiple staff members including: General Manager - John Friedenbach (\$108.11); Superintendent - Dale Davidsen (\$110.82); Business Manager - Chris Harris (\$69.65); Maintenance Supervisor - Ryan Chairez (\$83.42); Operations Supervisor – Mario Palmero (\$81.08); Accounting Specialist - Becky Moyle (\$81.54); Accounting Assistant - Corey Borghino (\$44.48); Executive Assistant - Sherrie Sobol (\$61.01); and an engineering consultant (\$180).

The District is estimating that Mr. Friedenbach will spend an average of 2.75 hours/month (over the grant timeframe of 36 months) on Grant Management tasks related to Technical Monitoring; including monitoring all structural analysis and engineering plans and designs, reviewing and monitoring all County permits, monitoring of all environmental permitting, monitoring the geotechnical investigation and survey documents and findings, and technical monitoring during site visits before, during, and at the completion of construction. The District is estimating that Mr. Friedenbach will spend an average of 0.75 hours/month (over the grant timeframe of 36 months) on Grant Management tasks related to Managing the Award; including reviewing documents such as the bid advertisement, the Notice to Proceed, all Quarterly Reports, and the grant close-out documentation. The District is estimating Mr. Davidsen will spend an average of 3.75 hours/month (over the grant timeframe of 36 months) on Grant Management tasks related to Technical Monitoring; including monitoring all engineering plans and designs, monitoring the geotechnical investigation and survey documents and findings, reviewing and monitoring all County permits, monitoring of all environmental permitting, and technical monitoring during site visits before, during, and at the completion of construction. The District is estimating Ms. Harris will spend an average of 1.25 hours/month (over the grant timeframe of 36 months) on Grant Management tasks related to Technical Monitoring; including monitoring all structural analysis and engineering plans and designs, reviewing and monitoring all County permits, and technical monitoring during site visits before, during, and at the completion of construction. The District is estimating that Ms. Harris will spend an average of 3.5 hours/month (over the grant timeframe of 36 months) on Grant Management tasks related to Managing the Award; including reimbursement request assembly, completion, and filing; review vendor invoices related to the grant, reviewing all Quarterly Reports, and the completing and reviewing the grant close-out documentation. The District is estimating Mr. Chairez will spend an average of 2.0 hours/month (over the grant timeframe of 36 months) on Technical Monitoring and Technical Assistance as related to the structural analysis, monitoring the geotechnical investigation and survey documents and findings, final engineering plans and specs as well as technical monitoring via multiple site visits before, during and at the conclusion of construction. The District is estimating Mr. Palmero will spend an average of 2.0 hours/month (over the grant timeframe of 36 months) on Technical Monitoring and Technical Assistance as related to the equipment selection and final engineering plans and specs as well as technical monitoring via multiple site visits before, during and at the conclusion of construction. The District is estimating that an engineering consultant will spend an average of 1.5 hours/month (over the grant timeframe of 36 months) on Grant Management tasks related to Technical Assistance; including technical assistance with the review and discussion of all structural analysis and engineering plans and designs, and review and technical assistance with all environmental and county permitting. The District is estimating that an engineering consultant will spend an average of 1.25/hours/month (over the grant timeframe of 36 months) on Technical Monitoring via multiple site visits before, during, and at the conclusion of construction. The District also estimates that an engineering consultant will spend an average of 1.0 hour/month (over the grant timeframe of 36 months) on tasks related the Managing the Award including Quarterly Reporting, development and review of the Advertisement for Bids, and development and review of the notice to proceed. The District is estimating Ms. Moyle and Ms. Borghino will each have an average of 3.0 hours/month (over the grant timeframe of 36 months) in time related to Managing the Award including documentation for reimbursement requests, verifying and assembling purchase orders related to vendors for the grant project, processing the purchase orders and generating payment for vendor related to the grant project. The District is estimating Ms. Sobol will have an average of 1.25 hours/month (over the grant timeframe of 36 months) related to Managing the Award including Grant file set-up and organization and continued filing of all grant documents. Additional Grant

Management costs for this project are anticipated for the Business Manager, Chris Harris (\$69.65) and the Accounting Specialist, Becky Moyle (\$81.54). The District estimates that Ms. Harris will spend approximately 1 hour/month (for the grant term of 36 months) on Accounting Administration related to grant-related personnel compensation. The District also estimates that Ms. Moyle will spend approximately 2 hours/month (for the grant term of 36 months) on Accounting Administration related to grant-related personnel compensation.