

INDIRECT ADMINISTRATIVE COST CLAIM PROCEDURE

INDIRECT ADMINISTRATIVE COSTS (Subgrantee) in any disaster declared on or after November 13, 2007, will no longer be paid directly by FEMA to the Applicant (Sub-Grantee). Indirect administrative costs are **costs that cannot** be tracked, accounted for and charged directly to a specific project. Costs such as attendance at the applicant briefings, kick off meetings and general audit requirements may be compensated for by the State at project closeout. Supporting documentation for Indirect Costs will be provided by the applicant before final closeout of applicant.

The Applicant must present documentation at closeout for reimbursement of the Indirect Administrative Allowance. The State has designated that up to a one percent (1%) subgrantee (Applicant) Indirect Management Cost may be paid based on the FEMA approved eligible cost per applicant. There is a \$20,000 cap per applicant.

TO APPLY YOU WILL NEED:

Personnel Costs: You must provide a detailed spreadsheet listing your actual personnel cost. That includes what you did, date, your actual time (in hours) doing this work, your pay rate, your fringe rate.

Equipment Costs: If you used a vehicle for an eligible trip, list where you went on a spreadsheet. Also list where you went, why, date, your actual time (in hours) doing this for vehicle use. This vehicle use time would be multiplied by the FEMA hourly rate found in the FEMA EQUIPMENT RATES. An alternate method of documenting trip cost would be to calculate mileage both ways and multiply by the state mileage rate of 44 cents per mile. Also list where you went, why, date, etc.

Materials Cost: If you used materials to document indirect cost, provide pro-rated copies of invoices (or justification such as cost per copy) along with why it was used and date used.

Summary Sheet: List summary cost of Personnel, Equipment and Materials. Make sure your request is totaled.

Example spreadsheets from the Reimbursement Procedures are provided. You could also make similar forms of your own on EXCEL. You will have to document your Indirect Administrative Costs in the same way you would PW costs for FEMA.

Reimbursement will be limited to amount of your actual documented Indirect Administrative Costs with the maximum being up to 1% of the estimated (small project) or actual (large project) PW with costs approved by FEMA. Your maximum 1% allowable reimbursement will be listed on your payment spreadsheet, received with your PW payment/ documentation. The State maximum for Indirect Cost reimbursement for individual applicants is \$20,000.

When you have your actual Indirect Administrative Costs documented, please forward them for reimbursement to: **Carmen L. Spencer by use of the following options:**

cspencer@dhs.in.gov or Fax (317) 234-7236
Indiana Department of Homeland Security
Indiana Government Center South
302 W. Washington St., Room W-046
Indianapolis, IN 46204