

MANAGEMENT & ADMINISTRATIVE COST ELIGIBLE ITEMS LISTING

Direct Management & Administrative Costs (Direct Costs are those that can be identified specifically with a particular final cost objective - Project Worksheet) Examples listed below may include but not limited to:

1. Complete Appropriate Forms as Necessary
 - All time involved in preparing forms
 - Any time needed to copy forms
 - Cost to copy forms – if any
 - Time spent to review forms
 - Preparing files and filing system required
2. Working with the State during Project Monitoring and Final Inspection
 - Site inspections
 - Project worksheet reviews
 - Office equipment (Computers, printers, etc)

In-Direct Management & Administrative Costs (Indirect costs are those: (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefited, without effort disproportionate in the results achieved) Examples listed below may include but not limited to:

1. Identifying Damage
 - Phone calls made and received to gain information
 - Any on site trips
 - Discussions with response personnel
2. Conducting Applicant's Briefings
 - Attending the meeting itself
 - Preparing for the meeting
 - Phone calls relating to the meeting
 - Office supplies
 - Completing Forms
3. Assessing Damage
 - Collecting cost data
 - Developing cost estimates
 - Office supplies
4. Preparing for Audits
 - Time preparing for audit
 - Materials required for audit
 - Time required for the audit itself
 - Returning documentation to filing system

ACKNOWLEDGED AND READ BY THE APPLICANT

APPLICANT'S NAME AND FIPS NUMBER