

Streamflow Rehabilitation Assistance Program

15% Administrative Costs FAQ

StRAP Contracts state: *“A portion of the funds awarded to the Grantee may be used to reimburse actual documented engineering, technical assistance, and administrative expenses for the project, excluding any salary, benefits, and operating expenses that would normally have been paid by the Grantee. Reimbursement of engineering, technical assistance, and administrative expenses shall be limited to 15% of total reimbursed expenditures.”*

What are Admin Costs?

“Admin Costs” collectively refers to costs associated with project administration, engineering, or technical assistance. This includes costs such as purchasing equipment your staff needs while working on the project, hiring an outside firm to manage the project, or hiring new staff to oversee the project. This is in contrast to “project work costs”, which refers to the amount paid to the contractors completing the on-the-ground project work (EX: removing debris from streams).

What are project work costs?

These are any amount paid to the contractor(s) completing the on-the-ground work (such as stream debris removal or construction work on PL-566 structures), which does not count towards the 15% admin allowance. At least 85% of total reimbursements must be for project work costs.

How much can be spent on Admin/Engineering/Technical Assistance costs?

Up to 15% of total reimbursements can be for administrative, engineering, or technical assistance (collectively called “admin costs”). Please note that this means 15% of reimbursements paid out thus far can be for admin expenses. A grantee cannot receive administrative reimbursements until at least some project work is completed.

For example: in a StRAP award of \$100,000, if the grantee uses the full \$100,000, then up to \$15,000 of reimbursements could be for admin costs. The grantee could not receive the full \$15,000 in admin costs until the remaining \$85,000 was spent on project work costs. If the first section of stream debris removal was completed for \$8,500 in project work costs, the first reimbursement could be up to \$10,000- this would include both the \$8,500 in project work costs (85% of total amount reimbursed) and up to \$1,500 in admin expenses (15% of the total reimbursed so far). As the total amount of completed work increases, the total amount of admin costs that can be reimbursed increases, since up to 15% of the total amount reimbursed can be for admin costs.

The 15% administrative allowance is calculated based on the total amount actually reimbursed, not the awarded amount. For example, if a grantee was awarded \$100,000 but the project is completed underbudget so that the total costs (both project work costs and admin costs) only come to \$50,000, then the maximum amount of admin costs that could be reimbursed is \$7,500 (15% of the \$50,000 final cost). Any admin costs above \$7,500 could not be reimbursed.

Does the 15% come from the total award amount?

Yes. Up to 15% of your awarded amount can be used to reimburse admin costs. For example, if a grantee receives an award of \$100,000, they could spend at least \$85,000 on project work and up to \$15,000 on admin (not exceeding the total award of \$100,000). They would not be reimbursed for \$100,000 of project work and an additional \$15,000 of admin costs.

Do I have to use any StRAP funds on admin costs?

No- grantees are welcome to use 100% of their award amount to pay for project work costs (such as paying contractors to remove stream debris). Using a portion of the StRAP award to pay for administrative expenses is an option, but not required. Grantees can use anywhere between 0% and 15% of their StRAP award to reimburse admin costs.

Do Admin Costs need to be Documented for Reimbursement?

Yes. The total amount of admin costs reimbursed should be outlined on the StRAP Request for Payment form. Because StRAP is a reimbursement program, every reimbursed cost, whether project work or admin, must have an accompanying receipt attached to the Request for Payment.

Can equipment be reimbursed?

Yes. Grantees can use StRAP funds to purchase equipment needed by the grantee to complete project tasks. This can include both physical equipment (waders, boots, kayak, etc.) as well as other purchases (licenses for mapping software, stamps for mailing access letters to landowners). All reimbursed equipment purchases must be documented and a receipt/invoice for the item attached to the StRAP Request for Payment. This only applies to equipment purchases made by the grantee- any equipment a contractor purchases to complete their work would be considered a project work cost, and would NOT count towards the 15% administrative limit. For specific examples, please review the document "Admin Cost Examples" on <https://www.ncagr.gov/SWC/watershed/StRAPResources.htm>

Can outside project management be reimbursed?

Yes. If a grantee hires an outside firm to provide project management for the StRAP project (documenting areas needed for work, directing contractors, contacting landowners, overseeing advertisement of bids, etc.), this cost can be reimbursed, but would count as part of the 15% admin allowance.

What if admin costs exceed 15% of costs?

If you are performing stream debris removal, any admin amount above 15% of total reimbursed costs could not be reimbursed by StRAP. If you are performing PL-566 structure repair, please speak with StRAP staff.

How should admin costs be documented on the Request for Payment (RFP)?

In Section 2 of the RFP form, the box “Total spent this invoice period from contract Budget” should include both project work expenses AND any admin cost expenses to be reimbursed on this RFP.

Streamflow Rehabilitation Assistance Program Project Invoice Form (ver. 1, 4/2022)

Please fill in Parts 1-7 and send, along with necessary backup, to:		Heather.Reichert@ncagr.gov	NOG NOT on SFL <input type="checkbox"/>
Payee Organization Name		Invoice #	
1 Project Name:	Streamflow Rehab Project	Payment Authorization	
Contract Number		Tax ID #	
Contract Expiration Date		PO Line	
Request No.:	Date:	Payment Amount	

Contract Amount:		Amount contract Funds Remaining:	\$0.00
	a	b	c
Activity	Contract Budget	Previously Spent from contract Budget	Total spent this invoice period from contract Budget
2 StRAP Contracts			\$ -
	Amount Requested this Invoice		\$ -

In Section 6 of the RFP form spreadsheet, the box “Admin allowed (15% Max)” will automatically calculate the total amount of admin costs that can be reimbursed so far in your project, based on the total amount you have requested in reimbursement across all submitted RFPs.

6	Administration/Technical Assistance (Not to exceed 15% of total expended contract funds, not including matching funds)	Admin allowed (15% max):	Admin Previously Invoiced :	Total Admin this Invoice	Total Admin Invoiced to Date
		\$ -			\$ -
	Detailed Admin Expenses Claimed this Invoice (Must be related to implementation, Salary/Benefits for existing salaried staff not eligible, without prior written approval, Must attach supporting documentation) Please add rows as needed.	Salary/Benefits	Equipment	Supplies	Total
				\$ -	
				\$ -	

For each admin cost being reimbursed, please include a receipt/invoice documenting that cost.