



August 17, 2026

Mr. Kim Stenson, Director
South Carolina Emergency Management Division
2779 Fish Hatchery Road
West Columbia, SC 29172

Attention: Mr. Tyler Spires, State Hazard Mitigation Officer

Reference: Hazard Mitigation Grant Program (HMGP) Project
DR-4829-0012-P
Cherokee County Hazard Mitigation Plan

Dear Mr. Stenson:

We are pleased to inform you that the project referenced above has been approved for \$73,500.00 with a federal share of \$55,125.00 (75%) and a non-federal share of \$18,375.00 (25%). The non-federal share will be paid by Cherokee County.

In conjunction with the award of the project, the Recipient has requested FEMA approval of Subrecipient Management Costs (SRMC) for estimated Personnel expenses. Based on the Subrecipient's management cost request, \$3,675.00 has been approved and obligated.

The following is the approved Scope of Work (SOW) for the project:

Cherokee County will create a planning review team, to include representatives from public and critical infrastructure partners in the community to update the county's Hazard Mitigation plan. The team will reference all current and former plans in the process to help ensure all inputs incorporate information based on the findings. The updated plan will be submitted to FEMA for approval.

The following standard conditions apply for the planning grant:

- The planning process implemented through this grant must comply with the Local Hazard Mitigation Plan requirements contained in 44 CFR 201.
- Complete draft plan documents must be submitted to the State and our office for review and comment at least 6 months prior to completion of the grant such that any necessary revisions may be made prior to adoption and within the approved Period of Performance (POP).
- The final plan documents must be submitted to the State and our office for review and approval prior to the end of the Period of Performance of the sub-grant, and FEMA approval must be obtained prior to sub-grant closeout.
- The plan must be adopted by the governing body of at least one participating jurisdiction within one year of the initial FEMA finding of approvable pending adoption.

Subrecipient Management Costs (SRMC):

Expenditure of subrecipient management costs must adhere to FEMA Policy #104-11-1 Hazard Mitigation Grant Program Management Costs (Interim) signed November 14, 2018. FEMA defines management costs as any:

- Indirect costs
- Direct administrative costs, and
- Other administrative expenses associated with a specific project

Administrative costs are expenses incurred by a recipient or a subrecipient in managing and administering the federal award to ensure that federal, state, or tribal requirements are met including:

- solicitation, development, review, and processing of sub-applications
- delivery of technical assistance
- quarterly progress and fiscal reporting
- project monitoring
- technical monitoring
- compliance activities associated with federal procurement requirements
- documentation of quality of work verification for quarterly reports and closeout
- payment of claims
- closeout review and liquidation
- records retention

Any activities that are directly related to a project are not eligible under management costs. For example, architectural, engineering, 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. These activities cannot be included under management costs.

The Interim Policy requires management costs to be obligated in increments sufficient to cover recipient and subrecipient needs, for no more than one year, unless contractual agreements require additional funding. FEMA has established a threshold where annual increments will be applied to larger awards allowing smaller awards to be fully obligated. The table below explain how obligations will be handled by the size of the total subaward (federal share and required non-federal share).

Total Award Amount	Obligation Timeframe
Subrecipient Management Costs for Subaward	
Over \$1 million (Management costs equal to or more than \$50,000)	• Subrecipient subawards over \$1 million (or management costs equal to or more than \$50,000) will follow FEMA's Strategic Funds Management (SFM) process. The SFM process may or may not be on an annual obligation cycle and will follow the SFM process described in the FEMA Hazard Mitigation Assistance Guidance (2015). • FEMA and the non-federal entities will review the budget and work schedule to ensure that the project supports incremental obligation. FEMA will execute obligations in increments, based on the project meeting an established project milestone schedule, until the project is completed.

\$500,000 - \$1,000,000 (Management costs between \$25,000 and \$50,000)	• Subrecipient subawards between \$500,000 - \$1 million (or management costs between \$25,000 - \$50,000) will be obligated by FEMA in increments sufficient to cover recipient and subrecipient needs for no more than one year unless contractual agreements require additional funding. • Amount of increments determined based on applicant's management costs budget and schedule.
Under \$500,000 (Management costs under \$25,000)	• Subrecipient subawards under \$500,000 (or management costs under \$25,000) can be fully obligated by FEMA at time of award.

FEMA will reimburse management costs based upon actual costs, with 100 percent federal funding up to 5 percent of the HMGP total award amount for Subrecipients. Regardless of when subawards are obligated, if the total amount of the grant award is adjusted for any reason, FEMA will de-obligate management costs that exceed the 5 percent cap for subrecipients based on updated calculations. The Recipient will reconcile subrecipient management costs against actual costs of the total award on a quarterly basis.

Quarterly Progress Reporting:

Per 44 CFR 206.438(c), recipients must provide a quarterly progress report to FEMA indicating the status and completion date for each project funded. The report should also include any problems or circumstances affecting completion dates, scope of work, or project cost that may result in non-compliance with the approved grant conditions. Please include this HMGP project in your future quarterly reports.

Scope of Work Changes:

The recipient must obtain prior approval from FEMA before implementing changes to the approved project SOW. Per the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 2 CFR 200:

- The Recipient must obtain prior written approval for any budget revision which would result in a need for additional funds.
- A change in the scope of work must be approved by FEMA in advance regardless of the budget implications.
- The Recipient must notify FEMA as soon as significant developments become known, such as delays or adverse conditions that might raise costs or delay completion, or favorable conditions allowing lower cost or earlier completion.

Period of Performance:

FEMA does not establish activity completion timeframes for individual subawards. Recipients are responsible for ensuring that all approved activities are completed by the end of the grant Period of Performance (POP). The POP for DR-4829 is April 28, 2030. Any extensions of the grant POP must be submitted to FEMA 60 days prior to the expiration date.

Project Closure:

In accordance with 44 CFR, Section 206.438(d) the Governor's Authorized Representative (GAR) is required to "certify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measure is in compliance with the provisions of the FEMA-State Agreement." Therefore, to close this project, the GAR shall send a letter requesting closure to include the above certifications, as well as the following:

- Date work on the project was fully completed
- Date of the recipient's final site inspection for the project
- Total final project cost, with the Federal and Non-Federal share
- Identified cost underrun (Fed and non-Fed share) as applicable
- Documentation that any conditions of the grant have been complied with, to include programmatic, environmental, and/or other conditions as identified in the award letter .

The obligation report and REC are included for your records. The obligated funds are available for withdrawal from the **Payment Management System** on sub-account number **4829DRMSP00000125**.

We look forward to working with you and your staff. If we can be of further assistance, please contact Khadiya Kemp-Masters at (404) 431-9021.

Sincerely,

Shemeeka H. Johnson, Chief
Hazard Mitigation Assistance Branch
Mitigation Division

Enclosure:
Obligation Report Supplemental 6

HAZARD MITIGATION GRANT PROGRAM

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4829	12 -P	0	25	1	6	SC	Statewide

Subrecipient: Cherokee (County)

Project Title : Cherokee County Hazard Mitigation Plan

Subrecipient FIPS Code: 021-99021

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
\$55,125.00	\$55,125.00	\$0.00	\$0.00

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
\$55,125.00	\$3,675.00	\$58,800.00	07/28/2026	Accept	2026

Comments

Date: 07/28/2026 User Id: KKEMPMA1

Comment: 4829-0012 Cherokee County Hazard Mitigation Plan ; App ID 25 ; Amendment 0; Total Fed Share obligated \$55,125.00; SMRC: \$ to be reported on July Spend Plan; POP 04.28.2030; Plan Expires 08/15/2027

Date: 07/28/2026 User Id: DBURKETT

Comment: 4829-0012-P-DR-SC-HM, Declaration 09/29/2024, Cherokee (County), Plan Expires 08/15/2027, Grant Period of Performance 06/27/2030, Application 25 Cherokee County Hazard Mitigation Plan Allocation 5 July Spend Plan Federal share \$55,125.00 SRMC \$3,675.00 total obligation \$58,800.00 Supplement 6 approved HMO.

Authorization

Preparer Name: KHADIYJA KEMP-MASTERS

Preparation Date: 07/28/2026

HMO Authorization Name: DEBORAH BURKETT

HMO Authorization Date: 07/28/2026