



Governor Douglas A. Ducey

# State of Arizona Department of Homeland Security



Director Gilbert M. Orrantia

## Funding Restrictions for Management and Administration (M&A), Planning, and Organizational Activities

The Arizona Department of Homeland Security (AZDOHS) and the Federal Department of Homeland Security (DHS) have defined restrictions on the use of grant funds related to Management and Administration (M&A), Planning, and Organizational activities. Below is an overview of restrictions:

- Supplanting is not permitted
- M&A, Planning, and Organizational costs must be identified and approved in the grant application
- Indirect costs must be identified and approved in the grant application
- Pre-award costs are not allowable
- Items may be considered for reimbursement only if items are preapproved, supporting documentation is provided and the expenditures are deemed reasonable by AZDOHS

### Management and Administration (M&A) Limits

Maximum percentages have been established in each of the funding years for each of the applicable funding sources. M&A is to be used solely for management and administrative purposes associated with Homeland Security Grant Program Subrecipient Agreements.

Allowable M&A costs may include:

- Authorized expenditures including costs associated with Subrecipient Agreement requirements and compliance with reporting, data collections, reimbursements and site monitoring
- Hiring of full- or part-time staff or contractors/consultants to assist with the Subrecipient Agreement management requirements
- Overtime costs
- Authorized office equipment/supplies (not allowable under Operation Stonegarden)
- Travel
- Meeting related expenses
- Recurring expenses such as those associated with cell phones during the period of performance of the Subrecipient Agreement (not allowable under Operation Stonegarden)
- Leasing or renting space for personnel during the period of performance of the Subrecipient Agreement (not allowable under Operation Stonegarden)

M&A activities must be directly related to the management and administration of the Subrecipient Agreement, not to the project the Subrecipient Agreement supports. Example: Preparing a bid solicitation is not an M&A reimbursable cost.

## Planning Limits

Planning costs should be used to develop the program/project as outlined in the application. Employees who are charged all or partially to planning activities will typically have the following job duties:

- Develop hazard/threat-specific annexes that incorporate the range of prevention, protection, response, and recovery activities for a scenario
- Develop and implement homeland security support programs
- Develop related terrorism and other catastrophic event prevention activities
- Develop and enhance plans and protocols
- Develop or conduct assessments

Allowable planning costs may include:

- Hiring of full- or part-time staff or contractors/consultants to assist with planning activities
- Costs associated with conference to facilitate planning activities
- Costs associated with materials required to conduct planning activities
- Travel, lodging, and meals and incidentals costs related to planning activities
- Overtime and backfill (in accordance with operational Cost Guidance)

## Organizational Limits

Organizational costs should be used to develop the program/project as outlined in the application. Allowable organizational costs include:

- Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites
- Overtime for information, investigative, and intelligence sharing activities
- Hiring of full- or part-time staff/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities

Organizational costs as listed above are only allowed up to 50 percent of the allocation.

Homeland Security Grant Program funds may only be used for the purposes set forth in the grant and must be consistent with the statutory authority for the award. Funds may not be used for matching funds for other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings.

For questions or more information, contact your Regional Strategic Planner at 602-542-7013 or visit [www.azdohs.gov](http://www.azdohs.gov).

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