



State of Arizona Department of Homeland Security



Governor Janice K. Brewer

Director Gilbert M. Orrantia

Arizona Department of Homeland Security 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 have defined restrictions of the use of grant funds related to Management and Administration (M&A) and planning activities. Below is an overview of these restrictions:

- Supplanting is not permitted
- Indirect costs are not eligible for reimbursement
- M&A and planning costs must be identified and approved in your grant application
- All expenditures must be reasonable
- Pre-award costs are not allowable
- M&A activities must be directly related to the management and administration of the grant, NOT the project the grant supports. Example: Preparing a bid solicitation is NOT an M&A reimbursable cost.
- Authorized expenditures include costs associated with subgrantee requirements and compliance with reporting, data collections, reimbursements, and site monitoring.
- Items may be considered for reimbursement if 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 grant awards.

Other allowable planning costs may include:

- Hiring of full- or part-time staff or contractors/consultants to assist with the grant management requirements.
- Overtime costs
- Authorized office equipment/supplies
- Travel
- Meeting related expenses
- Authorized office equipment
- Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program.
- Leasing or renting space for personnel during the period of performance of the grant program.

Planning Limits

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

- Develop scenario plans that incorporate the range of prevention, protection, response, and recovery activities for a scenario
- Develop and implement homeland security support programs
- Develop related terrorism prevention activities
- Develop and enhance plans and protocols
- Develop or conduct assessments

Other allowable planning costs may include:

- Hiring of full or part-time staff or contract/consultants to assist with planning activities
- Costs associated with conferences to facilitate planning activities
- Costs associated with materials required to conduct planning activities
- Travel/per diem costs related to planning activities
- Overtime and backfill (in accordance with operational Cost Guidance)

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