



# Indiana Department of Homeland Security

## Information Bulletin

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TO: All IDHS Program Managers  
All IDHS Division Directors  
All District Administrative Coordinators  
All District Coordinators  
All District Fiscal Agents

From: Rachel Woodall  
Grants Management Section  
Indiana Department of Homeland Security

Subject: Management and Administration Expenses

### Purpose

The purpose of this Information Bulletin is to clarify management and administration (M&A) expenses for those seeking reimbursement on non-disaster grant programs managed by the Indiana Department of Homeland Security (e.g. SHSP, EMPG, UASI, etc.).

### General

According to federal grant guidance, states may pass through a portion of the eligible state M&A allocation to local sub-recipients to support local management and administration activities. Since 2007, M&A has been limited to 3% of the total award.

Management and administration funds may be used solely for management and administrative purposes associated with the grant award to include:

- General administrative functions such as accounting, financial and cash management, procurement, property management, personnel management, and payroll
- Audit functions and those duties associated with coordinating the resolution of findings originating from audits, monitoring, incident reports, or other investigations
- General legal services

### Additional Guidance

The following M&A costs are allowable only within the period of performance of the grant program. All M&A expenses must be allowable, reasonable, and allocable. They ***must not*** be used to supplant existing budget items, ***must not*** be applied to staff salaries supplemented by EMPG funds, and ***must*** be over and above ordinary daily duties. Additional documentation to justify M&A expenses will likely be required to demonstrate all requirements have been met. Eligible expenses include (but are not limited to):

- Hiring of full-time or part-time staff or contractors/consultants:
  - To assist with pre-application submission activities and application requirements
  - To assist with the coordination and implementation requirements of the grant(s)

- Meeting compliance with reporting and data collection requirements, including data call requests
- Travel expenses:
  - Travel costs (e.g. airfare, mileage, per diem, hotels) are allowable as long as the travel is to/from an M&A event.
- Meeting related expenses:
  - Costs of meetings and conference where the primary purpose is the dissemination of technical information related to the grant(s) is allowable. These expenses include costs of transportation, rental of facilities, and other items incidental to such meetings or conferences.
- Other allowable M&A expenses:
  - Acquisition of authorized office equipment, including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which may be required to support the implementation of the grant(s).
  - Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc. for eligible employees/contractors.
- Leasing and/or renting of space for newly hired personnel to administer grant(s).

### **Questions**

Any questions pertaining to the performance period end dates may be submitted to the IDHS Grants Management Section, [grants@dhs.in.gov](mailto:grants@dhs.in.gov), 317-234-5917.