



Missouri Office of Homeland Security

Division of Grants

Information Bulletin

OHS-GT-2012-003-03

Subject: Policy on Funding Restrictions for Management and Administration Costs

Applicable To: SHSP/NSGP/UASI

Effective Date: July 1, 2020

Table of Contents

- I. Introduction**
- II. Management and Administration (M&A) Limits**
- III. Procedure for Reimbursement of M&A Expenses**
- IV. Grant Contact Information**

I. Introduction

The Federal Department of Homeland Security (DHS) has clearly defined restrictions of the use of grant funds related to Management and Administration (M&A) reimbursable costs. The Missouri Office of Homeland Security (OHS), Division of Grants, is providing this policy to assist local governments, state agencies, and nonprofits in understanding federal and state requirements regarding M&A.

This information bulletin replaces OHS-GT-2012-003-02 “Policy on Funding Restrictions for Management and Administration Costs” dated September 18, 2018.

II. Management and Administration (M&A) Limits

Maximum percentages have been established in each funding year for each applicable funding source. The M&A is to be used solely for management and administrative purposes associated with the Homeland Security Grant Program (HSGP).

- Supplanting is not permitted
- M&A costs must be identified and approved in the project budget
- All expenditures must be necessary and reasonable, as deemed by the OHS
- Pre-award costs are not allowable
- Activities must be directly related to the management and administration of the grant, not the project the grant supports
- Authorized expenditures include costs associated with subrecipient requirements and compliance with reporting, data collection, reimbursement, and site monitoring
- The following items may be considered for reimbursement; if pre-approved; within the period of performance of the grant; supporting documentation is provided; the expenditures are M&A related; and deemed reasonable by the OHS:
 - Hiring of full or part-time staff (net increase of a full-time employee must be documented) or contractors/consultants to assist with the grant management requirements
 - Overtime costs
 - Authorized office equipment/supplies
 - Indirect costs at the rate approved by the subrecipient’s cognizant agency
 - Travel

- Meeting related expenses
- 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

OHS 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.

III. Procedure for Reimbursement of M&A Expenses

When submitting claims for reimbursement of M&A expenses, subrecipients are required to submit:

- Claim in WebGrants
- Invoice (example: temporary clerical support/invoice)
- Proof of payment (i.e., copy of cancelled check or payroll journal)
- Proof of delivery (i.e., signed packing slip, receipt, or statement in writing indicating the purchased items were delivered)

For personnel costs, subrecipients are required to submit:

- Claim in WebGrants
- Invoice (example: temporary clerical support/invoice)
- Proof of payment (i.e., copy of cancelled check or payroll journal)
- Timesheet(s)
- Wage and benefit cost(s)
- Signed salary certification

OHS-GT-2012-003-03
July 1, 2020

For additional information on reimbursement, see OHS Information Bulletin (IB) OHS-GT-2012-005 – Policy on Claim Request Requirements including OHS Reimbursement Checklist, as amended.

IV. Grant Contact Information

OHS grant point of contacts can be located at the following link:
<http://www.dps.mo.gov/dir/programs/ohs/grantstraining/?h=0>

Office of Homeland Security, Division of Grants
Lewis & Clark State Office Building
1101 Riverside Drive
P.O. Box 749
Jefferson City, Missouri 65102
Phone: 573-526-9020
Fax: 573-526-9012