



**Homeland  
Security**

**G&T Information Bulletin  
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**TO** All State Administrative Agency Heads  
All State Administrative Agency Points of Contact  
All Urban Area Core City/Core County Points of Contact

**FROM:** Tracy A. Henke  
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**SUBJECT:** Personnel Costs Clarification

Page 45 of the FY 2006 Homeland Security Grant Program (HSGP) Program Guidance and Application Kit states:

“Up to 15% of programmatic spending may be used to support the hiring of full or part-time personnel to conduct program activities that are allowable under the FY 2006 HSGP (i.e., planning, training program management, exercise program management, etc). Grantees may request that DHS issue a waiver to increase that ceiling. Waiver decisions are at the discretion of DHS and will be considered on a case-by-case basis. The ceiling on personnel costs does not apply to contractors, and is in addition to eligible M&A costs and eligible hiring of intelligence analysts. Grantees may hire staff only for program management functions not operational duties.”

This Information Bulletin serves to clarify that the 15% ceiling applies to each grant program within the FY 2006 HSGP (SHSP, UASI, LETPP, MMRS, and CCP), not the aggregate HSGP award or each individual sub-award.

Grantees are reminded that homeland security grant funds are intended to supplement personnel and resources and should not be used as a means to supplant already-existing funding appropriated from State and local governments.

Grantees are also reminded that staff may be hired only for program management functions, not operational duties. Hiring planners, training program coordinators, exercise managers, and grant administrators fall within the scope of allowable program management functions. Grant funds may not be used to support the hiring of sworn public safety officers to fulfill traditional public safety duties.

For more information, please contact your G&T Preparedness Officer, or the G&T Helpline at (800) 368-6498 or [askcsid@dhs.gov](mailto:askcsid@dhs.gov).