

## CLARIFICATION ON CATEGORIZATION OF PERSONNEL COSTS IN THE 911 GRANT PROGRAM

The [Budget Template](#) and the Grants Tracking System for the NG911 Grant Program break grant costs into seven specific categories. The ICO is issuing this clarification in response to questions from grantees about how to classify personnel costs (including the cost of fringe benefits) within those designated categories.

911 Grant Program personnel costs, including contracted personnel costs, fall into three categories:

- **AD – Administrative:** Administrative personnel expenses incurred as a direct result of participation in/management of the grant program, limited to up to 10 percent of grant funds. Administrative costs may include personnel costs related to general grant management and oversight, program planning, policy development, and financial and contract assistance, among other tasks.
- **OP – Operation:** Personnel expenses directly associated with carrying out programmatic activities of the 911 Grant, including implementation and operation of NG911 services. Operation costs may include personnel/fringe costs for direct implementation of project activities by recipient personnel, such as the personnel costs related to the development of GIS. Note that costs related to the operation of the NG911 system, including personnel costs, are only allowable to operate a dual system until such time as the legacy 911 system is shut down.
- **CS – Consulting Services:** Contracts for consulting services may also include personnel costs for the contracted consultant.

(Please note that both categories, Administrative and Operation, may also contain non-personnel costs.)

*The 911 Grant Program NOFO is the official grant document for this funding opportunity. Nothing in this document is intended to conflict with or supersede the NOFO. Any perceived conflict must be resolved by reference to the NOFO.*