



Governor Douglas A. Ducey

State of Arizona Department of Homeland Security



Director Gilbert M. Orrantia

AZDOHS FOOD AND BEVERAGE POLICY

In July, 2017 the Arizona General Accounting Office issued a policy regarding the purchasing/providing of meals at certain training activities. This policy can be found in the State of Arizona Accounting Manual (SAAM), Topic 80; Section 12 or at <https://gao.az.gov/sites/default/files/8012%20Food%20and%20Beverages%20Associated%20with%20Certain%20Exercices%20and%20Operations%20170630.pdf>

This policy is effective for all grant funds managed by the Arizona Department of Homeland Security (AZDOHS) and will be followed very strictly for all training and exercise funds awarded by project as well as all regional training and exercise grants managed by the Arizona Department of Emergency and Military Affairs (DEMA).

Subrecipients should familiarize themselves with this policy if requesting food/beverages and **must** obtain prior approval from the AZDOHS for the purchase of any food/beverage at training/exercise activities and are reminded of the requirement to adhere to and conform to all SAAM principles and policies as well as their own local/Tribal policies. Whichever policy is most restrictive is the one that should be followed. Generally speaking, if the training/exercise can be conducted without the purchase of food/beverage then they should be.

The allowability of food/beverages will in most instances be the exception and not the norm. Light refreshments (including, but not limited to, coffee, soft drinks, pastries, fruit, baked goods, candy, etc) will not be reimbursed under any circumstance. In accordance with policy 6.2, bottled water may be provided (but must first be approved by the AZDOHS) if the need can be demonstrated per Topic 80; Section 25: Bottled Water <https://gao.az.gov/sites/default/files/8025%20Bottled%20Water%20150701.pdf>.

Process for Requesting Consent to Purchase Food/Beverages

Subrecipients are prohibited from utilizing grant funds to purchase food/beverages without prior written approval from the AZDOHS. If a subrecipient believes that food/beverages should be allowed for approved trainings/exercises, they should consult the Food and Beverage policy to determine if the need exists and must demonstrate, in writing, the following:

1. Description of training/exercise
 - a. Duration (including start and end times)
 - b. Location
 - c. Estimated number of participants
2. Description of food/beverages to be purchased including price per person, total cost and type of food/beverage

3. Compelling reasons why the HSGP grant should reimburse subrecipient for food/beverage expenses
 4. Substantiation that providing food/beverages at the training/exercise provides a savings for the State/local jurisdiction.
- Requests must be submitted to your Regional Strategic Planner if the jurisdiction is using funds that they have retained for training/exercise.
 - Requests must be submitted to DEMA along with the training/exercise preapproval request when using MOU funds.
 - Requests must be received by AZDOHS/DEMA **no later than 30 days prior** to the start of the event. Failure to submit documentation within the prescribed time prior to the event for approval will result in the denial of reimbursement for food/beverage purchases.

Requests for Food/Beverages must be submitted regardless of whether or not food/beverages was included in the approved application.