



Governor Douglas A. Ducey

State of Arizona Department of Homeland Security



Director Gilbert M. Orrantia

May 6, 2020

MEMORANDUM FOR: All AZDOHS Stakeholders Receiving Funds for Training,
Exercise and Conferences

FROM: AZDOHS Finance and Administration

SUBJECT: Costs associated with cancelation of events due to COVID-19

Several AZDOHS subrecipients were awarded funding in current projects to attend trainings, exercises and conferences which have either been canceled by the vendor, or the subrecipient has determined that due to the COVID-19 pandemic their agency will not allow for travel to such events. This memo serves as guidance on how to proceed with refunds and costs associated with those cancelations.

If a training, exercise or conference was cancelled and the sponsor of the event provided an opportunity to carry a registration to a rescheduled future date that is **outside of the period of performance*** of the project (including an opportunity to attend virtually) in which the subrecipient was planning on using to charge the expenses, then the subrecipient should request a refund on the registration. If the subrecipient has already submitted for reimbursement from the AZDOHS then the subrecipient should request a refund from the vendor and either reimburse the AZDOHS or use the funds to offset a future reimbursement on the project.

If the subrecipient incurred other costs that are non-refundable, then the subrecipient should request a credit to be used at a later date. These expenses can be reimbursed. If the credit can be used within the period of performance then it should be; however, if not, then the subrecipient should use it for future HSGP grant related travel, to the extent possible.

If other costs were incurred for materials, supplies, etc., the subrecipient should request a refund; however, if a vendor will not refund the expense, then those expenses can be reimbursed by the grant.

In the case of costs associated with the subrecipients' decision to cancel, the same steps should be taken as above. If expenses can be refunded, then they should be, if only

credits are available, then they should be taken and used towards future HSGP related travel to the extent possible, and if costs incurred cannot be refunded or credits given, then the subrecipient can submit for reimbursement.

In any case or scenario, the subrecipient should document and annotate the circumstances and submit such documentation to the AZDOHS when either submitting for reimbursement or refunding already reimbursed expenses.

***At this time, the original period of performance (October 1, 2019-September 30, 2020) will stand for all FFY 2019 projects. Extension requests for reasons other than training will still be reviewed and approved as normal on a case-by-case basis through AZDOHS Planning and Preparedness.**

Financial questions including refunds and reimbursements should be sent to the regional AZDOHS Finance and Administrative contact:

- Kevin Mancino – State Agencies, Central Region, UASI, DPS Stonegarden
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- Jennifer Guimond – South Region, Stonegarden
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- Rhonda Wellan – North, East, and West Regions
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