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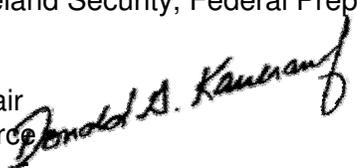


Don Kauerauf – Acting Chair
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ITTF POLICY STATEMENT 2011 (5)

TO: U.S. Department of Homeland Security, Federal Preparedness Fund Sub-recipients

FROM: Don Kauerauf, Acting Chair
Illinois Terrorism Task Force 

DATE: September 1, 2011

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding Food and/or Beverages Provided for Homeland Security Training/Exercise Sessions, Meetings or Conferences (**to supersede ITTF Policy Statement 2007 (2)**)

INTRODUCTION

Governor's Executive Order 2003 (17) created the statewide homeland security advisory committee, the Illinois Terrorism Task Force (ITTF). The ITTF is responsible for developing and helping to implement the state's homeland security strategy as an advisory body to the Governor and overseeing the management and administration of federal preparedness grants. The task force continues to build upon a strong foundation of established working partnerships among its over 60 members, which represent all public safety agencies and associations and every community in Illinois.

GENERAL POLICY STATEMENT

The use of federal preparedness funds to provide food and/or beverages at a training session, meeting, or conference is allowable subject to the conditions stated below:

- Food and/or beverages are provided to participants at training sessions, meetings, or conferences that are allowable activities budgeted by the sub-recipient under the particular federal preparedness grant guidelines.
- Expenses incurred for food and/or beverages and provided at training sessions, meetings, or conferences must satisfy the following three tests:

Voting Members

Adams/McDonough Counties • American Public Works Assoc. • American Red Cross • Archer -Daniels-Midland • Associated Fire Fighters of IL • Central Management Services • City of Aurora • Cities of Bloomington-Normal • Cities of Champaign-Urbana • City of Chicago • City of Joliet • City of Naperville • City of Peoria • City of Rockford • City of Springfield • Cook County DHSEM • DuPage County OEM • Governor's Office • IL Assoc. of Chiefs of Police • IL Assoc. of Public Health Administrators • IL Assoc. of School Boards • IL Attorney General's Office • IL Board of Higher Education • IL Campus Law Enforcement Administrators • IL Coalition of Community Blood Centers • IL College of Emergency Physicians • IL Community College Board • IL Coroners Association • IL Department of Agriculture • IL Department of Corrections • IL Department of Human Services • IL Department of Military Affairs • IL Department of Natural Resources • IL Department of Public Health • IL Department of Transportation • IL Emergency Management Agency • IL Emergency Services Management Assoc. • IL Environmental Protection Agency • IL Firefighters Association • IL Fire Chiefs Association • IL Fire Services Association • IL Fire Service Institute • IL Health Care Association • IL Law Enforcement Alarm System • IL Law Enforcement Training & Standards Bd. • IL Municipal League • IL National Emergency Number Association • IL Office of the State Fire Marshal • IL Public Health Mutual Aid System • IL Public Works Mutual Aid Network • IL Sheriffs' Association • IL State Police • IL State's Attorneys Association • Lake County ESDA • Metro East (St. Clair-Madison) • Mutual Aid Box Alarm System • Quad Cities (Moline-E. Moline-Rock Island) • Regional Superintendents of Schools • Secretary of State Police • Will County EMA

Advisory Members

Argonne National Laboratory • Federal Bureau of Investigations • Dept. of Homeland Security/FEMA-Region V • IL Broadcasters Association • Metropolitan Chicago Healthcare Council • U.S. Army • U.S. Attorney's Office • U.S. Office of the Attorney General • U.S. Coast Guard • U.S. Dept. of Energy • U.S. Dept. of Justice • U.S. Marshals Service • U.S. Postal Inspection Service • U.S. Navy • U.S. Transportation Security Administration

Test 1 - The cost of the food and/or beverages provided is considered to be reasonable, as outlined in the ITTF eligibility statement listed below.

Test 2 - The food and/or beverages provided are for a grant-related activity, as outlined in the ITTF eligibility statement listed below.

Test 3 - The food and/or beverages provided are not related directly to amusement and/or social events. (Any event where alcohol is being served is considered a social event; therefore, costs associated with that event are not allowable).

Anyone receiving per diem allowances or reimbursements who attends any event at which food and beverages are provided must deduct the allowance for these provided meals (i.e. breakfast, lunch, and/or dinner) from his/her per diem allowance as outlined in the State of Illinois, Governor's Travel Control Board, Travel Guide for State Employees (http://www.cms.il.gov/cms/2_servicese_oth/trvlguid.htm).

Unallowable Costs

Unallowable costs include, but are not limited to, the following:

- Costs directly related to entertainment
- Costs directly related to the purchase of alcohol
- Costs for snacks
- Costs for food/beverages during conference breaks

Eligibility Requirements and Procedure for Reimbursement of Food and/or Beverage Expenses

If there is a training session, meeting, or conference in accordance with the General Policy Statement involving management and administration, planning, training, or exercise activities associated with the implementation of a federal preparedness grant funded event, the following must occur in order for the sub-recipient to receive reimbursement for the expenditure:

- Sub-recipient must ask the ITTF Chair or his/her designee for authorization via email or other written communication prior to the event for which the food and/or beverage reimbursement is being sought. The authorization request must provide the purpose of the event and approximate cost of the food and/or beverages provided.
- Food and/or beverages must be for a grant-related activity where leaving the training/exercise site, meeting, or conference location would delay or prevent entity from achieving goals and objectives for the event as outlined in the agenda.
- Event must commence at least one hour prior to and last one hour after the food and/or beverages are provided. The exception is breakfast, where the event is required to last one hour after the food and/or beverages are provided.
- Sub-recipient must keep a sign-in sheet listing the name of each person who is provided food and/or beverages and create an agenda for the event. The sign-in sheet and agenda for the event must be submitted along with the invoice for the food and/or beverages to the ITTF at the time of the reimbursement request.

- Food and/or beverages provided per person shall not exceed the per diem allowance (i.e. rate per breakfast and dinner) as outlined in the State of Illinois, Governor's Travel Control Board, Travel Guide for State Employees. The exception is lunch, in which case the per person rate shall not exceed \$8.00.

EXCEPTION TO THE POLICY

If there is an extenuating circumstance that would prevent a sub-recipient from adhering to this policy or where the per diem rates must be exceeded, the sub-recipient must request in writing to the ITTF Chair an exception prior to the provision of food and/or beverages.

EFFECTIVE DATE OF POLICY

This policy is effective as of September 1, 2011.