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Mike Chamness – Chair
Illinois Terrorism Task Force

ITTF POLICY STATEMENT 2008 (5)

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

FROM: Mike Chamness, Chair 
Illinois Terrorism Task Force

DATE: August 6, 2008

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding Retention of Management and Administrative Funds by the State Administrative Agency (SAA)

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.

OVERVIEW OF STATE ADMINISTRATIVE AGENCY

The State Administrative Agency (SAA) is responsible for the management and administration of the U.S. Department of Homeland Security (DHS) grant programs for the State of Illinois. In this capacity, the SAA will develop and coordinate the submission of grant applications to DHS and complete the implementation of the Initial Strategy Implementation Plan, Biannual Strategy Implementation Report, and State Preparedness Report. The SAA is responsible for assisting federal and state auditors with completion of regular programmatic and financial reviews. In addition, the SAA regularly assists sub-recipients with the implementation of programmatic activities as outlined in their project application. Some of the programmatic functions performed by the SAA include annual documentation of project activities, administration of financial documents and reimbursements, and development of homeland security planning documents and protocols.

Members

Adams/McDonough Counties
American Public Works Assoc.
American Red Cross
Archer -Daniels-Midland
Associated Fire Fighters of IL
Central Management Services
Cities of Bloomington-Normal
Cities of Champaign-Urbana
City of Aurora
City of Chicago
City of Joliet
City of Naperville
City of Peoria
City of Rockford
City of Springfield
Cook County ESDA
Dept. of Homeland Security/FEMA-Region V
DuPage County OEM
Federal Bureau of Investigation
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 College of Emergency Physicians
Illinois 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 Education Association
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 Security Chiefs Association
IL Sheriffs Association
IL State Police
IL States Attorneys Association
Kane County ESDA
Lake County ESDA
Metro East (St. Clair-Madison)
Mutual Aid Box Alarm System
Quad Cities (Moline-E. Moline-Rock Island)
Regional Superintendents of Schools
School Crisis Assistance Team
Secretary of State Police
U.S. Attorney's Office
U.S. Postal Inspectors
Will County EMA

Committees

Bioterrorism
Chicago/Cook County UASI
Communications
Crisis Response & Prevention
Elected Officials
Emergency Management
Fire Mutual Aid
Information Technology
Law Enforcement Mutual Aid
Private Sector
Public Information
Science & Technology
Training
Transportation
Volunteers and Donations

GENERAL POLICY STATEMENT

The SAA will pass-through to the program sub-recipient(s) the required level of grant funds as outlined in the appropriate DHS grant guidance. The SAA reserves the right to retain all or a portion of the authorized percent of the grant funds that may be utilized by the SAA for the management and administration of application requirements listed previously and/or outlined in the grant guidance. The SAA will provide documentation, upon the request of the program sub-recipient(s), demonstrating how these retained funds were used to directly support the management and administration of the grant.

NOTIFICATION OF FUND RETENTION

The SAA will notify the program sub-recipient(s) in writing of the percentage of funds that will be retained for management and administration of the application requirements prior to the issuance of grant obligation documentation between the State of Illinois and the sub-recipient(s).

EXCEPTION TO THE POLICY

If there is an extenuating circumstance that would preclude the SAA from retaining a portion of the grant funds for management and administration of the application requirements, the sub-recipient(s) must request prior to the issuance of the grant award a waiver from the IEMA Director. The IEMA Director reserves the right to establish more stringent requirements for the retention of application funding based on programmatic and organizational needs of the SAA.

EFFECTIVE DATE OF THE POLICY

This policy is effective as of October 1, 2007.