

**Pat Quinn
Governor**



**Andrew Velasquez III
Homeland Security Advisor**

2200 South Dirksen Parkway ~ Springfield, IL 62703-4528 ~ phone: (217) 558-1334 ~ fax: (217) 558-1335
www.ready.illinois.gov

**Mike Chamness – Chair
Illinois Terrorism Task Force**

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

ITTF POLICY STATEMENT 2009 (12)

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

FROM: Mike Chamness, Chair *Mike Chamness*
Illinois Terrorism Task Force

DATE: November 16, 2009

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding Overpayment to Sub-recipients

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

Whenever the ITTF or a sub-recipient determines that there has been an overpayment of federal preparedness funds, duplicate payment, or any other instance in which the sub-recipient has received funds that are not associated with an authorized expenditure, this amount must be returned to the Illinois Emergency Management Agency (IEMA). Any interest earned on the overpayment in excess of the maximum that may be retained shall be remitted to the U.S. Treasury according to federal rules and regulations. The ITTF will no longer adjust future payment(s) to the sub-recipient to account for any funding that is overpaid.

PROCEDURE

Upon discovering an overpayment of federal preparedness funds, duplicate payment, or any other instance in which funds are owed back, sub-recipients must immediately notify the ITTF in writing. Similarly, if an overpayment is discovered by the ITTF, the ITTF will immediately notify the sub-recipient. In either case, the sub-recipient must return the overpayment as soon as practicable to IEMA to limit the amount of interest lost by the federal government as a result of the overpayment. If the sub-recipient has overpaid a vendor, the sub-recipient must take immediate action to recover the overpayment, and, upon receipt, promptly return the funds to IEMA. When returning funds to IEMA, sub-recipients must follow the guidelines described below:

- Checks must be made payable to the Illinois Emergency Management Agency (IEMA).
- A separate check should be remitted to IEMA for each grant for which an overpayment has been identified.
- A cover letter should be included with each check identifying which grant is involved and the circumstances of the repayment.
- The check and cover letter should be mailed to the attention of the appropriate grant manager, Illinois Emergency Management Agency, 2200 S. Dirksen Parkway, Springfield, Illinois 62703.

Once received, the overpayment will be returned to the U.S. Department of Homeland Security on the sub-recipient's behalf. If the federal performance period has not concluded for the grant award for which overpayment or duplicate payment was made or for which funds are owed back for any other reason, IEMA will credit the sub-recipient's obligation with the Illinois State Comptroller. The sub-recipient will be notified by the ITTF when the funds are available to be re-obligated in accordance with the grant or interagency agreement. If the federal performance period has concluded for the grant for which overpayment or duplicate payment was made or for which funds are owed back for any other reason, the sub-recipient will forfeit the funds.

EXCEPTION TO THE POLICY

If there is an extenuating circumstance that would prevent a recipient organization from adhering to this policy, the authorized representative must request an exception to the policy in writing to the IEMA Director or ITTF Chair or his/her designee immediately upon the discovery of the overpayment.

EFFECTIVE DATE OF THE POLICY

This policy is effective as of November 16, 2009.