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**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 (3)

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

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

**DATE:** September 1, 2009

**SUBJECT:** Illinois Terrorism Task Force Policy Statement Regarding Grant Reimbursement Supporting Documentation Requirements

### 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.

### BACKGROUND

The Department of Homeland Security, Office of Inspector General, conducted an audit of the State of Illinois' management of State Homeland Security Grants awarded during Federal fiscal years 2004 through 2006. As a result of the audit, corrective action recommendations were received by the State of Illinois regarding the monitoring of reimbursement requests. Grant reimbursement requests received by the Illinois Emergency Management Agency (IEMA) as the State Administrative Agency did not always include evidence of delivery and unique property identification numbers. Without the appropriate documentation, the State Administrative Agency had no proof that the procured items had been received or appropriately identified for inventory control purposes at the time reimbursement was requested.

## **GENERAL POLICY STATEMENT**

IEMA requires sub-recipients to include affirmation or evidence of delivery and property identification numbers for real property subject to policies and procedures as outlined in the State Property Control Act (30 ILCS 605) and applicable Administrative Rules, or Financial Guide of the Department of Justice (FFY 2005 and earlier) or the Department of Homeland Security (FFY 2006 and later) at the time reimbursement is sought. No reimbursements will be made to sub-recipients without the documentation outlined in this policy statement.

Documentation submitted with the reimbursement request must include the following: (1) evidence or certification that the items have been received by the sub-recipient from the vendor, and (2) the manufacturer serial number or other unique number assigned by the sub-recipient for each item purchased.

## **CREDIBILITY AND AUTHENTICITY OF REIMBURSEMENT REQUESTS**

The submission of documentation that verifies delivery and provides property control identification numbers in support of reimbursement requests will add credibility and authenticity to the requests and provide better oversight of sub-recipients by the SAA. Such documentation also will facilitate verification of purchases and tracking of inventory records by the SAA and sub-recipient.

## **EFFECTIVE DATE OF POLICY**

This policy is effective 60 days after issuance.