

Pat Quinn, Governor
State of Illinois



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ITTF POLICY STATEMENT 2010 (8)

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

FROM: Mike Chamness, Chair
Illinois Terrorism Task Force 

DATE: September 22, 2010

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding Hourly Rates for Contractors/Consultants to Assist with Planning, Training, Exercises, Equipment, and Management and Administration Activities

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 the Homeland Security Grant Program. The task force continues to build upon a strong foundation of established working partnerships among its more than 60 members, which represent all public safety agencies and associations and every community in Illinois.

GENERAL POLICY STATEMENT

The hiring of contractors/consultants with federal preparedness funds to support the ongoing implementation of activities consistent with the Illinois Homeland Security Strategy and outlined in approved homeland security project plans is an allowable cost. Activities for which contractors/consultants may be hired include, but are not limited to, salaries and personnel costs of planners, equipment managers, exercise coordinators, and/or training coordinators. Contractors/consultants also may be hired to support salaries and personnel costs for grant management and administration activities.

Voting Members

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Furthermore, it is recommended that a contractor/consultant paid an hourly rate with federal preparedness funds shall not be reimbursed at a rate that exceeds the hourly salary rate of a public sector employee in a comparable position. This rate policy is only applicable for those contractors/consultants paid on an hourly rate basis. An example of an allowable amount would be the hiring of an information technology programmer contractor/consultant at an hourly rate that is equal to or less than the hourly salary rate of a comparable full-time information technology employee of state or local government.

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 ITTF Chair or his/her designee prior to the execution of any agreement for the contractor/consultant services.

EFFECTIVE DATE OF THE POLICY

This policy is effective for all newly executed or renewed contractor/consultant agreements on or after September 22, 2010.