



Jonathon E. Monken
Homeland Security Advisor

Don Kauerauf – Acting Chair
Illinois Terrorism Task Force

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

ITTF POLICY STATEMENT 2011 (3)

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

FROM: Don Kauerauf, Acting Chair
Illinois Terrorism Task Force

DATE: May 24, 2011

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding Submission of Reimbursement Requests [to supersede ITTF Policy Statement 2007 (1)]

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

It is the policy of the ITTF to expeditiously process reimbursement requests from sub-recipients for expenses incurred as a result of homeland security preparedness activities they conduct in accordance with the terms and conditions of their Grant Agreement or Interagency Agreement with the ITTF.

DEADLINE TO SUBMIT REQUESTS FOR REIMBURSEMENT OF EXPENSES

All requests for reimbursement of federal preparedness funds administered by the ITTF, as well as invoices and supporting documentation required by ITTF Policy or Program Guidance, must be received by the ITTF office, located at 2200 South Dirksen Parkway, Springfield, Illinois, no later than 60 days after the expense was incurred or the date on the invoice. For training

Voting Members

Adams/McDonough Counties • American Public Works Assoc. • American Red Cross • Archer-Danielis-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

Reimbursement Policy
Page 2
May 25, 2011

reimbursement requests, documentation must be received by the ITTF within 60 days of the completion of the course. If additional documentation is required for payment, such documentation must be provided by the sub-recipient upon the request of the ITTF. Failure to submit a timely invoice and/or additional documentation may result in the reimbursement request being denied payment.

EXCEPTION TO THE POLICY

If there is an extenuating circumstance that would prevent an entity from submitting its reimbursement request according to this policy, the entity must request in writing to the ITTF Chair an exception to this policy no later than 60 days after the expense was incurred, regardless of the date listed on the invoice/reimbursement documentation.

EFFECTIVE DATE OF POLICY

This policy is effective for all grants open as of June 1, 2011, and for all grants executed on or after June 1, 2011.