
ITTF POLICY STATEMENT 2012 (5)

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

FROM: Jonathon Monken, Director
Illinois Emergency Management Agency 

DATE: June 21, 2012

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding Milestone Contracts

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.

DEFINITION

For the purposes of this policy statement, a "milestone contract" is one in which the total amount to be billed is distributed over multiple billing dates as pre-determined "milestones" are reached.

GENERAL POLICY STATEMENT

It is the policy of the Illinois Emergency Management Agency (IEMA), as the State Administrative Agency for U.S. Department of Homeland Security federal preparedness funds, to reimburse federal preparedness fund sub-recipients for costs incurred over the course of a milestone contract only if certain conditions are met. This policy statement establishes the following sub-recipient requirements for any project to be completed through a milestone contract paid for with federal preparedness funds.

- Sub-recipients must identify which of their projects listed on the Budget Detail Worksheet (Attachment A) are to be completed through milestone contracts.
- Sub-recipients must ensure that all milestones are defined and specified in the vendor's contract, along with a schedule of payment upon the completion of each milestone.
- When a milestone is reached that includes equipment delivery and/or installation, the sub-recipient must provide to IEMA a list of equipment and serial numbers, in accordance with ITTF Policy 2009 (3), before costs will be reimbursed.

EFFECTIVE DATE OF THE POLICY

This policy is effective immediately.

