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## ITTF POLICY STATEMENT 2015 (1)

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

FROM: Jonathon Monken, Director   
Illinois Emergency Management Agency

DATE: January 12, 2015

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding Federal Reporting Requirements and Grant Closeout Procedures **(to supersede ITTF Policy Statements 2013 (3) and 2014 (4))**

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### INTRODUCTION

Governor's Executive Order 2003 (17) created the statewide homeland security advisory committee, the Illinois Terrorism Task Force (ITTF). The ITTF is a working partnership of more than 60 multi-discipline, multi-jurisdictional members, representing a broad spectrum of public safety agencies and associations and every community in Illinois. 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 received by the state of Illinois.

### BACKGROUND

As the State Administrative Agency for federal preparedness funds, the Illinois Emergency Management Agency (IEMA) is subject to mandatory, ongoing reporting requirements on various aspects of grant progress. Additionally, specific reports are required to successfully close out a federal preparedness grant award. In order for IEMA to fulfill these requirements, federal preparedness fund sub-recipients must adhere to the requirements outlined in the General Policy Statement below.

### GENERAL POLICY STATEMENT

#### Required Documents for FY 2013 and older grants

Following is a list of required federal preparedness fund sub-recipient documents that must be submitted for FY 2013 and older grants to the Illinois Emergency Management Agency by the deadline stipulated for each. Note that only Attachments A and C are due prior to issuance of the grant agreement. Failure of a sub-recipient to submit required documents to IEMA/ITTF will be considered non-compliance with the terms of the grant or inter-agency agreement.

#### Budget Detail Worksheet (Attachment A)

This attachment describes the expenditures for which the sub-recipient will seek reimbursement. Only those activities specifically listed on this attachment will be reimbursed. Sub-recipients must submit an initial Attachment A for each grant or inter-agency agreement prior to the issuance of the grant agreement. In addition, if at any time during the grant period a revision is made to the grant budget, a



revised Attachment A must be submitted. A final Attachment A detailing exact expenditures under the grant is due within 30 days of the expiration of the grant agreement.

#### Discipline Allocation Worksheet (Attachment B)

This attachment outlines the discipline-specific budget allocation classification for the activities listed in Attachment A. Throughout the stated performance period of the grant or inter-agency agreement, sub-recipients must, upon the request of IEMA/ITTF, submit a current Attachment B by January 15 (covering the period of July 1 to December 31) and July 15 (covering the period of January 1 to June 30). A final Attachment B is due within 30 days of the expiration of the grant agreement.

#### Project Implementation Worksheet (Attachment C)

This attachment provides a detailed description of the scope of work to be performed using funds received through the grant agreement, including a list of specific sequential milestones to be achieved throughout the project. Sub-recipients must submit an initial Attachment C for each grant or inter-agency agreement prior to the issuance of the grant agreement. An updated Attachment C detailing the activities completed is due quarterly throughout the stated performance period (within 15 days after March 31, June 30, September 30, and December 31). In addition, sub-recipients must submit a final Attachment C within 30 days of the expiration of the grant agreement. Note that for fiscal year 2011 and fiscal year 2012 grant funds, the quarterly and final Attachment Cs are required only for grant agreements that are over \$25,000.

#### **Required Documents for FY 2014 grants forward**

The following required federal preparedness fund sub-recipient documents must be submitted to the Illinois Emergency Management Agency by the deadline stipulated for each. Failure of a sub-recipient to submit required documents to IEMA/ITTF will be considered non-compliance with the terms of the grant or inter-agency agreement.

#### Attachment A

Sub-recipients must submit an initial Attachment A, with all tabs completed, for each grant or inter-agency agreement prior to the issuance of the grant agreement.

The Attachment A-Budget Detail Worksheet tab describes the expenditures for which the sub-recipient will seek reimbursement. Only those activities specifically listed on this attachment will be reimbursed. In addition to submitting an initial Attachment A for each grant or inter-agency agreement prior to the issuance of the grant agreement, sub-recipients must submit a revised Attachment A if a revision is made to the grant budget at any time during the grant period. A final Attachment A detailing exact expenditures under the grant is due within 30 days of the expiration of the grant agreement.

The Attachment A-Project Implementation Worksheet tab provides a detailed description of the scope of work to be performed using funds received through the grant agreement, including a list of specific sequential milestones to be achieved throughout the project. If at any time during the grant period a revision is made to the grant budget outlined in the Attachment A-Budget Detail Worksheet tab, a revised Attachment A-Project Implementation Worksheet must also be submitted. An updated Attachment A-Project Implementation Worksheet detailing the activities completed is due quarterly throughout the stated performance period (within 15 days after March 31, June 30, September 30, and December 31). A final Attachment A-Project Implementation Worksheet is due within 30 days of the expiration of the grant agreement.

### Discipline Allocation Report

This report outlines the discipline-specific budget allocation classification for the activities listed in the Attachment A-Project Implementation Worksheet. Throughout the stated performance period of the grant or inter-agency agreement, sub-recipients must submit, upon the written request of IEMA/ITTF, a current Discipline Allocation Report by January 15 (covering the period of July 1 to December 31) and July 15 (covering the period of January 1 to June 30). A final Discipline Allocation Report is due within 30 days of the expiration of the grant agreement.

### **Grant Closeout**

If a sub-recipient needs additional time to complete programmatic activity outlined in the approved grant agreement, the sub-recipient must request a performance period extension by completing a Grants Extension and Reprogramming Request form, located on the IEMA Grants Management System (GMS) portal, before the end of the state grant performance period. If approved, the ITTF will issue a Grant Adjustment Notice to provide additional time to complete the programmatic work.

In addition, the sub-recipient should immediately notify the ITTF in writing prior to the end of the expiration of the grant agreement if either or both of the following situations exist:

- All programmatic activities have been completed and any obligated and/or unexpended funds remain (if so, an estimate of the balance must be included); and/or
- All programmatic activities have been completed, but additional time is needed to obtain final invoices from the vendor.

The ITTF reserves the right to redirect, in accordance with program guidance, all funds that remain unexpended 30 days after the expiration of the grant agreement unless notified in writing that either/both of the above situations exist.

### **EXCEPTION TO THE POLICY**

If there is an extenuating circumstance that would prevent a sub-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 prior to the stated submission date established in this statement. The IEMA Director or ITTF Chair reserves the right to establish more stringent requirements for sub-recipients regarding the submission of documents/reports if necessary to support IEMA's reporting requirements to the Department of Homeland Security.

### **EFFECTIVE DATE OF THE POLICY**

This policy is effective immediately.