
ITTF POLICY STATEMENT 2014 (2)

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

FROM: Jonathon Monken, Director 
Illinois Emergency Management Agency

DATE: May 15, 2014

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding Use of Federal Preparedness Training Funds **(to supersede ITTF Policy Statement 2013 (2))**

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.

GENERAL POLICY STATEMENT

The release of the U.S. Department of Homeland Security FY 2014 Homeland Security Grant Program (HSGP) Funding Opportunity Announcement (FOA) on March 18, 2014, as well as FEMA GPD Policy FP 207-008-064-1, issued Sept. 10, 2013, set forth provisions that apply to the use of preparedness grants to fund training. This policy statement clarifies the allowable use of training funds by federal preparedness fund sub-recipients and supersedes ITTF Policy Statement 2013 (2).

ELIGIBLE COURSES

While sub-recipients are encouraged to select training courses that have been approved by the National Training and Education Division (NTED) and listed in the NTED Approved State and Federal Sponsored Course Catalog, preparedness funds may be used to support the delivery and attendance of non-FEMA training courses. Courses that aren't provided by FEMA and aren't in the Approved State and Federal Sponsored Course Catalog should fall within the FEMA mission scope, the Illinois Homeland Security Strategy and the jurisdiction's Emergency Operations Plan.

TYPES OF EDUCATIONAL SESSIONS

Table 1 attached to this policy statement delineates the various types of educational sessions by grant cost category, i.e. training, planning, equipment, exercises, management and administration. *The guidelines in this policy statement apply only to training.* Sub-recipients should refer to the table to determine with which category each of their educational sessions aligns.



ALLOWABLE TRAINING COSTS

Sub-recipients should refer to the applicable FOA for a listing of allowable training-related costs. FOAs can be found at <http://www.fema.gov/preparedness-non-disaster-grants>.

WEB-FORMS

Current grant guidance no longer requires Web-Forms reporting, regardless of the grant year.

COURSE REVIEW AND APPROVAL

States and urban areas are no longer required to submit grant-funded, non-FEMA courses to NTED for review and approval. Although the current State Course Review and Approval Process is still available to states, there is no longer a requirement to submit a course for review after three deliveries.

EFFECTIVE DATE OF POLICY

This policy is effective immediately and applies retroactively to all open HSGP grant awards.

Table 1

Types of Educational Sessions (By Guidance Cost Category)			
Category	Length	Test	Other Information
Training	<ul style="list-style-type: none"> ▪ 16 hours (two days) or more in length ▪ Less than 16 hours if part of established list of courses necessary to obtain or maintain certification 	May require pre- and/or post-test	<ul style="list-style-type: none"> ▪ Established curriculum to fulfill federal/state standards ▪ Prerequisite required to take course (e.g. NIMS training) ▪ Static information contained in curriculum ▪ Requirement to be part of a mobile support team ▪ Courses from DHS Federal- and State-Sponsored Course Catalogs and NTED Catalog ▪ Curriculum consistent with DHS mission statement and Illinois Homeland Security Strategy
Planning	Less than 16 hours (two days) for a single session	None	<ul style="list-style-type: none"> ▪ Stand-alone curriculum (no required prerequisite) ▪ Time-sensitive and/or dynamic information ▪ Includes planning workshops, intelligence briefings, membership conferences, and advisory board/task force meetings ▪ Approved definition from DHS: "Topics for the sessions vary based on the latest information from federal and state intelligence centers. The educational sessions are a forum to relay time-sensitive intelligence and other law enforcement information. The curriculum varies, and there are no prerequisites for participation. Sessions are scheduled upon request of local law enforcement agencies."

Equipment	No limitations on length of session	Pre- and/or post-test possible to attain certification on use of equipment	<ul style="list-style-type: none"> ▪ Instruction provided by vendor or local entity on a specific piece of CBRNE or cyber security equipment purchased with federal preparedness funds ▪ Limited to instruction on use of equipment (e.g. donning and doffing a respirator), not the operational use of equipment during further training or in a scenario.
Exercises	No limitations on length of session	Requires completion of all pre- and post- exercise reporting documentation required by HSEEP and IEMA	<ul style="list-style-type: none"> ▪ General, operational practice (validation) in the use of equipment. ▪ Includes pre-exercise workshops, participant/controllers/evaluators briefings, and after action conferences.
Management & Administration	No limitations on length of session	Pre- and/or Post-Test possible to attain certification for field of study	<ul style="list-style-type: none"> ▪ General instruction on management and administration of grant award, grant compliance, and programmatic and financial monitoring ▪ Includes national and state workshops and conferences ▪ May or may not have established curriculum to fulfill federal/state standards ▪ May or may not have a prerequisite for other sessions or to attain certification ▪ May be static, time-sensitive, and or dynamic information
Examples of courses not eligible with DHS funds		<ul style="list-style-type: none"> ◆ Physical fitness requirement testing ◆ Firearms skills qualification 	