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## ITTF POLICY STATEMENT 2010 (4)

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

FROM: Mike Chamness, Chair  
Illinois Terrorism Task Force 

DATE: August 24, 2010

SUBJECT: Illinois Terrorism Task Force Policy Statement Regarding Grant Closeout  
Procedures

### 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.

### BACKGROUND

Within 90 days of the end of the period of performance for U.S. Department of Homeland Security (DHS) Federal Preparedness Grants, the ITTF is responsible for submitting to DHS a final Financial Status Report (FSR) and final Categorical Assistance Progress Report (CAPR) detailing all accomplishments throughout the project. In order for the ITTF to fulfill these requirements, federal preparedness fund sub-recipients must follow the procedures outlined in this policy statement.

#### Voting Members

Adams/McDonough Counties • American Public Works Assoc. • American Red Cross • Archer -Daniels-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 States 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. Attorneys 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

## **GENERAL POLICY STATEMENT**

It is the policy of the ITTF that sub-recipients submit a final Budget Detail Worksheet (also known as Attachment A) and a final Discipline Allocation Worksheet (also known as Attachment B) within 30 days after the expiration of the Grant Agreement. For Grant Agreements executed after July 1, 2010, sub-recipients also must submit a final Project Implementation Worksheet (also known as Attachment C), in addition to the Budget Detail Worksheet and final Discipline Allocation Worksheet, within 30 days.

If a sub-recipient needs additional time to complete programmatic activity approved by the ITTF, the sub-recipient must contact the ITTF in writing before the end of the stated grant performance period to request a performance period extension. 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 any of the following situations exist:

- all programmatic activities have been completed and any obligated and/or unexpended funds exist (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.

## **REDIRECTION OF FUNDING**

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 any of the situations listed in the General Policy Statement exist.

## **EFFECTIVE DATE OF POLICY**

This policy is effective as of August 24, 2010.