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**Mike Chamness – Chair  
Illinois Terrorism Task Force**

## ITTF POLICY STATEMENT 2009 (1)

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

**FROM:** Mike Chamness, Chair   
Illinois Terrorism Task Force

**DATE:** January 28, 2009

**SUBJECT:** Illinois Terrorism Task Force Policy Statement Regarding Establishment of Maintenance Costs

### 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

The State Administrative Agency (SAA) is responsible for the annual development of program application for the U.S. Department of Homeland Security (DHS) federal preparedness grant programs for the State of Illinois. In this capacity, the SAA will develop and coordinate the submission of grant budgets to support programs and projects that are consistent with the Illinois Homeland Security Strategy, National Preparedness Goals, National Response Framework, and DHS grant guidance and application kits. The State of Illinois has prioritized the maintenance (sustainment) of programs and services developed and implemented through prior federal preparedness grants. In order to maintain programs and projects, the SAA has established a standard definition for maintenance, including those costs that are allowable and consistent with this definition.

#### Members

Adams/McDonough Counties  
American Public Works Assoc.  
American Red Cross  
Archer -Daniels-Midland  
Associated Fire Fighters of IL  
Central Management Services  
Cities of Bloomington-Normal  
Cities of Champaign-Urbana  
City of Aurora  
City of Chicago  
City of Joliet  
City of Naperville  
City of Peoria  
City of Rockford  
City of Springfield  
Cook County ESDA  
Dept. of Homeland Security/FEMA-Region V  
DuPage County OEM  
Federal Bureau of Investigation  
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 College of Emergency Physicians  
Illinois 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 Education Association  
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 Security Chiefs Association  
IL Sheriffs Association  
IL State Police  
IL States Attorneys Association  
Kane County ESDA  
Lake County ESDA  
Metro East (St. Clair-Madison)  
Mutual Aid Box Alarm System  
Quad Cities (Moline-E. Moline-Rock Island)  
Regional Superintendents of Schools  
School Crisis Assistance Team  
Secretary of State Police  
U.S. Attorney's Office  
U.S. Postal Inspectors  
Will County EMA

#### Committees

Bioterrorism  
Chicago/Cook County UASI  
Communications  
Crisis Response & Prevention  
Elected Officials  
Emergency Management  
Fire Mutual Aid  
Information Technology  
Law Enforcement Mutual Aid  
Private Sector  
Public Information  
Science & Technology  
Training  
Transportation  
Volunteers and Donations

## **GENERAL POLICY STATEMENT**

Project or program maintenance is defined as those costs associated with:

- replacement of DHS authorized equipment purchased through previous federal preparedness grants consistent with federal and state equipment replacement standards;
- training and education to sustain an individual's current required certification in accordance with federal and state requirements;
- training and education to ensure an individual has achieved minimum certification so an established statewide deployable team has the minimum membership required to fulfill operational readiness;
- procurement of supplies and commodities that have or will become expired;
- continuation of ongoing service or usage charges for equipment previously purchased through federal preparedness grants; and
- activities to keep the device or system operational as defined in a prior federal fiscal year and according to federal and/or state guidelines or standards, or manufacturer warranty.

The unique maintenance costs identified must be for events (situations) that will occur within the performance period for the federal preparedness grant and not duplicate an activity or maintenance cost that was accounted for in a previous federal preparedness grant. Additionally, maintenance costs may only be associated with planning, equipment, training and exercises that were previously funded through the specific federal preparedness grant for which sustainment costs are being sought. No equipment can be replaced until the item has reached a minimum of 50 percent of the expected shelf life. This minimum threshold does not apply when replacement is needed due to a change in the manufacturer's recommendation or notice from a regulating federal agency.

Examples of activities and funding applications consistent with this definition include, but are not limited to, replacing vehicles that exceed a mileage of 120,000, or equipment that is older than seven years or has become obsolete according to industry standards, replacing expired products or commodities, training to ensure federal and state certifications are maintained, performing equipment calibration according to vendor recommendations, and renewing software licenses or performing system programming to ensure continued operation of the existing application.

## **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 in writing to the ITTF Chair or his/her designee. The ITTF Chair reserves the right to modify this policy as he/she deems necessary and establish more stringent requirements for determining the maintenance cost of projects and programs supported with federal preparedness funds.

## **EFFECTIVE DATE OF THE POLICY**

This policy is effective January 1, 2009.