

March 10, 2009

Mr. C. Kent McKenzie
Lake Co. Emergency Management Agency
1303 N. Milwaukee Avenue
Libertyville, IL 60048

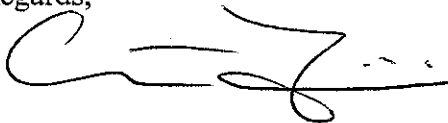
Dear County Emergency Manager:

The Illinois Terrorism Task Force (ITTF), through the Interoperable Emergency Communications Grant Program (IECGP), has approved Lake County to receive a maximum of \$132,000 in Federal preparedness funds (no match requirement) to develop a county wide Tactical Interoperable Communications Plan (TICP). This is a one time allotment of funds that specifically deals with the development, planning, training, and exercising of TICPs. As with many Federal grants there are a number of guidelines you must follow in order to receive and expend these funds. The required guidelines for accepting the award are detailed in the scope of work section listed below.

To accept the funds, please respond in writing to me by April 1, 2009. If the county accepts the grant, the ITTF will immediately begin the process of allocating the funds. Please note the performance period for this grant opportunity will conclude June 30, 2010. Because of these strict time constraints, the ITTF will require that all grantees submit validated county TICPs, provide verification that your data has been entered into CASM, and submit all grant expenditures for reimbursement by this date. The purchase of equipment is not an allowable cost. Funding may only be used to support planning, training, and exercise costs. The local entity accepting the ITTF grant will be responsible for coordinating the reimbursement for all entities participating in the project. To further assist your county and provide better clarification of this grant, the ITTF will conduct a grantee workshop. At this workshop information and guidance will be provided about the grant. Workshop times and dates will be established when grant agreements are signed.

I'm sure you and your county officials will have many questions regarding this grant opportunity. Please do not hesitate in contacting me at any time. Thank you for your consideration of this unique funding opportunity.

Best Regards,



Anthony Filipiak
Illinois Terrorism Task Force
Illinois Emergency Management Agency
217-557-4826



Scope of Work

- Develop a county-wide Tactical Interoperable Communications Plan (TICP) that is aligned with the Statewide Communications Interoperability Plan (SCIP). In doing so, your county must establish a multi-discipline/multi-jurisdictional governance body within the county comprised of interoperable communications technicians and high level policy decision makers. The governance body should represent every municipality within the county that includes representation from law enforcement, fire, emergency management, emergency medical services, telecommunication experts, etc. The governance body will be responsible for coordinating the participation of county, municipal and other organizations with within the county in the TICP development process.
- Validate the county TICP through a full-scale or table-top exercise. The validation exercise must be compliant with the Homeland Security Exercise Evaluation Program (HSEEP), National Incident Management System (NIMS) guidelines and IEMA exercise development and approval requirements.
- Complete the input of all county and municipal frequency data into the Communications Assets Survey and Mapping (CASM) tool. Each governance structure will coordinate with municipalities and interoperable communications experts to complete their entries into CASM. The Statewide Interoperable Coordinator with assistance from regional coordinators will ensure all elements of the CASM are completed and provide training on the use of the CASM tool upon request.

Allowable costs for this grant program include:

- Hire a contractor(s) to assist with the planning, training, and exercising of the TICP.
- Conduct a county-wide interoperability communications assessment.
- Conduct planning meetings to develop the TICP.
- Hold conferences to facilitate planning and training activities on the TICP.
- Supplies and materials required to conduct planning activities.
- Travel/per diem related to support planning activities in accordance with State Travel Regulations.
- Develop, deliver, conduct and evaluate training on the TICP.
- Design, develop, conduct and evaluate an exercise.
- Develop and deliver a validation exercise of the TICP.
- Data entry of all CASM information within the county.