

ILEAS Application Checklist

The application process has been computerized and is now on the ILEAS website at www.ileas.org . The only paper that an agency needs to submit is a signed mutual aid agreement.

Password

- If you don't already have a password, contact the ILEAS office at 217-328-3800 to get a password assigned. Only two passwords per agency are usually allowed.

User Registration

- When the first time user signs on, he/she must register themselves. He can return and change the registration information later, but cannot proceed the first time without completing the registration.

Department Information

- This is information that the ILEAS uses to complete the application process. Once the user registers himself, he needs to complete the department information section.

Mutual Aid Agreement

- Print the Mutual Aid Agreement. Gather the appropriate signatures. Some jurisdictions submit the agreement to their legislative board (council, trustees, etc.) and some do not. The decision is yours – but all signatures must be obtained. This agreement cannot be altered or conditioned. By policy and legal review, everyone must sign the same agreement.

National Incident Management System (NIMS)

- By Presidential Decree, any agency receiving federal grant funds must have adopted NIMS as its method of managing emergencies and be current, or in the process of being current, with all NIMS requirements. this requirement applies to ILEAS membership.

Submission

- The signed mutual aid agreement should be submitted to:

Angela Page
ILEAS Grant Manager & Membership Coordinator
1905 E. Main
Urbana, Illinois 61802

Please keep a copy on file at your facility.

Dues

- ILEAS has a dues requirement. Any agency requesting equipment or federal grants from ILEAS must be current in their dues payments. the dues structure is posted on the IELAS website under "Annual Dues." Please forward dues to the ILEAS Administrative Office in Urbana.

Changes & Amendments

- If there are significant changes to any information, please document the change and forward it to the ILEAS office at the above address or by:

Fax 217-328-3845
Email apage@ileas.org