



FEMA

MEMORANDUM FOR: Richard L. Skinner
Inspector General

FROM: Robert A. Farmer *Robert A. Farmer* 3/18/09
Acting Director
Office of Policy & Program Analysis

SUBJECT: Corrective Action Plans for Recommendations Contained in OIG Report 09-06, *The State of Illinois' Management of State Homeland Security Grants Awarded During Fiscal Years 2004 through 2006*

The following constitutes the Federal Emergency Management Agency's (FEMA's) 90-letter for the subject audit, transmitting our corrective action plans for the five recommendations that remain unresolved. These five recommendations to the FEMA Administrator, required the Director of the Illinois Emergency Agency take the following actions:

OIG Recommendation #1: Direct the Mutual Aid Box Alarm System to develop and implement a central property and equipment inventory system, considering the Illinois Law Enforcement Alarm System as a possible model.

Corrective Action Plan: The Grant Development and Administration Division (GD&A) within FEMA's Grant Programs Directorate (GPD), has requested that the Illinois Emergency Management Agency (IEMA) direct the Mutual Aid Box Alarm System (MABAS) to develop and implement a central property and equipment inventory system. MABAS has been asked to review the current Illinois Law Enforcement Alarm System (ILEAS) inventory system and consider using that system as a model for their system. IEMA will notify their GD&A Program Analyst within 90 days as to the status of this request and if any progress has been made towards implementing a new MABAS inventory system. GD&A has requested that the response include details regarding the responsible party for completing this task and the timeline for completion of the inventory system.

OIG Recommendation #2: Direct sub-grantees to include in their reimbursement requests:

- Affirmation or evidence of receipt of all of the items included in reimbursement requests, and
- Unique identification numbers for each of the items.

Corrective Action Plan: GD&A within FEMA's GPD, has requested that IEMA require sub-grantees to include the following items with their reimbursement requests:

- Affirmation or evidence of receipt of all of the items included in reimbursement requests, and
- Unique identification numbers for each of the items.

GD&A has requested that this process begin within 90 days. IEMA will provide their GD&A Program Analyst an update to the status of this request within 90 days, to include documentation that indicates what changes have been made to the reimbursement process.

OIG Recommendation #3: Direct major subgrantees to modify their automated central inventory systems to identify property items in their systems with expiration dates and provide first responders with advance notices of approaching item expiration dates.

Corrective Action Plan: GD&A within FEMA's GPD has requested that IEMA direct Illinois Law Enforcement Alarm System (ILEAS), MABAS, and the Illinois State Police to modify their inventory systems to include a system to identify equipment with expiration dates. These three subgrantees should also develop a system to notify first responders of approaching item expiration dates. IEMA will notify their GD&A Program Analyst within 90 days as to the status of this request. The status should include a timeline for implementation of this request and the responsible parties that will implement this request.

OIG Recommendation #4: Enhance the capability and readiness of local and state special response teams by requiring the three major subgrantees to continue, modify, or adopt response team management practices as necessary to include:

- a. Maintenance and distribution of clear, complete, and up-to-date standardized equipment and training requirements,
- b. Recurring, detailed comparisons of equipment and training requirements to inventories and training histories for each team and team member,
- c. Recurring visits to each team to perform assessments of the team's capabilities and readiness, and
- d. Validation and periodic revalidation of team readiness through rigorous exercises involving peer review and assessment.

Corrective Action Plan: GD&A within FEMA's GPD has requested that IEMA require MABAS, ILEAS, and the Illinois State Police to adopt the following response team management practices:

- a. Maintenance and distribution of clear, complete, and up-to-date standardized equipment and training requirements,
- b. Recurring, detailed comparisons of equipment and training requirements to inventories and training histories for each team and team member,
- c. Recurring visits to each team to perform assessments of the team's capabilities and readiness, and
- d. Validation and periodic revalidation of team readiness through rigorous exercises involving peer review and assessment.

Within 90 days, IEMA will send a detailed update of each of these requirements for each of the three subgrantees to their GD&A Program Analyst. The update should include:

1. What action has already taken place to accomplish these requirements
2. What action will be taken to accomplish the requirements that are not already completed
3. Timelines for completion of these requirements
4. Responsible parties for accomplishing these requirements
5. Any supporting documentation that shows progress made towards these requirements.

OIG Recommendation #5: Amend the Illinois Terrorism Task Force's policy statement to include monitoring of response team capability and readiness.

Corrective Action Plan: GD&A within FEMA's GPD has requested that IEMA amend the Illinois Terrorism Task Force (ITTF) policy statement/charter to include a requirement to monitor response team capability and

response. IEMA will inform their GD&A Program Analyst within 90 days as to how they will accomplish this requirement. The IEMA response is to include any efforts that are already underway, a timeline, and responsible parties for accomplishment of this requirement.

Thank you again for undertaking this audit and we look forward to working with you on other issues.