

Annex 18, Financial and Administrative Management

Primary Agency	Illinois Emergency Management Agency (IEMA)
Support Agencies	Governor's Office of Management and Budget (GOMB) Illinois Department of Central Management Services (CMS)
All Agencies:	General Requirements for Other State Agencies, Boards, Commissions and Mutual Aid Organizations

I. Introduction

A. Purpose

1. Provide guidance for coordination of internal and external financial and administrative processes for effective support of day-to-day and disaster operations.

B. Scope

1. This annex addresses jurisdiction-wide financial and administrative procedures for use before, during, and after a disaster.
2. This annex does not address:
 - a) Agency specific internal financial policy and controls
 - b) The application of assistance programs
3. This annex applies to state agencies, boards, commissions and Mobile Support Teams (MST) having a role or responsibility in conducting, completing or participating in state-approved operations.

C. Policy

1. Implementation of this annex will not supersede administrative protocols or policy concerning financial and administrative management of the state.
2. State procurement will comply with all applicable laws, rules and regulations.
3. The governor may suspend state procurement rules in accordance with the Illinois Emergency Management Agency Act.
4. To the extent feasible, the state shall obtain resources required to support local and state efforts in a fair, open and competitive manner to cope with a disaster.

5. State agencies, boards, commissions and mutual aid organizations having a role in approved response and recovery operations are responsible for the accurate accounting for, and documentation of, expenditures, procurements, services and contractual obligations.
6. Donated goods, materials, services, personnel, financial resources and facilities, whether solicited or unsolicited are addressed in Annex 21, Volunteer and Donations Management.

D. Situation Overview

1. Events have occurred resulting in an activation of the State Emergency Operations Center (SEOC). State controlled resources have been deployed for response or recovery operations and/or a state proclamation of disaster has been signed.

E. Assumptions

1. Processes allow for flexibility in the request, receipt, management, and application of funds in disaster situations for the delivery of assistance and cost recovery.
2. State resources are required for the expeditious request, receipt, management and application of funds in disaster situations for the delivery of assistance and cost recovery.
3. Financial and administrative processes include procedures to identify, locate, acquire, distribute, account for and report on procurements, services and expenditures.
4. Donated goods, materials, services, personnel, financial resources and facilities, whether solicited or unsolicited, will require financial and administrative coordination and management.

II. Concept of Operations

A. General

1. Financial and administrative support is provided by resources of IEMA and other state agencies and external organizations.
2. IEMA will coordinate financial and administrative actions with state agencies and external organizations activated through the SEOC during response, short, intermediate and long-term recovery.
3. The SEOC Finance Liaison position will be assigned and filled by the SEOC manager in all activations to implement a definitive and compliant approach for SEOC LNOs, state agencies, boards, commissions, MST and federal counterparts in accordance with enabling authority to collect, receive, compile and develop situational reports on costs associated with response and recovery.

4. Coordination and release of information to the public and the media will utilize a Joint Information System (JIS).
- B. Notification Alert and Warning
1. SEOC notification, alert and warning of SEOC liaisons will be handled in accordance with IEOP Annex 3, Appendix 1, Notification, Alert and Warning
 2. Primary and support agencies are responsible for internal and support partner notification.
- B. Activation
1. The SEOC will provide support for financial and administrative coordination and management efforts through activation of an SEOC Finance LNO.
 - a) Upon activation of the SUAC, the SEOC Manager in coordination with the SEOC Finance LNO may assign a finance liaison to assist the State Unified Area Commander in coordination and management of financial and administrative actions.
 2. SEOC Activation Level SOP will be used to determine staffing levels necessary for finance and administration.
- C. Communications
1. Communications throughout response and recovery will be conducted in accordance with standard operating procedures and managed using established procedures, processes and policy outlined in IEOP Annex 3, Communications.
 2. Communications will be conducted in a NIMS compliant manner utilizing clear-text and frequencies coordinated with the SEOC.
- D. Resource Management and Logistics
1. Resource management and logistics will be carried out in accordance with IEOP Annex 9, Resource Management and Logistics.
 2. Resource management includes mutual aid and assistance agreements, the use of special federal and state teams, and resource mobilization protocols.
- E. Reporting Requirements
1. SEOC LNOs will provide updates and situational reports to the SEOC on costs associated with response and recovery in coordination with the SEOC Finance LNO.
 2. Reports provided to the SEOC Finance LNO will include, at a minimum, costs and expenditures for:

- a) Personnel
- b) Equipment operation
- c) Equipment repair and replacement
- d) Procurement
 - 1) Equipment and materiel
 - 2) Commodities
 - 3) Contractual services
 - 4) Vendor provided services

- 3. The SEOC Finance LNO may establish additional reporting requirements as appropriate.

F. Implementation Requirements

- 1. Financial and administrative operations will be implemented before, during, and after a disaster following statewide procedures.
- 2. The SEOC Finance LNO will implement established procedures to expeditiously request, receive, manage, and apply funds in disaster situations.

G. Organization

- 1. Direction and Control
 - a) State agencies and external organizations retain operational control of resources and incur immediate costs for activation, deployment and utilization, in accordance with 20 ILCS 3305/9.
 - b) The SEOC is the single point of coordination for state support of financial and administrative operations.
 - c) For the purpose of continuity, the SEOC Finance LNO will support the transition of command from the SEOC Manager to the State Disaster Recovery Coordinator, at the cessation of short-term recovery and continuation of intermediate and long-term recovery efforts.
 - d) The SEOC Manager, State Disaster Recovery Coordinator and SEOC Finance LNO will coordinate with local AHJs to collect, receive, compile and develop situational reports on costs associated with response and recovery.
 - e) The SEOC Public Information Officer (PIO), or designee, and SEOC LNOs will coordinate with the SEOC Finance LNO on public information regarding financial and administrative assistance.

2. Coordinating Elements

- a) The IEMA Agency Procurement Officer (APO), in coordination with the Chief Fiscal Officer and Chief of Staff, shall direct activities to procure goods and services during a SEOC activation.
 - 1) The APO shall work with the SEOC Manager and other liaisons to meet resource needs and maintain all documentation and records related to such procurements.
 - 2) This policy does not preclude or prohibit the ability of the State or IEMA to accept donations to assist in disaster response or recovery.
- b) The SEOC Finance LNO reports to the SEOC Manager when the SEOC is activated.
- c) The IEMA Legislative Liaison will coordinate with the SEOC Finance LNO for inquiries made by members of the United States Congress, the Illinois General Assembly and their staffs.
- d) In situations requiring other state agencies to be the co-lead agency, the Finance Manager or SEOC LNO from the designated agency will coordinate with the SEOC Finance LNO to ensure continuity and compliance with state laws, rules and regulation.
- e) State Unified Area Command (SUAC) or State Area Command (SAC) elements may be deployed by the SEOC to coordinate information and resource requirements for operations.

3. Federal Coordination

- a) IEMA will coordinate the inclusion of federal stakeholders into the state's financial and administrative assistance operations and programs as appropriate.
- b) Under a Presidential Declaration of a major disaster or emergency, financial and administrative functions may be coordinated with Federal counterparts in a JIC and/or Joint Field Office (JFO).
- c) Inquiries received by the state PIO staffs from the Federal level will be coordinated with the FEMA External Affairs staff, as appropriate.

III. Roles and Responsibilities

A. Illinois Emergency Management Agency (IEMA)

- 1. Coordinate and manage financial and administrative operations and processes.

2. Serve as the primary agency for state and federal coordination of financial and administrative operations.
 3. Establish and disseminate reporting requirements for SEOC agencies, boards, commissions and mutual aid partners.
 4. Coordinate and manage collection, receipt, compilation and development of situational reports on costs associated with response and recovery.
 5. Coordinate and manage financial and administrative operations of the SEOC under the guidance of the SEOC Manager, to include request for and application of funds used in response and recovery operations.
 6. Coordinate the procurement of and contract for goods and services approved by the SEOC.
- B. Central Management Services (CMS)
1. Assist the SEOC Finance LNO in the coordination and management of financial and administrative operations as directed.
 2. Assist the SEOC Finance LNO in coordination of procurement of and contract for goods and services approved by the SEOC as directed.
- C. General Requirements for state agencies, boards, commissions and mutual aid organizations
1. Collect, receipt, compile, develop and submit situational reports on costs associated with response and recovery.
 2. Provide information on costs associated with response and recovery efforts as directed by the SEOC.
 3. Coordinate and manage actions to ensure accuracy of reporting.
- D. Governor's Office of Management and Budget
1. Assist in identifying and providing additional financial resources when existing resources are insufficient for response and recovery efforts.
- IV. Authorities
- A. 20 ILCS 3305, IEMA Act, as amended
 - B. 30 ILCS 105, State Finance Act, as amended
 - C. 30 ILCS 500, Illinois Procurement Code, as amended
 - D. II Admin Code, Title 44, Procurement Rules, as amended

V. References

- A. FEMA Schedule of Equipment Rates, most recent version
- B. IDOT Circular Letter 2015-04, Schedule Of Average Annual Equipment Ownership Expense Index
- C. IDOT Schedule of Average Ownership Expenses, most recent version
- D. Equipment Watch, Rental Rate Blue Book (www.equipmentwatch.com)