



U. S. Department of Homeland Security

Office for Domestic Preparedness

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**ODP Information Bulletin
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TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact

FROM: Andrew T. Mitchell
Acting Director

SUBJECT: State Homeland Security Assessment and Strategy Process

The U.S. Department of Homeland Security (DHS), Office for Domestic Preparedness (ODP) is pleased to announce the official launch of the Fiscal Year (FY) 2003 State Homeland Security Assessment and Strategy (SHSAS) process. As part of this effort, ODP has refined the SHSAS process that was originally established in FY 1999. The FY 2003 process allows states and local jurisdictions to update their needs assessment data to reflect post-September 11, 2001 realities, as well as identify progress on the priorities outlined in their initial homeland security strategies. Furthermore, the refined process will serve as a planning tool for state and local jurisdictions, and will assist ODP and its partners in better allocating federal resources for homeland security.

Concurrent with the launch of the SHSAS process, ODP has also activated a revised Online Data Collection Tool. The Tool allows states and local jurisdictions to input data from the assessment section of the SHSAS online, without the need to develop complex systems to support the required data collection. The Tool also serves as the medium for each State Administrative Agency (SAA) to develop and submit a revised state homeland security strategy. The Online Data Collection Tool may be accessed either through the ODP website (www.ojp.usdoj.gov/odp) or directly at the following URL: <https://justice.ojp.usdoj.gov/dct>.

A technical assistance helpline has also been established to support the Online Data Collection Tool. States and local jurisdictions may contact the helpline with inquiries by calling (877) 612-HELP (4357). Technicians will be available to answer inquiries Monday through Friday from 7 A.M. – 9 P.M. Central Standard Time (CST) and 10 A.M. – 6 P.M. CST on the weekend. If you encounter technical difficulties during off-hours, you may leave a voice mail message and your call will be returned within one hour.

To further support implementation of the SHSAS process, ODP is providing financial assistance to cover related expenses. This financial assistance is being offered through the FY 2003 State Homeland Security Grant Program (SHSGP), which includes a planning and administrative allocation for each state and territory. Additionally, ODP is providing each state and territory with access to a suite of tailored technical assistance options. This technical assistance is offered

at no cost to a requesting state or local jurisdiction. Additional information on available technical assistance is provided in the attached fact sheet.

The deadline for completion of the SHSAS process is December 31, 2003, and submission of the revised assessment and homeland security strategy will be required before states and territories can receive ODP grant funds in FY 2004. For additional information on the SHSAS process, please contact the ODP Program Manager for your state. ODP Program Managers may be reached through the ODP Helpline at: 1-800-368-6498.