



State Homeland Security Program and Capability Review Guidebook Volume 2: Enhancement Plan

November 2005



**Homeland
Security**

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INTRODUCTION

The *State Homeland Security Program and Capability Review Guidebook Volume 2: Enhancement Plan* (the Enhancement Plan Guidebook) is the companion document to the *State Homeland Security Program and Capability Review Guidebook Volume 1* (the Program and Capability Review Guidebook). The Enhancement Plan Guidebook provides a framework for how the States should use the assessment work completed through Program and Capability Review process to build a State-wide, comprehensive Enhancement Plan around the State homeland security program and capabilities.

Objective

The objective of the Enhancement Plan Guidebook is to facilitate the development of a comprehensive, State-wide management plan for enhancing State homeland security programs and capabilities to align with the National Preparedness Goal (the Goal) and to achieve the goals and objectives from the State Homeland Security Strategy. This Guidebook outlines a step-by-step process of analyzing and prioritizing homeland security needs, and then developing a strong, macro-level implementation plan to address those needs through the creation of *Initiatives*. An Initiative will be comprised of multiple projects that span one or more National Priorities, Target Capabilities, and/or Capability Elements.

An Initiative is defined as:
The State-wide, cross-jurisdictional aggregation of related projects geared towards achieving a common State homeland security goal/objective, National Priority, and/or Target Capability.

The Initiatives created as part of the Enhancement Plan will serve as the foundation upon which States will request FY 2006 Homeland Security Grant Program (HSGP) funds through an *Investment Justification*. States will develop an Investment Justification to request FY 2006 HSGP funds for those areas from the Enhancement Plan they have identified as priorities to use FY 2006 HSGP funding in the near-term. The Investment Justifications will target a specific area of an Initiative that the State wishes to use FY 2006 HSGP funding for.

Purpose

The Enhancement Plan Guidebook builds upon the work completed as part of the Program and Capability Review, fostering a comprehensive, multi-disciplinary review and analysis of capability strengths and weaknesses across the entire State homeland security program. The Enhancement Plan Guidebook will walk States through a process of closely examining the strengths, weaknesses, gaps, and deficiencies identified in the Program and Capability Review, selecting those that are most critical based on a series of need-indicators, and creating a high-level plan for addressing those needs by forming overarching Initiatives, outlining key milestones, recognizing stakeholders, and identifying next steps.

Value

By participating in a structured review and planning process through the Program and Capability Review and Enhancement Plan development, States will have the benefit of engaging in a meaningful, productive dialogue with key stakeholders and partners across multiple jurisdictions and disciplines, and create a shared vision for the future of homeland security in their State. This type of regional collaboration will also help highlight inter- and intra-State interdependencies, which will help achieve one of the main intents of the Goal by developing interconnected and complementary homeland security programs and systems on a national scale. States will also gain an advantage from engaging in a planning process that focuses State-wide efforts to create a feasible framework from which to achieve the shared vision.

Program and Capability Review

It is imperative that States conduct a thorough and complete Program and Capability Review prior to developing their Enhancement Plan. The Program and Capability Review leads States through an analysis of the priority capabilities drawn from the Target Capabilities List (TCL), as well as an analysis of State homeland security program management capacity, operations, and needs. By comparing current capability levels against the key outcomes identified for each Capability, States will be able to evaluate and identify key strengths and weaknesses around their homeland security program. The Enhancement Plan development process builds upon the work and analysis done as part of the Program and Capability Review to help States collect, organize, and prioritize information, and turn their discussions into a comprehensive and actionable plan.

Technical Assistance

To further support the State's understanding of the connection between the Program and Capability Review process and the criticality of developing a State-wide Enhancement Plan, DHS is offering Program and Capability Review Technical Assistance (TA) to facilitate the review and planning process amongst key stakeholders in a personalized setting. The TA will consist of onsite workshops that will include hands-on exercises and process demonstrations. These workshops will frame the overall process for conducting the Program and Capability Review and completing an Enhancement Plan. The TA workshop participants should include a group of up to 25 multi-disciplinary, regionally comprehensive agency and discipline leaders with key decision making influence within their respective State, local, and Tribal agencies or organizations. For more information on how to schedule TA for your State, contact your Preparedness Officer or the Centralized Scheduling and Information Desk (CSID) at askcsid@dhs.gov, 1-800-368-6498. CSID hours of operation are from 8:00 a.m. – 7:00 p.m. (EST), Monday-Friday.

OVERVIEW

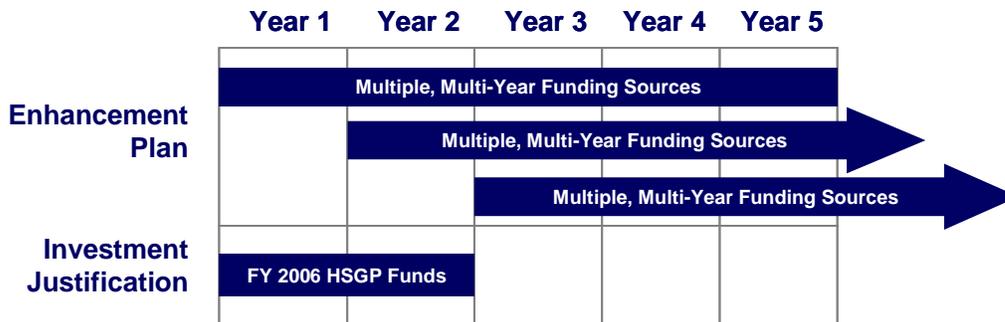
Background

This Enhancement Plan Guidebook follows upon the work conducted through the Program and Capability Review by guiding States in further analyzing their critical homeland security needs, and planning enhancements to their homeland security programs based on these needs relative to the National Priorities and Target Capabilities established by the Goal. The final output will be a State-wide, multi-jurisdictional, multi-disciplinary Enhancement Plan. The Enhancement Plan complements the recently updated State Homeland Security Strategies by outlining actionable plans to help realize the goals and objectives identified in these Strategies and align them with the Goal.

While the Enhancement Plan will be a required submission for the FY 2006 HSGP, the Enhancement Plan should **not** focus on FY 2006 HSGP funds. Instead, the Enhancement Plan should be a broad-focused, long-term, multi-year, multi-funding source plan, developed irrespective of HSGP funding opportunities.

It is critical that States engage in a thorough, methodical planning process to develop the Initiatives that will be included in their Enhancement Plan, as it will provide States with a reference and guide in making future decisions around their homeland security programs. In addition, the Enhancement Plan will be the foundation upon which successful Investment Justifications for FY 2006 HSGP funding requests will be built, as the Plan will have facilitated the identification and prioritization of the State’s homeland security program needs.

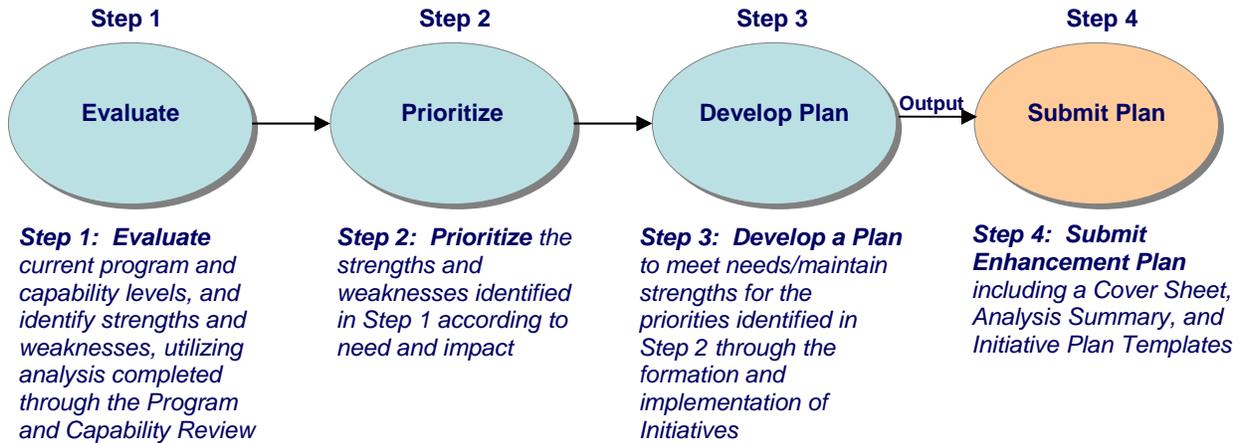
The following graphic illustrates the relationship between the Enhancement Plan and Investment Justification, both of which are required submissions for the FY 2006 HSGP.



The Enhancement Plan is multi-year and supported by multiple funding sources while the Investment Justification is the targeted use of FY 2006 HSGP funds to address a specific area of an Initiative in the near-term. Further information on the Investment Justification will be provided in the FY 2006 HSGP Program Guidance and Application Kit.

The Enhancement Plan Process

The Enhancement Plan Guidebook provides States with a process to conduct analysis in order to develop their Enhancement Plan Initiatives. The following provides an overview of the four-step Enhancement Plan development process, with each of the steps outlined in greater detail below.



* Steps 1 and 2 are “Preparatory Steps” that will lead to actual Plan development in Step 3. States are not required to document the analysis conducted around each discussion point or question. Instead, States will submit a high-level analysis summary.

Step 1: Evaluate

If the State conducts a thorough Program and Capability Review, then additional analysis should not be necessary for Step 1 of the Enhancement Plan process. This Step is a “Preparatory Step” that will lead to the actual analysis and planning conducted in Steps 2 and 3. For Step 1, States should conduct a thorough review and analysis of the current program and capability strengths and weaknesses (need) across the entire homeland security program.

Step 2: Prioritize

This Step is also a “Preparatory Step” and will be conducted after the evaluation of current capability and program strengths and weaknesses. In Step 2, States will go through the process of identifying their greatest needs, whether it is in terms of maintaining a strength or lessening a weakness, and will prioritize those areas of need by answering a series of questions, targeted towards identifying State priorities and risk mitigation.

While States are not required to submit the detailed results of their evaluation and prioritization (Steps 1 and 2), they will need to submit a summary of their analysis, utilizing the Enhancement Plan Analysis Summary Sheet provided as a part of this Guidebook. The Analysis Summary will serve as a contextual frame of reference for the overall Enhancement Plan submission, and should be kept at a high-level for the entirety of the program. It is **not** meant to be a detailed account of the State’s review and analysis.

Step 3: Develop a Plan

After States have evaluated and prioritized their areas of need, they will focus on their top priorities, and develop Initiative Plans to address those priority needs. Step 3 will walk States through the elements of creating a high-level implementation plan for the Initiative, utilizing an Initiative Plan Template (provided as part of this Guidebook). These Initiatives will be actionable plans that the State can implement to address the need and mitigate risk. States should develop and submit one Initiative Plan Template for each Initiative they have identified.

Step 4: Submit Enhancement Plan

When States have completed the prioritization and plan development processes, they will submit the full Enhancement Plan for review as part of their FY 2006 HSGP application. The Enhancement Plan will include:

- A Cover Sheet that identifies the name of the State's Initiatives and the Team Members who participated in development of the Initiatives and Plan;
- An Analysis Summary Sheet that provides a brief recap of the analysis and prioritization conducted in Step 2; and,
- The Initiative Plan Templates completed for each Initiative in Step 3.

Overarching Planning Considerations

As with the Program and Capability Review, States are strongly encouraged to engage a diverse group of stakeholders in the development of their Enhancement Plan to ensure a collaborative, multi-disciplinary, multi-jurisdictional effort that will focus on inter- and intra-State capabilities and programs with a regionally collaborative approach. States will be asked to list the team members who worked on the Enhancement Plan and identify the agency, jurisdiction, and sector that each member represents.

The Enhancement Plan should focus largely on addressing the needs as well as supporting the strengths identified in Steps 1 and 2 of the planning process. To accomplish this, States are asked to focus their analysis around the National Priorities and related priority Target Capabilities from the TCL in addition to those priority capabilities designated by the State in their strategy. In particular, States should consider:

- Their program-related needs around the three Overarching National Priorities;
- Their capability-related needs around the Priority Capabilities that align to the Capability-Specific National Priorities; and,
- Any additional capability-related needs around Target Capabilities that are State-specific priorities.

While this Guidebook is intended to be a facilitation tool to lead to Enhancement Plan development, States are strongly encouraged to carefully examine each of the questions posed, and answer them as thoughtfully and thoroughly as possible to best position themselves to complete a feasible and effective State-wide homeland security Enhancement Plan, from which successful Investment Justifications for the FY 2006 HSGP application can be crafted.

There is no limit to the number of Initiatives Plan Templates that States may create. One Initiative may encompass several Priorities, Capabilities, and projects. Conversely, a State may determine that multiple Initiatives are required to meet their priority needs. As each State is different, the number of Initiative Plan Templates across each State will naturally vary. States are encouraged to use the Enhancement Plan as a program management tool to help best position them to effectively meet their priority homeland security needs.

GENERAL INSTRUCTIONS

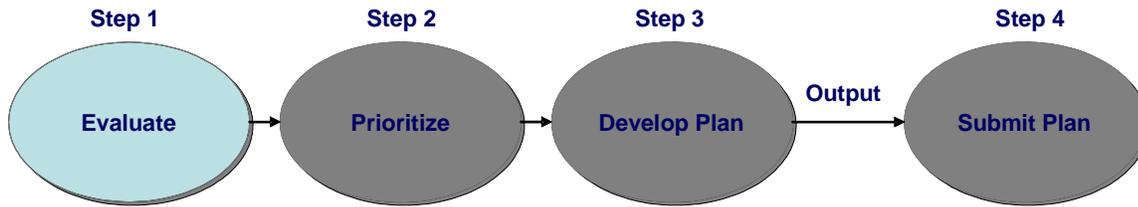
The instructions provided in subsequent sections offer more detailed discussion points and response guidance to assist States in the development of their Enhancement Plan. The instructions are broken into four sections to reflect the four Steps of the planning process. With the exception of the Instructions Section for Step 1, each Instructions Section will include a template States should use to capture and document information and responses generated during that Step. These templates will comprise the full Enhancement Plan.

As noted previously, Steps 1 and 2 are Preparatory Steps. They contain discussion points and questions that will assist States in identifying their strengths and weaknesses, prioritizing those strengths and weaknesses based on need and impact, and grouping those needs to form Initiatives that will enhance State homeland security programs and capabilities. States will not be required to document the detailed analysis conducted for these two steps. However, States will be responsible for providing a synopsis of the work done in each of these Steps in the Enhancement Plan Analysis Summary Sheet. Only one Analysis Summary Sheet should be completed, and it should be kept at the program-level (for the entirety of the program) in order to provide the full picture of analysis for the State homeland security program to provide context for the overall Enhancement Plan submission.

After completing Steps 1 and 2, States will have identified the Initiatives they wish to create and implement to meet their critical homeland security needs. In Step 3, States will complete an Initiative Plan Template for each Initiative identified at the end of Step 2. The Initiative Plan Template walks through the planning and development of an Initiative to holistically address priority needs for the State and the identification of necessary steps to implement the Initiative. An Initiative may integrate projects that span one or more National Priorities, Target Capabilities, or Capability Elements, and is a long-term, multi-year endeavor that may be funded through several funding sources. The Initiative Plan Template should be completed for each Initiative that will be created to address capability and program needs.

When States have completed all of their Initiative Plan Templates, they will begin Step 4 by compiling the Analysis Summary Template and the individual Initiative Plan Templates, and creating an Enhancement Plan Cover Sheet. Collectively, these documents will comprise the Enhancement Plan, which must be submitted as part of the FY 2006 HSGP application.

INSTRUCTIONS FOR STEP 1: EVALUATE



The purpose of Step 1 is to bring the analysis conducted as part of the Program and Capability Review into the Enhancement Plan process. States should utilize the work and discussions that took place as part of the Program and Capability Review in completing Step 1. If a thorough Program and Capability Review was completed, no additional analysis should be required for Step 1. **This is a Preparatory Step; documentation for this Step is not required for submission.**

Step 1 is broken out into two parts: Capability Evaluation and Program Evaluation.

Discussion Points

A. *Capability Evaluation*

Volume 1 of the State Homeland Security Program and Capability Review Guidebook provides detailed information regarding capability outcomes. Refer to Section 1: Priority Capability Review, and Section 2: Additional Capabilities for additional information. These sections also contain discussion points to help States assess their capability strengths and weaknesses to complete this evaluation.

Description of Capability Outcome

There are multiple identified outcomes associated with each capability in the TCL, but not every outcome will be relevant to each State. Likewise, a State may identify a new outcome, specific to their State. States should determine which outcomes are applicable to them based on their Program and Capability Review discussions. For each applicable outcome, provide a brief description of the outcome as it relates to the State. For more information on the Target Capabilities and their outcomes, see the TCL.

Strengths

Following the description of each outcome, States should highlight their strengths relative to the outcome (if applicable). While each strength should be discretely acknowledged, discussion should be kept to a high-level summary and analysis description.

Weaknesses, Gaps, and/or Deficiencies

Following the discussion of outcome strengths, States should highlight any weaknesses, gaps, and/or deficiencies identified relative to the outcome. As above, each weakness, gap, and/or deficiency should be mentioned, and discussion should be kept to a high-level summary and analysis description.

B. Program Evaluation

The Program Evaluation should center around the program management construct within which capabilities are being built and maintained (as evaluated as part of the Capability Evaluation above). The Program Evaluation should focus on the following outcomes, across all capabilities, of the State homeland security program: 1) Incorporating the three Overarching National Priorities into the State homeland security program, and 2) Operating and managing an effective homeland security program through coordination and collaboration.

Implementing the Three Overarching National Priorities

Based on the analysis done against the Overarching National Priorities and overall State homeland security program management (done as part of the Program and Capability Review), identify where the State currently stands in incorporating the National Priorities into the State homeland security program. Discuss current management strategies (if applicable) that are in place to ensure the National Priorities are incorporated in the State homeland security program, and necessary levels of involvement from multiple disciplines and agencies at all levels of government within the State. Outline the State's concept for regionalization and the process under development to implement that concept, including near-, medium- and long-term milestones. Discuss how each Priority relates specifically to the State and how the State is measuring/will measure alignment with and achievement of the National Priorities.

Operating and Managing an Effective Homeland Security Program

Discuss the existing management strategies and governance structures that are in place. Evaluate the State's ability to manage its homeland security program in terms of processes, people, and tools. Consider whether the State program is executing appropriate homeland security activities, and whether it is organized effectively to manage those activities. Assess current program management activities and resources, and analyze the adequacy of those activities and resources in terms of successful lifecycle management of all components of a balanced homeland security program.

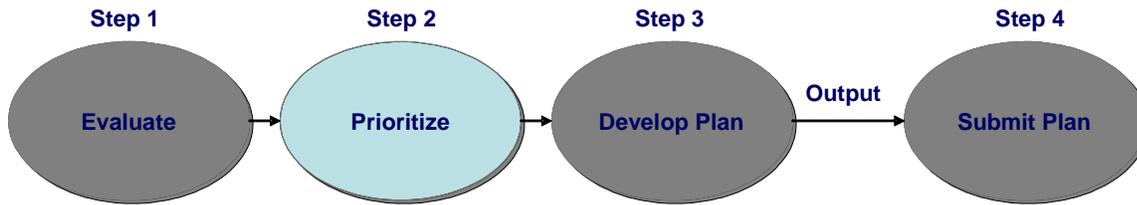
Strengths

Discuss State strengths relative to how the State is incorporating the National Priorities into its homeland security program, and strengths relative to the operation and management of the State homeland security program. Consider strengths in terms of overall management and multi-disciplinary involvement, as well as discrete processes, people, and tools. Discussion should be kept to a high-level summary and analysis description of identified strengths.

Weaknesses, Gaps, and/or Deficiencies

Discuss program weaknesses relative to incorporating the National Priorities into the homeland security program, and overall management challenges. As above, consider weaknesses in terms of management, stakeholder involvement, processes, people, and tools. Discussion should be kept to a high-level summary and analysis description of identified weaknesses.

INSTRUCTIONS FOR STEP 2: PRIORITIZE



In Step 2, States will utilize the analysis conducted in Step 1 and prioritize the strengths and weaknesses based on need and impact. States will then group these priorities to develop key Initiatives for the State to implement.

Step 2 includes a series of questions designed to assist States in engaging a systematic process for identifying needs. While it is critical that States answer each of these questions, the answers to these questions are not required for submission. Instead, States will submit a synopsis of the work they have completed in Steps 1 and 2 using the Enhancement Plan Analysis Summary Sheet. This Analysis Summary Sheet is included in this Guidebook, immediately following the discussion questions listed below. **The Analysis Summary Sheet is a required piece of the Enhancement Plan submission.**

Discussion Questions

1. ***What areas of need (weaknesses/deficiencies) could have the largest impact if not addressed? What risk(s) could be mitigated, and how would that risk(s) be mitigated by addressing the need?***

Consider the number of people, the (physical) area, transportation, and critical infrastructure that are affected. Consider how they are at risk, how the need and risk are related, and how much the risk is mitigated by addressing the need.

2. ***What areas of strength, if not maintained, could have the largest adverse impact? Discuss how much risk would increase if the strength is not maintained.***

Consider the number of people, the (physical) area, transportation, and critical infrastructure that are affected if the strength(s) is not maintained. Discuss how the strength is directly related to risk mitigation, and the potential negative impact if the strength is not sustained.

3. ***Discuss current funding and resource challenges, and which areas of need could be affected the most by funding and resource limitations. Where do the largest resource shortfalls exist?***

Given current situations, consider which needs/strengths are least likely to be addressed. Discuss why they are least likely to be addressed, such as whether it is because of low priority, low risk/threat, low impact, and/or cost-prohibitiveness. Consider if any of the needs/strengths least likely to be addressed are critical to the homeland security program and capability enhancement.

4. ***Which areas of need/strength have the potential to impact/benefit multiple jurisdictions? How are stakeholders from those jurisdictions engaged?***

Consider the depth and breadth of the need/strength. Identify the number of jurisdictions that are affected, if it is intra- or inter-State, and whether the need/strength has the potential to benefit people and jurisdictions outside the immediate response/focus area. Consider if the successful mitigation of risk could be leveraged across multiple jurisdictions, and therefore increase potential impact and benefit. Further, if multiple jurisdictions are affected, discuss communication, outreach, and involvement strategies with the appropriate stakeholders from those jurisdictions to ensure that all security needs are being met.

5. ***Based on the above analysis, determine the priority needs/strengths around the program/capability that should be addressed.*** Review the discussions and responses to the above questions, and consider which strengths and weaknesses represent the greatest need in terms of risk mitigation, sustainment, benefit, and impact. Identify “priority” areas of need that must be maintained and addressed in order for the State to meet the program and capability expectations.
6. ***Group priority needs together to form an Initiative.*** Review the priority needs identified and cluster related or like needs that could be addressed through a single Initiative. An Initiative is defined as the compilation and coordination of related projects geared towards achieving a common State homeland security goal/objective, National Priority, and/or Target Capability. An Initiative may be comprised of one or more projects that span one or more National Priorities, Target Capabilities, and/or Capability Elements. Ensure that needs are grouped together in a way that will maximize the Initiative’s effectiveness. Review Initiatives to make certain key program and capability strengths and weaknesses are being addressed to the largest extent possible. Give the Initiative a short, descriptive name.

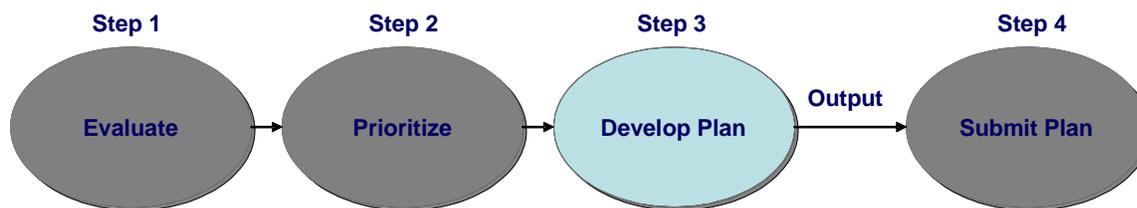
ENHANCEMENT PLAN ANALYSIS SUMMARY SHEET

Provide responses to the following questions to reflect the analysis and prioritization (done as part of Steps 1 and 2) that led to the development of Initiatives. The questions should be responded to at the program-level (for the entirety of the program) in order to provide the full picture of analysis for the State homeland security program. This summary analysis will serve as a contextual frame of reference for the overall Enhancement Plan submission.

As a general rule, the narrative responses, in total, should be no more than three pages.

- 1. Discuss the Stakeholders involved in Program and Capability Review and Enhancement Plan development, as well as the subject-matter, functional, or regional expertise they brought to these processes. Document the method or medium used to capture and incorporate Stakeholders' viewpoints and feedback in the Program and Capability Review and Enhancement Plan development.**
- 2. List the Target Capabilities and programs on which the State focused its review and analyses, and identify whether they are tied to: the three Program-specific National Priorities; the four Capability-specific National Priorities; the Priority Target Capabilities that align to the four Capability-specific National Priorities; or other Target Capabilities identified as State-specific priorities.**
- 3. List and describe all of the high-level needs (strengths and weaknesses) that were identified as part of the Program and Capability Review/Step 1 of the Enhancement Plan process. Highlight those areas that were eventually included in an Initiative, and those that were not included in an Initiative.**
- 4. Explain the rationale for how the identified needs (strengths and weaknesses) were prioritized. Discuss why those needs are priorities for the State. Describe the processes used to determine State priorities at the program level, how those priorities were put into a regional construct, and how the end-result priorities were agreed upon among the stakeholder group for inclusion in Initiatives.**

INSTRUCTIONS FOR STEP 3: DEVELOP A PLAN



Step 3 will walk States through the elements of creating a high-level implementation plan for the Initiative, utilizing an Initiative Plan Template provided as part of this Guidebook. The Initiative Plan Template will help States create a plan around the necessary steps that are required to implement the Initiative to address the identified needs and mitigate risk. States should submit one Initiative Plan Template for each Initiative they have identified.

Step 3 includes a series of questions designed to assist States to engage a systematic process for completing an Initiative Plan Template. The Template questions are included below with detailed instructions and response guidance for each question. The Initiative Plan Template is included in this Guidebook, immediately following the response guidance below. States are reminded that Initiatives should be created irrespective of FY 2006 HSGP funding considerations, and may be comprised of one or more projects that span one or more National Priorities, Target Capabilities, and/or Capability Elements. The Initiatives should tie back to the analysis done as part of the Program and Capability Review, and to the prioritization analysis done as part of the Enhancement Plan discussions (Steps 1 and 2).

Each Initiative Plan Template should contain the National Priorities or Capability areas addressed by the Initiative. This information should be entered in the space provided at the top of the Template.

As the Initiative Plan Template is a tool for States, there are no page limitations.

Template Question Response Guidance:

- 1. Provide the Name of this Initiative. Describe how this Initiative will address the priority needs and strengths identified through the program and capability evaluation, and prioritization analysis.***

Identify the name of the single Initiative that will be addressed in this Template. Explain at a high-level how this Initiative, as created, will address the findings from the original analysis done as part of the Program and Capability review and prioritized as part of Step 2 of the Enhancement Plan development process.

- 2. Regional Construct: Briefly describe the geographical context of this Initiative.***

Identify the geographical and regional areas that this Initiative will affect. Tie the Initiative to regions and urban areas, as appropriate. Explain how and why those regions/areas were identified and included as part of this Initiative.

3. ***Resources, Processes, and Tools: Identify the resources, processes and tools that already exist, and those that will need to be leveraged, created, or acquired for this Initiative. Briefly consider how these resources, processes and tools may be attained.***

Consider all of the resources, processes, and tools that will be required for this Initiative.

- For resources, consider things such as: staff, contractors, equipment, and funding streams.
- For processes, consider such things as: planning, communication, outreach, information dissemination, and acquisition.
- For tools, consider such things as hardware, software, buildings, and machinery.

Identify those resources, processes, and tools that are already sufficiently available, established, or “in-hand,” and those that will need to be accessed, created, supplemented or purchased, and identify a micro-level timeframe for doing so. For tools, consider any necessary training or exercises that will be required as a result of the introduction of new tools and equipment.

4. ***Governance Structure: Describe the high-level governance structure (e.g., management plan, stakeholder involvement) required for successful implementation of this Initiative.*** Identify the key stakeholders and management who will oversee the implementation of this Initiative. Consider how they will be arranged in a governance structure, key implementation responsibilities, and how each group will have to communicate and work together to ensure a successful implementation.

5. ***Program Management: Explain how this Initiative relates to the overall State homeland security program, and/or how it helps incorporate the three Overarching National Priorities.***

Provide the context for how this Initiative fits into the larger homeland security program. Discuss how and if this Initiative will help incorporate the three Overarching National Priorities into the program, and/or how it will strengthen overall management of the homeland security program.

INITIATIVE PLAN TEMPLATE

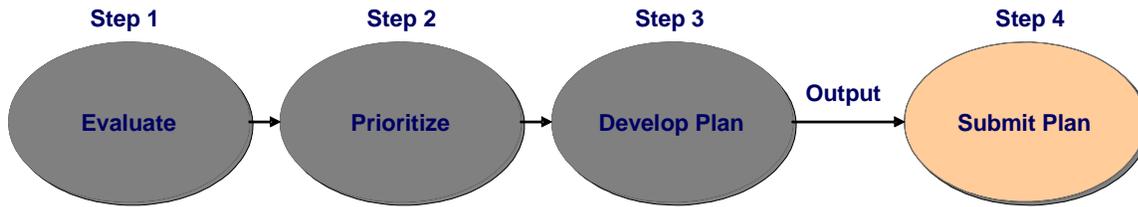
[National Priority(ies)/Capability(ies)]

This Template should be completed for each Initiative that will be created to address program and capability need. One Initiative can encompass one or more capabilities and/or programs, but States should be sure to review and consider each of the three Overarching National Priorities, eight Priority Capabilities, and their three to five State-specific Priority Capabilities.

The Initiatives should represent solutions to the needs identified through the Program and Capability Review (refer to *State Homeland Security Program and Capability Review Guidebook Volume 1*) and prioritized as part of the Enhancement Plan development process.

- 1. Provide the Name of this Initiative. Describe how this Initiative will address the priority needs and strengths identified through the program and capability evaluation, and prioritization analysis.**
- 2. Regional Construct: Briefly describe the geographical context of this Initiative.**
- 3. Resources, Processes, and Tools: Identify the resources, processes and tools that already exist, and those that will need to be leveraged, created, or acquired for this Initiative. Briefly consider how these resources, processes and tools may be attained.**
- 4. Governance Structure: Describe the high-level governance structure (e.g., management plan, stakeholder involvement) required for successful implementation of this Initiative.**
- 5. Program Management: Explain how this Initiative relates to the overall State homeland security program, and/or how it helps incorporate the three Overarching National Priorities.**

INSTRUCTIONS FOR STEP 4: SUBMIT ENHANCEMENT PLAN



When States have completed the Prioritization and Planning processes, they will submit their Enhancement Plan for review as part of their FY 2006 HSGP application. See the FY 2006 HSGP Program Guidance and Application Kit for specific instructions on submitting the Enhancement Plan as part of the FY 2006 HSGP application.

The Enhancement Plan will include:

- 1) One Cover Sheet that identifies the Team Members who participated in the development of the Plan, as well as the names of each of the Initiatives developed;
- 2) One Summary Analysis Sheet that provides an overview of the work conducted in Step 2; and,
- 3) The Initiative Plan Templates completed for each Initiative in Step 3.

The instructions for completing the Cover Sheet are listed below; the Enhancement Plan Cover Sheet immediately follows these instructions

- ***Include State name***
- ***Team Member Identification***
Identify all participants who contributed to the analysis and development of the Enhancement Plan. Include participant Name, Jurisdiction, Agency, and Sector, as appropriate.
- ***Initiative List***
Identify each Initiative by name that is included as part of the Enhancement Plan, along with the corresponding National Priority(ies) and Capability(ies) from the TCL.

