



U. S. Department of Homeland Security

Office for Domestic Preparedness

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TO: All State Administrative Agency Heads  
All State Administrative Agency Points of Contact

FROM: Andrew T. Mitchell  
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SUBJECT: Additional TA Resources to Support Completion of the Assessment and Strategy  
Development Process for States and Urban Areas Security Initiative Participants

Over the past several weeks, ODP has received numerous communications from State Homeland Security Assessment and Strategy (SHSAS) and Urban Areas Security Initiative (UASI) participants voicing concerns about the Online Data Collection Tool (DCT). ODP has been working diligently to address these concerns and to increase the reliability and performance of the tool. However, ODP is also aware that problems with the DCT are complicating the ability of states and UASI participants to meet their assessment deadlines.

To further assist SHSAS and UASI participants in completing their assessments and strategies, ODP is increasing the quantity and expanding the scope of available technical assistance (TA) deliveries. TA will now be offered by ODP to assist states and local jurisdictions with data entry efforts, data analysis related to strategy development and support with developing and submitting grant applications.

This new TA support is being offered in addition to existing TA deliveries, and includes:

- **Assessment Data Entry** (one session per state/urban area): ODP is now offering data entry personnel to assist states and UASI participants with assessment data entry efforts. These additional data entry personnel will be able to enter state and/or jurisdiction hard copy data (from worksheets provided in the SHSAS Reference Handbook) into the Data Collection Tool. State/UASI participants will not be required to provide computers, but will be asked to be present during this technical assistance delivery.

**Target Audience:** State/UASI working groups

- **Assessment Data Analysis** (one independent session per state/urban area, or one session offered in conjunction with Developing a State Homeland Security/UASI Strategy TA deliveries): This session provides assistance with information analysis using the online Data Analysis Tool (DAT). Facilitators will be able to assist states with:
  - Technical use of the DAT and associated Discoverer software
  - Analysis of jurisdiction-level assessment data
  - Analysis of state/urban area-level assessment data
  - Use of this information in strategy formulation.

**Target Audience:** State/UASI working groups

- **Rapid Assistance Team** (upon request): The ODP Rapid Assistance Team (RAT) provides telephone and on-site assistance to state administrative agencies (SAAs) and UASI grant recipients in identifying state/urban area equipment needs, developing state/urban area equipment procurement plans, preparing grant application documents (e.g., program narratives, budgets, etc.) and other related support. If necessary, RAT personnel can be dispatched on short notice to help applicants meet deadlines for funding provided through ODP grant programs.

**Target Audience:** SAAs/UASI grant recipients

Technical assistance available from ODP is provided without charge to a requesting state or urban area. All requests for technical assistance should be submitted to the ODP Helpline at: (800) 368-6498.

Again, thank you for your patience during this process. ODP will continue to keep you updated on the status of the DCT, and on any further developments regarding the assessment and strategy process.