



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: State Homeland Security Grant Program Applicant Assistance Services

Since 1998, the Office for Domestic Preparedness (ODP) has provided more than \$1 billion in homeland security grant funding. These funds are intended to enhance the capacity of state and local emergency personnel to respond to incidents of terrorism involving the use of weapons of mass destruction (WMD), as well as for the protection of critical infrastructure and prevention of terrorist incidents, for costs related to the design, development, conduct and evaluation of WMD exercises, for the development of state and local training WMD programs, and for costs associated with developing and implementing comprehensive state homeland security strategies.

To implement the State Homeland Security Grant Program (SHSGP), ODP has developed a comprehensive suite of services to assist governor-designated state administrative agencies (SAAs) in applying for and administering SHSGP funding. The attached fact sheet describes these services in detail. Should you have any additional questions on this, or other programmatic issues, please feel free to contact your ODP State and Local Program Management Division (SLPMD) Program Manager. SLPMD Program Managers can be reached by calling the ODP Help Line at: 1-800-368-6498.

Attachment



State Homeland Security Grant Program Applicant Assistance Services

Background

Since 1998, the Office for Domestic Preparedness (ODP) has provided more than \$1 billion in homeland security grant funding. These funds are intended to enhance the capacity of state and local emergency personnel to respond to incidents of terrorism involving the use of weapons of mass destruction (WMD), as well as for the protection of critical infrastructure and prevention of terrorist incidents, for costs related to the design, development, conduct and evaluation of WMD exercises, for the development of state and local training WMD programs, and for costs associated with developing and implementing comprehensive state homeland security strategies. To implement the State Homeland Security Grant Program (SHSGP), ODP works with governor-designated state administrative agencies (SAA) in each of the fifty states, the District of Columbia, the Commonwealth of Puerto Rico and the four U.S. Territories. ODP has developed a comprehensive suite of services to assist SAAs in applying for and administering SHSGP funding.

ODP State and Local Program Management Division

ODP's State and Local Program Management Division (SLPMD) serves as the SAA's primary point of contact for all questions concerning the SHSGP. SLPMD has assigned a dedicated Program Manager to each state and territory to assist the SAA during the application process process and throughout the life of the grant. SLPMD Program Managers may also call upon staff from ODP's Exercise and Evaluation and Training and Technical Assistance Divisions to answer questions, as well as arrange for a variety of specialized applicant assistance services. Available specialized support includes:

- ***ODP Rapid Assistance Team***
- ***ODP Domestic Preparedness Equipment Technical Assistance Program***
- ***ODP Equipment Purchase Assistance Program***
- ***ODP Help Line***

Applicant Assistance Services

Rapid Assistance Team - The ODP Rapid Assistance Team (RAT) provides telephone and on-site assistance to SAAs in identifying statewide and/or local equipment needs, developing state and/or local equipment procurement plans, preparing grant application documents (e.g., program narratives, budgets, etc.) and other related support. The RAT is staffed by contract

personnel who have direct experience with implementing ODP grants at the state and local level. If necessary, RAT personnel can be dispatched on short notice to help applicants meet deadlines for funding provided through the SHSGP.

Domestic Preparedness Equipment Technical Assistance Program - The ODP Domestic Preparedness Equipment Technical Assistance Program (DPETAP) is a comprehensive national technical assistance program operated in partnership with the U.S. Army's Pine Bluff Arsenal. DPETAP personnel provide training on the use and maintenance of the specialized equipment that can be procured through the SHSGP. This training is provided on-site and at no cost through the use of mobile training teams. DPETAP staff are also available through the ODP Help Line to provide the expert advice on equipment performance and specifications that applicants may require when determining what to buy with their SHSGP funding.

Equipment Purchase Assistance Program - The ODP Equipment Purchase Assistance Program provides SHSGP recipients with access to federal purchasing programs through agreements with the Defense Logistics Agency and the Marine Corps Systems Command. Advantages include streamlined procurement, as well as guaranteed product warranties and delivery time lines.

Help Line - The ODP Help Line provides SAAs with direct access to their SLPMD Program Managers, as well as other experts who can answer non-emergency technical questions about WMD issues and specialized response equipment. The Help Line is staffed weekdays from 8:00 AM to 7:00 PM eastern standard time, and may be accessed by calling: 1-800-368-6498.

For More Information:

Questions concerning the SHSGP, or available ODP applicant assistance services, should be directed to the appropriate SLPMD Program Manager. SLPMD Program Managers may be contacted through the ODP Help Line at 1-800-368-6498.