



U. S. Department of Homeland Security

Office for Domestic Preparedness

Washington, D.C. 20531

**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: Submission of Categorical Assistance Progress Reports for Fiscal Year 2003
State Homeland Security Grant Program (SHSGP) - Part II Grants

On March 21, 2003, the U.S. Department of Homeland Security (DHS), Office of State and Local Coordination (OSLC) requested that state and territorial Homeland Security Advisors report on steps taken to protect critical infrastructure during Operation Liberty Shield. This request focused on assets that fell into two categories: 1) those identified by DHS specifically; and, 2) those identified by the state based on an additional list of thirteen criteria provided by DHS. Forms for the submission of this data were provided by OSLC.

As a reminder, this information **MUST** be included with the budget detail worksheets to be submitted with the SHSGP - II Categorical Assistance Progress Report due after June 30, 2003. The deadline for submitting these reports is July 31, 2003. Please remember special conditions requiring the submission of this information have been added to Fiscal Year 2003 State Domestic Preparedness Program (SHSGP) - Part II grants. Non-compliance with these requirements will result in withholding of funds.

In addition to providing this information to the Office of the Comptroller, please also fax the completed Categorical Assistance Progress Reports and all associated attachments directly to the Office for Domestic Preparedness (ODP) at (202) 514-5566. Should you have any additional questions, please feel free to contact the ODP Helpline at: 1-800-368-6498.