

Roles and Responsibilities

ISIP Overview:

- ▶ The FY 2004 Initial Strategy Implementation Plan (ISIP) is the method through which all Office for Domestic Preparedness (ODP), Department of Homeland Security (DHS) FY 2004 grant recipients will report on their planned and actual grant expenditures. The ISIP is designed to provide ODP, DHS, and Congress with a comprehensive “snapshot” of how each state and territory is implementing their State and Urban Area Homeland Security Strategies with ODP grant funds and the anticipated impact of these expenditures on our Nation’s preparedness.
- ▶ ODP is creating and will distribute a blank ISIP template to each State Administrative Agency (SAA). The template will be in an electronic format to maximize efficiency and to establish a baseline for future grant reporting requirements. All data submitted to ODP through this template will be available for updating prior to future report (Biannual Strategy Implementation Plan) submissions.
- ▶ In the ISIP template, grantees will tie all funds received to specific, actionable projects and link each one to the goals and objectives identified in their State and, where appropriate, Urban Area Homeland Security Strategies. This reporting process will enable states and ODP to track grant expenditures against State and Urban Area Homeland Security Strategies for all funding streams.

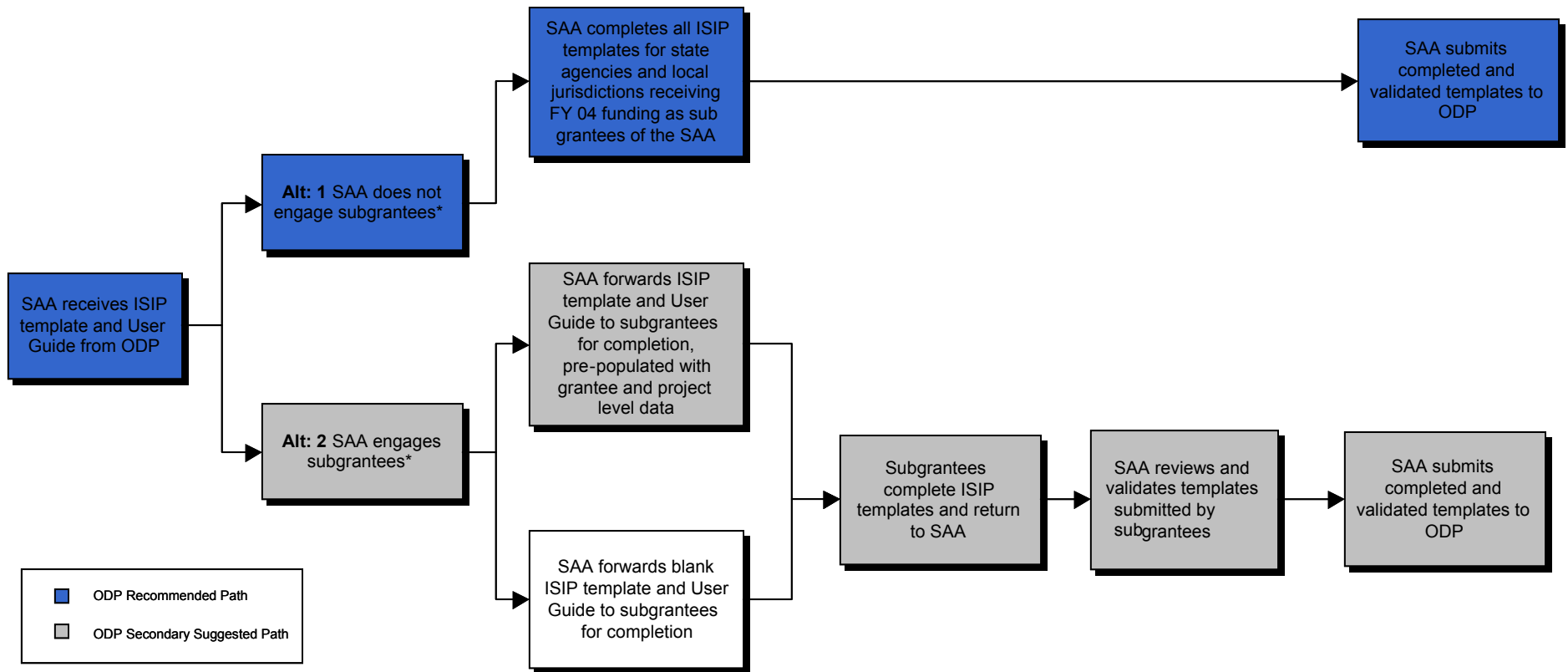
Role of the SAA:

- ▶ The SAA has the primary responsibility to provide completed ISIPs for funds retained by the SAA, as well as for funds sub-granted to local jurisdictions or other state agencies (referred to as “subgrantees”) to their ODP Preparedness Officer within 60 days of the grant award date. The final submission to ODP from the SAA will include at least one SAA-level template, if a portion of funding is retained, and one template for every jurisdiction or state agency that receives a sub-grant.
- ▶ SAAs may populate all template information on behalf of all subgrantees or provide the templates to them to complete.
- ▶ ODP recommends that SAAs complete all ISIPs for funding held at the state level as well as funding sub-granted to local jurisdictions and state agencies when data is available.

Responsibilities:

- ▶ All funds provided through the FY 2004 HSGP and UASI grant program applications must be linked to one or more projects, which in turn must support specific goals or objectives in the State's and, where appropriate, Urban Area's Homeland Security Strategies.
- ▶ It is imperative that each state communicate its goals and objectives to subgrantees who may be populating the ISIP, in order to ensure an appropriate understanding of how funds must be expended under these grants.

Decision Matrix for ISIP Completion and Submission



- ▶ One ISIP template must be completed for all recipients of FY04 Homeland Security and Urban Areas Security Initiative grant funding

- ▶ Ensure State and UASI goals and objectives are communicated to subgrantees
- ▶ Ensure that subgrantees meet system requirements

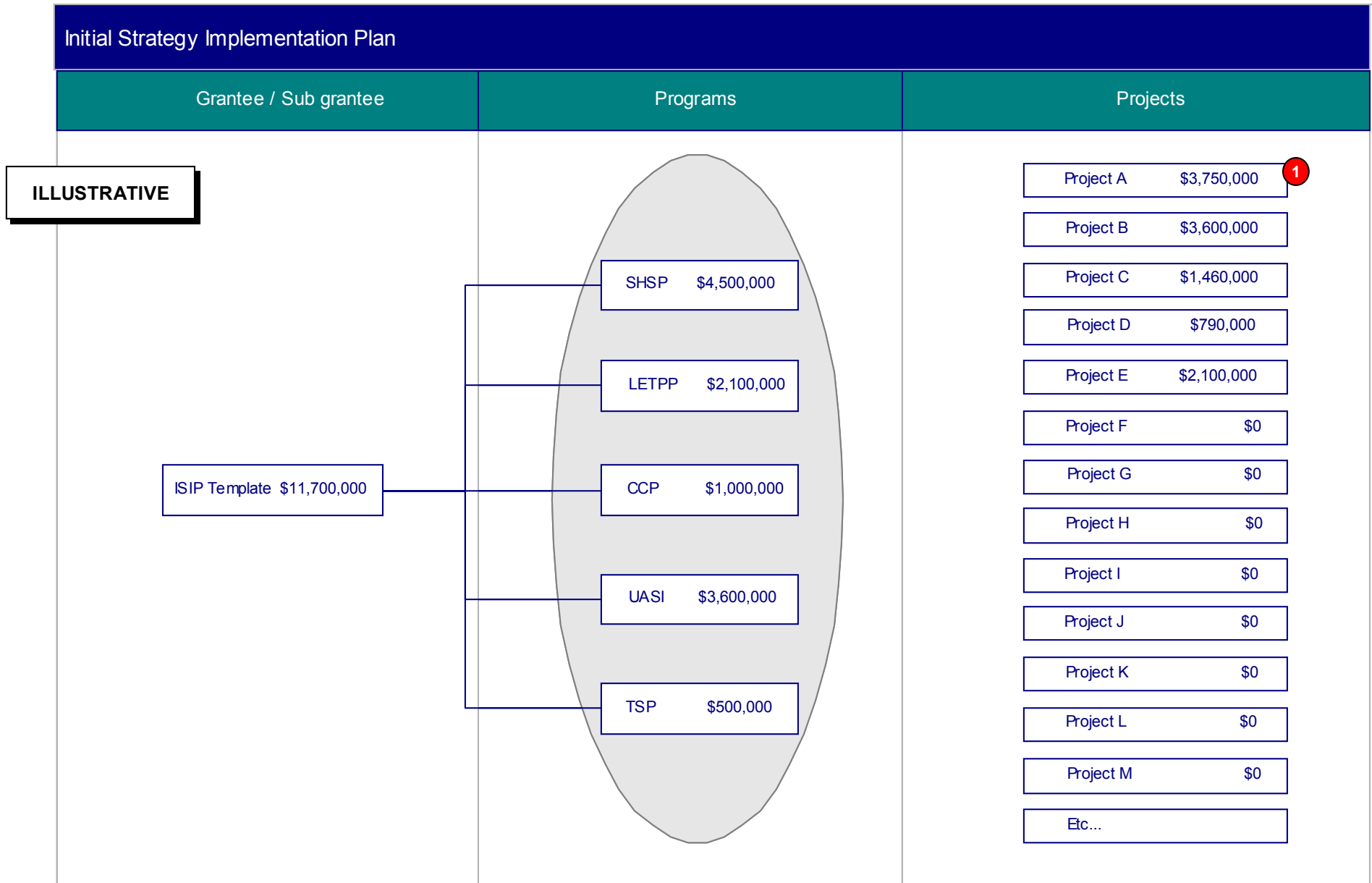
- ▶ Deadline for submission to SAAs should allow sufficient time for SAAs to review and validate templates

- ▶ SAAs should ensure that all data submitted to ODP is complete and accurate including data completed by subgrantees

- ▶ All templates must be received by ODP within 60 days of the FY 04 grant award date in accordance with Appendix C of the Application Kit

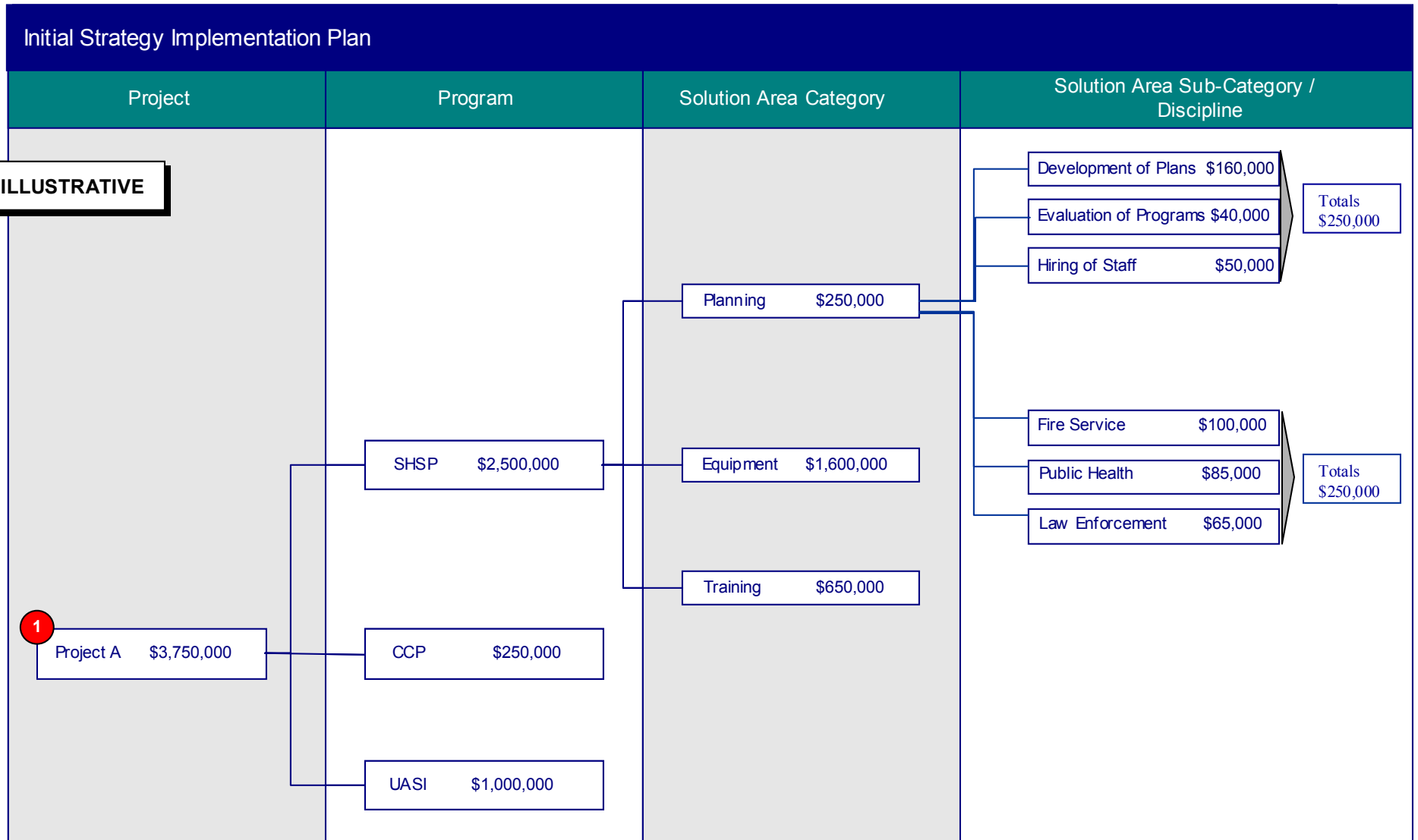
* Subgrantees include local jurisdictions and state agencies receiving FY 04 Homeland Security and/or Urban Areas Security Initiative grant program funds through their SAA

Conceptual Design of ISIP Electronic Template



* Dollar values are for illustrative purposes only

Conceptual Design of ISIP Electronic Template Continued



* Dollar values are for illustrative purposes only

ISIP Key Terms and Definitions

Term Used	Definition	Example
Legal Jurisdiction Name	Official chartered name of city, county, parish, etc.	Legal Jurisdiction Name should match what was entered by the jurisdiction into the Data Collection Tool (DCT) and should be spelled out completely <ul style="list-style-type: none"> ▶ New York City, should not be entered as NYC ▶ Prince Georges County, should not be entered as P.G. County
Legal Agency Name	Official chartered name of agency	Legal Agency Name should match what was entered by the jurisdiction into the DCT and should be spelled out completely <ul style="list-style-type: none"> ▶ Pennsylvania Emergency Management Agency should not be entered as PEMA ▶ Los Angeles Police Department should not be entered as L.A.P.D.
Project	An organized set of activities designed to achieve defined objectives or tasks resulting in specific identifiable improvements within a given budget and grant period. These statements should all start with an action word.	<ul style="list-style-type: none"> ▶ Stand up an emergency operations center in the Town of Smith ▶ Develop a public health surveillance system for the City of Phoenix ▶ Develop a state-wide sustainable training system ▶ Create a terrorism information-sharing network for Wayne County
Strategic Goal	A target that the state wants to achieve regarding an improved level of capability. For the ISIP, this should come directly from the State's individual SHSS and/or Urban Area Homeland Security Strategy	<ul style="list-style-type: none"> ▶ Develop a regional response capability to ensure incident response coverage in areas not currently covered, etc.
Strategic Objective	A specific statement of desired achievement that supports the goal. For the ISIP, this should come directly from the State's individual SHSS and/or Urban Area Homeland Security Strategy and should be tied to a goal from the same strategy.	<ul style="list-style-type: none"> ▶ Planning: Develop a state-wide terrorism incident regional response plan by Oct. 2004 ▶ Organizing: Develop the organizational structure for three regions by Oct. 2004 ▶ Equipping: Equip three regional response teams by Dec. 2004 ▶ Training: Train three regional response teams by Mar. 2004 ▶ Exercising: Conduct a full-scale exercise to validate the operations of one regional response team by May 2004
Program	A specific source of funding for projects from either the FY04 Homeland Security or UASI grant programs. For the purposes of the ISIP, ODP has defined five FY04 programs listed in the example column.	<ul style="list-style-type: none"> ▶ State Homeland Security Program (SHSP) ▶ Law Enforcement Terrorism Prevention (LETPP) ▶ Citizen Corps Program (CCP) ▶ Urban Areas Security Initiative Program (UASI) ▶ Transit Security Program (TSP)
Solution Area	Associated with the State or Urban Areas Homeland Security Assessment and Strategy. A solution area is a means of categorizing objectives developed in the strategy process (POETE).	<ul style="list-style-type: none"> ▶ Planning ▶ Organization ▶ Equipment ▶ Training ▶ Exercise

Solution Area Sub-Category	Categories of allowable expenditures within each solution area to accomplish identified projects.	Solution Area: Equipment ▶ Solution Area Sub-Category: Personal Protective Equipment Solution Area: Training ▶ Solution Area Sub-Category: Hiring of Full or Part-time Staff
Discipline	A generally defined group or function receiving grant funding for specific work in a solution area.	▶ Fire service ▶ Emergency medical services ▶ Public Works

ISIP Frequently Used Acronyms

Acronym	Definition
SHSP	State Homeland Security Program
LETPP	Law Enforcement Terrorism Prevention Program
CCP	Citizen Corps Program
UASI	Urban Areas Security Initiative Program
TSP	Transit Security Program
MOU	Memorandum of Understanding
SAA	State Administrative Agency
CBRNE	Chemical, biological, radiological, nuclear, and explosive
CERT	Community Emergency Response Teams
PPE	Personal Protective Equipment
COOP/COG	Continuity of Operations/ Continuity of Government