



Office for Domestic Preparedness

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TO All State Administrative Agency Heads
All State Administrative Agency Points of Contact
All State Homeland Security Directors

FROM: C. Suzanne Mencer
Director

SUBJECT: Homeland Security Preparedness Technical Assistance Program:
Enhancing Grants Management Capacities of State Administrative Agencies

In partnership with the National Criminal Justice Association (NCJA), the Office for Domestic Preparedness (ODP) is pleased to announce a new Homeland Security Preparedness Technical Assistance Program (HSPTAP) service entitled, "Enhancing Grants Management Capacities of State Administrative Agencies." (PREV-102, RESP-211, and RECV-303 in the HSPTAP Catalog.) In an effort to complement and reinforce the recommendations of the *June 2004 Task Force on State and Local Homeland Security Funding* (hereafter referred to as the *Task Force Report*), this technical assistance (TA) service seeks to further improve the ability of State Administrative Agencies (SAAs) to manage and account for grant funds awarded by ODP.

The initial phase of the Grants Management TA service consists of integrated research efforts that will accurately develop compilations of best grants management practices and critical grants management needs/problems. The benefit to you, as the State or local jurisdiction, is that these research efforts will serve as the foundation for the development of a tailored, on-site assistance program to ensure that identified best practices are implemented and critical needs/problems are addressed in your State regarding the administration of ODP's grants.

In order to launch the research phase of this initiative, a short survey has been developed that seeks to gather information directly from SAAs. Your feedback through the survey is critical to the success of this TA service so that ODP and NCJA can rapidly implement a responsive TA strategy to meet your needs and the needs of other SAAs. ODP and NCJA are sensitive to how burdensome surveys can be and we thank you in advance for your assistance. The survey can be filled out and submitted online at:

<http://survey.irm-systems.com/survey/survey.nsf/PublicSurvey?Open&id=829>

This TA service is a critical addition to the HSPTAP Catalog and ODP is very excited to work collaboratively with you to enhance grants management practices. This and all TA services are available to eligible recipients at no charge. For further information on this and other HSPTAP

services, please visit the HSPTAP Catalog at: (http://www.ojp.usdoj.gov/odp/ta_catalog.htm), contact the ODP Preparedness Officer assigned to your State, or contact the Centralized Scheduling and Information Desk at (800) 368-6498 / askcsd@ojp.usdoj.gov