U. S. Department of Homeland Security

Office for Domestic Preparedness

Washington, D.C. 20531

ODP Information Bulletin
No. 99 February 6, 2004

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

FROM: C. Suzanne Mencer
                   Director

SUBJECT: ISIP: Important Preparatory Documents

In the coming weeks, ODP will disseminate the Initial Strategy Implementation Plan (ISIP) and its accompanying step-by-step User Guide to all State Administrative Agencies (SAAs) receiving FY 2004 Homeland Security and Urban Areas Security Initiative grant program funds. In anticipation of the ISIP launch, ODP has created several documents that contain important preparatory details. These documents are attached under the title *'SAA ISIP Preparatory Documents'* and include the following:

> ‣ **Roles and Responsibilities:** This brief overview describes the purpose of the ISIP, the process for its completion, and the SAA roles and responsibilities.
> ‣ **Decision Matrix:** Several options are available to SAAs for the completion and submission of the ISIP templates. This matrix will guide you through options that are available.
> ‣ **ISIP Conceptual Graphics:** Two graphics illustrate the conceptual design and data required for the ISIP. The graphics step through the process of how funding should be accounted for from the program level down to the discipline level.
> ‣ **Key Terms**: Understanding what ODP is requesting is important to accurately complete the ISIP. The definitions of key terms and acronyms used in the ISIP are provided for your reference.

In addition to the *'SAA ISIP Preparatory Documents'* listed above, you will find a *'Subgrantee ISIP Information Packet'* attached for subgrantees*. This attachment should be distributed by the SAA to the subgrantees, if the SAA chooses to engage their assistance in completing the ISIP templates. The information provided in this attachment includes select preparatory documents, an overview of the purpose and process of the ISIP and a brief description of the suggested subgrantees role in completing the ISIP.

If you have any questions regarding the preparatory details, please contact your ODP Program Manager. Thank you for your assistance in making the ISIP launch a success.

---

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