



Homeland  
Security

**Office of Grants and Training Information Bulletin  
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**TO:** All State Administrative Agency Heads  
All State Administrative Agency Points of Contact  
All State Homeland Security Directors  
All Urban Area Core City/Core County Points of Contact

**FROM:** Matt A. Mayer  
Acting Assistant Secretary

**SUBJECT:** Responding to Inquiries about Fiscal Year (FY) 2006 Homeland Security Grant Program (HSGP) Application Submissions

Under the FY 2006 HSGP, State Homeland Security Program (SHSP), Law Enforcement Terrorism Prevention Program (LETPP), and Urban Areas Security Initiative (UASI) funds will be awarded through a competitive process. To promote fairness and equity among applicants, the Office of Grants and Training (G&T) (formerly the Office of State and Local Government Coordination and Preparedness) has provided guidelines to staff on responding to inquiries about two key application submissions required as part of the FY 2006 HSGP process: the Program and Capability Enhancement Plan and the Investment Justification. This Information Bulletin serves to communicate that guidance formally to grantees.

As a general rule with regard to both the Enhancement Plan and Investment Justification, G&T staff can share and discuss the collection of issues that every State should be considering during the development process. The related guidance documents themselves—including the FY 2006 HSGP Guidance and Application Kit and the *State Homeland Security Program and Capability Review Guidebook Volumes I and II*—and the Program and Capability Review Technical Assistance materials represent the core of that collective body of knowledge. Under no circumstances can G&T staff offer any advice or support that could be viewed as providing a competitive advantage to one State or Urban Area over another.

**Enhancement Plan:** The Enhancement Plan is the key building block in the process States will use to develop an Investment Justification to request FY 2006 HSGP funds. The Enhancement Plan is intended to serve as an enterprise-wide, multi-year, program management plan for the State homeland security program. It is not linked to or associated with one particular grant program or funding stream. Rather, it is intended to look globally at the prioritized needs of the State homeland security program across jurisdictions and disciplines. The Enhancement Plan

will be reviewed to provide context for the specific Investments States and Urban Areas are proposing.

In communicating with grantees, G&T staff **may** address the following issues with grantees related to the Enhancement Plan:

- Provide clarification on the Enhancement Plan guidance or the process for developing the Plan based on content in existing guidance documentation;
- Discuss general themes that should be considered in developing an Enhancement Plan as outlined throughout the guidance documents (e.g. multi-jurisdictional approach, multi-disciplinary stakeholders, and other recurring issues included in the technical assistance materials); and,
- Attend Enhancement Plan working group meetings in the State as an observer or to discuss procedural issues outlined above.

In communicating with grantees, G&T staff **may not** address the following issues with grantees related to the Enhancement Plan:

- Provide judgments on State-specific content within the Enhancement Plan;
- Provide State-specific recommendations or examples for the Enhancement Plan, including suggestions about which identified needs are of highest priority or about how to word specific Initiatives in the Plan;
- Review and comment on drafts of the Enhancement Plan prior to the March 2, 2006 application deadline; or,
- Recommend any action with regard to lobbying State legislatures or changing State laws.

**Investment Justification:** States must develop an Investment Justification to request FY 2006 HSGP funds for those areas from the Enhancement Plan they have identified as priorities in the near-term. The Investment Justification will be formally reviewed and scored through a peer review process.

In communicating with grantees, G&T staff **may** address the following issues with grantees related to the Investment Justification:

- Provide clarification on the Investment Justification guidance based on content in existing guidance documentation;
- Field or refer technical questions about the functionality of the Investment Justification template itself; and,
- Advise States/Urban Areas to follow the instructions on completing the template and to formulate clear, concise responses.

In communicating with grantees, G&T staff **may not** address the following issues with grantees related to the Investment Justification:

- Provide judgment on State/Urban Area-specific content within the Investment Justification;

- Provide State/Urban Area-specific recommendations or examples on any aspect of an Investment being included in the submission;
- Make specific suggestions on how to word responses to questions in the Investment Justification;
- Discuss specifics of how sections within the Investment Justification will be weighted and/or scored;
- Review and comment on drafts of the Investment Justification submission prior to the March 2, 2006 application deadline; or,
- Recommend any action with regard to lobbying State legislatures or changing State laws.

Further questions regarding this Information Bulletin can be directed to your Preparedness Officer.