U. S. Department of Homeland Security

Office for Domestic Preparedness

Washington, D.C. 20531

TO: ODP FY 2004 Subgrantees

FROM: State Administrative Agency

SUBJECT   FY 2004 Initial Strategy Implementation Plan (ISIP)

The Office for Domestic Preparedness (ODP) is streamlining the application, distribution, and reporting of grant funding to states and territories for the FY 2004 grant programs. To increase efficiency and decrease the application burden placed on states and local jurisdictions, the following programs have been consolidated into two application kits for FY 2004: The Homeland Security Grant Program (HSGP) application kit, which includes the State Homeland Security Grant Program (SHGP), Law Enforcement Terrorism Prevention Program (LETPP), and Citizen Corps Programs (CCP); and the Urban Areas Security Initiative (UASI) application kit, which includes funding for both urban areas and mass transit systems. In addition to consolidating the application process, ODP is also taking measured steps to streamline and clarify its grant reporting process.

All SAAs receiving funding through these programs in FY 2004 are required to submit the Initial Strategy Implementation Plan (ISIP) within 60 days of the grant award in accordance with Appendix C of both application kits. The final submission to ODP from the SAA will include at least one SAA-level template, if a portion of the funding is retained, and one template for every jurisdiction or state agency that receives a subgrant. This streamlined process shifts the emphasis away from reporting on the number and cost of specific items purchased and toward reporting on expenditures by project and the impact of those expenditures. SAAs and their subgrantees* will be required to tie all funds received to specific, actionable projects and must 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, as well as collect critical project output and performance data.

An electronic template is being created to allow recipients to complete and submit the ISIP electronically. As a precursor to the template's distribution, ODP has created background

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

documents that will help SAAs and subgrantees understand the process and requirements of the ISIP. Below you will find the following documents:

▸ **ISIP Overview:** This gives a brief description and background of the ISIP as well as the subgrantees' role in preparing and submitting these plans.

▸ **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 be able to accurately complete the ISIP. The definitions of key terms and acronyms used are provided for your reference.

In the coming weeks, your SAA will provide you with the electronic ISIP template for your completion as well as a step-by-step guide for completing and submitting the ISIP to your SAA. The guide will include resources available to assist with completion of the ISIP template.

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Overview of
FY2004 Initial Strategy Implementation Plan (ISIP)

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Purpose: 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 Homeland Security Strategy (SHSS) and the Urban Area Homeland Security Strategy (UAHSS) with ODP grant funds and the anticipated impact of these expenditures on our Nation's preparedness.

Overview: ODP is creating and will distribute a blank ISIP template to each State Administrative Agency (SAA). SAAs will then forward the template to sub grantees* for completion.   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.

ISIP Requirements: A completed ISIP template is required to be submitted to the SAA electronically by each subgrantee. Submission of the ISIP satisfies the reporting requirement identified in Appendix C of both the FY 2004 Homeland Security Grant Program and FY 2004 Urban Areas Security Initiative Grant Program application kits. Examples of information to be captured in the ISIP template include:
- Legal jurisdiction and agency names
- Total dollar amount received from each funding source (e.g., Law Enforcement Terrorism Prevention Program, State Homeland Security Program)
- Title and description of projects to be accomplished during the grant period with funds provided
- SHSS and UAHSS goals and/or objectives supported by each project
- Intended expenditure of funds for each project by solution area (planning, organization, equipment, training and exercise) and program
- Intended expenditure of funds for each project by discipline and program

All funds provided through the FY 2004 Homeland Security and the Urban Areas Security Initiative Grant Programs 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 Strategy. It is imperative that subgrantees completing these templates are familiar with their state's goals and objectives in order to ensure an appropriate understanding of how funds must be expended under these grants.

Role of the Subgrantee: SAAs will provide subgrantees with the ISIP user guide and electronic template for completion. Subgrantees are then responsible for completing an ISIP that will include each of their projects receiving FY 2004 Homeland Security and/or Urban Areas Security Initiative Grant Funding. SAAs will account separately for all funding held at the state level

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

including funding retained at the request of the local jurisdictions; <u>therefore, subgrantees should not account for this funding in their ISIP</u>. Subgrantees will return completed ISIP templates to the SAA.   Detailed submission and security procedures will be provided when the template is disseminated.
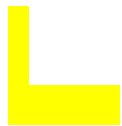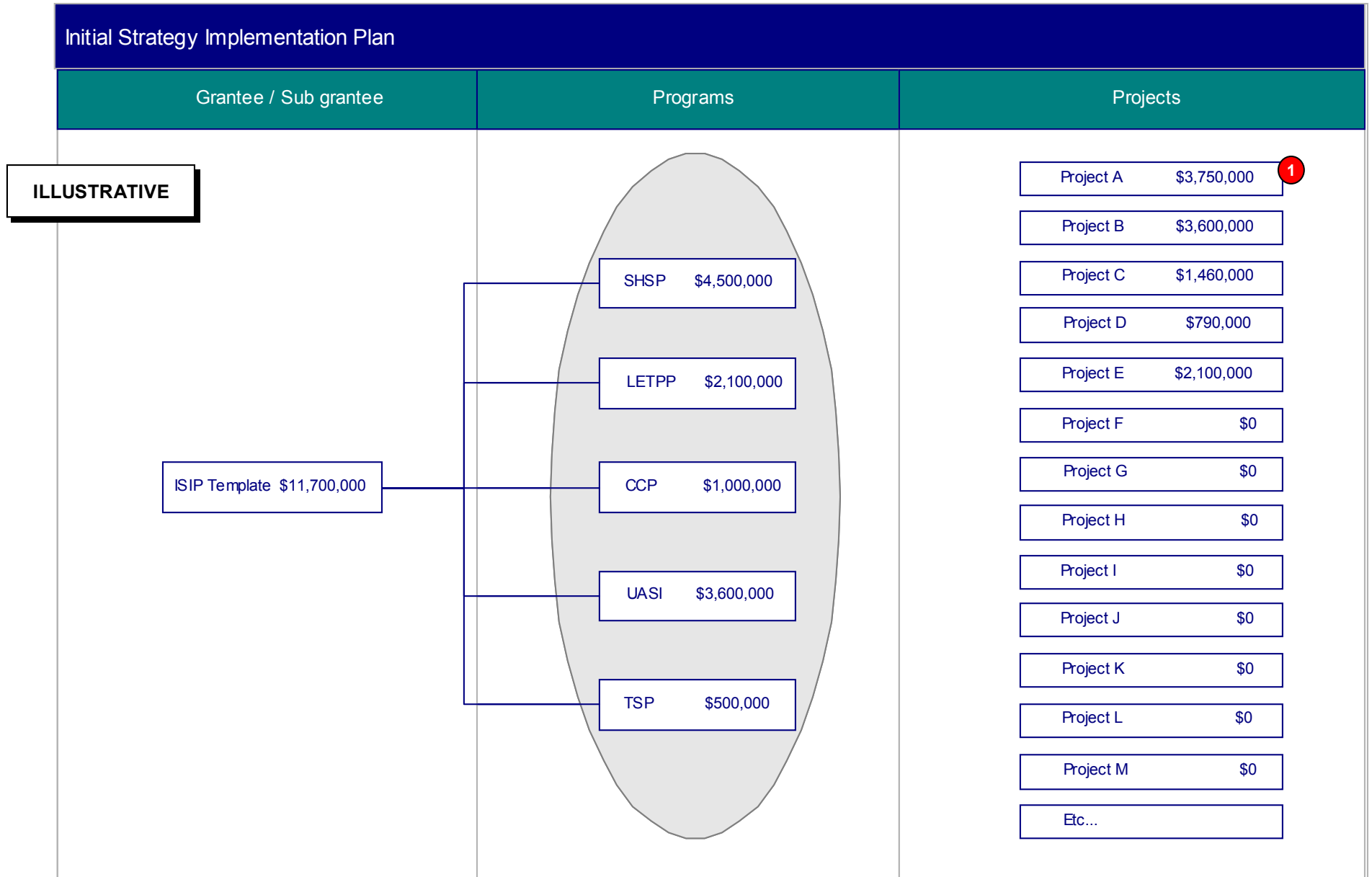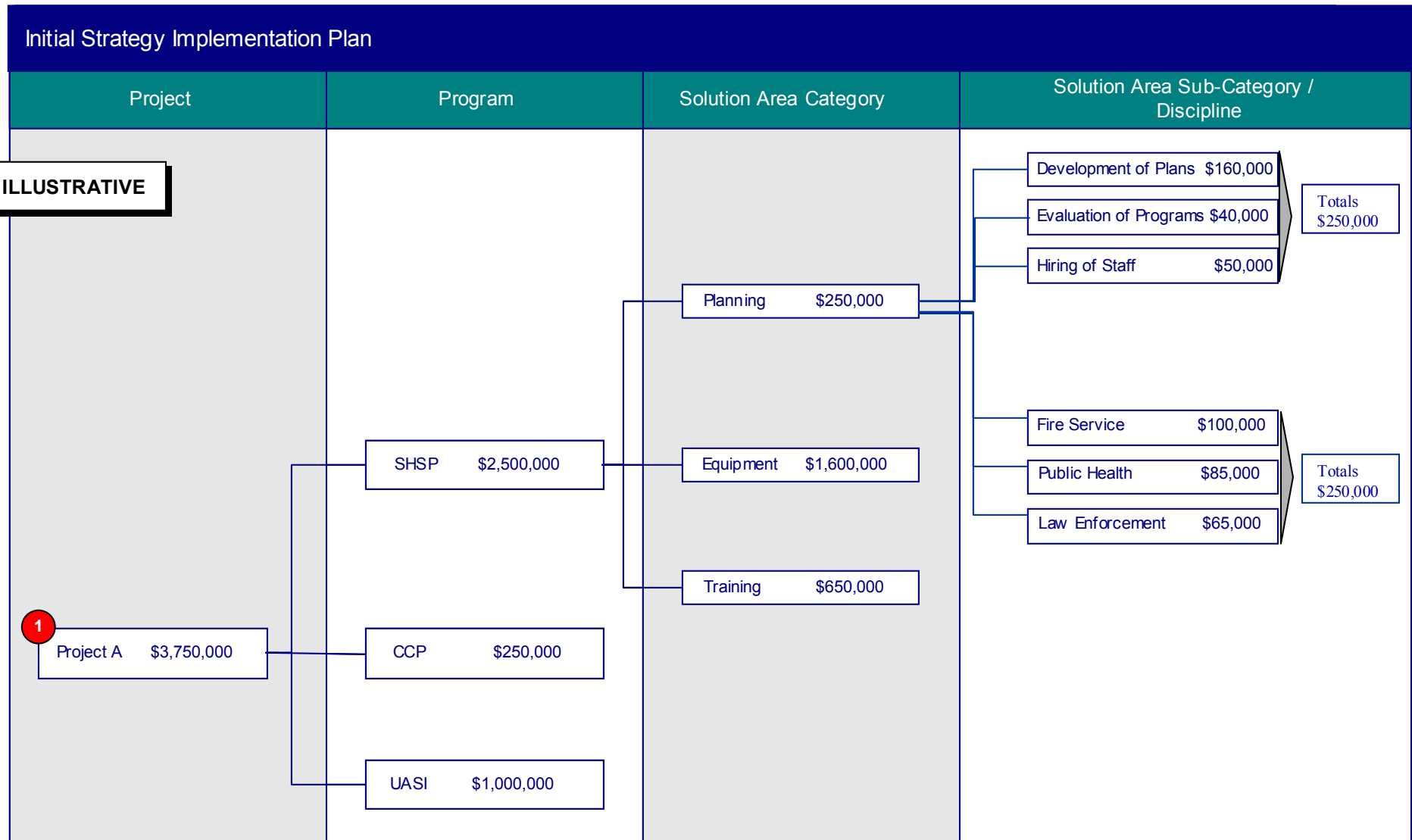
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Conceptual Design of ISIP Electronic Template

Initial Strategy Implementation Plan		
Grantee / Sub grantee	**Programs**	**Projects**

ILLUSTRATIVE

ISIP Template $11,700,000

SHSP $4,500,000

LETPP $2,100,000

CCP $1,000,000

UASI $3,600,000

TSP $500,000

| Project A | $3,750,000 | ①
Project B	$3,600,000
Project C	$1,460,000
Project D	$790,000
Project E	$2,100,000
Project F	$0
Project G	$0
Project H	$0
Project I	$0
Project J	$0
Project K	$0
Project L	$0
Project M	$0
Etc...	

* Dollar values are for illustrative purposes only

Conceptual Design of ISIP Electronic Template
Continued

Initial Strategy Implementation Plan

Project	Program	Solution Area Category	Solution Area Sub-Category / Discipline
			Development of Plans $160,000
			Evaluation of Programs $40,000
			Hiring of Staff $50,000 — Totals $250,000
		Planning $250,000	
	SHSP $2,500,000	Equipment $1,600,000	Fire Service $100,000
			Public Health $85,000
			Law Enforcement $65,000 — Totals $250,000
		Training $650,000	
1 Project A $3,750,000	CCP $250,000		
	UASI $1,000,000		

ILLUSTRATIVE

* 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 ‣ 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 ‣ 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.	‣ 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	‣ 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.	‣ 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.	‣ 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	‣ Planning ‣ Organization ‣ Equipment

	process (POETE).	‣ 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