

**ODP Information Bulletin**  
**No. 51, March 7, 2002**

TO: All State Administrative Agency Heads  
All State Administrative Agency Points of Contact

FROM: C.H. "Butch" Straub II  
Director

SUBJECT: State Assistance Plans (SAP)

To assist you in effectively implementing your Three-Year Statewide Domestic Preparedness Strategy, ODP will work closely with you to create an individual State Assistance Plan (SAP) for the current fiscal year based on the contents of your approved Strategy. A team from ODP, consisting of Program Managers from the State and Local Program Management Division, Exercise Division, and Training and Technical Assistance Division will work jointly with you to develop your SAP. The SAP will identify ODP training, exercise and technical assistance resources available for your state based on the needs identified in your approved Strategy. Once your identified needs are matched with available ODP resources, a proposed plan for the delivery of these services will be incorporated into your SAP. Where no ODP resource exists to meet the identified need, an effort will be made to identify an alternate Federal resource.

Your assigned Program Manager from the State and Local Program Management Division will call to schedule a meeting with you to discuss the details of your draft SAP, incorporate your comments and resolve any issues that may arise. Program Managers from other ODP Divisions will provide support to this meeting as required to discuss program specific issues and scheduling. Once finalized, your Program Manager will present your SAP to you with instructions on how training, exercises and technical assistance can be scheduled. The initial phase of meetings with States will begin in the early Spring of 2002.