

ODP Information Bulletin
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TO: All State Administrative Agency Heads
All State Administrative Agency Points of Contact

FROM: Andrew T. Mitchell
Acting Director

SUBJECT: Assessment and Strategy Development Update Process

The Office of Justice Programs (OJP), Office for Domestic Preparedness (ODP) will be assisting states with updating their needs assessment data and statewide domestic preparedness strategies in conjunction with the Fiscal Year 2003 State Domestic Preparedness Program. Completion of an updated needs assessment and domestic preparedness strategy will be a prerequisite for receipt of ODP support for equipment acquisitions, training, exercises and technical assistance in Fiscal Year 2004.

The original needs assessment and strategy development process was undertaken in concert with the ODP Fiscal Year 1999 State Domestic Preparedness Equipment Program. Much of the information submitted as part of this process was collected prior to the terrorist attacks of September 11, 2001, and an urgent need exists to refresh this data. In addition, most states have now received four fiscal years of domestic preparedness assistance, and the funding available for domestic preparedness has grown substantially in both scope and purpose. Many state strategies require revision to reflect these developments.

ODP will hold a one-day seminar on the assessment and strategy update process for state administrative agency (SAA) heads in Washington, DC in February, 2003. ODP will also hold a series of working-level seminars for SAA personnel who will be responsible for updating the needs assessments and strategies during May and June, 2003. Beginning July 1, 2003, ODP will make available a revised On-Line Data Collection Tool to support the assessment and strategy update process. States will have until December 31, 2003, to complete and submit their updated needs assessments and domestic preparedness strategies using the revised Tool. To assist states with this process, ODP will provide planning funds as part of the Fiscal Year 2003 State Domestic Preparedness Grant Program. ODP is also developing a tailored suite of technical assistance options that will be available to each state to facilitate this process.

Additional information on the assessment and strategy update process will be provided in shortly.