



*Office for Domestic Preparedness*

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

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Associate Director

SUBJECT: Homeland Security Preparedness Technical Assistance Program (HSPTAP)

The U.S. Department of Homeland Security (DHS), Office for Domestic Preparedness (ODP) is pleased to announce the Homeland Security Preparedness Technical Assistance Program (HSPTAP). HSPTAP provides direct assistance to State and local jurisdictions to improve their ability to prevent, respond to, and recover from threats or acts of terrorism involving chemical, biological, radiological, nuclear, and explosive (CBRNE) weapons. A primary objective of the program is to enhance the capacity of State and local jurisdictions, as well as special needs jurisdictions such as port authorities and mass transit agencies, to develop, plan, and implement effective strategies for CBRNE preparedness. Through HSPTAP, technical assistance (TA) may be provided to State and local governments, law enforcement, fire, hazardous materials, and other community agencies that have CBRNE preparedness responsibilities. All TA services are available to eligible recipients at no charge as ODP will cover the cost of providing the technical expertise, travel, and related expenses.

***Technical Assistance Defined***

Technical assistance is a process of providing help to resolve a problem and/or create innovative approaches to CBRNE terrorism prevention, response, and recovery. TA seeks to provide State and local jurisdictions with assistance that can accomplish one or more of the following objectives:

- Identify a problem
- Address an identified problem
- Address items in a corrective action plan from a completed exercise
- Fill “gaps” between equipment, training, and exercise programs

TA deliveries can be combined or modified to meet the specific needs of each requesting State/local jurisdiction. In order to best accommodate the wide variety of TA needs and deliverables, ODP supports several levels of technical assistance:

- **LEVEL ONE:** Provision of general information to raise awareness or enhance familiarity with practices/protocols required within all jurisdictions. Level One delivery methods include:
  - Information
  - Resources
  
- **LEVEL TWO:** Delivery of solution packages and performance models drawn from Federal, State, and local studies, best practices, and experience that guide the implementation of various initiatives. Level Two delivery methods include:
  - Models
  - Templates
  - Samples
  
- **LEVEL THREE:** Delivery of rigorous, customized solutions through direct, on-site support. Workshops, guidance, and facilitation efforts maximize direct interaction between TA providers and TA recipients to ensure the successful implementation of the most complex initiatives. Level Three delivery methods include:
  - On-site Specific Workshops
  - Direct Guidance and Consultation
  - Meeting Facilitation

### ***HSPTAP Catalog***

ODP has compiled and published the *HSPTAP Catalog* to provide a definitive resource for grantees interested in HSPTAP services. This comprehensive reference document contains information on all available TA services, as well as those currently under development. Key programmatic information is conveyed in a concise, user-friendly format so that State and local jurisdictions can rapidly locate TA services that meet their individual CBRNE terrorism prevention, response, and recovery needs. Additionally, the document also provides instructions on how to request TA, including a “TA Request Form.” The *HSPTAP Catalog* is available online through the ODP website ([http://www.ojp.usdoj.gov/odp/ta\\_catalog.htm](http://www.ojp.usdoj.gov/odp/ta_catalog.htm)) and a PDF copy has been attached. The online version of the *HSPTAP Catalog* will be updated frequently to include new services, streamlined processes, and links to additional information.

### ***Contact and Further Information***

ODP will continue to expand HSPTAP into a robust resource for State and local jurisdictions. Available TA services are continuously being updated and refined. In addition, new services are rapidly being identified, designed, and developed. For further HSPTAP information, please contact the ODP Preparedness Officer assigned to your State or contact the Centralized Scheduling and Information Desk at (800) 368-6498 or [askcsd@ojp.usdoj.gov](mailto:askcsd@ojp.usdoj.gov).