



**Homeland
Security**

**G&T 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: Tracy A. Henke
Assistant Secretary

SUBJECT: Investment Planning and Program Management Technical Assistance

The Office of Grants and Training, Preparedness Directorate announces the availability of two new on-site or Level 3 technical assistance (TA) services: Investment Planning TA and Program Management TA. These new services seek to bring together a multi-disciplinary and multi-jurisdictional group of planners and homeland security personnel, and will promote a common approach for investment planning and program management. These TA services will be available beginning in October and can be delivered either to individual states or regionally.

The Investment Planning TA highlights best practices and is intended to guide state and local managers in a planning process for homeland security investments, including:

- Identifying and prioritizing the multiple homeland security program initiatives that may require funding;
- Collaborating with neighboring jurisdictions to discuss regional investments;
- Developing a business case and acquisition strategy that justifies investments;
- Identifying milestones and timelines necessary to meet project requirements; and
- Managing funding challenges related to re-scoping investment plans after funding is awarded.

The Program Management TA builds off the existing Program Management Handbook, incorporates the vision for preparedness outlined in the National Preparedness Goal, and provides guidance on how to apply program management concepts to multi-jurisdictional and multi-disciplinary programs. Specific components include:

- Identifying and coordinating with key stakeholders from neighboring jurisdictions and across multiple disciplines;
- Assessing programmatic and preparedness strengths and weaknesses and planning approaches;

- Developing a program staffing and budget plan that is aligned with the state's strategic plans; and
- Evaluating interdependencies and challenges specific to urban area, state or region.

The Investment Planning TA is designed to be most beneficial for managers and staff in the State Administrative Agency and/or state homeland security office, as well as program and project managers at the urban and local levels. The Program Management TA is designed for homeland security project managers at both the state and local levels, as well as for discipline-specific homeland security managers throughout the state. At this time, the TA deliveries may only be formally requested by the State Administrative Agency. However, since the content of each delivery is pertinent to both states and urban areas, G&T encourages representation from both at the TA deliveries.

The Investment Planning and Program Management TA services will be conducted on-site at the request of the state or region and are available beginning in mid-October. If you are interested in receiving these services, please submit the attached Technical Assistance Request form to the appropriate G&T Preparedness Officer or to HSVAC@dhs.gov.

If you have any additional questions, please contact your Preparedness Officer or the Centralized Scheduling and Information Desk at askcsid@dhs.gov, or via telephone at 1-800-368-6498.