Office for Domestic Preparedness
U.S. Department of Homeland Security
Washington, DC 20531

ODP Information Bulletin
No. 195 October 31, 2005

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

FROM: Matt A. Mayer
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SUBJECT: Implementation of the Program and Capability Review

On October 21, 2005, the Office of State and Local Government Coordination and Preparedness sent a letter to State Administrative Agencies and State Homeland Security Advisors announcing the Program and Capability Review. This analytical review process is designed to assist States in aligning their homeland security programs with the Interim National Preparedness Goal (the Goal) and the seven National Priorities. In addition, the review and the Enhancement Plan that it produces will be key components of the application process for Homeland Security Grant Program funding in FY 2006.

To assist States in this process, the Office for Domestic Preparedness will make available technical assistance (TA) beginning in mid-November 2005. These onsite workshops will provide an overview for key stakeholders of the process required to complete the Program and Capability Review and develop an Enhancement Plan. The Enhancement Plan will detail the specific steps toward prioritizing homeland security initiatives planned for implementation using preparedness program funding. The Program and Capability Review TA will help build a foundation for writing the enhancement plan and justifying proposed investments as part of the FY 2006 funding cycle. States should request this TA through established TA request processes in coordination with your Preparedness Officer. (A copy of the TA request form is attached to this Information Bulletin.)

In addition to the onsite workshops, ODP has developed a *State Homeland Security Program and Capability Review Guidebook* to frame the process. This guidebook is a tool to facilitate the development of a comprehensive, enterprise-wide plan for enhancing State homeland security. Volume I of the guidebook includes a series of discussion points to assist with the review process; Volume II will include the Enhancement Plan template. The guidebook is being disseminated through: 1) Information Bulletin (Volume I is attached to this bulletin); 2) the State Homeland Security Assessments and Strategies Resources website at www.shsasresources.com; 3) the ODP Secure Portal; 4) Preparedness Officers.

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Key Milestones

October 21, 2005	ODP sends a letter to State Administrative Agencies and State Homeland Security Advisors announcing the Program and Capability Review.
October 31, 2005	*State Homeland Security Program and Capability Review Guidebook Volume I* released.
November 14, 2005	*State Homeland Security Program and Capability Review Guidebook Volume II: Enhancement Plan* released.
November 14, 2005	Program and Capability Review Technical Assistance available for delivery to States.
December 2, 2005	Homeland Security Grant Program (HSGP) Guidance is released.
February 3, 2006	Program and Capability Review Technical Assistance concludes.
March 2, 2006	HSGP applications due (to include enhancement plan and investment justification).

Additional questions may be directed to your Preparedness Officer or the Centralized Scheduling and Information Desk at askcsid@dhs.gov, 1-800-368-6498.