OFFICE FOR DOMESTIC PREPAREDNESS

U.S. Department of Homeland Security

Initial Strategy Implementation Plan (ISIP)

User's Guide

TABLE OF CONTENTS

ISIP USER'S GUIDE

Section
1

Overview of the Initial Strategy Implementation Plan

The Initial Strategy Implementation Plan will increase the efficiency of the homeland security grant reporting process as well as improve and enhance the value of the data being collected.

Thank you for participating in the Department of Homeland Security's (DHS) Office for Domestic Preparedness (ODP) reporting process for the fiscal year (FY) 2004 Homeland Security Grant Program (HSGP) and Urban Areas Security Initiative (UASI) Grant Program. To assist you in this process, ODP has developed the Initial Strategy Implementation Plan (ISIP) to capture grant funding information as it pertains to the strategic goals and objectives outlined in the State and Urban Area Homeland Security Strategies.

This User's Guide is designed to lead State Administrative Agencies (SAAs) and subgrantees (local jurisdictions and other state agencies) receiving funds from these grant programs through the ISIP. The Guide contains information about the specific reporting requirements for the funding and step-by-step instructions for completing, reviewing, and submitting the ISIP.

INTRODUCTION

ODP streamlined the application, distribution, and reporting of grant funding for states and territories in FY 2004. Recently, each SAA submitted consolidated grant applications for funding from multiple grant programs through the Grants Management System (GMS).

FY 2004 Homeland Security Grant Program (HSGP) Application

- State Homeland Security Program (SHSP)
- Law Enforcement Terrorism Prevention Program (LETPP)
- Citizen Corps Program (CCP)

FY 2004 Urban Areas Security Initiative (UASI) Grant Program Application

- UASI Program
- UASI Transit Security Program

Upon award of the grant(s), each SAA is required to provide ODP with a spending plan, or ISIP. The ISIP was designed as an electronic template to simplify the reporting process, assist the SAAs in meeting their reporting requirements, and establish a baseline for future grant reporting.

The ISIP will outline how the FY 2004 grant funding was obligated through the retention of funds by the state as well as through awards made to subgrantees by the SAA and will include all the projects to be funded, with details on the subcategories and disciplines. Unlike past years, Budget Detail Worksheets (BDW) will not be required for submission to ODP, but should be maintained by the SAA.

Purpose

The ISIP is designed to provide the SAA, ODP, other DHS offices, the Administration, and Congress with a comprehensive "snapshot" of how each state and territory is implementing its State and Urban Area Homeland Security Strategies with ODP grant funds. The goal of the ISIP is to capture the most current information available for planned projects and estimates of the grant funding to be applied to these projects for all FY 2004 HSGP and UASI funding received. In July 2004, funding recipients will update projects, goals, estimated funding allocations, and will report on actual expenditures through the Biannual Strategy Implementation Plan (BSIP).

FY 2004 ISIP Reporting Requirements

Grant Application Kit Requirements

Submission of the ISIPs satisfies the reporting requirements identified in Appendix C of both the FY 2004 HSGP and UASI Grant Program application kits. All funds provided to the SAA through these grant programs must be accounted for and linked to one or more projects, which in turn must support specific goals and objectives in the State Homeland Security Strategy and, where appropriate, the Urban Area Homeland Security Strategy, as detailed in the special conditions of the grant award.

The SAA is responsible for the submission of all ISIP templates to ODP. The final submission will include one SAA-level template, if the SAA retains a portion of funding, and one template for every local jurisdiction, state agency, or non-governmental organization receiving a subgrant. Specifically, the number of templates to be completed correlates to the number of subgrants awarded by the SAA; one template per subgrant must be completed in addition to one template for funding retained by the SAA. If an SAA receives both FY 2004

HSGP and UASI funding, the SAA will submit ISIP templates that capture both sources of funding based on how the subgrants were awarded. For example, if Agency X in City Z receives two subgrants from the SAA, one from FY 2004 HSGP funds and one from FY 2004 UASI funds, then two ISIP templates will need to be completed, one for each subgrant. If, however, this agency receives one subgrant from the SAA that is comprised of funding from both FY 2004 HSGP and UASI funds, then only one ISIP template will need to be completed.

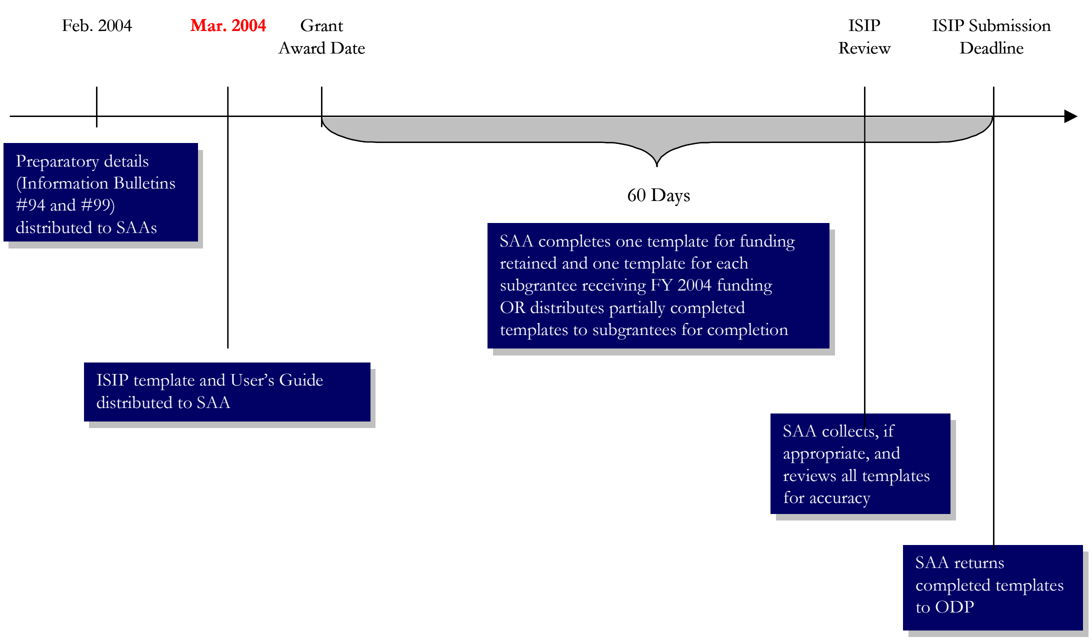
All data submitted to ODP through these templates will be available electronically for updating prior to future report submissions through the BSIP.

In addition to the ISIP templates, the SAA is also responsible for submitting written concurrence: in accordance with page 14 of the FY 2004 UASI grant application kit, the SAA will submit written concurrence of the core city and core county/counties, as members of the Urban Area Working Group, on the allocation of funds provided through the FY 2004 UASI. This concurrence must be submitted with the SAA ISIP submissions.

Submission Deadline

SAAs must submit all ISIP templates to ODP within 60 days of the FY 2004 HSGP grant award date (see Figure 1). SAAs receiving FY 2004 UASI funds in addition to HSGP funds must submit ISIPs for the urban areas within 60 days of the FY 2004 UASI grant award date or the FY 2004 HSGP grant award date, whichever is later. Failure to submit this information may result in withholding of funds.

FIGURE 1: ODP timeline for completion and submission of all ISIP templates



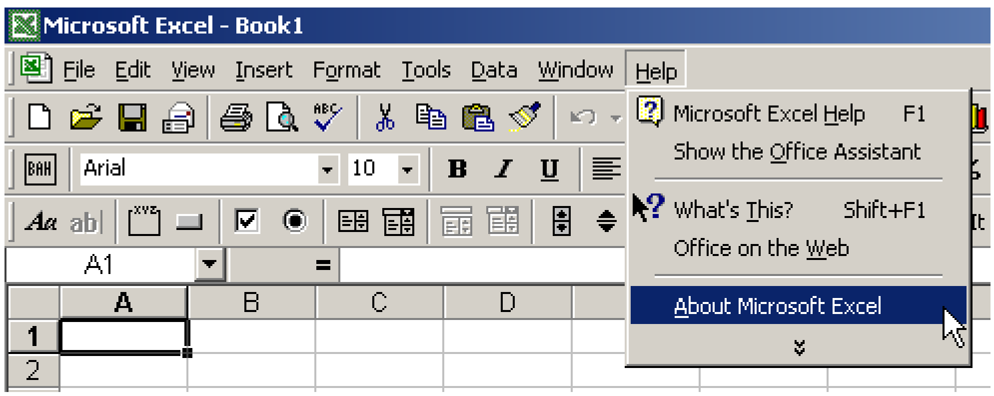
System Requirements

The ISIP template was created in Microsoft Excel 2000 and will run on Microsoft Excel version 2000 or higher. The minimum system standards to run Excel 2000 are a computer with a 75 MHz processor or faster, such as the Pentium 75, and the Microsoft Windows 95 operating system. To check if you have the appropriate version of Excel, complete the following steps:

1) Open Excel through your Start menu or other icon,

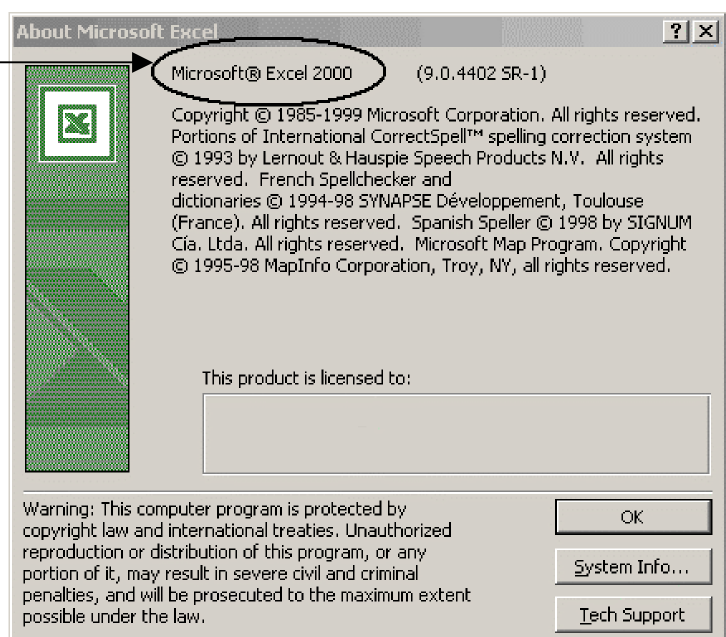
2) Click on the **[Help]** menu along the top,

3) Choose **[About Microsoft Excel]** from the dropdown menu.



4) The dialog box that appears will list which version of Excel you are using.

Excel
Version



Valuable Information

If your system does not meet the software standards required to complete the ISIP template, use Management and Administration funds from your FY 2004 HSGP or UASI grant to purchase and load Microsoft Excel 2000 on your computer. Certain restrictions apply to these funds; please see the application kits for restrictions.

Screen Resolution

For best viewing of the ISIP template, it is recommended that users have their screens set to 1024 by 768 pixels. This setting is located in the display properties of the computer accessible through the *Start* menu. If the user's monitor is set to a resolution lower than this standard (800 by 600 pixels or 640 by 480 pixels) then he or she may not be able to view as much of the template on their screen at one time. This will require the user to scroll from left to right and up and down to ensure that he or she can see the entire template.

Benefits of the ISIP

Since the attacks on September 11, 2001, Congress has exponentially increased funding for homeland security programs in order to prevent, respond to and recover from threats and acts of terrorism. With this increased grant funding comes extensive requirements from Congress and the Administration to track and report on the usage of these of funds. ODP is aware of the limited resources at the state and local levels to accommodate the new reporting requirements and, as such, has made every effort to simplify and improve its application and reporting processes. The creation of the ISIP, one component of these improvement efforts, has several anticipated benefits.

Elimination of Hard Copy Reporting

The introduction of the ISIP as an electronic reporting tool will eliminate program hard copy reporting. In addition to the reduction of paper to process and file, the electronic format will allow ODP to store the data collected and pre-populate future reports with the information from the ISIP templates. Thus, future reporting will entail updating records rather than starting over with a blank report each reporting cycle. Please note that standard financial reports such as SF-269s will still be required.

Simplification of the Grant Application and Reporting Process

The ISIP simplifies the reporting process by capturing all requirements outlined in Appendix C of the FY 2004 HSGP and UASI grant application kits in one report. The SAA and subgrantees can be assured that by completing the ISIP templates, they have met the initial reporting requirements for FY 2004 funding.

Focus on More Results-Based, Project Level Data

The data collected by the ISIP shifts the emphasis away from reporting on the number and cost of specific items purchased and toward results-based reporting on expected project achievements and the impact of related expenditures on the state's preparedness. Therefore, the ISIP will assist SAAs and ODP in capturing and tracking milestones and progress made toward the completion of goals and objectives identified in the State and Urban Area Homeland Security Strategies.

Increased Reporting Capabilities

Through the ISIP, ODP will track grant funding to the discipline and subcategory level for each subgrantee. By consolidating this data, ODP will be able to provide SAAs with a standard report for their use in tracking the progress of grant programs against State and/or Urban Area Homeland Security Strategies and overseeing planned and actual expenditures.

ISIP Relationship to the Budget Detail Worksheet

The ISIP is designed to shift the reporting requirements away from the line item budgeting required by the BDW and toward the strategic allocation of funding to projects that are linked to the State and/or Urban Area Homeland Security Strategies. Unlike the BDW, this reporting process will enable states and ODP to track grant expenditures against State and Urban Area Homeland Security Strategies for all funding streams, as well as collect critical project output data.

The ISIP and the BDW differ mainly in the level of information requested. Both reports account for grant funds received. The ISIP accounts for funding through project-based reporting while the BDW accounts for funding through line item reporting. While both reports require grant dollars to be allocated to the solution areas of planning, organization, equipment, training and exercise, the BDW takes this accounting to another level of detail by requiring the grantee to report on the type, name, number and unit cost of items purchased such as equipment. In contrast, the ISIP requires equipment purchases to be accounted for at the sub-category level of detail, such as personal protective equipment.

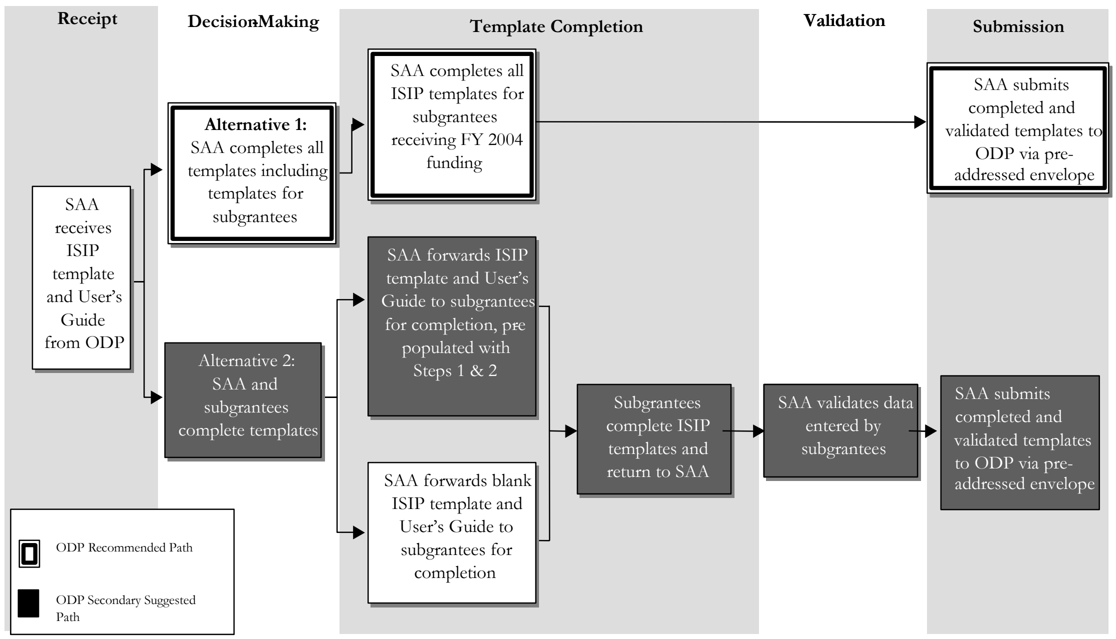
SAA REPORTING PROCESS

Roles & Responsibilities

The SAA is responsible for providing ODP with ISIP templates to account for all FY 2004 HSGP and UASI grant funding. This submission will include one template that reflects funds retained by the SAA, and one template for <u>each</u> subgrant given to local jurisdictions and other state agencies (referred to as "subgrantees"). Several options are available to the

SAA for ensuring that the required ISIP templates are completed. These options are illustrated in Figure 2 below.

FIGURE 2: SAA decision matrix for the completion and submission of the ISIP templates



Valuable Information

As outlined in Appendix C of the grant application kits, only SAAs and subgrantees that received FY 2004 money should complete an ISIP template. Funding from previous years or from programs other than UASI and HSGP should not be included in this template.

ODP Recommended Process

The SAA must complete one ISIP template to account for funds to be expended by the SAA and any funding retained by the SAA at the request of local jurisdictions. In addition to this requirement, ODP recommends that the SAA complete all ISIP templates, including those for its subgrantees. If this is not feasible, ODP alternatively recommends that the SAA pre-populate Steps 1 and 2 of each template prior to their distribution to the appropriate subgrantees for final completion. This will ensure subgrantees are accurately accounting for the funding received, the projects to be undertaken, and the impact of those projects on the State and/or Urban Area Homeland Security Strategy.

The SAA is further responsible for reviewing all completed ISIP templates collected from subgrantees prior to submitting them to ODP. The SAA should not consolidate the multiple templates into a single template for submission.

Valuable Information

It is imperative that each SAA communicate the goals and objectives identified in the State and/or Urban Area Homeland Security Strategies to subgrantees if subgrantees will be completing ISIP templates, as all funding received and expended must be tied to these strategies.

Process Checklist

The ISIP completion process for SAAs can be divided into several key tasks. A list of suggested tasks is provided in Appendix E.

LOCAL JURISDICTION AND OTHER STATE AGENCY (SUBGRANTEE) REPORTING PROCESS

Roles and Responsibilities

The ISIP should account for all FY 2004 HSGP and UASI grant funding subgranted to local jurisdictions and other state agencies. If the SAA chooses to utilize subgrantees in this process, then each subgrantee should complete one ISIP template to account for funding received through these grant programs by way of a subgrant from the SAA.

SAAs will provide blank or partially completed ISIP templates to subgrantees receiving FY 2004 HSGP and UASI grant funding. Subgrantees should complete all portions of the ISIP template that have not been pre-populated by the SAA and then submit the completed template to the SAA. As timeframes for completion will vary due to award dates, each SAA will establish a deadline for the completion of ISIP templates and communicate this date to the subgrantees.

Process Checklist

The ISIP completion process for subgrantees can be divided into several key tasks. A list of suggested tasks is provided in Appendix F.

Points of Contact

Contact the ODP Centralized Scheduling and Information Desk (CSID) at 1-800-368-6498 to obtain the name of your current SAA point of contact.

TECHNICAL ASSISTANCE

To assist SAAs with the ISIP template completion and submission process within 60 days of the grant award date, ODP is offering several types of technical assistance (TA). Available TA includes two ISIP workshops and the ODP CSID. ODP provides this TA without charge.

ISIP TA Workshops

ISIP Project TA Workshop

Description This one to two-day workshop focuses on providing facilitation and assistance in developing a list projects based on its State and/or Urban Area Homeland Security Strategy. The workshop will cover:

- Determining a project list;
- Determining funding strategies for all projects;
- Demonstrating how the expenditure of grant funds will support the goals and objectives outlined in the State and/or Urban Area Homeland Security Strategy.

Frequency One session per state/territory

Target Audience SAAs and any personnel designated by the SAA for participation. This should include personnel responsible for developing and updating the projects to be funded through FY 2004 HSGP and UASI grants, and may include subgrantees. The SAA may also want to include the financial services representative responsible for managing its grant resources.

Requesting Workshops Requests for TA workshops must be made through the ODP CSID.

ISIP Template Completion TA Workshop

Description This one-day workshop focuses on enhancing understanding of how to complete the ISIP template and the process for ISIP submission. This includes:

- Providing a complete accounting of how the state or territory has complied with pass-through requirements;
- Completing, reviewing and submitting the ISIP electronic template.

Frequency One session per state/territory

Target Audience SAAs and any personnel designated by the SAA for participation. This should include personnel responsible for developing and updating the projects to be funded through FY 2004 HSGP and UASI grants, and may include subgrantees. The SAA may also want to include the financial services representative responsible for managing its grant resources.

Requesting Workshops Requests for TA workshops must be made through the ODP CSID.

Other Technical Assistance

ODP Centralized Scheduling and Information Desk (CSID)

Description The CSID is available to direct your ISIP questions and requests for TA delivery Monday through Friday from 8 a.m. to 7 p.m., Eastern Standard Time at 1-800-368-6498 or askcsd@ojp.usdoj.gov.

More detailed information about these TA options will be forthcoming.

Section

2

Completing the Initial Strategy Implementation Plan

The ISIP was designed with the SAA and subgrantee in mind. Through a four-step process, you will be asked to populate and verify your planned expenditures for funding received from the FY 2004 HSGP and UASI grants.

The ISIP is designed to follow the natural process of obligating grant funding. Conceptually, the ISIP starts with inputting the total grant funding amount and then tracing the application of these funds to a more detailed level, including the projects and the Solution Areas, Solution Area Sub-Categories, and Disciplines impacted by the funding. The ISIP template is designed to guide the user through a four-step process beginning with the grantee information and ending with a plan summary to verify the consistency of the data entered.

This section of the guide includes an overview of how the template is structured, some of the Microsoft Excel features and techniques that are utilized in the template, and detailed instructions on how to complete the template.

The guide is designed for use by both SAAs and subgrantees. To avoid confusion, instructions are provided using the term "user" to refer to the individual completing the ISIP template. In cases where the instructions are specific to the SAA, the term "SAA" is used. In cases where the instructions are specific to a local jurisdiction or other state agency, the term "subgrantee" is used.

ISIP TEMPLATE BASICS

This section introduces the conceptual structure of the ISIP, the four-step completion process, and the layout of the electronic template.

ICON KEY
Helpful hints
Check your work
Save your work
Example

Valuable Information

In Section 3 of the Guide, a series of icons are used to highlight important points, remind the user to check and save his or her work, and provide examples of the method or task being described. The list of icons and their definitions are listed in the key to the left.

Conceptual Design of the ISIP

Two conceptual models of the ISIP are illustrated in Figure 3 and Figure 4 below. The models provide an overview of how grant funding allocations are organized in the template and how each Step (1-4) logically ties to the next. Walking through these models will help the user understand how FY 2004 grant funding should be allocated from the program and project level to the solution area sub-category and discipline level.

Figure 3 illustrates how the funding received from up to five of the FY 2004 HSGP and UASI programs is captured in Steps 1 and 2 of the ISIP template. It also shows that the SAA or a subgrantee will develop one or more projects with the grant funding, and how these projects can be funded by one or more grant programs. For example, if Project A costs a total of $3,750,000, the user may allocate funding from up to five different grant programs to support the total project cost. As an example, Figure 4 shows funding allocated from three different grant programs.

FIGURE 3: Conceptual diagram of the ISIP template – template level

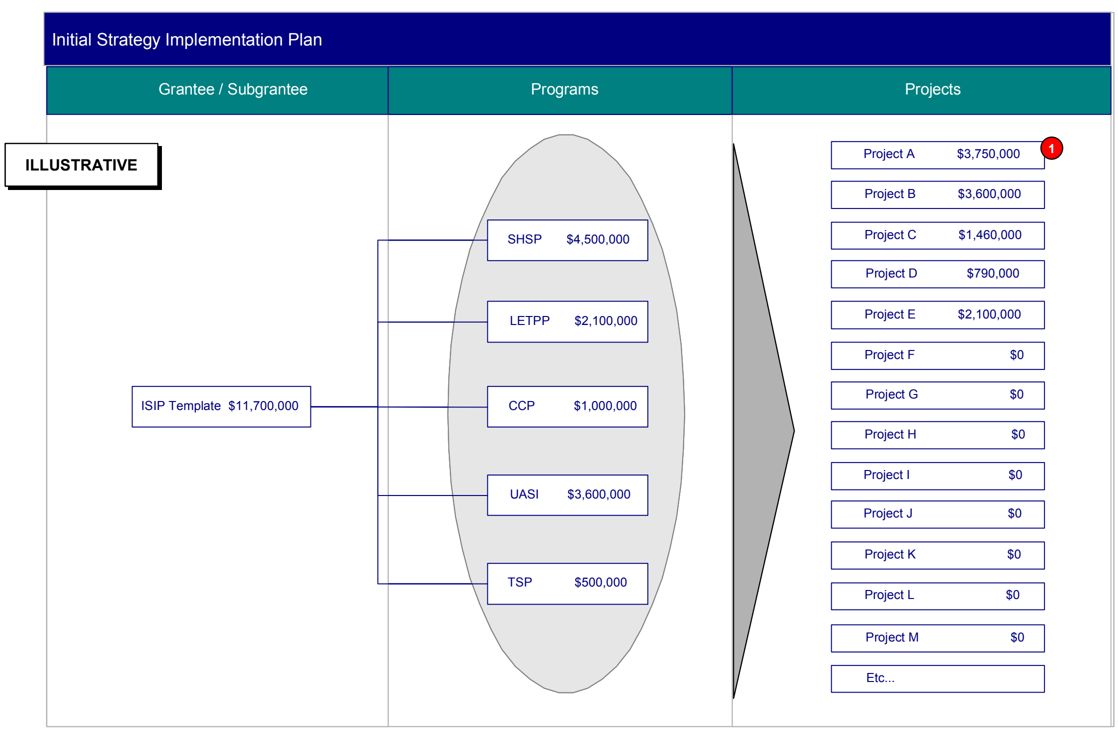
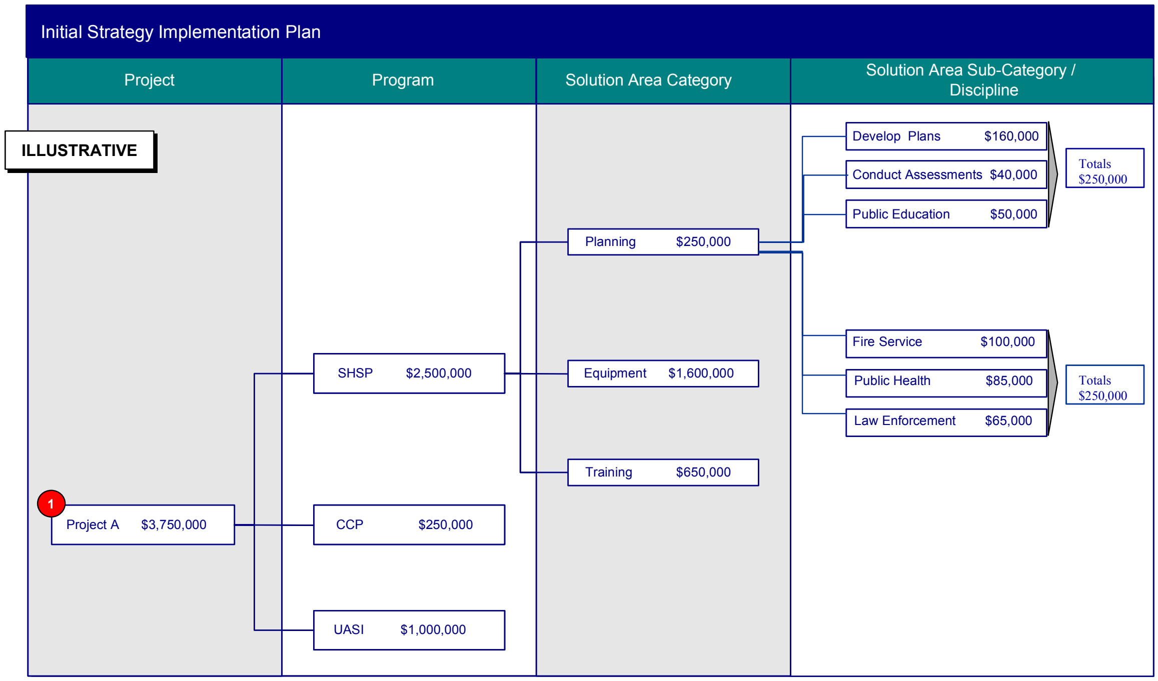


Figure 4 illustrates how each project is broken down and represents Step 3 in the ISIP template. First, a project can be funded by any number of grant programs. Second, the grant programs that are funding each project are broken down into solution area categories. Finally, each solution area is broken down further into solution area sub-categories and disciplines.

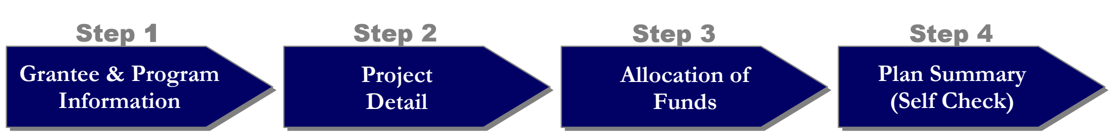
FIGURE 4: Conceptual diagram of the ISIP template – project level



ISIP Template Four-Step Process

The ISIP is divided into four steps that will guide the user through the template. It begins with Step 1, where the user will be asked to enter basic grantee information and the amount of grant funding that was received, and ends with Step 4 where the user will verify the information entered in Steps 1 through 3. Figure 5 below traces the four steps of the ISIP template in more detail.

FIGURE 5: Four-step ISIP template completion process



Step 1 Enter basic information about the SAA or subgrantee, the amount of grant funds received by the SAA or subgrantee, and the grant programs

from which these funds were received.

Step 2 Identify specific projects (up to 20) that will be funded using the grant funds entered in Step 1. The 20 projects are labeled Project A through Project T.

Step 3 Complete a detailed expenditure plan for each project defined in Step 2. For example, if 10 projects are identified in Step 2 (i.e., Projects A through J), then 10 corresponding sheets should be completed in Step 3 (i.e., Step 3-A through Step 3-J).

Step 4 Use the Plan Summary to ensure that all funding levels total to the grant funding. Self-Check columns and rows are included to verify the consistency of data entered during each step of the ISIP.

Features of the ISIP Template

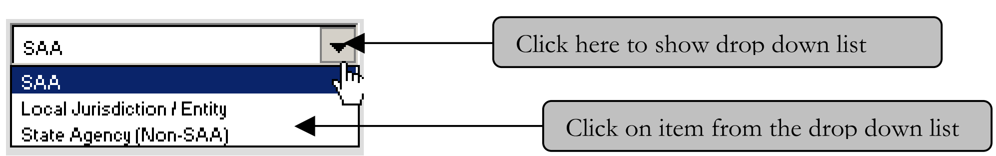
A variety of features are built into the ISIP template that will assist the user in the completion process.

Drop-down list boxes Drop-down list boxes allow the user to enter information from a set list of choices. The drop-down boxes are marked with a down arrow next to the field (see Figure 6 below).

To select an item from a drop-down list:

1. Click on the down arrow next to the field. A list of choices will appear.
2. Select one item from the list by clicking on it. The item selected will appear in the window of the drop-down field.

FIGURE 6: Example of a dropdown list

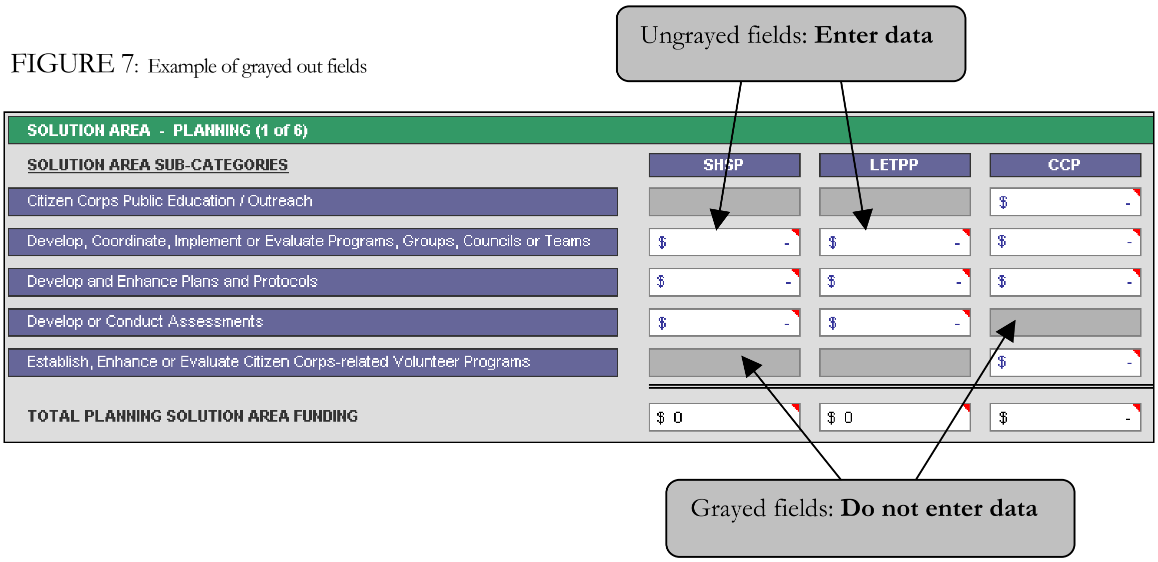


Grayed out field

If a field is not applicable to a user, it will be grayed out. An example of a grayed out field is depicted in Figure 7 below.

As the user begins completing the ISIP, fields will become grayed or ungrayed based on the information entered on previous sheets. **<u>Data should NOT be entered in the grayed out cells</u>**.

FIGURE 7: Example of grayed out fields



Character limits on some fields

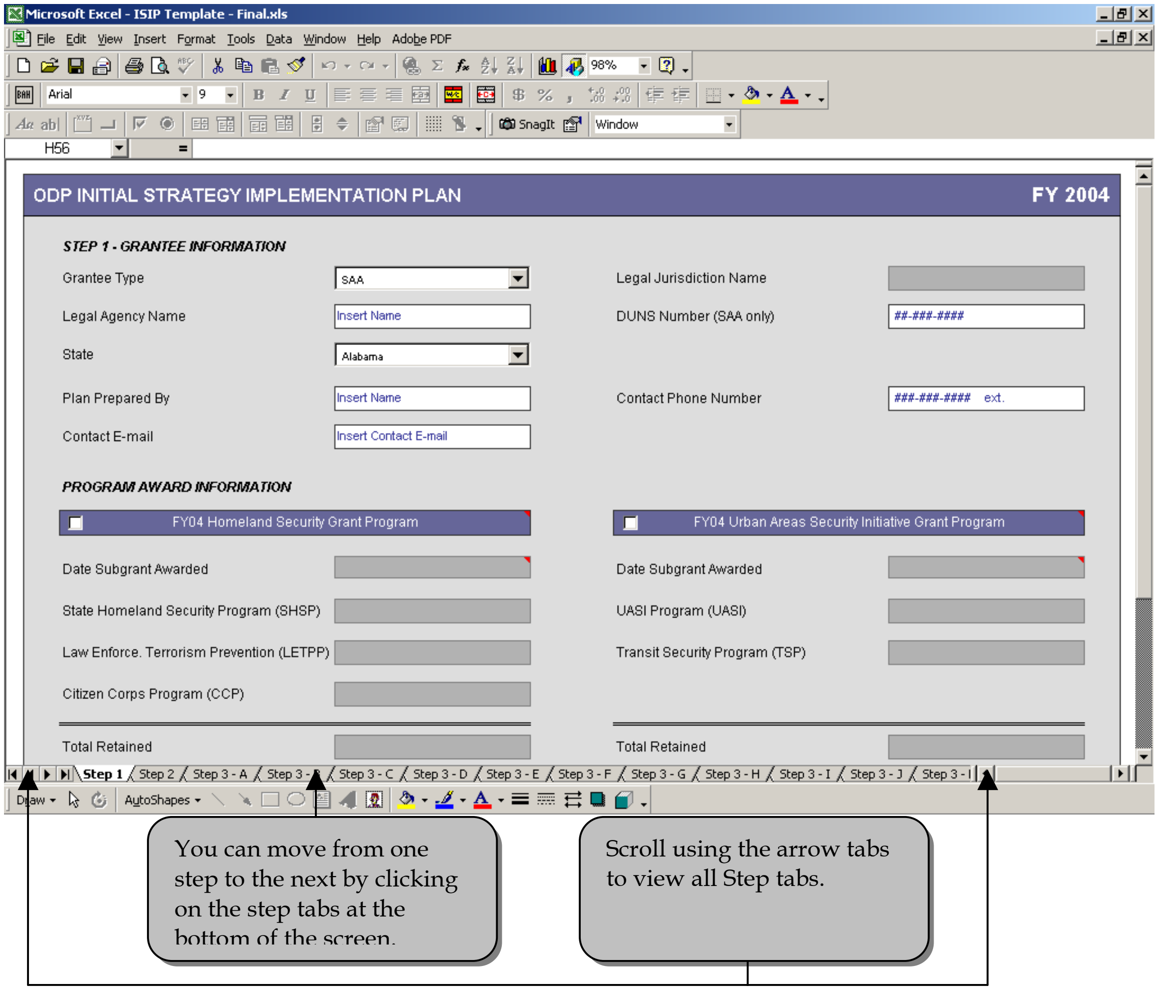
Users should be as succinct as possible when entering information in the template. Fields that require responses in the form of a sentence will accept a limited number of characters. Where applicable, the character limits are noted.

Worksheet tabs

The ISIP template is comprised of multiple worksheets in an Excel workbook. To navigate through the template, the user can click on links such as **[Click Here to Proceed to Step…]** embedded within the worksheets.

Users may also select the tabs at the bottom of the screen to navigate between worksheets. To go to the desired worksheet, click on the **[Step…]** tab at the bottom of the screen (see Figure 8 below).

FIGURE 8: Using worksheet tabs



GETTING STARTED

The user should have received an electronic copy of the blank ISIP template titled 'ISIP FY 2004 template'. For simplicity, the ISIP electronic template will be referred to as "the template".

Open the template and save a copy of it to your computer using the file naming convention detailed in the Valuable Information section below. To prevent the loss of work, save the file regularly while working on the template.

Valuable Information

For tracking purposes, the following naming convention should be used when naming the file: [2-letter state abbreviation]_[legal jurisdiction/agency name]_[date].xls

Example: IL_City of Chicago_04152004.xls

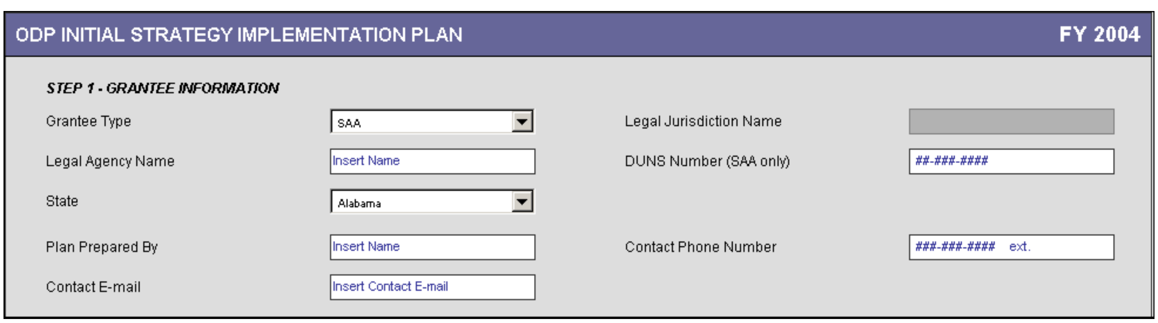
Helpful hint… the template is not designed to be completed on paper and is lengthy if printed. If you would like a hard copy for reference, see 'Printing the ISIP' later in this section for printing instructions.

STEP 1 – GRANTEE AND PROGRAM AWARD INFORMATION

Step 1 is designed to capture basic information about the FY 2004 funding recipients, as well as the amount of funding received from each of the HSGP and UASI grant programs. Information entered in this step will appear in future steps to help the user accurately complete the template.

Task 1 – Enter Grantee Information

FIGURE 9: Grantee Information



Grantee Type

Select the type of grantee using the drop-down menu. There are three types of grantees:

1. State Administrative Agency (SAA)

2. Local Jurisdiction/Entity

3. State Agency (Non-SAA)

- "SAA" should be chosen as grantee type by the SAA of each state and territory when reporting on its funds or the funds it retained on behalf of local jurisdictions.
- "State Agency (Non-SAA)" should be chosen as the grantee type for other state agencies and non-governmental organizations, such as the American Red Cross, receiving a subgrant from the SAA.
- "Local Jurisdiction/Entity" should be chosen as the grantee type for all local jurisdictions and tribal entities receiving a subgrant from the SAA.

Legal Jurisdiction Name (Local Jurisdictions/Entities Only)

Enter the name of the Legal Jurisdiction. The Legal Jurisdiction Name should match the name used in the Data Collection Tool (DCT). In the case that assessment data was submitted in hard copy instead of through the DCT, please enter the legal name of your jurisdiction. If the grantee type is not a Local Jurisdiction/Entity, this box will be grayed out, and therefore, should be left blank.

Example of Legal Jurisdiction Name… City of Chicago

Legal Agency Name (SAA and all Subgrantees)

Enter the name of the legal agency in the *Grantee Type* field. The legal agency name entered here should match the legal agency name used in the Data Collection Tool (DCT). In the case that assessment data was submitted in hard copy instead of through the DCT, please enter the legal name of your agency.

Example of Legal Agency Name… Arkansas Department of Emergency Management

DUNS Number (SAA Only)

Enter the 9-digit DUNS number only if "SAA" was selected in the *Grantee Type* field. If the grantee type is a "Local Jurisdiction/Entity" or "State Agency (Non-SAA)", this box will be grayed out and therefore, should be left blank.

State

Select the appropriate State or Territory from the dropdown list.

Plan Prepared By

Enter the first and last name of the person who can answer questions related to the content of the ISIP. Only one person's name should be entered. If there are questions pertaining to the completed template, this person will be contacted.

Contact E-Mail

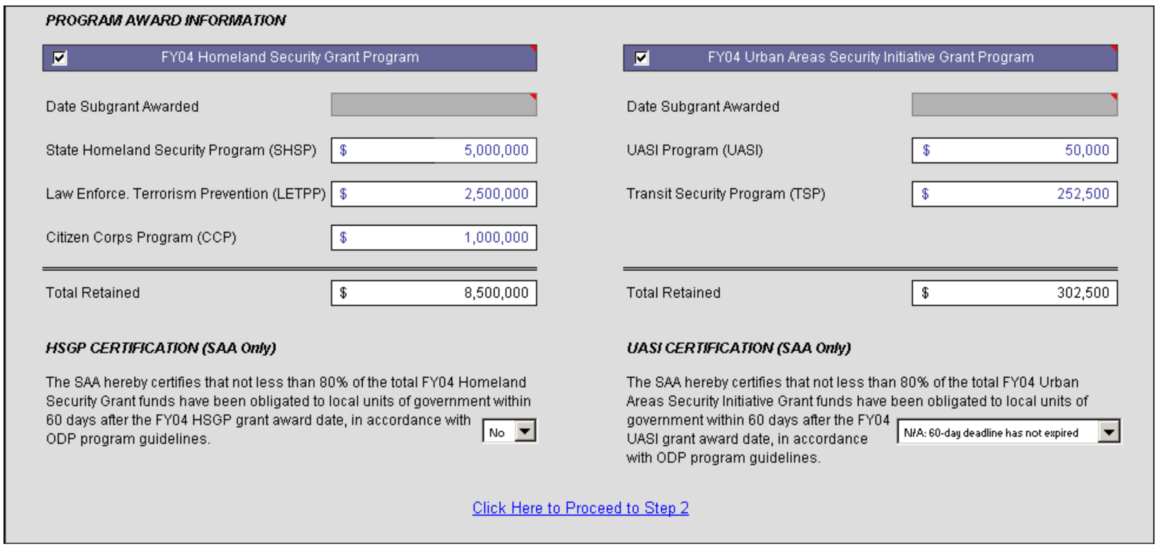
Enter the e-mail address of the person listed in the *Plan Prepared By* field.

Contact Phone Number

Enter the phone number of the person listed in the *Plan Prepared By* field.

Task 2 – Enter Program Award Information

FIGURE 10: Program Award Information


PROGRAM AWARD INFORMATION

FY04 Homeland Security Grant Program		FY04 Urban Areas Security Initiative Grant Program	
Date Subgrant Awarded		Date Subgrant Awarded	
State Homeland Security Program (SHSP)	$ 5,000,000	UASI Program (UASI)	$ 50,000
Law Enforce. Terrorism Prevention (LETPP)	$ 2,500,000	Transit Security Program (TSP)	$ 252,500
Citizen Corps Program (CCP)	$ 1,000,000		
Total Retained	$ 8,500,000	Total Retained	$ 302,500

HSGP CERTIFICATION (SAA Only)

The SAA hereby certifies that not less than 80% of the total FY04 Homeland Security Grant funds have been obligated to local units of government within 60 days after the FY04 HSGP grant award date, in accordance with ODP program guidelines. No

UASI CERTIFICATION (SAA Only)

The SAA hereby certifies that not less than 80% of the total FY04 Urban Areas Security Initiative Grant funds have been obligated to local units of government within 60 days after the FY04 UASI grant award date, in accordance with ODP program guidelines. N/A: 60-day deadline has not expired

Click Here to Proceed to Step 2

Grant Programs

Click the check box(es) to the left of the grant program titles to indicate whether the user received grant money from the FY 2004 Homeland Security Grant Program and/or the FY 2004 Urban Areas Security Initiative Grant Program. The template is designed to capture funding received from both programs in one report. Therefore, if the user has received funding from both HSGP and UASI programs, both boxes should be checked.

When selected properly, a check will appear in the box and the fields below the titles will be ungrayed, allowing the user to enter information for each particular program.

Date Subgrant Awarded (Subgrantees Only)

Enter the actual date when the FY 2004 subgrant was awarded from the SAA. This is only applicable to those users that selected the "Local Jurisdiction/Entity" or "State Agency (Non-SAA)" grantee types in the previous section of the template.

Helpful hint…the month, day, and year must be separated by a forward slash (/), for example: 03/13/2004.

Program Award Amounts

Enter the dollar amounts received from each applicable grant program.

If *FY04 Homeland Security Grant Program* was selected, enter the dollar amounts received from one or more of the following programs within HSGP:

- State Homeland Security Program (SHSP)
- Law Enforcement Terrorism Prevention Program (LETPP)
- Citizen Corps Program (CCP)

If *FY04 Urban Areas Security Initiative Grant Program* was selected, enter the dollar amounts received from one or more of the following programs within UASI:

- UASI Program (UASI)
- Transit Security Program (TSP)

The template will automatically total the grant money for each grant program at the base of these sections.

☑ ***Check to be sure that the funding entered in the above programs matches the total amount of FY 2004 funding received by the user.***

HSGP Certification (SAA only)

Select from the dropdown box the appropriate response indicating whether or not the state is complying with the 80% pass through requirement for all FY 2004 HSGP funding. This is applicable for SAAs only.

UASI Certification (SAA only)

Select from the dropdown box the appropriate response indicating whether or not the state is complying with the 80% pass through requirement for all FY 2004 UASI grant program funding. This is applicable for SAAs only.

🗁 *Save your work before moving to the next step*

Task 3 – Move to Step 2

Select **[Click Here to Proceed to Step 2]** link at the base of Step 1 to move to Step 2, or click on the tab at the bottom of the worksheet titled **[Step 2]**.

STEP 2 – PROJECT DETAIL

In Step 2, the user is asked to enter information about the broad-based projects being funded with the FY 2004 grants. The user is also asked to provide detailed information concerning the grant programs being used to fund the projects, and the impact of the projects on the State and/or Urban Area strategic goals and objectives.

To appropriately introduce the user to developing projects and aligning strategic goals and objectives with those projects, the following frequently asked questions have been developed:

What is a Project?

A project is an organized set of activities designed to achieve defined objectives resulting in specific, identifiable improvements within a given budget and grant period. These statements should all start with an action word.

How many projects can each user select?

The user may enter up to 20 projects (labeled Project A through Project T) to account for all FY 2004 HSGP and/or UASI grant funding. If the SAA or subgrantee has more than 20 projects, similar or correlated projects should be combined until the total number of project does not exceed 20 and all grant money is accounted for. Sub-projects can also be combined and listed under a single project.

How do I identify strategic goals and objectives?

A strategic goal is a target that the state wants to achieve regarding an improved level of capability. For the purpose of completing the template, strategic goals should come directly from the State Homeland Security Strategy (SHSS) and/or Urban Area Homeland Security Strategy.

A strategic objective is a statement of desired outcome or achievement that supports a goal. For the purpose of completing the template, strategic objectives should come directly from the SHSS and/or Urban Area Homeland Security

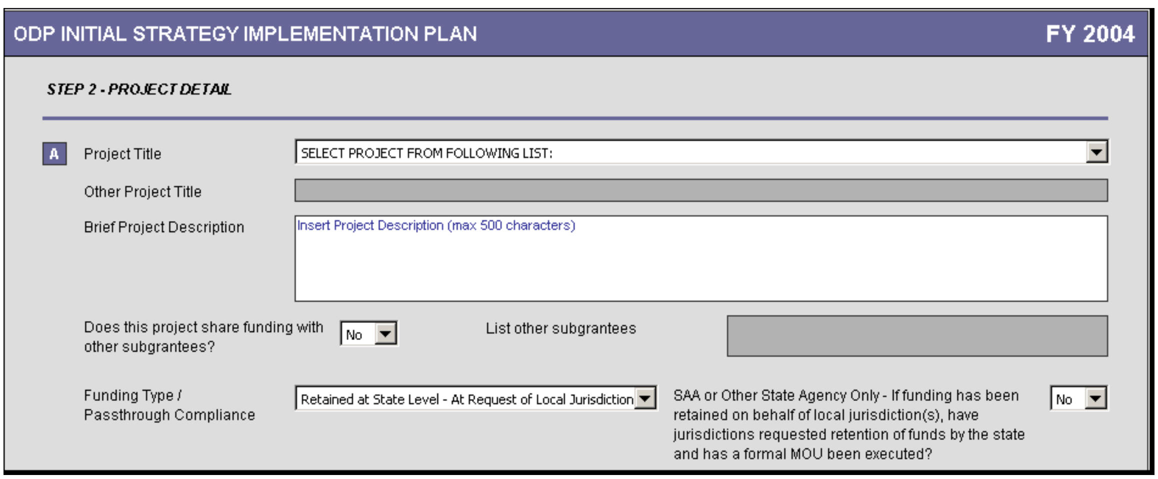
Strategy and should be tied to a goal from the same strategy.

How do projects align with strategic goals and objectives?

All FY 2004 HSGP and UASI grant funding must support specific, actionable projects that address critical resource gaps identified by the state and local homeland security assessments. These projects, in turn, must link to at least one of the goals and objectives identified in the State and, where appropriate, Urban Area Homeland Security Strategies. This reporting process will enable SAAs and ODP to track grant expenditures against State and Urban Area Homeland Security Strategies for all funding streams.

Task 1 – Enter Project Details

FIGURE 11: Step 2 - Project Information



Project Title

Select one of the 16 pre-defined project titles from the dropdown list. If none of the pre-defined titles are applicable, select "Other".

- Other (only if projects below do not apply)
- Assess vulnerability of and harden critical infrastructure
- Build/enhance a pharmaceutical stockpile and distribution network
- Develop/enhance interoperable communications systems
- Enhance capability to support international border and waterway security
- Establish/enhance a public health surveillance system

- Establish/enhance a terrorism intelligence/early warning system, center, or task force
- Establish/enhance agro-terrorism preparedness capabilities
- Establish/enhance Citizen Corps Councils
- Establish/enhance citizen emergency preparedness awareness campaign
- Establish/enhance cyber security program
- Establish/enhance emergency operations center
- Establish/enhance explosive ordnance disposal units/bomb squads
- Establish/enhance public-private emergency preparedness program
- Establish/enhance regional response teams
- Establish/enhance sustainable homeland security exercise program
- Establish/enhance sustainable homeland security training program

Valuable Information

Sixteen standard projects have been included in the template. If one of the standard projects adequately labels a project, use that title. Otherwise, select "Other" in the drop down box and enter a unique project title in the *Other Project Title* field.

Other Project Title

If "Other" was selected in the drop-down menu as the project title, enter the project title in the *Other Project Title* field. ODP recommends that you use the project titles provided in the dropdown list box as a guide when defining your own unique title.

Brief Project Description

Provide a brief (up to 500 characters) project description about the nature of the project.

Project and Description examples…

Establish/enhance a public health surveillance system
Develop, train on, and exercise a system to report and access real-time data related to unusual disease patterns and other county-wide health system information.

Establish/enhance Citizen Corps Councils
Develop and implement a comprehensive and coordinated public information and education program on WMD terrorism response focusing on the development of the Citizen Corps Councils.

Establish/enhance a terrorism intelligence/early warning system, center, or task force
Establish, implement and exercise a standardized process for all state law enforcement agencies to collect, analyze, and disseminate intelligence data related to domestic or international terrorism to the Fusion Center and State EOC.

Does this Project Share Funding with Other Subgrantees?

In some cases, subgrantees may participate in regional projects that share funding with other subgrantees. If this is the case, select "Yes" from the drop down box. If the funding for the project is not shared with another subgrantee, select "No".

List Other Subgrantees

If the user answered "Yes" to the question above, the list of other subgrantees sharing funding should be entered in the text box to the right.

Funding Type/ Pass-through Compliance

SAAs and other State Agencies: Using the drop down list, identify if the project is funded by monies retained at the state level as part of the state's share (up to 20% of the total grant) or by monies retained at the request of a local jurisdiction (part of 80% of the total grant award). These two pools of funding **CANNOT** be combined under one project. If a project receives funds from both the 20% and the funding retained on behalf of the local jurisdiction, two separate projects bearing the same name must be completed for each source of funding.

Local Jurisdictions: The drop down list box will be preset to "Pass-through to Local (Part of 80%)". No action is needed.

Valuable Information

Each state must obligate not less than 80 percent of the total amount of the grant to local units of government within 60 days after the grant award date. If requested in writing by a local unit of government, the state may retain funds on behalf of the local unit of government. States retaining funds must enter into a Memorandum of Understanding (MOU) with the local unit of government specifying the amount of funds to be retained by the SAA for expenditure. SAAs must keep the request(s) and MOU(s) on file.

Funding Retained on Behalf of Local Jurisdictions (SAA or Other State Agency Only)

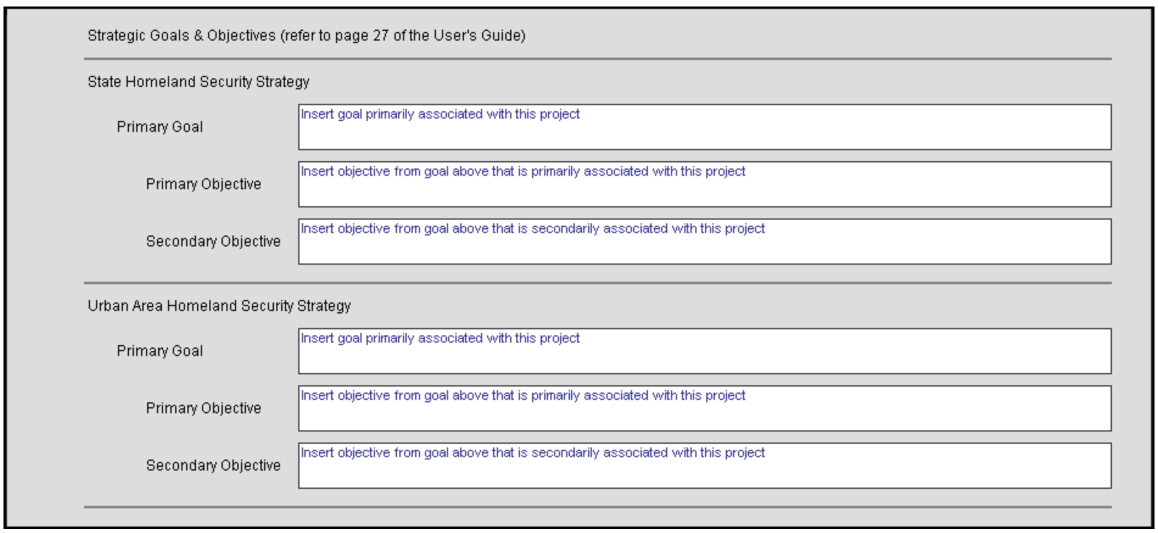
If the project is funded by money retained by the SAA or Other State Agency on behalf of a local jurisdiction, use the drop down box to indicate whether a Memorandum of Understanding (MOU) has been executed.

If funds are retained on behalf of a local jurisdiction, the SAA should ensure that the money is reported only once. In order to accomplish this, local jurisdictions should not account for these funds in their ISIP templates. Rather, funding retained on behalf of local jurisdictions should be included in the SAA and Other State Agency ISIP templates, depending on which agency is retaining the funds.

Strategic Goals and Objectives

All projects must support specific goals and objectives in the State Homeland Security Strategy and/or Urban Area Homeland Security Strategy. Users should refer to the strategies recently submitted to ODP.

FIGURE 12: Step 2 - Strategic Goals and Objectives


Strategic Goals & Objectives (refer to page 27 of the User's Guide)

State Homeland Security Strategy

Primary Goal: Insert goal primarily associated with this project

Primary Objective: Insert objective from goal above that is primarily associated with this project

Secondary Objective: Insert objective from goal above that is secondarily associated with this project

Urban Area Homeland Security Strategy

Primary Goal: Insert goal primarily associated with this project

Primary Objective: Insert objective from goal above that is primarily associated with this project

Secondary Objective: Insert objective from goal above that is secondarily associated with this project

Goal: If the project supports the State Homeland Security Strategy, enter the title of the primary goal that is impacted by the project in the *Primary Goal* field. If the project supports the Urban Area Homeland Security Strategy, enter the title of the primary goal impacted by the project in the *Primary Goal* field. If the project supports both strategies, a goal should be entered in each of the *Primary Goal* fields.

Users may only enter one goal from each strategy and should select the goal that is most closely associated with the project. The goal should be entered exactly as it is written in the strategy, or strategies, submitted to ODP. The field allows for up to 500 characters. If the goal exceeds this constraint, please edit the goal to fit within these guidelines.

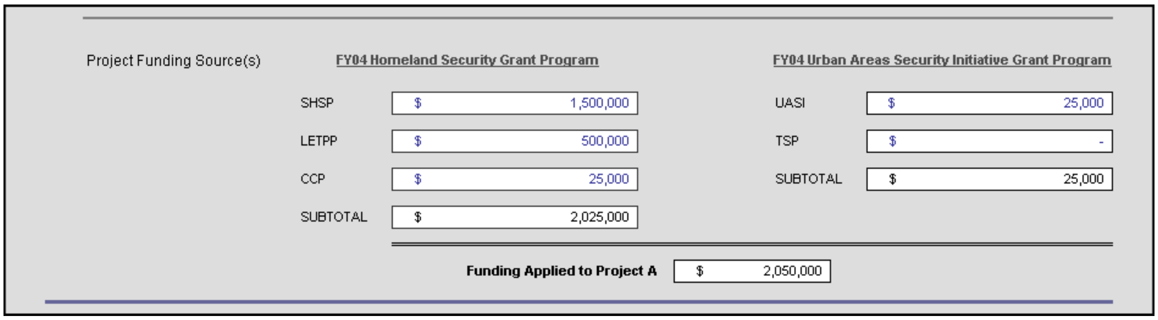
Objectives: Enter one primary and one secondary objective for the strategy, or strategies, supported by this project. Again, the objectives should be entered exactly as written in the strategy and should be subsets of the goal identified in the *Primary Goal* field above. There is also a limit of 500 characters allowed for the objectives.

Project Funding Source(s)

Enter the dollar amounts allocated to this project from only those grant programs that fund it. Funding from a grant program does need not be assigned in every project. For example, in Figure 13 below, the TSP field is blank but not grayed because TSP funds were allocated to the grantee overall but not allocated to this specific project.

The template will automatically total the grant program funds for this project.

FIGURE 13: Step 2 - Project Funding by Program



Helpful hints…only programs with funding entered in Step 1 will appear ungrayed; all others will be grayed out.

Save your work before moving on to the next project

Task 2 – Adding Additional Projects

You will need to continue scrolling down the sheet to enter information for additional projects. Click on the "Select to add additional project" check box to add another project. When selected properly, a check will appear in the box and the fields below will be ungrayed allowing the user to populate the fields.

Repeat the steps above for each additional project until all HSGP and/or UASI grant program funding is accounted for (up to 20 projects).

☑ ***Check to be sure that all FY 2004 grant funding received has been accounted for.***

Save your work before moving to the next step

Task 3 – Move to Step 3

Select **[Click Here to Proceed to Step 3]** link at the base of Step 2 to move to Step 3, or click on the tab at the bottom of the worksheet titled **[Step 3A]**.

STEP 3 – ALLOCATION OF FUNDS

In Step 3, the user is asked to allocate project funding to a series of solution areas through solution area sub-categories and disciplines. The user should complete one Step 3 tab for every project that he or she defined in Step 2. For example, the tab labeled "Step 3 – A" should be completed for the corresponding project, Project A, that was defined in Step 2. Sheet "Step 3 - B" should be completed for the project labeled Project B in Step 2, etc. Once the user has completed the corresponding Step 3 tab for every project that he or she defined in Step 2, he or she will have successfully completed this section of the template.

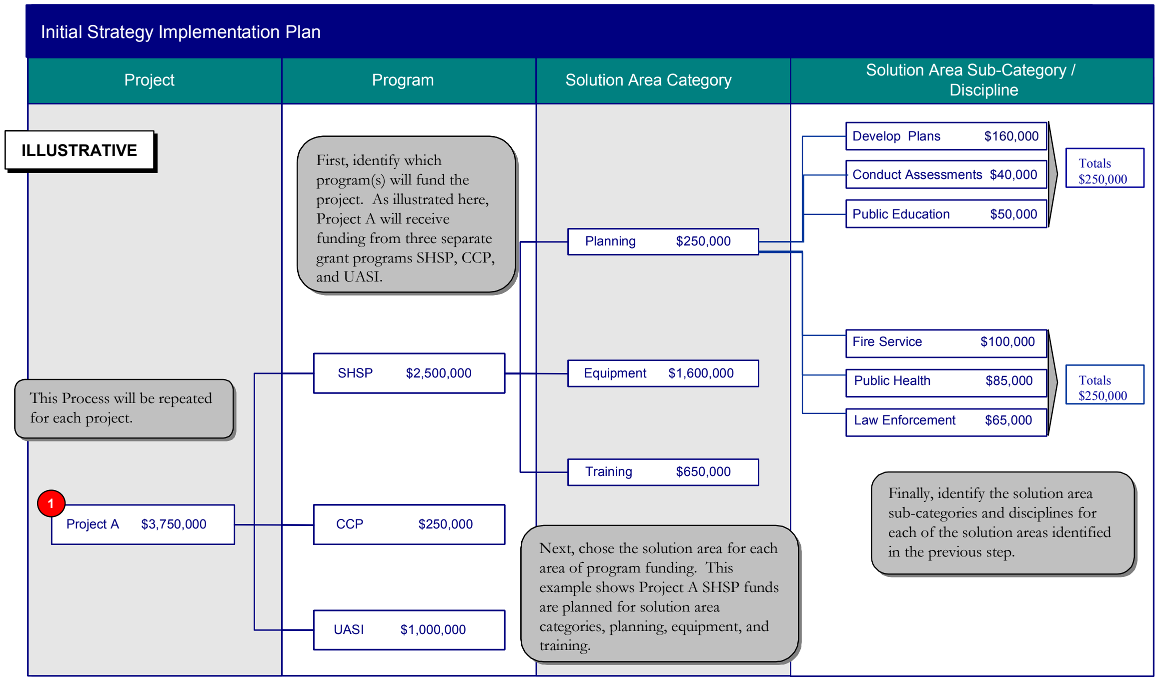
Solution Areas

The five solutions areas in the template correspond to the strategic objectives in the State and Urban Area Homeland Security Strategies. Each project's funding must be aligned with at least one of the five solution areas, as well as Management and Administration:

- Solution Area
    - Planning
    - Organization
    - Equipment
    - Training
    - Exercise
- Management and Administration

For each solution area, the user will identify both solution area sub-categories and disciplines that will receive grant funding. Although the solution area sub-categories and disciplines are mutually exclusive, the totals for the funding assigned to solution area sub-categories and disciplines should be equal (see Figure 14).

FIGURE 14: Conceptual diagram of the ISIP template – project level



Solution Area Sub-Categories

A solution area sub-category is an allowable expenditure within each solution area to accomplish identified projects. The sub-categories are initially defined in the grant application kits. Sub-categories vary from one solution area to the next. The user will be asked to indicate the total funding for each solution area to a sub-category for each grant program (i.e., SHSP, LETPP, CCP, UASI, TSP, as appropriate). A complete list of solution area sub-categories can be found in the Appendix C at the back of this guide.

Disciplines

A discipline is a generally defined group or function receiving grant funding for specific work within a solution area. The list of disciplines is the same for all solution areas. The user must identify which disciplines under each solution area will benefit from each grant program funding (i.e., SHSP, LETPP, CCP, UASI, TSP, as appropriate).

When entering dollar amounts into this section of the ISIP, please allocate the dollars by discipline based on which discipline received the benefit of the funding, not by which discipline actually received the funding itself. In some cases this discipline will be one and the same, however, in other cases it will not be the same. For example, if the city emergency management agency uses $50,000 it received to procure and provide interoperable communications equipment to city law enforcement and fire services ($25,000 worth of equipment was provided to each discipline), then $25,000 should be entered for law enforcement and $25,000 should be entered for fire services. In this case, $50,000 would not be entered for emergency management because that discipline was not the actual beneficiary of funds; the emergency management was only the recipient of the funds.

Task 1 – Enter Funding Allocation Information

FIGURE 15: Screenshot of Step 3

PROJECT A - Build/enhance a pharmaceutical stockpile and distribution network FY 2004

Project A Funding: $ 2,050,000

Project Description: Stockpile antidotes and specialized materials as well as coordinate and train first responders to effectively distribute pharmaceutical items in the event of an attack.

Step 3 - ALLOCATION OF FUNDS BY SOLUTION AREA, SUB-CATEGORY & VALUE OF FUNDING TO DISCIPLINES

Please refer to the FY04 Homeland Security Grant Program and FY04 UASI Grant Program application kits for specifics on allowable costs

SOLUTION AREA - PLANNING (1 of 6)

SOLUTION AREA SUB-CATEGORIES	SHSP	LETPP	CCP	UASI	TSP	TOTAL
Citizen Corps Public Education / Outreach			$ 25,000			$ 25,000
Develop, Coordinate, Implement or Evaluate Programs, Groups, Councils or Teams	$ 100,000	$ -	$ -	$ -		$ 100,000
Develop and Enhance Plans and Protocols	$ -	$ 25,000	$ -	$ 25,000		$ 50,000
Develop or Conduct Assessments	$ 20,000	$ -		$ -		$ 20,000
Establish, Enhance or Evaluate Citizen Corps-related Volunteer Programs			$ -			$ -
TOTAL PLANNING SOLUTION AREA FUNDING	$ 120,000	$ 25,000	$ 25,000	$ 25,000		$ 195,000

VALUE OF FUNDING AND/OR GOODS AND SERVICES PROVIDED TO	SHSP	LETPP	CCP	UASI	TSP	TOTAL
Agriculture	$ 5,000	$ -	$ -	$ 1,000		$ 6,000
Cyber Security	$ -	$ -	$ -	$ 3,000		$ 3,000
Emergency Management	$ 25,000	$ -	$ -	$ 1,000		$ 26,000
Emergency Medical Services (Fire-based)	$ -	$ 1,000	$ -	$ -		$ 1,000
Emergency Medical Services (Non fire-based)		-	$ -	$ -		$ 50,000
Fire Service		-	$ -	$ -		$ -
Governmental/Administrative		-	$ -	$ -		$ -
Hazmat	$ 2,500	$ -	$ -	$ 10,000		$ 12,500
Health Care	$ 7,500	$ -	$ -	$ -		$ 7,500
Law Enforcement	$ -	$ -	$ -	$ 10,000		$ 10,000
Not for Profit/Non-Profit	$ -	$ -	$ 25,000	$ -		$ 25,000
Public Health	$ -	$ 24,000	$ -	$ -		$ 24,000
Public Safety Communications	$ 30,000	$ -	$ -	$ -		$ 30,000
Public Works	$ -	$ -	$ -	$ -		$ -
TOTAL DISTRIBUTIONS TO ALL DISCIPLINES	$ 120,000	$ 25,000	$ 25,000	$ 25,000		$ 195,000
SELF CHECK	OK	OK	OK	OK		OK

Fire Service: Such as career, call, and volunteer staff, and specialized teams, other than EMS and HazMat.

Helpful hints…only programs with funding entered in Step 2 and allowable solution area sub-categories will appear ungrayed; all others will be grayed out.

Step 3 Heading

The project title, brief project description, and total funding allotted for a project entered in Step 2 will automatically appear at the top of the screen in Step 3. The amount appearing in the *Project Funding* field must be applied to any combination of the five solution areas and Management and Administration. Directions on how to apply funding to solution areas are detailed below.

Enter Solution Area Allocations

To complete Step 3, the user will be asked to apply the total amount of funding for the project (identified in Step 2) to one of five solution areas or Management & Administration. The user will do this by applying the funding by grant program to the solution area sub-categories and disciplines listed under each solution area.

As the user scrolls down the Step 3 worksheet, he or she will see sections for the five solution areas and Management & Administration. The five solution areas are in the order of POETE: Planning, Organization, Equipment, Training, Exercises. Management & Administration follows Exercises.

To complete this Step, the following steps should be repeated for each solution area receiving funding from this project.

Enter Solution Area Sub-Category Funding

Once the user has identified the solution areas that are impacted by the project, he or she then needs to identify the amount of funding that should be applied to each sub-category within the solution area. To do this, the user should scroll down through Step 3 until he or she reaches the first solution area impacted by the project. He or she should then apply the appropriate amount of funding to each sub-category impacted by the project within that solution area. The funding should be broken out by the grant program that is being used to fund the sub-category. This process should be repeated for each solution area impacted by the project until all of the funding that was originally applied to the project (in Step 2) is accounted for.

Example… It is projected that $25,000 of LETPP grant program funds will be spent on Planning for Project A. The $25,000 should be broken down by sub-category. Figure 15 shows the $25,000 for planning is allotted to the sub-category 'Develop and Enhance Plans and Protocols'.

☑ ***Check to be sure that the sub-category totals equal the total amount of grant money allocated to the solution area.***

Enter Solution Area Discipline Funding

After the total amount of funding for a particular solution area (e.g., Planning) has been allocated among sub-categories, proceed to the *Value of funding and/or goods and services provided to disciplines* section within the particular solution area. The value of funding and/or goods, and services provided to disciplines accounts for funding received by a discipline, as well as the total dollar value of any goods or services that were procured on behalf of a discipline. For example, goods would include pieces of equipment while contractor training support would constitute a service.

The user should apply the appropriate amount of funding to each discipline based on which discipline received the benefits, not by which discipline actually received funding. This process should be repeated for each solution area impacted by the project until all of the funding that was originally applied to the project (in Step 2) is accounted for.

Example… it is projected that $25,000 of LETPP grant program funds will be spent on Planning for Project A. The $25,000 should be broken down by discipline e.g. $1,000 for Emergency Medical Services and $24,000 for Public Health (see Figure 15).

☑ ***Check to be sure that the discipline totals equal the total amount of grant money allocated to the solution area.***

Task 2 – Validate Funding Allocations

Self Check for the Solution Area

At the end of every solution area section, a *Self Check* row is provided to ensure that the information entered in the solution area sub-category fields is consistent with the information entered in the discipline fields. Each *Self-Check* field will read "OK" or "Error".

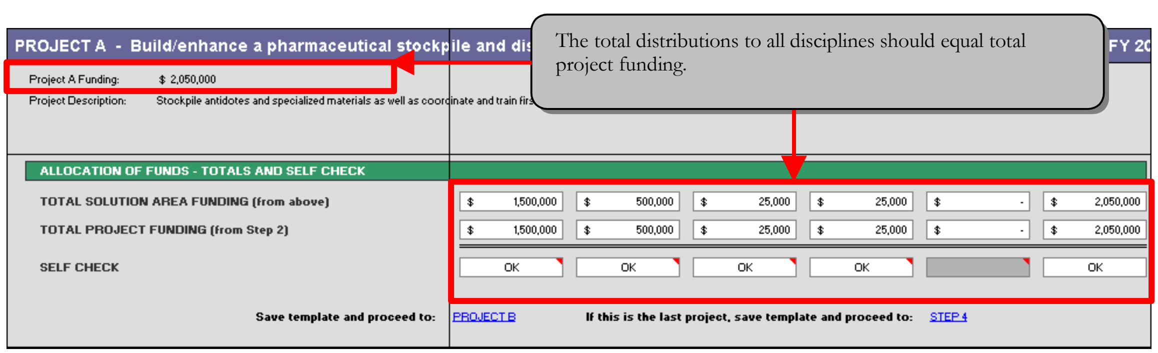
If an "Error" message appears, the sub-category totals do not match the discipline totals for the solution area. Before moving forward, ensure that the sub-category and discipline totals equal. All fields in the *Self Check* row will read "OK" once all errors have been corrected.

Self Check for Project Totals

At the bottom of each Step 3 sheet, a *Self Check* row is provided to ensure that the solution area totals are consistent with the total project funding (from Step 2). Each *Self-Check* field will read "OK" or "Error". (See FIGURE 16)

If an "Error" message appears, the solution area totals do not match the total project funding entered in Step 2. Before moving forward, ensure that the solution area and project funding totals equal. All fields in the *Self Check* row will read "OK" once all errors have been corrected.

FIGURE 16: Self-Check for project totals



Helpful hint… If the initial solution area allocation was made correctly, then it should match with amounts from Step 2.

Task 3 – Move to Next Project

If the user has defined more than one project in Step 2, he or she should proceed to the next project by clicking on the link **[Project B]** at the bottom of Step 3 (See FIGURE 2 below). The user will continue to click on the link **[Project 'X']** at the bottom of each Step 3 sheet until he or she has completed this step for every project that was defined in Step 2.

FIGURE 2: Moving to the Next Project or Step 4

Save your work before moving between projects

Task 4 – Move to Step 4

Once the user has completed Step 3 for each project defined in Step 2, and all FY 2004 funding has been accounted for, click on link labeled **Step 4** at the bottom of the project (see FIGURE 2 above) to move on to the final step.

Save your work before moving to Step 4

STEP 4 – PLAN SUMMARY

The Plan Summary ('the summary') contains a summary of funding information populated in Steps 1 through 3. The purpose of this step is to provide users with a formatted report of their FY 2004 grant allocations, as well as a tool that the user can use to verify the completeness and accuracy of their information.

The summary is divided into two sections: the Grant Program Summary and the Solution Area Summary. The information displayed in these two sections is static and cannot be modified directly in Step 4. If the user identifies any errors in the information contained in either section, he or she must correct the appropriate step (Steps 1-3) and recheck the section to ensure that the error was fixed; the summary report will then reflect the corrected information

Task 1 – Validate Grant Program Summary

The *Grant Program Summary* includes data entered in the *Project Funding Source* fields in Step 2. Funding for each project is broken out by grant program and totaled at the bottom of the summary (see "Total" row). The total award by grant program is provided in the "Award Info" row, which is also located at the base of the summary. This row represents the data entered in the *Program Award Information* fields in Step 1. A screenshot of the *Grant Program Summary* section is included in Figure 18 that follows.

Validating Information

To validate the *Grant Program Summary* information, check to make sure that the values in the "Total" row equal the values in the "Award Info" row for each grant program (SHSP, LETPP, CCP, etc.) at the bottom of the section. To assist you with this exercise, a row titled "Self-Check 1" was included in the summary:

- If the "OK" message appears, then the program "Total" appropriately equals the "Award Information" total for the particular grant program. No additional work is necessary.
- If the "Error" message appears, then the program "Total" does not equal the "Award Information" total for the particular grant program. This means that the total funding applied to projects in Step 2 for the grant program does not match the total grant dollars entered in Step 1 for the same grant program.

Correcting "Self-Check 1" Errors

Errors identified in Self-Check 1 must be corrected before moving on to Self-Check 2. The following steps should be taken to correct the errors:

- Verify the funding amounts entered in Step 1 for any program(s) with errors. If the total funding received from the grant program is correct, then the error is in the application of the funds to the projects defined in Step 2.
- Verify that the total program funding entered in Step 1 is accurately applied to the projects defined in Step 2. For example, if the user entered $2 million of SHSP funding in Step 1, then a total of $2 million in SHSP funding must also be applied to the projects defined in Step 2.

Helpful hint… Compare the Total row with the Award Info row. This will show where there is a discrepancy.

FIGURE 18: Grant Program Summary

ODP INITIAL STRATEGY IMPLEMENTATION PLAN

STEP 4 - PLAN SUMMARY / SELF-CHECK

Legal Agency Name **City Department of Emergency Management**

	GRANT PROGRAM SUMMARY					
PROJECT	**SHSP**	**LETPP**	**CCP**	**UASI**	**TSP**	**PROJECT TOTAL**
A	1,500,000	500,000	25,000	25,000	0	**2,050,000**
B	2,000,000	2,000,000	750,000	25,000	252,000	**5,027,000**
C	1,500,000	0	0	0	500	**1,500,500**
TOTAL	**5,000,000**	**2,500,000**	**775,000**	**50,000**	**252,500**	**8,577,500**
AWARD INFO (FROM STEP 1)	**5,000,000**	**2,500,000**	**1,000,000**	**50,000**	**252,500**	**8,802,500**
SELF-CHECK 1	OK	OK	ERROR	OK	OK	

The total CCP funding applied to projects ("Total" above) MUST EQUAL the total CCP funding as entered in Step 1 ("Award Info" above). If these values do not equal, you must either adjust the CCP funding applied to projects in Step 2 or adjust the total CCP funding entered in Step 1.

Task 2 – Validate Solution Area Summary

The *Solution Area Summary* includes data entered in the *Solution Area Category* fields in Step 3. Funding for each project is broken out by solution area and totaled at the right of the summary (see "Solution Area Total" row). This information is compared against the "Project Total" column in the *Grant Program Summary* to arrive at the validation step, Self-Check 2. A screenshot of the *Solution Area Summary* section is included in Figure 19 that follows.

Validating Information

To validate the *Solution Area Summary* information, check to make sure that the values in the "Project Total" column in the *Grant Program Summary* equal the values in the "Solution Area Total" column for each project (Project A, B, etc.). To assist you with this exercise, a column titled "Self-Check 2" is included in the far right column of the *Solution Area Summary*:

- If an "OK" message appears, then the "Project Total" appropriately equals the "Solution Area Total" for the particular project. No additional work is necessary.
- If an "Error" message appears, then the "Project Total" does not equal the "Solution Area Total" for the particular project. This means that the total funding applied to the project in Step 2 does not match the total funding applied to the Solution Areas in Step 3 for the same project.

Correcting "Self-Check 2" Errors

Errors identified in Self-Check 2 must be corrected before the template is complete. The following steps should be taken to correct the errors:

- Verify the project funding amounts entered in Step 2 for any projects with errors. If the total funding applied to the project(s) is correct, then the error is in the application of the funding to the solution areas in Step 3.
- Verify that the total program funding applied to the project in Step 2 equals the total amount of funding applied to the solution areas in Step 3 of the project. For example, if Project A receives a total of $5 million in grant program funding in Step 2, then Step 3-A should reflect a total of $5 million broken out between the solution areas.

Helpful hint… Once any errors have been corrected, return to Step 4 to validate the data. When the Self-Check 1 row and Self-Check 2 column are all "OK", the ISIP template has been successfully completed.

FIGURE 19: Solution Area Summary

ODP INITIAL ! **FY2004**

STEP 4 - PLAN

Legal Agency I

	SOLUTION AREA SUMMARY						SOLUTION AREA TOTAL	SELF-CHECK 2
PROJECT	PLANNING	ORGANIZATION	EQUIPMENT	TRAINING	EXERCISES	MGT & ADM		
A	195,000	0	0	0	0	1,855,000	**2,050,000**	OK
B	2,052,000	500,000	750,000	0	225,000	1,500,000	**5,027,000**	OK
C	500	0	25,000	0	975,000	500,000	**1,500,500**	OK
								OK
								OK
								OK
								OK
								OK
								OK
								OK
								OK
								OK
								OK
								OK
								OK
								OK
								OK
								OK
								OK
								OK
TOTAL	**2,247,500**	**500,000**	**775,000**	**0**	**1,200,000**	**3,855,000**	**8,577,500**	

Save your work

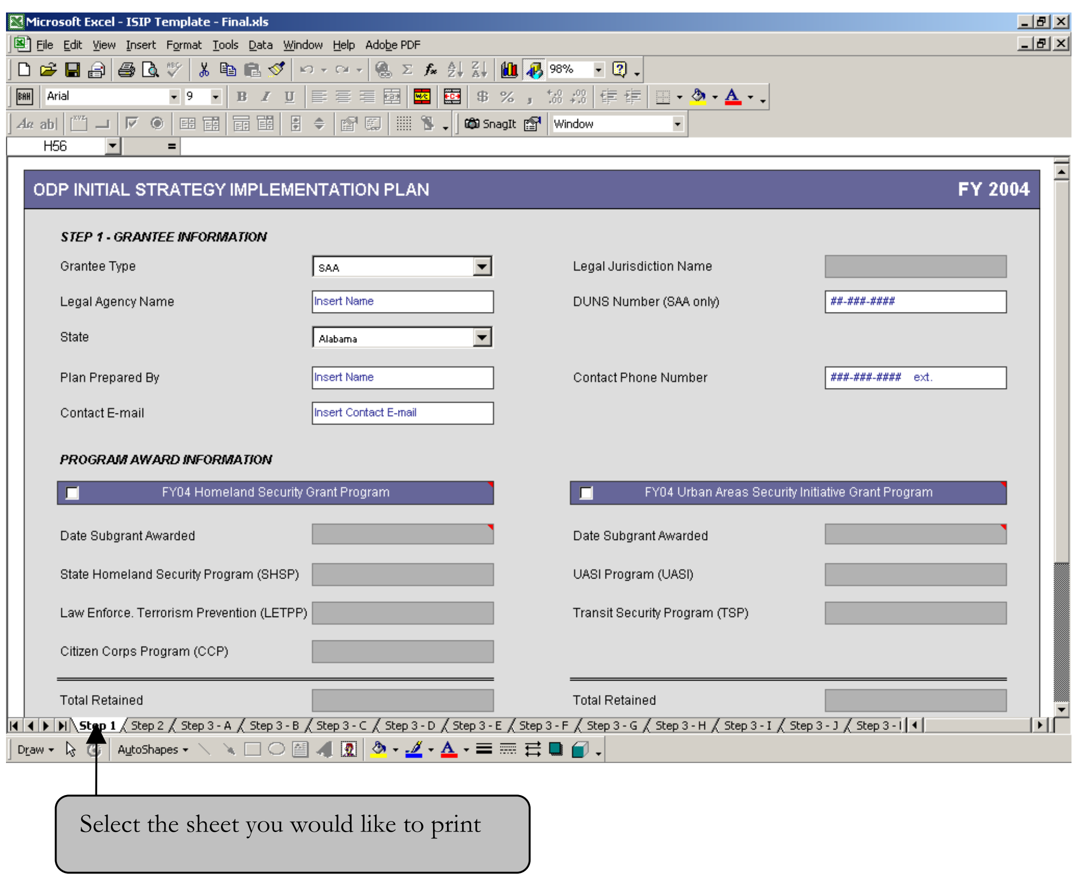
PRINTING THE ISIP

In the case that the user may want to print the ISIP for purposes of completing the template or verifying their data, he or she should use the following guidance.

Helpful Hint –Printing the entire ISIP template will result in over 150 pages, therefore, it is recommended that the user only print those pages that he or she populated.

Printing a Single Sheet

To print a particular sheet within the template, the user should select the sheet by clicking on the appropriate tab at the bottom of the screen (see screenshot below). Once the user has selected the sheet, he or she should then go to the menu bar located on the top of the screen and select *File*. Under *File,* the user should select *Print*. When the *Print* dialogue box appears, the user would select "Active Sheet(s)" and click **[OK]** to print the sheet.



Printing Multiple Sheets

To print multiple sheets, the user should repeat the steps above for each sheet. More advanced techniques can be used to print multiple sheets at one time. ODP recommends that you only use these techniques if you are well versed in MS Excel.

Section

3

Submitting the Initial Strategy Implementation Plan

A well-coordinated effort between the SAA and subgrantees will ensure that the completed ISIP templates are submitted to ODP in an efficient and timely manner.

The method used to submit your completed ISIP templates will depend on whether you are a subgrantee submitting a single ISIP template or an SAA submitting a large number of templates. Subgrantees are required to submit their completed ISIP templates to their SAA. SAAs are responsible for submitting the all ISIP templates for their state to ODP. This section of the User's Guide has been broken into two parts, a section for the subgrantee, and a section for the SAA. Please refer to the instructions appropriate to your role when submitting your plans.

SUBGRANTEE INSTRUCTIONS

Once you have completed the ISIP template, you are responsible for submitting the completed template to your State Administrative Agency (SAA) within the timeframe that he or she establishes (please refer to your SAA for their timeline). The SAA is then responsible for submitting all of the state's ISIP templates to ODP within 60 days of the award date.

There are three methods that you can use to submit your ISIP template to your SAA. These methods include: sending it as an attachment within an email, copying it to a CD-ROM and sending it to the SAA via a third party shipping service (FedEx, UPS), or encrypting the ISIP file and sending it as an attachment within an email. ODP strongly suggests that subgrantees coordinate with the SAA to select the appropriate transmission method. Specific details of each method are enclosed below.

Option 1 – Email Attachment

The first option involves attaching and sending the completed ISIP in an email. This is the simplest of the options, but is also the least secure. Please assess the security of the information you are sending when considering this option.

The steps involved with submitting the ISIP to your SAA using this method are listed below.

Step	Action
A	Save an electronic copy of your ISIP as a backup and for reference.
B	Create a new email using your email application (Outlook, Yahoo Mail, Eudora, Netscape Mail, etc.)
C	Address the email (*To:*) to your appropriate SAA contact.
D	In the subject line of the email (*Subject:*), enter the title "ISIP Template - " followed by your legal jurisdiction or agency name. Example: "ISIP Template – Thompson County"
E	Click to add an attachment to the email.
F	Browse your PC to locate your saved ISIP file.
G	Select and attach the ISIP file to the email.
H	Send the e-mail.

Option 2 – CD-ROM

An alternative to submitting the ISIP through email is to send the file via a third party shipping service (FedEx, UPS). This option involves saving the ISIP to a CD and shipping it to your SAA. <u>You will need access to a CD burner in order to use this method</u>.

Valuable Information

Management and Administration funds may be used to purchase a CD-ROM burner for the purposes of submitting the ISIP. Certain restrictions apply to these funds – please see the grant application for details.

Upon completing the ISIP, the following steps should be taken to submit the ISIP using this method.

Step	Action
A	Save an electronic copy of your ISIP as a backup and for reference.
B	Insert a blank CD into your CD-RW drive.
C	Locate your saved ISIP file on your PC.
D	Copy your saved ISIP file to the CD in your CD-RW drive.
E	Remove the CD from the drive and send it to your SAA via a standard shipping service. *Please refer to your SAA for their complete contact information and mailing address.*

Option 3 – Encrypted Email Attachment

The final option for submitting the completed ISIP to your SAA involves encrypting the file and submitting in an email attachment. This method is the most secure of the three methods, but due to the lengthiness and complexity of the steps required, this method should only be used if a high level of security is deemed necessary. The detailed instructions for this method are included in *Appendix D – ISIP File Encryption Procedures*. The Appendix is broken into two parts, one for subgrantees and one for SAAs. Please follow the procedures for subgrantees closely if you choose to submit the ISIP using this method.

SAA INSTRUCTIONS

The SAA is responsible for submitting the completed ISIP templates for their state to ODP. Due to the volume of ISIPs anticipated to require completion (one for the SAA and one for every subgrantee that receives funding), ODP has defined one submission method for all SAAs. The submission method has been designed to minimize the amount of work and potential complexities created due to the size of the file. The details of the method are enclosed below. If you have any questions about the process please contact your ODP Preparedness Officer.

In addition to the ISIP templates, the SAA is also responsible for submitting written concurrence. In accordance with page 14 of the FY 2004 UASI grant application kit, the SAA must submit written concurrence of the core city and core county/counties, as members of the Urban Area Working Group, on the allocation of funds provided through the FY 2004 UASI. This concurrence must be submitted with the SAA ISIP submissions.

ISIP Submission Method

This submission method should be used to submit all of the ISIPs to ODP. It involves placing the ISIPs for the entire state on one or more CD and forwarding the CD(s) to ODP. It is strongly recommended that the SAA wait to submit their state's ISIPs until they have either the majority of files, or are nearing the 60-day submission deadline. This is to ensure that the SAA does not have to make multiple submissions.

A self-addressed FedEx envelope was provided in the original distribution of the template and supporting documentation in early March. This envelope should be used to submit the completed ISIPs back to ODP.

Valuable Information

Management and Administration funds may be used to purchase a CD-ROM burner for the purposes of submitting the ISIP. Certain restrictions apply to these funds – please see the grant application for details.

Based on the expected size of the ISIP file (approximately 4MB), it is recommended that no more than 125 ISIP templates be saved on each CD. Detailed steps for this method of submission are listed below.

Helpful hint… The standard writeable CD holds up to 700MB of information.

Step	Action
A	Collect the files to be sent to ODP. The set of files should include one ISIP for the State (SAA) and one ISIP for every subgrantee receiving FY 2004 funds. Save all files in one folder on your computer.
B	Make a back up copy of the ISIPs before moving forward. This may be accomplished by making a back up copy of the file folder where the ISIPs are stored.
C	Insert a blank CD into the CD-RW drive of your computer.
D	Copy no more than 125 ISIP files to the CD placed in the CD-RW drive.
E	If your State has more than 125 ISIPs, repeat Steps C and D above using additional blank CDs until you have completed the process for all ISIPs.
F	Mail the CDs to ODP using the self addressed FedEx envelope provided by ODP to: Office for Domestic Preparedness ATTN: Justin Guffain (CSID) 810 7th St., NW, Room B300 Washington, DC 20531-1000

Appendices

APPENDIX A – FREQUENTLY USED TERMS

TERM	DEFINITION	EXAMPLE
Discipline	A generally defined group or function receiving grant funding for specific work in a solution area.	▪ Fire Service ▪ Emergency Management ▪ Public Works
Legal Agency Name	Official chartered name of agency	Legal Agency Name should match what was entered by the jurisdiction into the Data Collection Tool (DCT) or submitted to ODP along with its assessment data and should be spelled out completely ▪ Pennsylvania Emergency Management Agency, should not be entered as PEMA ▪ Los Angeles Police Department, should not be entered as L.A.P.D.
Legal Jurisdiction Name	Official chartered name of city, county, parish, etc.	Legal Jurisdiction Name should match what was entered by the jurisdiction into the Data Collection Tool (DCT) and should be spelled out completely ▪ New York City, should not be entered as NYC ▪ Prince George's County, should not be entered as P.G. County

TERM	DEFINITION	EXAMPLE
Program	A specific source of funding for projects from either the FY 2004 Homeland Security or UASI grant programs. For the purposes of the ISIP, ODP has defined five FY 2004 programs listed in the example column.	▪ State Homeland Security Program (SHSP) ▪ Law Enforcement Terrorism Prevention (LETPP) ▪ Citizen Corps Program (CCP) ▪ Urban Areas Security Initiative Program (UASI) ▪ Transit Security Program (TSP)
Project	An organized set of activities designed to achieve defined objectives or tasks resulting in specific identifiable improvements within a given budget and grant period. These statements should all start with an action word.	▪ Stand up an emergency operations center in the Town of Smith ▪ Develop a public health surveillance system for the City of Jones ▪ Develop a state-wide sustainable training system ▪ Create a terrorism information-sharing network for Jane County
Solution Area	Associated with the State or Urban Areas Homeland Security Assessment and Strategy. A solution area is a means of categorizing objectives developed in the strategy process (POETE).	▪ Planning ▪ Organization ▪ Equipment ▪ Training ▪ Exercise
Solution Area Sub-Category	Categories of allowable expenditures within each solution area to accomplish identified projects.	Solution Area: Equipment ▪ Solution Area Sub-Category: Personal Protective Equipment Solution Area: Planning ▪ Develop or Conduct Assessments

TERM	DEFINITION	EXAMPLE
Strategic Goal	A target that the state wants to achieve regarding an improved level of capability. For the ISIP, this should come directly from the State's individual SHSS and/or Urban Area Homeland Security Strategy.	▪ Develop a regional response capability to ensure incident response coverage in areas not currently covered, etc.
Strategic Objective	A specific statement of desired achievement that supports the goal. For the ISIP, this should come directly from the state's individual SHSS and/or Urban Area Homeland Security Strategy and should be tied to a goal from the same strategy.	▪ Planning: Develop a state-wide terrorism incident regional response plan by Oct. 2004 ▪ Organizing: Performance of Orange Alert activities by three regional response teams ▪ Equipping: Equip three regional response teams by Dec. 2004 ▪ Training: Train three regional response teams by Mar. 2004 ▪ Exercising: Conduct a full-scale exercise to validate the operations of one regional response team by May 2004

APPENDIX B – FREQUENTLY USED ACRONYMS

ACRONYM	DEFINITION
BDW	Budget Detail Worksheet
BSIP	Biannual Strategy Implementation Plan
CBRNE	Chemical, biological, radiological, nuclear, and explosive
CCP	Citizen Corps Program
CERT	Community Emergency Response Teams
COOP/COG	Continuity of Operations/ Continuity of Government
CSID	Centralized Scheduling and Information Desk
DHS	Department of Homeland Security
HSGP	Homeland Security Grant Program
ISIP	Initial Strategy Implementation Plan
LETPP	Law Enforcement Terrorism Prevention Program
MOU	Memorandum of Understanding
ODP	Office for Domestic Preparedness
PPE	Personal Protective Equipment
SAA	State Administrative Agency
SHSP	State Homeland Security Program
SHSS	State Homeland Security Strategy
TSP	Transit Security Program
UASI	Urban Areas Security Initiative

APPENDIX C – SOLUTION AREAS AND SOLUTION AREA SUB-CATEGORIES

Planning Solution Area

Sub-Categories:

- Citizen Corps Public Education/Outreach
- Develop, Coordinate, Implement or Evaluate Programs, Groups, Councils or Teams
- Develop and Enhance Plans and Protocols
- Develop or Conduct Assessments
- Establish, Enhance or Evaluate Citizen Corps-related Volunteer Programs

Organization Solution Area

Sub-categories:

- Orange Alert Costs
- Overtime for Information, Investigative, and Intelligence Sharing Activities

Equipment Solution Area

Sub-categories:

- Personal Protective Equipment (PPE)
- Explosive Device Mitigation and Remediation Equipment
- CBRNE Search and Rescue Equipment
- Interoperable Communications Equipment
- Detection Equipment
- Decontamination Equipment
- Physical Security Enhancement Equipment
- Terrorism Incident Prevention Equipment
- CBRNE Logistical Support Equipment
- CBRNE Incident Response Vehicles
- Medical Supplies and Limited Types of Pharmaceuticals
- CBRNE Reference Materials

- Agricultural Terrorism Prevention, Response and Mitigation Equipment
- CBRNE Response Watercraft
- CBRNE Aviation Equipment
- Cyber Security Enhancement Equipment
- Intervention Equipment
- Other Authorized Equipment
- CERT Team Member and Volunteer Responder Equipment

Training Solution Area

Sub-categories:

- Backfill
- Overtime
- Training Course and Program Development, Delivery, or Evaluation

Exercise Solution Area

Sub-categories:

- Backfill
- Overtime
- Exercise and Program Design, Development, Conduct or Evaluation

Management and Administration

Sub-categories:

- Hiring of Contractors/Consultants
- Hiring of Full or Part-Time Staff
- All Other M&A Expenses

APPENDIX D – ISIP FILE ENCRYPTION PROCEDURES FOR SUBGRANTEES

If the subgrantee chooses to use the Encrypted Email Attachment option (Option #3) to submit his or her completed ISIP to the SAA, the following guidance should be used. This Appendix is broken into two sections, one for the subgrantee and one for the SAA. The section for subgrantees contains instructions on downloading the encryption application, encrypting the ISIP, and sending the ISIP as an attachment within an email. The section for SAA's includes instructions on receiving and decrypting the ISIP sent from the subgrantee. To ensure the successful submission and receipt of the ISIP using this method, both parties should follow these instructions closely.

Sending Encrypted ISIP Files (Subgrantee)

There are three primary tasks in sending an encrypted ISIP to the SAA. They include:

1. Downloading and Installing the iOpus Encryption Application
2. Encrypting the ISIP Using the iOpus Application
3. Attaching and Sending the Encrypted ISIP

The instructions to complete each task are outlined below. To complete each task successfully, step through the actions one at a time, until you have performed each one. If you encounter any difficulties while completing a task, contact the ODP Centralized Scheduling and Information Desk to be directed to the appropriate assistance.

Task 1 - Downloading and Installing the iOpus Encryption Application

The first task involves downloading and installing iOpus, a free encryption application available on the Internet. The directions to download, install, and configure the iOpus application are detailed in the table below. Start with Step A and continue through Step J. Once you have successfully completed these steps, move on to Task 2.

Step	Action
A	Exit all Windows programs
B	Go to the Internet URL: http://www.iopus.com/download.htm
C	Browse to the bottom of the screen and locate the heading *iOpus Freeware*.
D	Select **[Download]** next to *iOpus Secure e-Mail Attachments (SEA) V1.0 (only 559 kb)*
E	When the *File Download* dialogue box appears, select **[Open]** to automatically install the application.
F	When the iOpus *Welcome* dialogue box appears, read the text inside the box, then select **[Next]**.

Step	Action
G	When the *Choose Destination Location* dialogue box appears, select **[Next]** to accept the default file location.
H	When the *Select Program Manager Group* dialogue box appears, select **[Next]**.
I	When the *Start Installation* dialogue box appears, select **[Next]**.
J	When the *Installation Completed* dialogue box appears, select [**Finish]**.
K	Close the window that was opened in Step A (www.iopus.com).

Task 2 - Encrypting the ISIP Using the iOpus Application

Now that you have successfully completed the download and installation of the iOpus application, you are ready to encrypt your ISIP. There are two things to note when completing this task.

- You will be asked to enter the name of the file (ISIP) that you wish to encrypt. Please ensure that the file that you are encrypting and the filename that you enter both comply with the file naming standards listed in the Valuable Information section below.
- When you define a password to be used to encrypt the file (in Step H below), please make a note of the password. You will be required to send this password to the SAA so that he or she can access the file.

Valuable Information

For tracking purposes, the following naming convention should be used when naming the file:

[two letter state abbreviation] _ [legal jurisdiction/agency name] _ [date] .xls

Example: IL_City of Chicago_04152004.xls

Step	Action
A	Locate the saved ISIP file on your Personal Computer (PC).
B	Check to make sure that the filename of your ISIP complies with the file naming standards detailed above. If it doesn't, open the file in MS Excel and resave it with a new filename based on the standards.
C	Make a back up copy of your ISIP.
D	Locate and open (double-click) the *iOpus Secure e-Mail Attachment* icon on your desktop.
E	When the *iOpus Secure e-Mail Attachments V1.0* dialogue box appears, select **[Create secure email attachment >>>].**

Step	Action
F	When the *Select Files/Folder for encrypted attachment* dialogue box appears, select **[Add specific files].**
G	From the *Open* dialogue box, search for the file you want to encrypt, select the file, and click **[Open].**
H	When the *Select Files/Folder for encrypted attachment* reappears, you should see the filename that you selected. Click **[Continue >>>].**
I	When the *Enter File Name and Password to encrypt* dialogue box appears: 1. Click the **[Browse]** button. 2. When the *Save As* dialogue box appears, select a location on your computer to save the file. 3. Enter the name of the file in the *File Name* field. It is recommended that you use the same file name that was used to save the ISIP file. Click **Save**. 4. The file path will now appear in the *Save As* field in the *Enter File Name and Password to Encrypt* dialogue box. 5. Click the check box that reads "Click it to save as CAB file" 6. Enter a password in the *Set Password* field. 7. Retype the password in the *Retype Password* field. 8. Make a note of your password. You will need to forward it to your SAA in the following task. *Note - the password is case sensitive. 9. Click **[Continue >>>].**
J	A status bar should appear stating that the encryption was 100% successful. Congratulations, you have successfully encrypted the ISIP!
K	When the *iOpus Secure e-Mail Attachments V1.0* dialogue box reappears, select **[Exit]** to exit the application.
L	Move on to Task 3.

Task 3 - Attaching and Sending the Encrypted ISIP

The final task in sending the encrypted ISIP file to your SAA involves attaching and sending the file via email. In order to complete this task, you will need:

- An email account
- The file that you encrypted in the previous task
- The password that you used to encrypt the ISIP.

This task is broken up into two pieces - attaching and sending the encrypted ISIP file, and sending the password that was used to encrypt the file. The steps required to complete this task are outlined below.

Note - the password that was used to encrypt the file should be sent at least 24 hours after the encrypted file is sent to the SAA, to prevent any possible security risks.

Step	Action
A	Create a new email using your email application (Outlook, Yahoo Mail, Eudora, Netscape Mail, etc.)
B	Address the email to (*To:*) your appropriate SAA contact.
C	In the subject line of the email (*Subject:*), enter the title "ISIP Template - " followed by your legal jurisdiction or agency name. Example: "ISIP Template – Thompson County"
D	Click to add an attachment to the email.
E	Browse your PC to locate the encrypted ISIP file that you created in the previous task.
F	Select and attach the encrypted ISIP file to the email.
G	Send the e-mail.
Wait at least 24 hours before moving on to Step H	
H	Create a new email using your email application (Outlook, Yahoo Mail, Eudora, Netscape Mail, etc.)
I	Address the email to (*To:)* your appropriate SAA contact.
J	In the subject line of the email (*Subject:*), enter the title "ISIP Details - " followed by your legal jurisdiction or agency name. Example: "ISIP Details – Thompson County"
K	In the body of the email, enter the password that you created in Step H of Task 2. Do not enter any other information.
L	Send the e-mail.

Receiving Encrypted ISIP Files (SAA)

Upon receiving an encrypted ISIP file from a subgrantee, you will need to take a series of steps to extract and access the file. However, in order to do this, you will need the password that the subgrantee used to encrypt the file. The instructions for the subgrantees specify that they forward the password that they used at least 24 hours after sending the encrypted ISIP file. If you do not receive the password from the subgrantee within that period, contact the subgrantee and request that he or she send it to you.

The table below outlines the steps you will need to take to extract and open the ISIP file. Should you encounter any difficulties while completing this task, please contact the ODP Centralized Scheduling and Information Desk for assistance.

Extracting the Encrypted ISIP

Once you have received the encrypted ISIP file and the password that the subgrantee used to encrypt the file, you can then proceed through the steps listed below. By completing these steps, you will successfully decrypt the file and be able to access the ISIP.

Step	Action
A	Open the email sent by the subgrantee.
B	Save the encrypted ISIP file to your PC.
C	Locate the saved ISIP file on your Personal Computer (PC) and double-click to open it.
D	When the *iOpus Secure File Attachment* dialogue box appears, select **[Extract Secure Attachment]**.
E	When the *Enter Password* dialogue box appears, enter the encryption password provided by the subgrantee. *Note: the password is case sensitive. Click **[Continue>>>]**
F	When the *Folder* dialogue box appears: 1. Click **[Browse]** to select the location where you would like to save the file. Double click on the location and then click **[OK]**. 2. Ensure that the *Use full path of files while extracting* is NOT checked. 3. Click **[Continue]**. 4. A message stating, "Extraction was completed" will appear. Click **[OK]**. 5. Click **[Exit]**.
G	Go to the location that you defined in Step H (above) and double click on the ISIP file to open it.

APPENDIX E – SAA PROCESS CHECKLIST

		Task	Description	User's Guide
1.	☑	**Access a blank ISIP template and User's Guide**	Access the enclosed CD and ensure that you have the proper files including: the ISIP Template and User's Guide, SAA and Subgrantee checklists, and ISIP Quick Reference. The ISIP template and User's Guide can be downloaded from www.shsasresources.com.	Fed Ex Package
2.	☑	**Ensure that you meet the ISIP template system requirements**	The ISIP template was created in Excel 2000. If you do not have Microsoft Excel or have a previous version of the software, please use Management and Administration funding from FY04 Homeland Security Grant to update your software. The minimum system standard to run Excel 2000 is a Pentium 75 computer with the Windows 95 operating system.	Pg. 6
3.	☑	**Determine how many ISIP templates must be completed**	The number of templates to be completed correlates to the number of subgrants awarded by the SAA; one template per subgrant must be completed along with one template for the funding retained by the SAA.	Pg. 8
4.	☑	**Decide who will complete the templates**	SAAs have the option to complete the ISIP templates on the behalf of subgrantees or to include subgrantees in the completion process.	Pg. 9
5a.	☑	**SAA completes ISIP templates in their entirety on behalf of subgrantees**	ODP recommends that the SAA complete all templates on behalf of the subgrantees. If the SAA chooses to include subgrantees in the completion process, the steps in section 5b should be followed.	Pg. 9

5b.	☑	**SAA includes subgrantees in the ISIP template completion process**	If the SAA chooses to include some or all subgrantees in the completion process, ODP recommends the following tasks:	Pgs. 8-10
	☑	**Establish a point of contact (POC) for subgrantees**	Establish POC to field questions and provide guidance to subgrantees.	
	☑	**Establish timeline**	Establish a timeline for completion and submission of templates back to SAAs. *Factors to consider:* - How much information will the SAA pre-populate - How much time do subgrantees need to populate templates - How much time does SAA need to validate the completed templates	
	☑	**Determine method and process for collecting completed ISIPs**	Establish procedures for receiving completed ISIP templates (e.g. e-mail addresses, mailing addresses or other means of collection).	
	☑	**Pre-populate Steps 1 & 2 of the ISIP for the subgrantees (Optional)**	ODP recommends that the SAA pre-populate Steps 1 & 2 of the ISIP template for subgrantees; often the SAA will be able to complete this information more easily than the subgrantee.	
	☑	**Distribute ISIP templates and User's Guide to subgrantees**	Distribute the ISIP templates and User's Guide to subgrantees. ODP recommends that the files be distributed to subgrantees via e-mail.	
	☑	**Determine if subgrantees will need technical assistance and arrange for this assistance**	Several forms of assistance are available. Please refer to the Technical Assistance section in the User's Guide for additional information.	
	☑	**Send reminder of deadline to subgrantees**	To ensure that the subgrantee submits the template to the SAA in a timely manner, the SAA should send a reminder to subgrantees.	
	☑	**Collect completed ISIPs from subgrantees**	Collect templates that have been completed by subgrantees.	

6.	☑	**Complete ISIP template for funding retained by the SAA**	If the SAA has retained grant funds for state expenditures (up to 20%) and/or is retaining funds on behalf of local jurisdictions, an ISIP template should be completed for the totality of these funds.	Pg. 13
7.	☑	**Review completed ISIP templates**	SAA should review the ISIP templates to ensure that data is accurate and complete.	Pg. 34
8.	☑	**Submit ISIPs to ODP**	All templates should be burned onto the blank CD titled "FY04 ISIP Submission to ODP" and mailed in the self-addressed return FedEx envelope provided by ODP. In accordance with page 14 of the FY 2004 UASI grant application kit, the SAA must also submit written concurrence on the allocation of FY 2004 UASI funds in the submission package.	Pg. 42

APPENDIX F – SUBGRANTEE PROCESS CHECKLIST

		Task	Description	User's Guide
1.	☑	**Acquire a blank ISIP template and User's Guide**	The ISIP template and User's Guide will be distributed by your SAA or can be downloaded from www.shsasresources.com.	Pg. 10
2.	☑	**Acquire homeland security strategy goals and objectives**	If Step 2 of the ISIP template has not been pre-populated for you, please contact your SAA for more information on your state/urban area goals and objectives.	Pg. 10
3.	☑	**Ensure that you meet the ISIP template system requirements**	The ISIP template was created in Excel 2000. If you do not have Microsoft Excel or have a previous version of the software, please use Management and Administration funding from FY04 Homeland Security Grant to update your software. The minimum system standard to run Excel 2000 is a Pentium 75 computer with the Windows 95 operating system.	Pg. 6
4.	☑	**Complete ISIP template**	One template should be completed to account for your FY 2004 homeland security grant funding. Only FY 2004 funding should be included in the ISIP template.	Pg. 13
5.	☑	**Review completed ISIP template**	Review Step 4 (Plan Summary and Self-Check) of the ISIP template to ensure that data is accurate and complete.	Pg. 34
6.	☑	**Submit the completed ISIP template to your SAA by the designated deadline**	The SAA will establish a method and timeline for the submission of the ISIP templates for state agencies and local jurisdictions. Please refer to your SAA for this information.	Pg. 40