

Workshop Content

- ✚ Grants Reporting Tool (GRT) Overview
- ✚ Biannual Strategy Implementation Report (BSIR)
- ✚ GRT Registration & User Log-in
- ✚ GRT Modules
- ✚ Input BSIR Information (Funding Module)
- ✚ Workflow Process





GRT & BSIR
Overview

Grants Reporting Tool (GRT)

- ✚ Web-based reporting system
- ✚ Using Financial Management Forms Workbook (FMFW) for efficient & accurate data collection to update the GRT
- ✚ Real-time reporting to State & Federal Government
- ✚ Data collected is used for 300 annual reports



Biannual Strategy Implementation Report BSIR

➤ **Definition:**

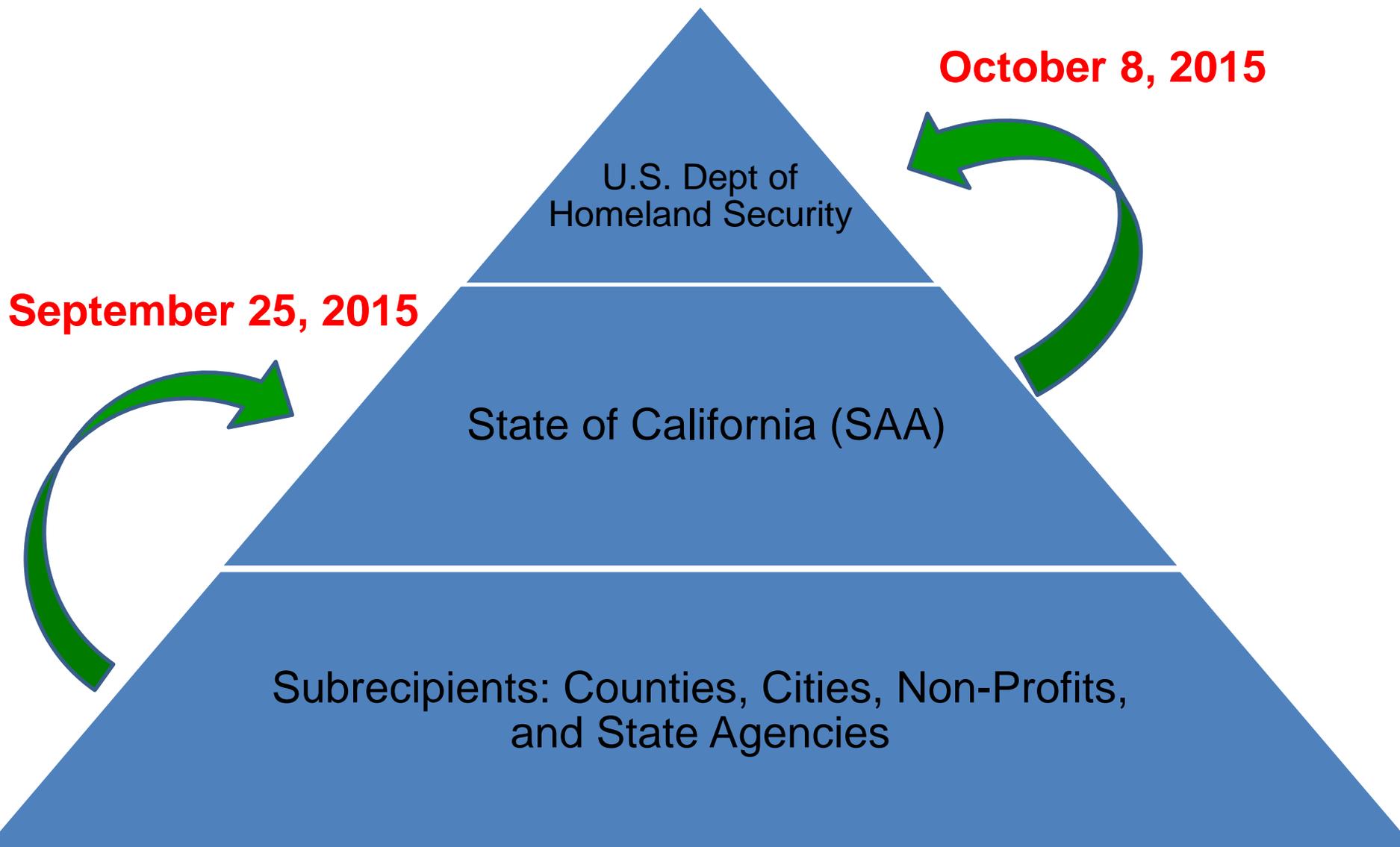
Reporting of planned & actual expenditure

➤ **Requirement:**

Due every 6 months until the State is approved for the grant year close-out



BSIR Deadlines



BSIR Updates for Reporting FY 2014

Award Tab-

- No longer reporting Expended on overall funding type. This will be reported at the project level.

Project (\$) Tab-

- Provide Project Location.
- Report on Expended amount per project.



BSIR Updates for Reporting FY 2014 (cont'd)

Project Detail Tab-

- Investment Alignment and Fusion Center Selection.
- Does project support a previously awarded investment.
- Core Capability and Project Details (deployable, shareable, project status, project management step, start and end date, and does it require construction).
- Milestones and NIMS Typing.

Metrics Tab- NO METRICS TAB





GRT Registration
& User Log-in

GRT Log-in

<https://www.reporting.odp.dhs.gov>



FDR OFFICIAL USE ONLY

Federal Emergency Management Agency

Grants Reporting Tool

Welcome to the Federal Emergency Management Agency's Grants Reporting Tool

User

Password

Login

New GRT
users

GRT Technical
Support

If you need to register for an account, please [click here](#). For technical assistance, please call 1-866-476-4327 (toll-free) or e-mail [GRT Support](#).

WARNING - You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

GRT Version: 11.13.0

Registration Form – Step 1



Registration Form - Step 1

Please fill out the following fields and press "Next" when complete. Please make sure your e-mail address is correct. All electronic correspondence will be sent to the point of contact e-mail address, so please make sure it is correct.

If you need assistance registering, a PDF tutorial is available. This tutorial requires Adobe Reader. [Click here](#) to access the tutorial.

Asterisk (*) are required. All electronic correspondence will be sent to the point of contact e-mail address, so please make sure it is correct.

Once you have Adobe Reader installed, click

1. Complete all fields with a red asterisk (*)

User Information

Name Prefix	<input type="text" value="Select a Prefix"/>	*
First Name	<input type="text"/>	*
Last Name	<input type="text"/>	*
Address Line 1	<input type="text"/>	*
Address Line 2	<input type="text"/>	
City	<input type="text"/>	*
State	<input type="text" value="Select a State"/>	*
Zip Code	<input type="text"/>	*
Phone Number	<input type="text"/>	*
	Ext. <input type="text"/>	
Fax Number	<input type="text"/>	
E-mail address	<input type="text"/>	*

2. Click on 'Next'

<input type="button" value="Clear"/>	<input type="button" value="Next"/>
--------------------------------------	-------------------------------------

Registration Form – Step 2



Grants Reporting Tool Federal Emergency Management Agency

Registration Form - Step 2

Please fill out the following fields and press "Next" when complete. Please make sure this information is accurate.

Role and Organizational Assignment

Role

- Federal
- State/Direct Tribal Grantee (SAA/...
- Local (Local Jurisdictions, Other State Agencies/Non-SAA/...

3. Role Assignment

Organizational Assignment

California

4. Organization Assignment

Available Grantees/Subgrantees

- BZ-California Natural Resources Agency
- BZ-Sacramento County
- EC-American River
- EC-Sierra Chapter
- EC-
- EC-
- EC-
- EC-
- EC-
- EC-

5. Grantee/Subrecipient:
Select the specific organization you represent

Requested Grantees/Subgrantees*

6. Move Subrecipient to requested

7. Click on 'Next'

Clear

Back

Next

Registration Form – Step 3



Registration Form - Step 3

Please fill out the following fields and press "Submit" when complete. Please make sure this information is correct and current. Fields marked with an asterisk (*) are required.

User ID, Password, and Hint

Please assign a User ID and Password to yourself.

Passwords must be between 8 and 15 characters in length and consist of a mix of the following: uppercase (A-Z), lowercase (a-z), numeric (0-9), and special characters (_#\$). Passwords cannot start with a number (0-9) or a special character (_#\$). Passwords must not include simple keyboard patterns (qwerty, xyz), sequences (abc, 123), or consecutive letters in respect to case (aa, dd, GG), and cannot include the username or the username separated by special characters.

User ID

Password

Confirm Password

Secret Question

Secret Answer

Are you a U.S. Citizen?

Yes

No

8. User ID & Password

9. Secret Question & Answer

10. U.S. Citizen

11. Click on 'Submit'

Password Criteria

- # 8 to 15 characters & contain at least one:
 - Uppercase letter (A-Z)
 - Lowercase letter (a-z)
 - Numeric character (0-9)
 - Special characters (#, \$,_) only
- # No character repeats, sequences, key patterns
- # Cannot start with number or special character
- # 3 failed log-in attempts in 24 hours locks account
- # 45 days of inactivity locks out user
- # Must change password every 90 days
- # Password must be different from the last password



GRT Modules

1. **Welcome**
2. IJ Submission
3. Investment
4. **Funding**
5. **PSIC**
6. Approval
7. **Organization**
8. **Users**
9. Reporting
10. Strategy
11. **Logout**

Subrecipient GRT Modules are in green

Not reporting for PSIC



A blue ribbon graphic with a central rectangular box containing text. The ribbon has a 3D effect with shadows and highlights, and the central box is a solid blue rectangle with rounded corners.

GRT Modules &
Welcome Page

Welcome Page

Welcome!

Current User:
Jane Doe

Welcome!

Welcome Module

Federal Emergency Management Agency's Grants Reporting Tool

The Federal Emergency Management Agency (FEMA), in a continued effort to improve grant distribution and reporting processes, developed this web-based grants reporting system entitled, the Grants Reporting Tool (GRT). The GRT is designed to help State Administrative Agencies (SAAs) meet all reporting requirements identified in the Homeland Security Grant Program (HSGP) and Urban Security Initiative (USI) grant application kits.

- Welcome!
- Funding
- PSIC
- Organization
- Users
- Logout

GRT News

GRT News

There are currently no news items.

Documentation

For your reference, the following supporting documentation is provided to assist you in navigating the current version of the GRT:

- Guidance Documents:
- Overview Documents:

Guidance & Overview Documents

For technical assistance, please call: 1-877-612-4357 (toll-free), or e-mail: [GRT Support](#).

Welcome Page



Grants Reporting Tool Federal Emergency Management Agency

Welcome!

Current User:
Jane Doe

Welcome!

Funding

PSIC

Organization

Users

Logout

Welcome to the Federal Emergency Management Agency's Grants Reporting Tool

The Federal Emergency Management Agency (FEMA), in a continued effort to improve grant distribution and reporting processes, developed this web-based grants reporting system entitled, the Reporting Tool (GRT). The GRT is designed to help State Administrative Agencies (SAAs) meet all reporting requirements identified in the Homeland Security Grant Program (HSGP) and Urban Security Initiative (UASI) grant application kits.

GRT News

There are currently no news items.

Documentation

For your reference, the following supporting documentation is provided to assist you in navigating the current version of the GRT.

Guidance Documents:

GRT User's Guide

Overview Documents:

GRT User's Guide
Frequently Asked Questions
What's New in the Latest Version

View

View

Select
'Documentation'
then click on
'View'

Welcome Page



Grants Reporting Tool Federal Emergency Management Agency

Welcome!

Current User:
Jane Doe

Welcome!

Funding

PSIC

Organization

Users

Logout

Welcome to the Federal Emergency Management Agency's Grants Reporting Tool

The Federal Emergency Management Agency (FEMA), in a continued effort to improve grant distribution and reporting processes, developed this web-based grants reporting system entitled, the Reporting Tool (GRT). The GRT is designed to help State Administrative Agencies (SAAs) meet all reporting requirements identified in the Homeland Security Grant Program (HSGP) and Urban Security Initiative (UASI) grant application kits.

GRT News

There are currently no news items.

Documentation

For your reference, the following supporting documentation is provided to assist you in navigating the current version of the GRT:

Guidance Documents:

Overview Documents:

- Close-Out Overview
- Funding Overview**
- Grant Reporting Lifecycle Overview
- Getting Started Overview
- IJ Submission Module Overview
- Investment Overview
- ISIP Overview
- Organization Overview
- PSIC BSIR Overview
- Strategy Overview
- Workflow Overview

For technical assistance, please contact...

1 to 2 page references, click on 'View'

Users Module

2. User Detail Tab

Grants Reporting Tool

Federal Emergency Management Agency

User Management User Detail Change Password

User Detail

Please fill out the following fields and press "Save" when complete. Please make sure this information is correct and current. Fields marked with an asterisk (*) are required.

User Status

Current User Status: Active

User Information

Name Prefix	Ms. *
First Name	Jane *
Last Name	Doe *
Address Line 1	1234 Melrose Place *
Address Line 2	
City	Joyous *
State	California *
Zip Code	99999 *
Phone Number	916-333-3333 * Ext.
Fax Number	
E-mail address (Verified)	bothsidznow@aol.com
Last Login (Eastern Time)	7/5/2011 1:04:38 PM
Account Created (Eastern Time)	9/9/2008 2:45:05 PM
Account Last Activated By	Benamati, Wilda (Wilda)

1. User Module

3. Verify contact information is correct, update if needed

Role Assignment and User Permissions

User Module

Phone Number	916-333-3333 *	Ext.	
Fax Number			
E-mail address (Verified)	bothsidznow@aol.com *		
Last Login (Eastern Time)	7/5/2011 1:04:38 PM		
Account Created (Eastern Time)	9/9/2008 2:45:05 PM		
Account Last Activated By	Benamati, Wilda (Wilda)		

Role Assignment and User Permissions

Organization California

Available

BZ-California Natural Resources Agency
BZ-Sacramento County Sheriff
EC-American Red Cross, Sacramento-Sierra Chapter
EC-Brawley, City of
EC-Commerce, City of
EC-Cudahy, City of
EC-Cupertino, City of
EC-Elk Gove, City of
EC-Half Moon Bay, City of
EC-La Habra, City of



Assigned

OA-Happy Cou...

U.S. Citizenship Status

Yes
 No

User Type

Local (Local Jurisdictions, Other State Agencies/Non-SAAs)

Administrative Privileges



PSIC Module Privileges



4. Confirm Subrecipient

Prefer one Administrator per Subrecipient

Revert to Saved

Save

Organization Module

Subgrantees
Tab



Subgrantees | Subgrantee Detail | Subgrantee UA/RTA

Grantees/Subgrantees for California

Grant Award Year [ALL] ▼

Reporting Period [ALL] ▼

<u>Grantee/Subgrantee</u>	<u>Grantee Type</u>	<u>Last Updated</u>
<input type="checkbox"/> OA-Happy County	Local Jurisdiction / Entity	

[Check All](#) - [Clear All](#)

Remove

1. Select the
Subrecipient

Organization
Module

Current User:
Jane Doe

Welcome!

Funding

PSIC

Organization

Users

Logout

Organization Module

Subgrantee
Detail Tab

Grants Reporting Tool

Federal Emergency Management Agency

Subgrantees | Subgrantee Detail | Subgrantee UA/RTA

Grantee/Subgrantee Detail

Legal Agency Name: OA-Happy County

Legal Grantee/Subgrantee Name: Happy County

Grantee Type: Local Jurisdiction / Entity

DUNS: [Empty]

Contact Name: Jane Doe

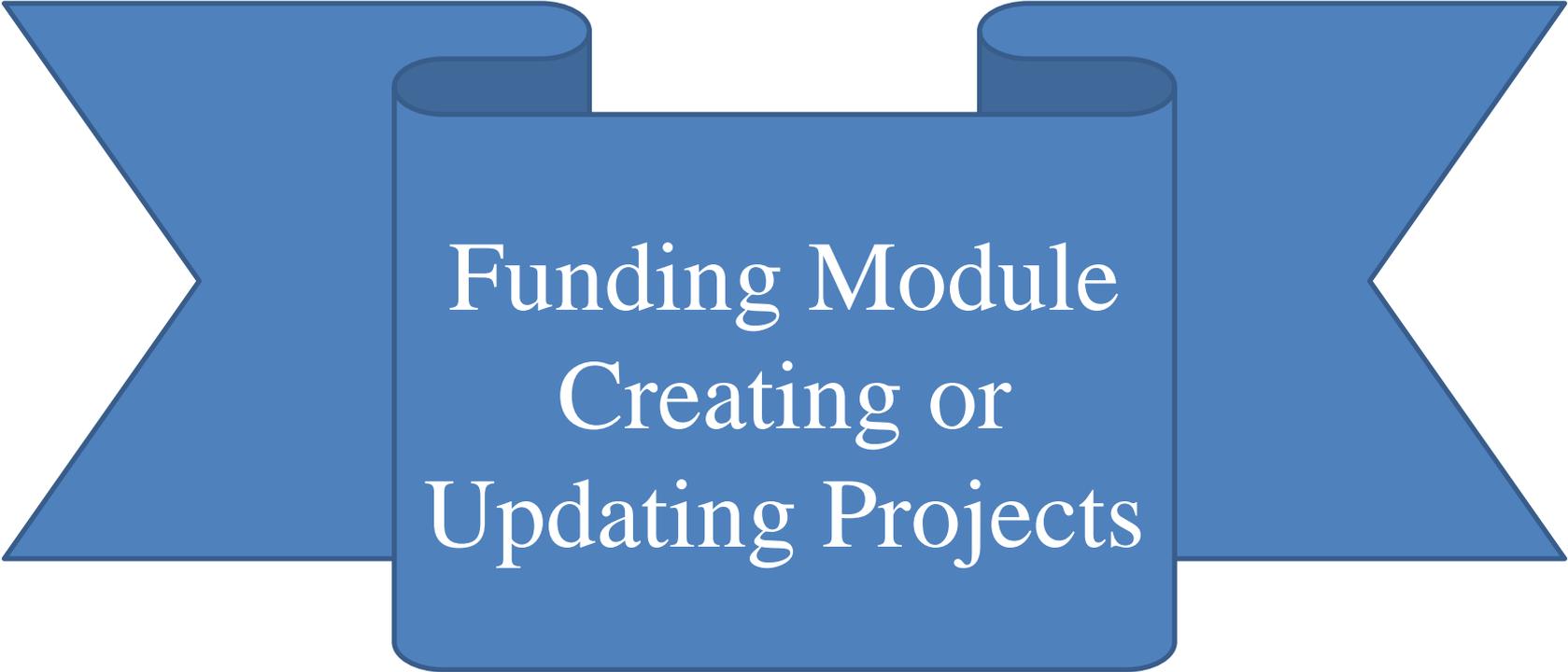
Contact Email: bothsidznow@aol.com

Contact Phone Number: 916-333-3333 Ext. [Empty]

Mailing Zip Code: 99999

- Reporting Period
- 2004 Close-Out
 - 2005 Close-Out
 - 2006 Close-Out
 - 2007 Close-Out
 - 2008 Close-Out
 - 2004 ISIP
 - 2005 ISIP
 - 2006 ISIP
 - 2007 ISIP
 - 2008 ISIP
 - 2009 ISIP (P...)

2. Verify organization contact information is correct, update if needed & save



Funding Module
Creating or
Updating Projects

Funding Module, Recipients Tab



7 Tabs

Reporting Tool

Agency Management Agency

Recipients Award Project Project (\$) Project Detail Allocations Strategies

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

Current Reporting
Period
BSIR(June15)

Funding
Module

Select Award Year
from drop-down list

Grantees/Subgrantees for California

Grant Award Year 2014

Reporting Period BSIR (December 14)

Grantee/Subgrantee

Grantee Type

Total Award

Last Updated

QA-Happy County

Local Jurisdiction / Entity

\$156,000

12/10/2014

2014
2013
2012
2011
2010
2009
2008
2007

Funding Module, Recipients Tab

Recipients
Tab

Grants Reporting Tool

Federal Emergency Management Agency

Recipients Award Project Project (\$) Project Detail Allocations Strategies

Total Award
& Last
Updated

Grantees/Subgrantees for California

Grant Award Year Reporting Period

<u>Grantee/Subgrantee</u>	<u>Grantee Type</u>	<u>Total Award</u>	<u>Last Updated</u>
OA-Happy County	Local Jurisdiction / Entity	\$158,000	12/10/2014

Click on appropriate
Subrecipient if more
than one appears

Funding Module, Award Tab

Award Tab

Grants Reporting Tool
Federal Emergency Management Agency

Recipients | **Award** | Project | Project (\$) | Project Detail | Allocations | Strategies

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - DA-Happy County - 2014 BSIR (December 14)

FY 2014 Grant Programs

Date Subgrant Awarded: 09/24/2014 [mm/dd/yyyy]

	Award	Obligated	Expended
SHSP 2014 BSIR (December 14)	\$158,000		
UASI 2014 BSIR (December 14)			
EMPG 2014 BSIR (December 14)			
NSGP 2014 BSIR (December 14)			
DPSG 2014 BSIR (December 14)			
IPR 2014 BSIR (December 14)			
Total Funding 2014 BSIR (December 14)			

Award

1. Update Obligated

2. **Expended.** This amount is generated from what is reported Expended per project in the Project (\$) tab.

Grant Programs

Revert to Saved

Save

Save and Continue

Award, Obligated, Expended

- ✚ **Awarded:** Total amount of the grant funding
- ✚ **Obligated:** Amount that has been spent or is dedicated to current orders (invoices)
- ✚ **Expended:** Warrants (checks) you have received from the State Controller's Office
- ✚ Obligated + Expended cannot exceed Awarded \$
- ✚ At closeout: Obligated=0; Award=Expended



Funding Module, Project Tab



Project Tab

Grants Reporting Tool
Federal Emergency Management Agency

Self Check

Recipients | Award | Project | Project (\$) | Project Detail | Allocations | Strategies

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - OA-Happy County - 2014 BSIR (December 14)

Project View: Self-Check View:

Grantee/Subgrantee Self-Check: **ERROR**

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> Project A: CERT	Passthrough to Local	\$36,000	Data Entry In Progress	OK
<input type="checkbox"/> Project C: Hazardous Materials	Passthrough to Local	\$17,000	Data Entry In Progress	OK
<input type="checkbox"/> Project D: Information and Intelligence	Passthrough to Local	\$87,700	Data Entry In Progress	OK
<input type="checkbox"/> Project E: Strengthen Public Safety Communications Capabilities	Passthrough to Local	\$9,200	Data Entry In Progress	OK

Comments

[Check All](#) [Clear All](#)

For Additional Detailed Information on the Project tab [click here](#)
Steps for Submitting Project to SAA/DTG:

- To view self-check summaries, select one of the options from 'Self-Check View'

1. Project Self-Check : When self-check is displayed as ERROR for a specific project one or more of the following areas is in error:

- Strategies Completion

Funding Module, Create Project



Grants Reporting Tool

Federal Emergency Management Agency

Recipients Award **Project** Project (\$) Project Detail Allocations Strategies

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - DA-Happy County - 2014 BSIR (December 14)

Project View: **Create Project** Self-Check View: -- Select Self-Check View --

Grantee/Subgrantee Self-Check: **ERROR**

Project Title	Funding Type	Project Status	Project Self-Check
Create Project			
Project List			
Project History			

Comments

[Check All](#) [Clear All](#)

For Additional Detailed Information on the Project tab [click here](#)
Steps for Submitting Project to SAA/DTG:

- To view self-check summaries, select one of the options from 'Self-Check View'

1. Project Self-Check : When self-check is displayed as ERROR for a specific project one or more of the following areas is in error:

- Strategies Completion
- Allocations Completion (Solution Area Funding: Sub-Categories & Discipline) tie out
- Project Funding & Solution Area Funding tie out
- Metrics Completion

2. Subgrantee Self-Check : Grantee/Subgrantee is displayed as ERROR when one of the following is in error:

- One or more of the projects in ERROR

Select 'Create Project'

Funding Module, Creating Project

Recipients | Award | **Project** | Project (\$) | Project Detail | Allocations | Strategies

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - OA-Happy County - 2014 BSIR (December 14)

Project View:

Self-Check View:

Grantee/Subgrantee Self-Check: **ERROR**

Create Project

Project Title: *

Project Type: *

Project Location: *

Project Description: *

2. Select Project Type from the drop-down list

3. Enter the Zip Code of the Project Location

Funding Module, Creating Project



Grants Reporting Tool
Federal Emergency Management Agency

Recipients Award **Project** Project (\$) Project Detail Allocations Strategies

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - OA-Happy County - 2014 BSIR (December 14)

Project View: Create Project ▼

Self-Check View: -- Select Self-Check View -- ▼

Grantee/Subgrantee Self-Check: ERROR

Create Project

Project Title: * Project B- Enhance Communications Capability

Project Type: * Develop/enhance interoperable communications systems

Project Location: * 95655

Project Description: *

Create Project

4. Use FMFW to copy & paste Project Description (Maximum 1,000 characters)

5. Click on 'Create Project'

Funding Module, Creating Project

7. Select
'Project List'

The page at <https://www.reporting.odp.dhs.gov> says:

Project successfully created. To view the project list select 'Project List' from the Project View.

OK

Local Jurisdiction / Entity Award Information - OA-Happy County - 2014 BSIR (December 14)

Project View:

Self-Check View:

Grantee/Subgrantee Self-Check: **ERROR**

Create Project

Project Title: *

Project Type: *

Project Location: *

Project Description: *

6. Pop-up Box will indicate 'Project successfully created.' Select 'OK'

Funding Module, Project Tab

- ✚ Creating or updating a project enter the information from your Financial Management Forms Workbook (FMFW).
- ✚ Update ***Any approved modifications*** in the FMFW for the current BSIR reporting period.
- ✚ SAA adjusts award amount for reporting period due to increase funding or disencumbered funds.
- ✚ Save frequently: 20 minute GRT time out.



Funding Module, Project Tab (cont'd)

- ✚ Reporting Fiscal Years 2013 and 2014 for this reporting period.
- ✚ For Fiscal Years 2010, 2011 and 2012 **ONLY** for those subrecipients who received Period of Performance extensions into 2015.



Funding Module, Project Tab

Recipients | Award | **Project** | Project (\$) | Project Detail | Allocations | Strategies

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - OA-Happy County - 2014 BSIR (December 14)

Project View: Self-Check View:

Grantee/Subgrantee Self-Check: **ERROR**

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> Project A: CERT	Passthrough to Local	\$36,000	Data Entry In Progress	OK
<input checked="" type="checkbox"/> Project B: Enhance Communications Capability	Passthrough to Local	\$0	Data Entry In Progress	ERROR
<input type="checkbox"/> Project C: Hazardous Materials	Passthrough to Local	\$17,000	Data Entry In Progress	OK
<input type="checkbox"/> Project D: Information and Intelligence	Passthrough to Local	\$87,700	Data Entry In Progress	OK
<input type="checkbox"/> Project E: Strengthen Public Safety Communications Capabilities	Passthrough to Local	\$9,200	Data Entry In Progress	OK

Comments

[Check All](#) [Clear All](#)

For Additional Detailed Information on the Project tab [click here](#)
Steps for Submitting Project to SAA/DTG:

- To view self-check summaries, select one of the options from 'Self-Check View'

Select Project

Funding Module, Project (\$) Tab

Project (\$) Tab

Grants Reporting Tool Federal Emergency Management Agency

Recipients Award Project **Project (\$)** Project Detail Allocations Strategies

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - OA-Happy County - 2014 BSIR (December 14)

Project Funding Summary

Project Title: * Project B- Enhance Communications Capability

Project Type: * Develop/enhance interoperable communications systems

Project Location: * 95655

Funding Type: * Passthrough to Local

Project Description: * This project will support the hiring of a contractor to facilitate an exercise to test interoperable communications systems.

Project Notes:

Total Grantee Funding:

SHSP \$156,000

UASI

EMPG

NSGP

DPSG

IPR

Total \$156,000

1. Brief Description on status of project during this reporting period. Date & Initials. Scroll Down

Funding Module, Project (\$) Tab

Total \$156,000

FY 2014 Grant Programs

	Award	Expended
SHSP		
2014 BSIR (December 14)		
UASI		
2014 BSIR (December 14)		
EMPG		
2014 BSIR (December 14)		
NSGP		
2014 BSIR (December 14)		
OPSG		
2014 BSIR (December 14)		
IPR		
2014 BSIR (December 14)		
Total		
2014 BSIR (December 14)		

Shared Funding Grantee/Subgrantee

Available Grantee/Subgrantee(\$)

- BZ-California Natural Resources Agency
- BZ-Sacramento County Sheriff
- EC-American Red Cross, Sacramento-Sierra Chapter
- EC-Brawley, City of
- EC-Commerce, City of
- EC-Cudahy, City of
- EC-Cupertino, City of
- EC-Elk Gove, City of
- EC-Half Moon Bay, City of
- EC-Hoopa Valley Tribe
- EC-La Habra, City of
- EC-Monterey Park, City of
- EC-Moreno Valley, City of

Shared Funding

>>>

<<<

Revert to Saved Save Save and Continue

Funding Types

2. Enter Award amount for the project by funding type.

3. Enter Expended amount for the project by funding type. Select Save & Continue

Funding Module, Project Detail Tab

Project
Detail Tab

1. Select
Submission
Type

2. Select Investment
Supported from drop-
down list

The screenshot displays the 'Project Detail' tab in the Grants Reporting Tool. The page header includes the Homeland Security logo and the text 'Grants Reporting Tool Federal Emergency Management Agency'. A navigation bar contains tabs for 'Recipients', 'Award', 'Project', 'Project (\$)', 'Project Detail', 'Allocations', and 'Strategies'. The current user is identified as 'Jane Doe'. The main content area is titled 'Local Jurisdiction / Entity Award Information - OA-Happy County - 2014 BSIR (December 14)'. The 'Project Detail' section shows the following information: Project Title: 'Project B- Enhance Communications Capability'; Project Description: 'This project will support the hiring of a contractor to facilitate an exercise to test interoperable communications systems.'; Self-Check: 'ERROR'. Below this is the '2014 Investment Alignment and Fusion Center' section, which includes a 'Submission Type' dropdown menu set to 'State Submission' and an 'Investment Supported' dropdown menu. The 'Investment Supported' dropdown is open, showing a list of options: '- SELECT -', '- SELECT -', 'Information Sharing, Collaboration Capabilities, and Law Enforcement Investigations', 'Enhance Critical Infrastructure Protection', 'Strengthen Communications Capabilities', 'Enhance Community Resilience', 'Enhance Catastrophic Incident Planning, Response & Recovery', 'Enhance Medical and Public Health Preparedness', 'Strengthen Food and Agriculture Preparedness', and 'Homeland Security Exercise, Evaluation and Training Programs'. Other fields in the form include 'Does this project support a Previously Awarded Investment?', '2014 BSIR (December 14) Core Capability and Project Details', 'Primary Core Capability', 'Capabilities Building', 'Deployable', 'Shareable', 'Project Status', 'Project Management Step', 'Start Date', 'End Date', and 'Does this project require new construction, renovation, retrofitting or modifications of existing structure?'. A sidebar on the left contains navigation links for 'Welcome!', 'Funding', 'Organization', 'Users', and 'Logout'.

***Note: IJ- Information Sharing, Collaboration Capabilities and Law enforcement Investigations & IJ- Enhance Critical Infrastructure Protection are Fusion Center IJ's**

Funding Module, Project Detail Tab

Recipients Award Project Project (\$) Project Detail Allocations Strategies

Current User:
Jane Doe

Welcome!
Funding
Organization
Users
Logout

Local Jurisdiction / Entity Award Information - DA-Happy County - 2014 BSIR (December 14)

Project Detail

Project Title: Project B- Enhance Communications Capability
Project Description: This project will support the hiring of a contractor to facilitate a
Self-Check: **ERROR**

2014 Investment Alignment and Fusion Center

Submission Type: * State Submission
Investment Supported: * Strengthen Communications Capabilities
Does this project support a Previously Awarded Investment? * No

2014 BSIR (December 14) Core Capability and Project Details

Primary Core Capability: * Operational Communications
Capabilities Building: * Sustain
Deployable: * Yes
Shareable: * Yes
Project Status: * On Schedule
Project Management Step: * Control
Start Date (mm/yyyy): * 10/2014
Existing structure? No

4. Answer all questions using the drop-down list. Complete all fields with a red asterisk (*)

3. Select Yes or No if this project supports a Previously Awarded Investment

Stone Complete Remove
Remove

No

Revert to Saved

Save

Save and Continue

Funding Module, Project Detail Tab

Milestones and NIMS Typing

Milestone	Milestone Complete
<input type="text"/>	<input type="checkbox"/>

Add Milestone

Does this project support a NIMS typed resource? * No

5. Provide a narrative description of activities to occur within each milestone (Provide at least one and up to ten). Maximum 250 characters

6. Check box when milestone is completed

7. Select Yes or No if project supports NIMS typed resource (**If Yes, see next slide**)

8. Select Save & Continue

Revert to Saved Save Save and Continue

Funding Module, Project Detail Tab

Milestones and NIMS Typing

Milestone	Milestone Complete	Remove
<input type="text"/>	<input type="checkbox"/>	Remove

Does this project support a NIMS typed resource? *

Yes

Enter the name of the typed resources from the Resource Type Library Tool *

Enter the ID of the typed resources from the Resource Type Library Tool *

[Click to access the Resource Type Library Tool](#)

2. Click this link or copy and paste link address to access the Resource Library Tool

1. If you select Yes this project supports NIMS typed resource, you need to enter Name and ID of the typed resource

3. Select Save & Continue

Funding Module, Allocations Tab

Allocations
Tab



Recipients | Award | Project | Project (\$) | Project Detail | **Allocations** | Strategies

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - OA-Happy County

Solution Area:

Project Title: Project B- Enhance Communications Cap

Project Description: This project will support the hiring of a communications systems.

Total Project Funding:

SHSP

UASI

EMPG

NSGP

DPSG

IPR

Total

Total Solution Area Funding:

Planning

Organization

1. Select Solution Area for this project

2. Scroll Down to enter funding into the Solution Area Subcategories for this project

Solution Area Subcategories

	SHSP	Total
Public education & outreach		
2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
Updating the State and/or Urban Area Homeland Security Strategy to address all hazards		
2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
Develop scenario plans that incorporate the range of prevention, protection, response and recovery activities		

Funding Module, Allocations Tab

Other project areas with Prior approval from FEMA		
2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
Program Evaluations		
2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
Other Authorized Personnel		
2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
Total Solution Area Funding		
2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
Disciplines		

3. Scroll Down to enter funding into the Disciplines for this project. Scroll down click Save & Continue

	SHSP	Total
Agriculture		
2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
Cyber Security		
2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
Emergency Management		
2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>

Funding Module, Strategies Tab

FOR OFFICIAL USE ONLY

Homeland Security

Grants Funding Federal Emergency Management Agency

Strategies Tab

Recipients Award Project Project (\$) Project Detail Allocations Strategies

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - DA-Happy County - 2014 BSIR (December 14)

Goals and Objectives

Project Title: Project B- Enhance Communications Capability

Project Description: This project will support the hiring of a contractor to facilitate an exercise to test interoperability between the County and the State.

Self-Check: **ERROR**

State Goals and Objectives

PRIMARY GOAL [Status: Approved by FEMA]

2014 BSIR (December 14) STRENGTHEN COMMUNICATIONS CAPABILITIES

Goal has changed from previous.

OBJECTIVE (1)

2014 BSIR (December 14) IMPLEMENT THE CALIFORNIA STATEWIDE COMMUNICATIONS CAPABILITY

OBJECTIVE (2)

1. Select Primary Goal from drop-down list

2. Select Objective from the drop-down list for this project (you can select 2 Objectives)

3. If UASI funding
Scroll down to Urban Area Goals & Objectives, Select Primary Goal and Objective. Click Save & Continue

Revert to Saved Save Save and Continue

Funding Module, Modifying Project

Homeland Security
FOR OFFICIAL USE ONLY

Grants Reporting Tool

Federal Emergency

Recipients | Award | **Project** | Project (\$) | Project Detail | Allocations | Strategies

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - OA-Happy County - 2014 BSIR (D...)

Project View: Project List Self-Check View: -- Select Self-Check View --

Grantee/Subgrantee Self-Check: **OK**

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> Project A: CERT	Passthrough to Local	\$36,000	Data Entry In Progress	OK
<input type="checkbox"/> Project B- Enhance Communications Capability	Passthrough to Local	\$6,100	Data Entry In Progress	OK
<input type="checkbox"/> Project C- Hazardous Materials	Passthrough to Local	\$17,000	Data Entry In Progress	OK
<input type="checkbox"/> Project D- Information and Intelligence	Passthrough to Local	\$87,700	Data Entry In Progress	OK
<input type="checkbox"/> Project E- Strengthen Public Safety Communications Capabilities	Passthrough to Local	\$9,200	Data Entry In Progress	OK

Comments

[Check All](#) [Clear All](#)

For Additional Detailed Information on the Project tab [click here](#)
Steps for Submitting Project to SAA/DTG:

1. Select Project to be Modified

Funding Module, Modifying Project



Grants Re...

Project (\$) Tab

Recipients Award Project **Project (\$)** Project Detail Allocations Strategies

Local Jurisdiction / Entity Award Information - QA-Happy County - 2014 BSIR (December 14)

Project Funding Summary

Project Title: * Project B- Enhance Communications Capability

Project Type: * Develop/enhance interoperable communications systems

Project Location: * 95655

Funding Type: * Passthrough to Local

Project Description: * This project will support the hiring of a contractor to facilitate an exercise to test interoperable communications systems.

Project Notes:

2. Enter **New** award amount for this project

IPR

Total \$156,000

3. Scroll Down Select Save and click on Allocations tab.

FY 2014 Grant Programs

		Award	Expended
SHSP	2014 BSIR (December 14)	<input type="text" value="\$6,000"/>	<input type="text" value="\$100"/>
UASI	2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
EMPG	2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
NSGP	2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>

Funding Module, Modifying Project

Allocations
Tab

1. Select Solution Area
for this project

2. Scroll Down to enter the
New funding into the
Solution Area Subcategories
for this project

FOR OFFICIAL USE ONLY

Homeland Security

Grants Reporting Tool
Federal Emergency Management Agency

Recipients Award Project Project (\$) Project Detail Allocations Strategies

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - DA-Happy County - 2014

Solution Area: Exercises
Planning
Organization
Equipment
Training
Exercises
Management & Administration

Project Title: ...nce Communications Capability

Project Description: ...support the hiring of a contractor

Total Project Funding: \$6,000

Total Solution Area Funding:

SHSP	\$6,000	Planning	
UASI			
EMPG			
NSGP			
DPSG			
IPR			
Total	\$6,000	ERROR	

Solution Area Subcategories

Public education & outreach

2014 BSIR (December 14)

Updating the State and/or Urban Area Homeland Security Strategy to address all hazards

2014 BSIR (December 14)

Develop scenario plans that incorporate the range of prevention, protection, response and recovery activities

2014 BSIR (December 14)

Funding Module, Modifying Project

Other project areas with Prior approval from FEMA

2014 BSIR (December 14)

Program Evaluations

2014 BSIR (December 14)

Other Authorized Personnel

2014 BSIR (December 14)

Total Solution Area Funding

2014 BSIR (December 14)

Disciplines

SHSP

Total

Agriculture

2014 BSIR (December 14)

Cyber Security

2014 BSIR (December 14)

Emergency Management

2014 BSIR (December 14)

3. Scroll Down to enter **New** funding into the Disciplines for this project. Scroll down click Save.



Four GRT
Self-Checks

Funding Module, Project Tab

Project Tab



Grants Reporting Tool

Federal Emergency Management Agency

Recipients | Award | Project | Project (\$) | Project Detail | Allocations | Strategies | Metrics

Local Jurisdiction / Entity Award Information - OA-Happy County - 2011 BSIR (December 12)

Project View: Project List Self-Check View: -- Select Self-Check View --

Grantee/Subgrantee Self-Check: OK

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> Project A: Radio Equipment/Mutual Aid	Passthro			OK
<input type="checkbox"/> Project B: Pharmaceuticals	Passthro			OK
<input type="checkbox"/> Project C: Training Exercise	Passthro			OK
<input type="checkbox"/> Project D: Operational Assistance Plan	Passthro			OK
<input type="checkbox"/> Project E: Haz Mat	Passthro			OK

1. Self Check #1
Project List
check for green
OK

2. Select Grant
Program Self
Check

Comments

For Additional Detailed Information on the Project tab [click here](#)
Steps for Submitting Project to SAA/DTG:

- To view self-check summaries, select one of the options from 'Self-Check View'

1. **Project Self-Check** : When self-check is displayed as ERROR for a specific project one or more of the following areas is in error:

- Strategies Completion
- Allocations Completion (Solution Area Funding: Sub-Categories & Discipline) tie out
- Project Funding & Solution Area Funding tie out
- Metrics Completion

2. **Subgrantee Self-Check** : Grantee/Subgrantee is displayed as ERROR when one of the following is in error:

- One or more of the projects in ERROR

Funding Module, Project Tab



Grants Reporting Tool

Federal Emergency Management Agency

Recipients | Award | Project | Metrics

Solution Area

Local Jurisdiction / Entity Award Information - OA-Happ... ty - 2011 BSIR (December 12)

Project View: -- Select Project List -- Self-Check View: Solution Area

Solution Area Summary

Equipment	Exercises	Management & Administration	Organization	Planning	Training	Solution Area	Project Total	Self-Check
Project A: Radio Equipment/Mutual Aid								
\$84,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84,000.00	\$84,000.00	OK
Project B: Pharmaceuticals								
\$30,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00	OK
\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,000.00	\$9,000.00	OK
Project D: Open Source								
\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$21,000.00	\$21,000.00	OK
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$12,000.00	\$12,000.00	OK
Total								
\$114,000.00	\$9,000.00	\$3,000.00	\$0.00	\$18,000.00	\$12,000.00	\$156,000.00	\$156,000.00	

4. Self Check #3
Solution Area
check for green
OK's

Funding Module, Project Tab



Grants Reporting Tool

Fe

Recipients | Award | Project | Project (\$) | Project Detail | Allocations | Strategies

Project Validation

Current User:
Jane Doe

Local Jurisdiction / Entity Award Information - OA-Happy County - 2011 BSIR (F... 12)

Project View: -- Select Project List -- Self-Check View: Project Validation

Welcome!

Funding

Project Validation

Organization

Goals and Objectives Project Metrics Funding Impact Solution Area Tie-Out Project Detail Self-Check

Users

Goals and Objectives	Project Metrics	Funding Impact	Solution Area Tie-Out	Project Detail	Self-Check
100%	100%	Project A: Radio Equipment/Mutual Aid 100%	100%	100%	OK
100%	100%	Project B: Pharmaceuticals		100%	OK
100%	100%	Project C: T		100%	OK
100%	100%	Project D: Operational A		100%	OK
100%	100%	Project E: H		100%	OK

5. Self Check #4
Project Validation
check for green
OK's

Logout

Self-Check

OK OK OK OK OK



BSIR (2 steps)
Submittal for each
fiscal year

Funding Module, Project Tab

Project Tab

Grants Reporting Tool

Federal Emergency Management Agency

Recipients | Award | Project | Project (\$) | Project Detail | Allocations | Strategies | Metrics

Local Jurisdiction / Entity Award Information - OA-Happy County - 2011 BSIR (December 12)

Project View:

Self-Check View:

Grantee/Subgrantee Self-Check:

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> Project A: Radio Equipment/Mutual Aid	Passthrough to Local	\$84,000	Data Entry In Progress	<input type="button" value="OK"/>
<input type="checkbox"/> Project B: Pharmaceuticals	Passthrough to Local	\$30,000	Data Entry In Progress	<input type="button" value="OK"/>
<input type="checkbox"/> Project C: Training Exercise	Passthrough to Local	\$9,000	Data Entry In Progress	<input type="button" value="OK"/>
<input type="checkbox"/> Project D: Operational Area Family Assistance Plan	Passthrough to Local	\$21,000	Data Entry In Progress	<input type="button" value="OK"/>
<input type="checkbox"/> Project E: Haz Mat Training	Passthrough to Local	\$12,000	Data Entry In Progress	<input type="button" value="OK"/>

Comments

For Additional Detailed Information on the Project tab click here
Steps for Submitting Project to SAA/DTG:

- To view self-check summaries, select one of the following areas is in error:
- 1. Project Self-Check :** When self-check is displayed as ERROR when one of the following is in error:
 - Strategies Completion
 - Allocations Completion (Solution Area Funding)
 - Project Funding & Solution Area Funding
 - Metrics Completion
- 2. Subgrantee Self-Check :** Grantee/Subgrantee is displayed as ERROR when one of the following is in error:
 - One or more of the projects in ERROR
 - All projects are OK, the funding and necessary requirements per project have been met, however, the TOTAL FUNDING does not tie out between grant funding, project funding, and/or solution area funding

1. Select 'Check All'

Project Status 'Data Entry in Progress'

Funding Module, Project Tab

Recipients | Award | Project | Project (\$) | Project Detail | Allocations | Strategies | Metrics

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - OA-Happy County - 2011 BSIR (December 12)

Project View: Project List

Self-Check View: -- Select Self-Check View --

Grantee/Subgrantee Self-Check: OK

	Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input checked="" type="checkbox"/>	Project A: Radio Equipment/Mutual Aid	Passthrough to Local	\$84,000	Data Entry In Progress	OK
<input checked="" type="checkbox"/>	Project B: Pharmaceuticals			Data Entry In Progress	OK
<input checked="" type="checkbox"/>	Project C: Training Events			Data Entry In Progress	OK
<input checked="" type="checkbox"/>	Project D: Operational Area Family Assistance Plan			Data Entry In Progress	OK
<input checked="" type="checkbox"/>	Project E: Haz Mat Training			Data Entry In Progress	OK

2. Make sure all projects are checked

Comments

[Check All](#) [Clear All](#)

For Additional Details and Information on the Project tab [click here](#)
Steps for Submitting Projects to ADTG:

- To view self-check summaries, select one of the following from 'Self-Check View'

1. Project Self-Check : When self-check information on the following areas is in error:
 - Strategies Completion
 - Allocations Completion (Solution Area Funding)
 - Project Funding & Solution Area Funding
 - Metrics Completion

3. Click on 'Submit'

2. Subgrantee Self-Check : Grantee/Subgrantee Self-Check Error:
 - One or more of the projects in ERROR
 - All projects are OK, the funding and necessary requirements per project have been met, however, the TOTAL FUNDING does not tie out between grant funding, project funding, and/or solution area funding

Funding Module, Project Tab



Grants Reporting Tool Federal Emergency Management Agency

Recipients | Award | Project | Project (\$) | Project Detail | Allocations | Strategies | Metrics

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - OA-Happy County - 2011 BSIR (December 12)

Project View: Self-Check View:

Grantee/Subgrantee Self-Check: OK

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> Project A: Radio Equipment/Mutual Aid	Passthrough to Local	\$84,000	Project Submitted	OK
<input type="checkbox"/> Project B: Pharmaceuticals	Passthrough to Local	\$30,000	Project Submitted	OK
<input type="checkbox"/> Project C: Training Exercise	Passthrough to Local	\$9,000	Project Submitted	OK
<input type="checkbox"/> Project D: Operational Area Family Assistance Plan	Passthrough to Local	\$21,000	Project Submitted	OK
<input type="checkbox"/> Project E: Haz Mat Training	Passthrough to Local	\$12,000	Project Submitted	OK

Comments

[Check All](#) [Clear All](#)

For Additional Detailed Information on the Project tab [click here](#)

Steps for Submitting Project to

- To view self-check summaries, select one from 'Self-Check View'

1. Project Self-Check : When selected, the following areas is in error:

- Strategies Completion
- Allocations Completion (Solution Area)
- Project Funding & Solution Area
- Metrics Completion

5. Check All again

2. Subgrantee Self-Check : Grantee error:

- One or more of the projects in ERROR
- All projects are OK, the funding and necessary requirements per project have been met, however, the TOTAL FUNDING does not tie out between grant funding, project funding, and/or solution area funding

4. Status should say 'Project Submitted'

Funding Module, Project Tab



Grants Reporting Tool

Federal Emergency Management Agency

Recipients | Award | Project | Project (\$) | Project Detail | Allocations | Strategies | Metrics

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - OA-Happy County - 2011 BSIR (December 12)

Project View: Self-Check View:

Grantee/Subgrantee Self-Check: OK

Project Title	Project Status	Project Self-Check
<input checked="" type="checkbox"/> Project A: Radio Equipment/Mutual Aid	00 Project Submitted	OK
<input checked="" type="checkbox"/> Project B: Pharmaceutical	00 Project Submitted	OK
<input checked="" type="checkbox"/> Project C: Training Exercise	00 Project Submitted	OK
<input checked="" type="checkbox"/> Project D: Operational Area Family Assistance Plan	00 Project Submitted	OK
<input checked="" type="checkbox"/> Project E: Haz Mat Training	00 Project Submitted	OK

6. Make sure all projects have a check

Comments

[Check All](#) [Clear All](#)

For Additional Details and Information on the Project tab [click here](#)
Steps for Submitting Projects to the ANDTG:

- To view self-check summaries, select the following areas from 'Self-Check View'

1. Project Self-Check : When selected, the following areas is in error:
- Strategies Completion
- Allocations Completion (Solution Area)
- Project Funding & Solution Area
- Metrics Completion

2. Subgrantee Self-Check : Grantee information is in error:
- One or more of the projects in Error

- All projects are OK, the funding and necessary requirements per project have been met, however, the TOTAL FUNDING does not tie out between grant funding, project funding, and/or solution area funding

7. Click on 'Submit'

Funding Module, Project Tab



Grants Reporting Tool

Federal Emergency Management Agency

Recipients | Award | Project | Project (\$) | Project Detail | Allocations | Strategies | Metrics

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

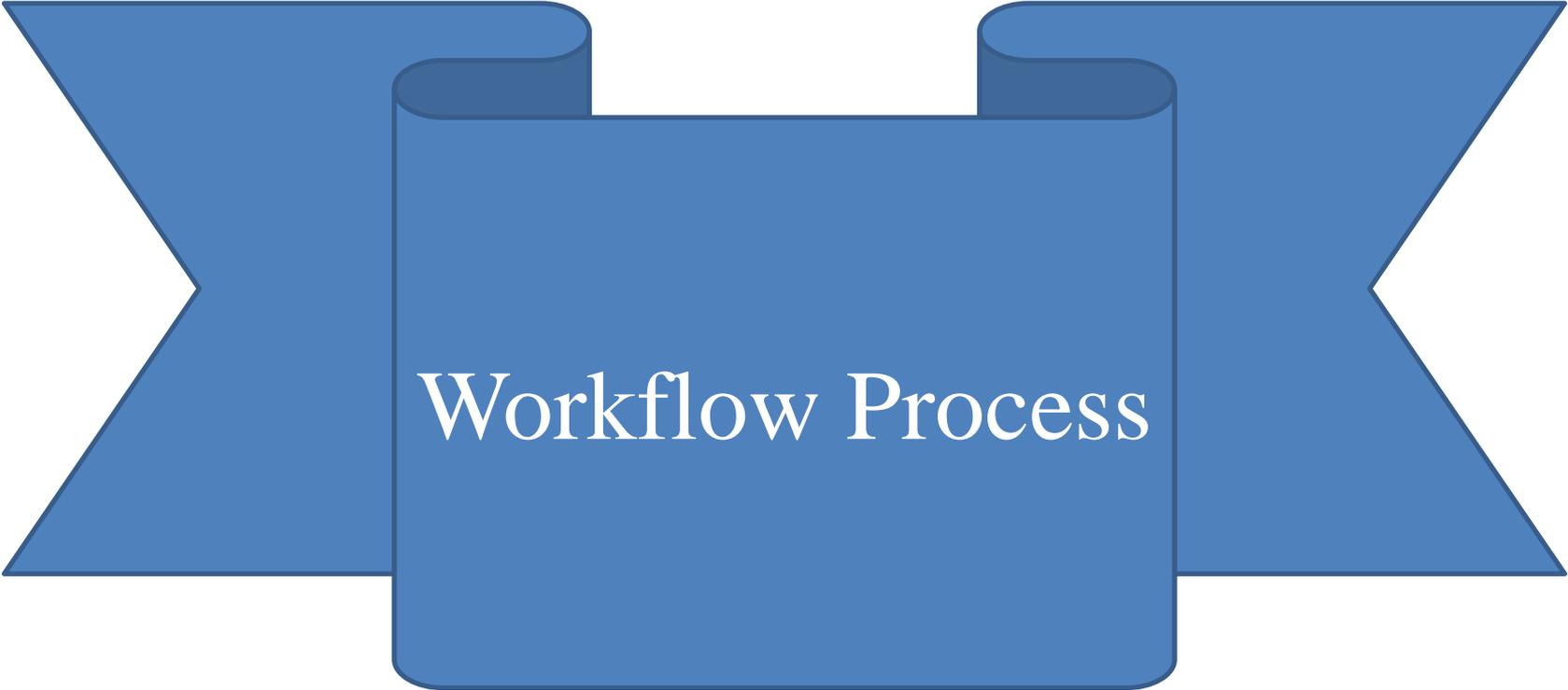
Local Jurisdiction / Entity Award Information - OA-Happy County - 2011 BSIR (December 12)

Project View: Self-Check View:

Grantee/Subgrantee Self-Check:

Project Title	Funding Type	Funding	Project Status	Project Self-Check
Project A: Radio Equipment/Mutual Aid	Passthrough to Local	\$84,000	Submitted to SAA/DTG	<input type="text" value="OK"/>
Project B: Pharmaceuticals	Passthrough to Local	\$30,000	Submitted to SAA/DTG	<input type="text" value="OK"/>
Project C: Training Exercise	Passthrough to Local	\$9,000	Submitted to SAA/DTG	<input type="text" value="OK"/>
Project D: Operational Area Family Assistance Plan	Passthrough to Local	\$21,000	Submitted to SAA/DTG	<input type="text" value="OK"/>
Project E: Haz Mat Training	Passthrough to Local	\$12,000	Submitted to SAA/DTG	<input type="text" value="OK"/>

8. Status should say 'Submitted to SAA/DTG'



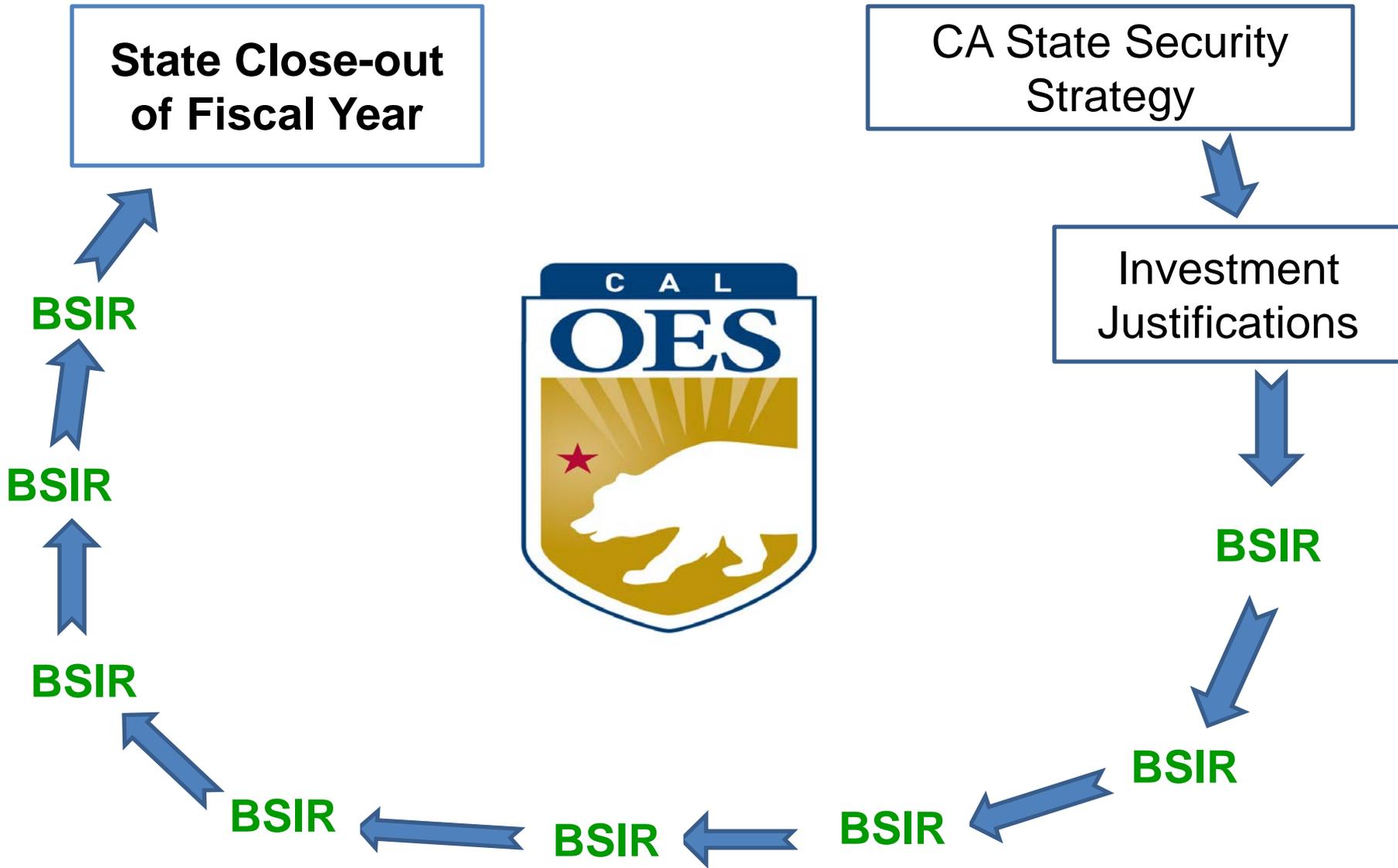
Workflow Process

Approval Workflow Process

- ✚ Projects Submitted (Subrecipient)
- ✚ Project Submitted to State (Subrecipient)
- ✚ Accept/Change Request (SAA)
- ✚ Approved by State (SAA)
- ✚ Submitted to FEMA (SAA)
- ✚ Accept/Change Request (FEMA)
- ✚ Approved by FEMA (FEMA)



Federal Grant Reporting Cycle



Completing BSIR (7 Steps)

Step 1: Go to GRT website

Step 2: Unlock/Create Account

Step 3: Check Users & Organization Module

Step 4: Complete Funding Module

Step 5: Review 4 Self-Checks

Step 6: BSIR (2 steps) submittal for each Fiscal Year

Step 7: Logout





Questions
regarding BSIR
please contact:

Dora Gomez
(916) 845-8656
Dora.Gomez@CalOES.ca.gov