December 2021
BSIR Webinar
December 2021 BSIR Training Material

Homeland Security Grants Processing Link

1. Go to CalOES.ca.gov
2. Click the Search icon
3. Search for “GRT”
4. Click on the “Documents” link
### Webinar - General

**Webinar #1**  
Thursday, December 9, 2021  
9:00 AM – 11:00 AM  
Click here to join the meeting  
Call in: 415-906-4037  
Conference ID: 893 082 398#

### Webinar - Nonprofit Specific

**Webinar #2 – Nonprofit Specific**  
Thursday, December 9, 2021  
1:30 PM – 3:30 PM  
Click here to join the meeting  
Call in: 415-906-4037  
Conference ID: 887 365 270#

**Webinar #3 – Nonprofit Specific**  
Tuesday, December 14, 2021  
9:00 AM – 11:00 AM  
Click here to join the meeting  
Call in: 415-906-4037  
Conference ID: 213 806 713#

**Webinar #4**  
Tuesday, December 14, 2021  
1:30 PM – 3:30 PM  
Click here to join the meeting  
Call in: 415-906-4037  
Conference ID: 201 978 399#
Changes & Updates

• Nonprofit Subrecipients will report on Grants Awarded for FY 2018, FY 2019, FY 2020 and FY 2021

• Cal OES will submit FY 2017 Grant on the behalf of the Subrecipient unless the Organization received a Funding Increase or Time Extension

• Cal OES is working with FEMA to closeout FY 2015 and FY 2016 Grants
Changes & Updates

• Subrecipients that have **not** submitted and/or received approval for their FY 2021 Applications need to work with their program representatives and enter information based on their FY 2021 IJ submittal

• Due to Cal OES: **COB Friday, January 7, 2022**

BSIR IS OPEN!  DON’T WAIT!  SUBMIT NOW!
GRT is Available on All Browsers

If you are having trouble connecting to the GRT try using a different browsers.

Chrome  Firefox  Edge  Safari
NSGP Only: Contractual Security

FY19 and Forward: NSGP allows Contractual Security

- Solution Area: Organization
- Sub-Category: Contracted Security Personnel
Questions?
Webinar Content

• Terminology
• BSIR Overview
• GRT Registration & User Log-in
• GRT Tabs & Modules
• Entering and submitting BSIR Information (Funding Module)
• Submission Process
**Terminology**

- **BSIR** – Biannual Strategy Implementation Report
  - Progress report to account for grant funding
- **GRT** – [Grants Reporting Tool](#)
  - Website used to report project information to FEMA
**Terminology**

- **Award**: 2 meanings depending on the tab
  - **Award Tab**: total amount of the grant funding
  - **Project ($) Tab**: amount budgeted for that specific project

- **Obligated**: funds owed to a vendor for a good/service already provided, but not yet paid

- **Expended**: funds that have been paid to a vendor to fulfill an obligation

- **Rule of thumb**: Obligated + Expended ≤ Award Amount
**BSIR Overview**

- **Purpose of the BSIR:**
  - Show the cumulative progress of the Organization’s projects
  - Info collected is used by the Governor’s office, DHS and Congress

- Most Importantly, BSIR is **MANDATORY** per federal regulations, which require performance measurement
BSIR Overview

- BSIR Reporting cycle is every 6 months:
  - Winter BSIR: July 1 - Dec 31
  - Summer BSIR: January 1 - Jun 30

- Cal OES uses BSIR to meet reporting requirements identified by the DHS/FEMA

- Cal OES and FEMA uses the BSIR to determine feasibility and effectiveness of grant projects
BSIR Deadlines: December 2021

January 7, 2022

January 28, 2022

Subrecipients: Counties, Cities, Nonprofits, Tribes, and State Agencies
BSIR Deadlines: December 2021

U.S. Dept. of Homeland Security

State of California (SAA)

Subrecipients: Counties, Cities, Nonprofits, Tribes, and State Agencies

January 7, 2022

January 28, 2022
GRT REGISTRATION
GRT Homepage – www.reporting.odp.dhs.gov

- New users must register and be approved by program representative
- 45 days of inactivity locks out user
- Contact your program representative if your account is inactive or needs password reset

GRT Technical Support
(1) Complete all fields with a red asterisk (*)

(2) Click on ‘Next’
(3) Select ‘Local’

(4) Select ‘California’

(5) Select your organization

(6) Move to ‘Requested’

7. Click on ‘Next’
Registration – Step 3

(8) User ID & Password

(9) Secret Question & Answer

(10) U.S. Citizen?

(11) Click ‘Submit’
Password Criteria

- 8 to 15 characters & contain at least one:
  - Uppercase letter (A-Z)
  - Lowercase letter (a-z)
  - Numeric character (0-9)
  - Only Special Characters Allowed: #, $, 

- No character repeats, sequences, key patterns
- Cannot start with number or special character
- 3 failed log-in attempts in 24 hours locks account
- Must change password every 90 days
- Password must be different from the last password
Things to Remember

• When to call your program representative
  o After registration
  o To unlock your account
  o Forgot or need to reset password

• All Subrecipients are “Local Users”

• Each User should have their own account

• Password must be changed every 90 days

• If website isn’t responding, try alternate browser

• Double-check profile information for accuracy
GRT Introduction: Welcome Page and Users Module
GRT Modules

1. Welcome
2. Funding
3. Organization
4. Users
5. Logout

Users with Admin rights have access to the **Organization** module
GRT Modules

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

Subrecipient view of GRT Modules are in red with an asterisk (*).
Welcome Page - Help References

Select from drop down menu, click on ‘View’
Users Module - User Detail Tab

(1) User Module

(2) User Detail Tab

(3) Verify and update contact information
Users Module - User Detail Tab

- Do **NOT** add role assignments
  - Account will need re-approval and you’ll be locked out

![Role Assignment and User Permissions dialog box]

Advises only one Administrator per organization

(4) Save
Organization Module - Subgrantees Tab

- This tab only exists for Administrator accounts.
- Cal OES enters contact info for your organization when you are awarded for the first time; may be incomplete.
- Please verify information for your organization’s main Point of Contact

1. Select your organization
Organization Module - Subgrantee Detail Tab

Subgrantee Detail Tab

(2) Verify information, click ‘Update’
FUNDING MODULE:
CREATING & UPDATING PROJECTS
Funding Module - Recipients Tab

(1) Select Award Year from drop-down list.

(2) Select BSIR (December 21) for Reporting Period

(3) Click name to enter data for selected grant year.
Funding Module - Award Tab

<table>
<thead>
<tr>
<th>Recipients</th>
<th>Award</th>
<th>Project</th>
<th>Project ($)</th>
<th>Project Detail</th>
<th>Allocations</th>
</tr>
</thead>
</table>

Local Jurisdiction / Entity Award Information - OA-Happy County - 2019 BSIR (June 20)

Required fields are marked with an asterisk *

**FY 2019 Grant Programs**

*Date Subgrant Awarded: 05/18/2020 [mm/dd/yyyy]*

<table>
<thead>
<tr>
<th>SHSP</th>
<th>Award</th>
<th>Obligated</th>
<th>Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 BSIR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UASI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMPG</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NSGP-UA</th>
<th>Award</th>
<th>Obligated</th>
<th>Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 BSIR (June 20)</td>
<td>$100,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. **Update ‘Obligated’**
2. ‘Expended’ auto-fills

**Award amount is pre-filled**
**Funding Module - Project Tab**

- Use recent FMFW to create/edit projects in GRT
- Project Ledger will have almost all the info needed
- SAA will adjust the award amount due to increased funding or disencumbered funds
- Report **FY 2018, 2019, 2020 and 2021 activities for this reporting period. (FY 2017 if Time Extension approved)**
- **Save frequently:** 20 minute GRT time out
(1) Click ‘Project’ Tab to enter/edit projects
Funding Module - Project Tab (Create Project)

(1) Select ‘Create Project’ from drop down
Funding Module: Project Tab (Create Project)

(1) Use Project Ledger to copy/paste Project Title & Project Description

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Title</th>
<th>Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Sustainment of Fusion Center Network System Manager &amp; Intel Analysts</td>
<td>Funding to support (3) contractor and (4) XXPD Intel Analysts and (1) Network Program Manager</td>
</tr>
<tr>
<td>002</td>
<td>ICS Training</td>
<td>Deliver two each ICS 300 and ICS 400 trainings throughout region reaching anticipated 90 participants</td>
</tr>
<tr>
<td>003</td>
<td>Community Emergency Response Teams Training</td>
<td>Provide participating Community Emergency Response Teams (C.E.R.T.) in the Operational Area the means to conduct training and purchase equipment. The goal is to expand the training capabilities for the existing teams and to ensure that the teams have the equipment necessary to help assist the community in the event of a large disaster.</td>
</tr>
</tbody>
</table>
Funding Module: Project Tab (Create Project)

(2) Select Project Type from the drop-down list

(3) Enter 5-digit Zip Code of the Project Location

(4) Click on ‘Create Project’
Funding Module: Project Tab (Create Project)

(6) Select ‘Project List’

(5) Select ‘OK’ when pop-up appears.
Funding Module: Project Tab (Update Project)

(1) Click project you want to edit.
Funding Module: Project ($) Tab (Update Project)

(2) Add or make edits to title, type, location, description, if necessary

(3) Project Notes - Brief Description on status of project during this reporting period. Date & Initial.

(4) Scroll down
(5) Enter **Budgeted Cost of Project** from FMFW into the **AWARD** field.

(6) Enter **EXPENDED** amount for the project.

(7) Save
Funding Module: Project Detail Tab

1. Open FMFW and go to the most recent approved Project Ledger tab.

2. Use Project Ledger to answer questions. Complete all fields with a red asterisk (*).
Funding Module: Project Detail Tab (Milestones)

(3) Provide a narrative description for each milestone (max 250 characters). Add 3-4 milestones, each with an expected date of completion.

(4) Check box when milestone is achieved.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Milestone Complete</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop Training schedule and send out invi</td>
<td>✓</td>
<td>Remove</td>
</tr>
<tr>
<td>Select Venue to hold training</td>
<td>✓</td>
<td>Remove</td>
</tr>
<tr>
<td>Hold Training by 09/2021</td>
<td></td>
<td>Remove</td>
</tr>
<tr>
<td>Submit Costs for reimbursement by 03/2022</td>
<td></td>
<td>Remove</td>
</tr>
</tbody>
</table>

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

(6) Click ‘Save’ or ‘Save and Continue’
Funding Module: Project Detail Tab (NIMS Typing)

(1) Use Resource Library Tool to find ID.

(2) Enter Name and ID of the typed resource

(3) Select ‘Save’ or ‘Save and Continue’
BSIR Best Practices: Project Descriptions

• Project name must reflect the nature of the work

• Project descriptions should be:
  o Short
  o Precise
  o Descriptive
BSIR Best Practices: Project Descriptions

Make sure to address each of the following:

- **Who** is the project for?
  - Community Center, Temple, Church, School, etc.

- **What** is the project doing?
  - Updating plans, purchasing equipment, conducting training, etc.

- **Where** is the project being performed?
  - City, county, etc.

- **When** will the project start and end?
  - Needs to be within the period of performance of the grant

- **Why** is the project necessary?
  - Include intended benefits
Based on feedback from FEMA, the following criteria are required when developing project milestones:

- Minimum of 3 milestones per project
- Maximum of 4 milestones per project
- Provide anticipated dates for each milestone
- Milestones should cover the life of the project

**Organization**
- Receive bids for a security contractor by MM/YY
- Select a Contractor by MM/YY
- Finalize receipts by MM/YY
- Pay contractor by MM/YY

**Equipment**
- Identify specs by MM/YY
- Solicit bids/draft RFB by MM/YY
- Select vendor, execute contract by MM/YY
- Receive equipment by MM/YY

**Planning**
- Schedule & Conduct Planning Meetings by MM/YY
- Draft plan by MM/YY
- Schedule & Conduct Final Planning Meeting by MM/YY
- Finalize updates to the plan by MM/YY
Example of **INSUFFICIENT**
Project Description and Milestone

- **Project Title**: Equipment
  - Not a clear project title

- **Project Description**: Security Equipment
  - Not a clear project description (Who, What, Where, When, Why)

- **Milestones**:
  1) Increase security capability of School
  - Need to show a “Project Life Cycle” and the estimate completion date
Example of SUFFICIENT
Project Title and Description

- **Project Title**: Security Fence for Day School
- **Project Description**: The Church of Awesome will install security fencing and equipment around the perimeter of the Day School in Summer 2023; FY 21 funds for this equipment will enhance the security capability for students and staff.
Example of **SUFFICIENT** Milestones

1. Create Exercise Plan by October, 2022
2. Complete EHP and submit to Cal OES by November, 2022
3. Conduct Exercise by January, 2023
4. Prepare/submit After Action Report by March, 2023
**Funding Module: Allocation Tab**

1. **Select Solution Area for this project.** *NOTE: Defaults to Planning*

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

<table>
<thead>
<tr>
<th>Local Jurisdiction / Entity</th>
<th>Award Information - OA-HQ</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Solution Area:</strong> Planning</td>
<td></td>
</tr>
<tr>
<td><strong>Project Title:</strong> 001: Install security fences</td>
<td></td>
</tr>
<tr>
<td><strong>Project Description:</strong> Install steel-reinforced gates to control entry into the parking lot.</td>
<td></td>
</tr>
</tbody>
</table>

### Total Project Funding:
- **SHSP**
- **UASI**
- **EMP GHz**
- **NSGP-UA** $50,000
- **OPSG**
- **NSGP-S**

### Total Solution Area Funding:
- **Planning**
- **Organization**
- **Equipment** $50,000
- **Training**
- **Exercises**
- **Management**

**Solution Area Subcategories**

- **NSGP-UA**
  - Public education & outreach
### Funding Module: Allocation Tab

#### Solution Area Subcategories

<table>
<thead>
<tr>
<th>NSGP-UA</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Security Enhancement Equipment</td>
<td></td>
</tr>
<tr>
<td>2019 BSIR (December 19)</td>
<td>$50,000</td>
</tr>
<tr>
<td>2019 BSIR (June 20)</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

#### Disciplines

<table>
<thead>
<tr>
<th>NSGP-UA</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not for Profit/Non-Profit</td>
<td></td>
</tr>
<tr>
<td>2019 BSIR (December 19)</td>
<td>$50,000</td>
</tr>
<tr>
<td>2019 BSIR (June 20)</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

(3) Enter amount in both Solution Area Subcategory & Discipline

(4) Save
Modifying Projects
Funding Module – Modifying a Project

(1) Go to Project tab

(2) Select Project List

(3) Click project to be modified
Funding Module - Modifying a Project

(4) Edit title and description here.

(5) Edit budgeted amount here.

(6) Enter expended amount here.

(7) Save
Funding Module - Modifying Project Details

1. Click Project Detail tab

2. Edit Core Capability and details.

3. Edit milestones and mark completion.

4. Save
Funding Module - Modifying Project Allocations

(1) Click **Allocations** Tab

(2) Select Solution Area for this project

(3) Scroll Down to enter the **New** funding into the Solution Area Subcategories for this project.
Funding Module - Modifying Project Allocations

<table>
<thead>
<tr>
<th>Recipients</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Solution Area Subcategories**

<table>
<thead>
<tr>
<th>NSGP-UA</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Physical Security Enhancement Equipment**
  - 2019 BSIR (December 19) --- $50,000
  - 2019 BSIR (June 20)       $50,000

(4) Enter amount in both **Solution Area Subcategory & Discipline**

(5) Save
FOUR GRT SELF-CHECKS
Self-Check #1 - Project List View

(1) Self Check #1 Project List - check for green OK

Click this drop-down to go to next self-check.
Self-Check #2 - Grant Program View

(2) Grant Program View

Check for green OK’s
Self-Check #3 – Solution Area View

(3) Solution Area View

Check for green OK’s
Self-Check #4 – Project Validation View

(4) Project Validation View

Return back to Project List

Check for green OK’s
BSIR (2-STEPS)
SUBMITTAL FOR
EACH GRANT
AWARD YEAR
Funding Module - Submission

**Project Tab**

Project Status will be ‘Data Entry in Progress’

1. **Click ‘Check All’** (or check specific projects)
(2) Make sure all projects are checked

(3) Click on ‘Submit’
Funding Module - Submission

(4) Status should say ‘Project Submitted’

(5) Click ‘Check All’ again
Funding Module - Submission

(6) Make sure all projects have a check

(7) Make comment that projects have been updated, initial & Date

(8) Click on ‘Submit’
Funding Module - Submission

(9) Status should say ‘Submitted to SAA/DTG’
Completing BSIR (7 Steps)

- Step 1: Login to GRT website
- Step 2: Check/Update Users & Organization Module
- Step 3: Have your most recent approved FMFW ready
- Step 4: Complete Funding Module (each year)
- Step 5: Review 4 Self-Checks
- Step 6: Submit each project to SAA (2 steps submission)
- Step 7: Notify your Program Representative
BSIR is due to Cal OES by COB

Friday, January 7, 2022
Questions?

Review December 2021 BSIR Training Material:
- PowerPoints are posted on the Grants Processing page: https://www.caloes.ca.gov/cal-oes-divisions/grants-management/grants-processing/homeland-security-grants-processing
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Contact your Program Representative
- Shared E-mail Nonprofit.Security.Grant@caloes.ca.gov

Contact Homeland Security & Emergency Management Grants Processing Unit
- Shared E-mail HSEM_GP@caloes.ca.gov