December 2021 BSIR Training Material

- Go to the Homeland Security Grants Processing webpage

- Alternatively, search Cal OES website:
  1. Go to https://caloes.ca.gov
  2. Click the Search icon
  3. Search for “GRT”
  4. Click on the “Documents” link
## December 2021 Biannual Strategy Implementation Report (BSIR)

<table>
<thead>
<tr>
<th>Webinar - General</th>
<th>Webinar - Nonprofit Specific</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Webinar #1</strong></td>
<td><strong>Webinar #2 – Nonprofit Specific</strong></td>
</tr>
<tr>
<td>Thursday, December 9, 2021</td>
<td>Thursday, December 9, 2021</td>
</tr>
<tr>
<td>9:00 AM – 11:00 AM</td>
<td>1:30 PM – 3:30 PM</td>
</tr>
<tr>
<td><a href="#">Click here to join the meeting</a></td>
<td><a href="#">Click here to join the meeting</a></td>
</tr>
<tr>
<td>Call in: 415-906-4037</td>
<td>Call in: 415-906-4037</td>
</tr>
<tr>
<td>Conference ID: 893 082 398#</td>
<td>Conference ID: 887 365 270#</td>
</tr>
</tbody>
</table>

| **Webinar #3 – Nonprofit Specific** | **Webinar #4** |
| Tuesday, December 14, 2021 | Tuesday, December 14, 2021 |
| 9:00 AM – 11:00 AM | 1:30 PM – 3:30 PM |
| [Click here to join the meeting](#) | [Click here to join the meeting](#) |
| Call in: 415-906-4037 | Call in: 415-906-4037 |
| Conference ID: 213 806 713# | Conference ID: 201 978 399# |
Updates: All Grants (1 of 2)

- Grant Years you are responsible for:

<table>
<thead>
<tr>
<th></th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>FY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPG</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>EMPG-ARPA</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>HSGP</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>NSGP</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

- FY 2020 EMPG-S (COVID) will NOT report in the BSIR
- FY 2021 EMPG-ARPA will report in the BSIR
- EMPG Subrecipients will report on Grants Awarded for FY 2019, FY2020, and FY2021

BSIR IS OPEN! DON’T WAIT! SUBMIT NOW!
Updates: All Grants (2 of 2)

• HSGP 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

• Due to Cal OES:

  **COB Friday, January 7, 2022**

BSIR IS OPEN!  DON’T WAIT!  SUBMIT NOW!
Updates: FY 2021 EMPG-ARPA (1 of 3)

• FY 2021 EMPG-ARPA Funding will be entered separately in the GRT.

• Do not combine with EMPG
Updates: FY 2021 EMPG-ARPA (2 of 3)

- EMPG-ARPA will use its own FMFW with project information
Updates: FY 2021 EMPG-ARPA (3 of 3)

• Label each project title with “EMPG” or “EMPG-ARPA”
• Copy project title and description from FMFW
• Example: “EMPG-ARPA Project A: Project Title”
Updates: HSGP National Priorities (1 of 2)

• **Approved** National Priority projects should be submitted as is

• **Not approved** National Priority projects need to be updated according to FEMA Effectiveness review feedback

• All National Priority projects must be linked to the correct National Priority

• All projects must be linked to the correct IJ
Updates: HSGP National Priorities (2 of 2)

• Projects are entered into the GRT the same as in past BSIR’s → use your FMFW

• There are 2 drop-down boxes:
Reminder: Update Milestones

Indicate if milestones have been met and remember:

- 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
Questions?
Webinar Content

• Terminology
• BSIR Overview
• GRT Registration & User Log-in
• GRT Modules
• Entering and submitting BSIR Information (Funding Module)
• Submission/Workflow 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 that have to be paid to a vendor for a good/service already provided, but have yet to be paid

• **Expended**: funds that have been paid to a vendor to fulfill an obligation
BSIR Overview

- Purpose of the BSIR:
  - Show the cumulative progress of your projects
  - Info collected is used by the Governor’s office

- 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 use the BSIR to determine feasibility and effectiveness of grant projects
BSIR Deadlines: December 2021

January 7, 2022

January 28, 2022

FEMA

Cal OES (SAA)

Subrecipients: Counties, Cities, Nonprofits, Tribes, and State Agencies
GRT REGISTRATION
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
Registration Form – Step 1

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

(2) Click on ‘Next’
Registration Form – Step 2

(3) Select ‘Local’

(4) Select ‘California’

(5) Select your organization

(6) Move to ‘Requested’

7. Click on ‘Next’
# Registration – Step 3

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User ID</strong></td>
<td>Assign a User ID and Password to yourself.</td>
</tr>
<tr>
<td><strong>Password</strong></td>
<td>Password must be between 8 and 15 characters in length and a mix of lowercase, uppercase, and special characters.</td>
</tr>
<tr>
<td><strong>Confirm Password</strong></td>
<td>Ensure the password is entered correctly.</td>
</tr>
<tr>
<td><strong>Secret Question</strong></td>
<td>Select a Secret Question from the list.</td>
</tr>
<tr>
<td><strong>Secret Answer</strong></td>
<td>Enter the answer to the secret question.</td>
</tr>
<tr>
<td><strong>U.S. Citizen?</strong></td>
<td>Indicate if you are a U.S. citizen.</td>
</tr>
</tbody>
</table>

- **(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)
  - Special Character: #, $, _

- 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

• 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
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](image)

Advise 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

![Subgrantees Tab](image)

(1) Select your organization
Organization Module - Subgrantee Detail Tab

Subgrantee Detail Tab

(2) Verify information, click ‘Update’
FUNDING MODULE: CREATING & UPDATING PROJECTS
(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

(1) Update ‘Obligated’

Award

(2) Expended: auto-populates

Grant Programs
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 increase funding or disencumbered funds.
- Save frequently: 20 minute GRT time out.
- Report FY 2018, 2019, 2020, and 2021 this reporting period. (FY 2017 if Time Extension approved)
(1) Click ‘Project’ Tab to enter/edit projects

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Funding Type</th>
<th>Funding</th>
<th>Project Status</th>
<th>Project Self-Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>001- Sustainment of Fusion Center Network System Manager &amp; Intel Analysts</td>
<td>Passsthrough to Local</td>
<td>$50,000</td>
<td>Data Entry In Progress</td>
<td>OK</td>
</tr>
<tr>
<td>003- Community Emergency Response Teams Training</td>
<td>Passsthrough to Local</td>
<td>$10,000</td>
<td>Data Entry In Progress</td>
<td>OK</td>
</tr>
<tr>
<td>003- Responder Rescue Training</td>
<td>Passsthrough to Local</td>
<td>$7,500</td>
<td>Data Entry In Progress</td>
<td>OK</td>
</tr>
<tr>
<td>004- Updating of pre-incident mapping for Cities of XX, YY and ZZ and</td>
<td>Passsthrough to Local</td>
<td>$15,000</td>
<td>Data Entry In Progress</td>
<td>OK</td>
</tr>
<tr>
<td>surrounding areas</td>
<td>Passsthrough to Local</td>
<td>$12,500</td>
<td>Data Entry In Progress</td>
<td>OK</td>
</tr>
<tr>
<td>005- Mass Fatality Incident Exercise 2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Self Check: ERROR
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)

(5) Select ‘OK’ when pop-up appears.

(6) Select ‘Project List’
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
Funding Module: Project ($) Tab (Update Project)

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

(6) Enter Total Approved amount in **EXPENDED** field.

(7) Save
HSGP Only: Information Sharing IJ’s (FY19 and prior only)

IJ#1: Strengthen Capabilities of the State Threat Assessment System

- Only for projects directly related to 1 of the 6 State Fusion Centers
  - Intelligence analyst salaries
  - Cybersecurity analyst salaries
  - Critical infrastructure protection analyst salaries

IJ#8: Strengthen Information Sharing & Collaboration

- Any information sharing activities NOT related to a State Fusion Center
Funding Module: Project Detail Tab

(1) Select ‘Investment Supported’ that matches IJ in Project Ledger.

NOTE: This page only applies to HSGP.
Funding Module: Project Detail Tab

(2) Use Project Ledger to answer questions. Complete all fields with a red asterisk (*).

Remember to use most recent approved FMFW

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Project Title</th>
<th>Core Capability</th>
<th>Capability Building</th>
<th>Deployable / Shareable</th>
<th>Supports Prev Awarded Investment</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Sustainment of Fusion Center Network System Manager &amp; Intel Analysts</td>
<td>Intelligence and Information Sharing</td>
<td>Sustain</td>
<td>Deployable</td>
<td>FY18; ID#1</td>
</tr>
<tr>
<td>002</td>
<td>ICS Training</td>
<td>Mass Search and Rescue Operations</td>
<td>Sustain</td>
<td>Shareable</td>
<td>FY18; ID#9</td>
</tr>
</tbody>
</table>
(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.

(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?
  - Fusion Center, Emergency Operations Center, County Fire, 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** the project necessary?
  - Include intended benefits
BSIR Best Practices: Milestones

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

Exercise
- Design Exercise by MM/YY
- Conduct Exercise by MM/YY
- Hold Meeting for Hot Wash by MM/YY
- After Action Report 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**: LE Teams
  - Not a clear project title

- **Project Description**: Statewide State LE Team
  - Not a clear project description (Who, What, Where, When, Why)

- **Milestones**:
  - Increase response capability statewide
  - Need to show a “Project Life Cycle”, and the estimate completion date
Example of **SUFFICIENT**

Project Title and Description

- **Project Title**: Active Shooter Full Scale Exercise

- **Project Description**: The County of Awesome will conduct a multi-jurisdictional, full-scale active shooter exercise in Summer 2022 at Statelines H.S.; FY 20 funds for this exercise will be associated with backfill and overtime costs to test communications and mass care service capabilities.
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
Funding Module: Allocation Tab

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

(4) Save
How to Find Solution Area Sub-Category for a Project

1. Find project in Project Ledger and identify solution area
2. Go to the solution area worksheet in FMFW
3. Find project on this worksheet
4. Find Solution Area Sub-Category & Expenditure columns
Modifying Projects
Funding Module – Modifying a Project

(1) Go to Project tab

(2) Select Project List

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

(4) Edit title and description here.

(5) Edit budgeted amount here.

(6) Enter amount spent through end of BSIR period 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

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

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

1. Click this drop-down to go to next self-check.

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

Comments
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

check for green OK’s

Return back to Project List
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)
Funding Module - Submission

(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
(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

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Funding Type</th>
<th>Funding</th>
<th>Project Status</th>
<th>Project Self-Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>001: Sustainment of Fusion Center Network System Manager &amp;</td>
<td>Passsthrough to</td>
<td>$1,000,000.00</td>
<td>Submitted to SAA/DTG</td>
<td>OK</td>
</tr>
<tr>
<td>Intel Analysts</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>002: ICS Training</td>
<td>Passsthrough to</td>
<td>$50,000.00</td>
<td>Submitted to SAA/DTG</td>
<td>OK</td>
</tr>
<tr>
<td></td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>003: Respondent Rescue Training</td>
<td>Passsthrough to</td>
<td>$147,500.00</td>
<td>Submitted to SAA/DTG</td>
<td>OK</td>
</tr>
<tr>
<td></td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>004: Strike Team/Task Force Leader Training</td>
<td>Passsthrough to</td>
<td>$57,500.00</td>
<td>Submitted to SAA/DTG</td>
<td>OK</td>
</tr>
<tr>
<td></td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>005: Mass Transportation &amp; Evacuation Plans &amp; Protocols</td>
<td>Passsthrough to</td>
<td>$265,000.00</td>
<td>Submitted to SAA/DTG</td>
<td>OK</td>
</tr>
<tr>
<td></td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>006: Updating of pre-incident mapping for Cities of XX, YY,</td>
<td>Passsthrough to</td>
<td>$57,000.00</td>
<td>Submitted to SAA/DTG</td>
<td>OK</td>
</tr>
<tr>
<td>ZZ and surrounding areas</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>007: Regional Fire/EMS Communications Center Security</td>
<td>Passsthrough to</td>
<td>$54,542.00</td>
<td>Submitted to SAA/DTG</td>
<td>OK</td>
</tr>
<tr>
<td>Enhancements</td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>008: Catastrophic incident Plans &amp; Protocols</td>
<td>Passsthrough to</td>
<td>$160,000.00</td>
<td>Submitted to SAA/DTG</td>
<td>OK</td>
</tr>
<tr>
<td></td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>009: Mass Fatality incident Exercise 2018</td>
<td>Passsthrough to</td>
<td>$578,000.00</td>
<td>Submitted to SAA/DTG</td>
<td>OK</td>
</tr>
<tr>
<td></td>
<td>Local</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>010: COOP/COG Planning City, County, and Special Districts</td>
<td>Passsthrough to</td>
<td>$25,000.00</td>
<td>Submitted to SAA/DTG</td>
<td>OK</td>
</tr>
</tbody>
</table>

(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

• Webinar #1 Thursday, December 9, 2021: 9:00 AM – 11:00 AM
• Webinar #2 (Nonprofit) Thursday, December 9, 2021: 1:30 PM – 3:30 PM
• Webinar #3 (Nonprofit) Tuesday, December 14, 2021: 9:00 PM – 11:00 AM
• Webinar #4 Tuesday, December 14, 2021: 1:30 PM – 3:30 PM

Contact your Program Representative

Contact Homeland Security & Emergency Management Grants Processing Unit

Shared E-mail HSEM_GP@caloes.ca.gov