June 2022 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
<table>
<thead>
<tr>
<th>Webinar</th>
<th>Webinar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Webinar #1</strong>&lt;br&gt;Tuesday, June 21, 2022&lt;br&gt;1:30 AM – 3:30 AM&lt;br&gt;<a href="#">Click here to join the meeting</a>&lt;br&gt;Call in: 415-906-4037&lt;br&gt;Conference ID: 781 045 297#</td>
<td><strong>Webinar #2</strong>&lt;br&gt;Wednesday, June 29, 2022&lt;br&gt;9:00 AM – 11:00 AM&lt;br&gt;<a href="#">Click here to join the meeting</a>&lt;br&gt;Call in: 415-906-4037&lt;br&gt;Conference ID: 308 769 567#</td>
</tr>
</tbody>
</table>
**Updates: All Grants (1 of 2)**

- Grant Years you are responsible for:

<table>
<thead>
<tr>
<th></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>
</tr>
<tr>
<td>EMPG-ARPA</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>HSGP</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>NSGP</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

- EMPG Subrecipients will report on Grants Awarded for FY2020 and FY2021

- HSGP & NSGP Subrecipients will report on Grants Awarded for FY 2019, FY 2020, and FY 2021

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

• Cal OES will submit FY 2017 and FY 2018 grants on behalf of the Subrecipient unless the Organization received a Time Extension

• Due to Cal OES:  

**COB Friday, July 8, 2022**

BSIR IS OPEN! DON’T WAIT! SUBMIT NOW!
**NSGP Only: Contractual Security**

FY19 and Forward: NSGP allows Contractual Security

- **Solution Area:** Organization
- **Sub-Category:** Contracted Security Personnel

![Image of local jurisdiction/award information]

<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 - AA- TEST COUNTY - 2019 BSIR (December 19)**

**Solution Area:** Organization

**Project Title:** NSGP: Contracted Security

**Solution Area Subcategories**

<table>
<thead>
<tr>
<th>NSGP-UA</th>
<th>Contracted security personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2019 BSIR (December 19)</td>
</tr>
<tr>
<td></td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>
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"

![Project List Table]

- **EMPG Project A: OES Vehicle Locking Storage Box**
- **EMPG Project B: Active Shooter Training**
- **EMPG-ARPA Project A: Operational Coordination**
- **EMPG-ARPA Project B: Operational Communications**
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:
  o Winter BSIR: July 1 - Dec 31
  o 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: June/July 2022

FEMA

Cal OES (SAA)

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

July 8, 2022

July 30, 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
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

(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:
  o Uppercase letter (A-Z)
  o Lowercase letter (a-z)
  o Numeric character (0-9)
  o 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
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

![User Module Diagram]

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

(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 (June 22) for Reporting Period

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

(1) Update ‘Obligated’

(2) Expended: auto-populates
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 2019, 2020, and 2021** this reporting period. *(FY 2017 & 2018 if Time Extension approved)*

### Table Example

<table>
<thead>
<tr>
<th>Goal #</th>
<th>Direct</th>
<th>Funding Source</th>
<th>Project Title</th>
<th>Solution Area</th>
<th>Solution Area Sub-Category</th>
<th>Core Capabilities</th>
<th>Capability Building</th>
<th>Deployable / Shareable</th>
<th>Total Requested Cost</th>
<th>Pending Approval Amount</th>
<th>Approved Expenditures To Date</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal #1</td>
<td>Direct</td>
<td>FEMA</td>
<td>Co- dk Coordination</td>
<td>Staffing costs for enhanced emergency management operation and other day-to-day activities in support of Emergency Management. County ODM is responsible for emergency planning and coordination among the Santa Barbara Operational Area entities, which include: ODM, Special Districts, Volunteer Organizations, Industry Groups and Tri-County Coordination.</td>
<td>EMRG</td>
<td>EMRG Organization</td>
<td>Staffing</td>
<td>Operational Coordination</td>
<td>Sustain</td>
<td>$214,403</td>
<td>$214,403</td>
<td></td>
</tr>
<tr>
<td>Goal #2</td>
<td>Direct</td>
<td>NCAA</td>
<td>Management &amp; Administration for the EMRG grant</td>
<td>EMRG</td>
<td>EMRG</td>
<td>NCAA</td>
<td>Grant Admin</td>
<td>Operational Coordination</td>
<td>Sustain</td>
<td>800,000</td>
<td>10,000</td>
<td></td>
</tr>
</tbody>
</table>

*Image of a table example.*
Funding Module - Project Tab

(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>Passthrough 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>Passthrough 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>Passthrough 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>Passthrough to Local</td>
<td>$15,000</td>
<td>Data Entry In Progress</td>
<td>OK</td>
</tr>
<tr>
<td>surrounding areas</td>
<td>Passthrough 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>ERROR</td>
</tr>
</tbody>
</table>
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
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
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.

(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:
  - Short
  - Precise
  - 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
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

Enter amount in both Solution Area Subcategory & Discipline

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

Project Tab

(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

Check for green OK’s
Self-Check #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)
(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

(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, July 8, 2022
Questions?

Review July 2022 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 Tuesday, June 21, 2022: 1:30 PM – 3:30 PM
• Webinar #2 Wednesday, June 29, 2022: 9:00 AM – 11:00 AM

Contact your Program Representative

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