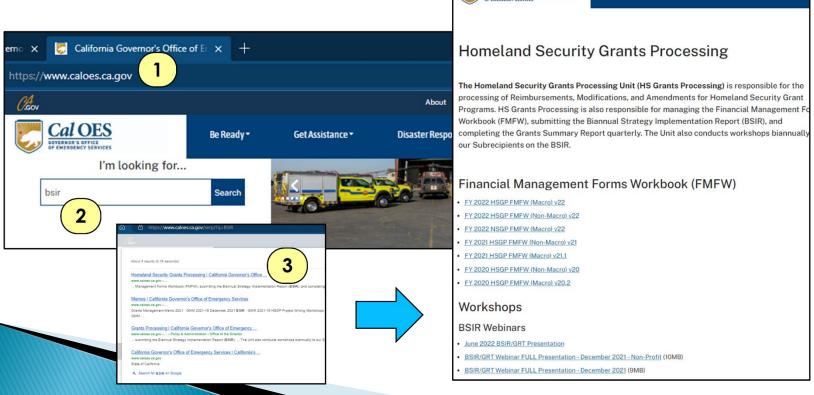


December 2022 BSIR Webinar

December 2022 BSIR Training Material

- Go to the <u>Homeland Security Grants Processing</u> webpage
- Alternatively, search Cal OES website:
 - Go to https://caloes.ca.gov
 - Search for "BSIR"
 - 3. Click on the first result.



Cal OES

Disaster Res

<u>December 2022 Biannual Strategy</u> <u>Implementation Report (BSIR)</u>

Webinar - General	Webinar - Nonprofit Specific		
Webinar #1 – Nonprofit Specific Thursday, December 8, 2022 9:00 AM – 11:00 AM Click here to join the meeting Call in: 415-906-4037 Conference ID: 272 003 615#	Webinar #2 Thursday, December 8, 2022 1:30 PM – 3:30 PM Click here to join the meeting Call in: 415-906-4037 Conference ID: 563 863 488#		
Webinar #3 Tuesday, December 13, 2022 9:00 AM – 11:00 AM Click here to join the meeting Call in: 415-906-4037 Conference ID: 407 915 139#	Webinar #4 – Nonprofit Specific Tuesday, December 13, 2022 1:30 PM – 3:30 PM Click here to join the meeting Call in: 415-906-4037 Conference ID: 430 820 922#		



<u>Updates: All Grants</u> (1 of 2)

Grant Years you are responsible for:

	FY 2019	FY 2020	FY 2021	FY 2022
EMPG		✓	✓	✓
EMPG-ARPA			✓	
HSGP	\checkmark	\checkmark	\checkmark	✓
NSGP	\checkmark	\checkmark	\checkmark	✓

- EMPG Subrecipients will report on Grants Awarded for FY 2020, FY 2021, FY 2022, and FY 2021 American Rescue Plan Act funding.
- HSGP & NSGP Subrecipients will report on Grants Awarded for FY 2019, FY 2020, FY 2021, and FY 2022.

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 Subrecipients unless the Organization received a Time Extension

Due to Cal OES:

COB Monday, January 9, 2023

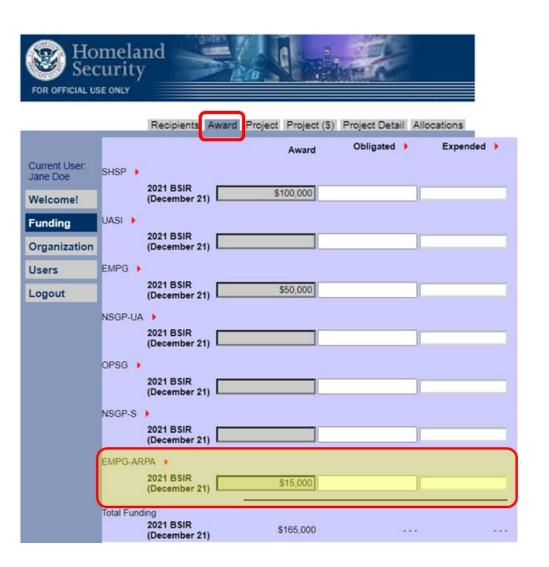
BSIR IS OPEN!

DON'T WAIT!

SUBMIT NOW!

Updates: FY 2021 EMPG-ARPA (1 of 3)

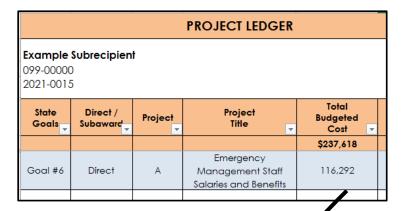
- FY 2021 EMPG-ARPA Funding will be entered separately in the GRT.
- Do not combine with EMPG





Updates: FY 2021 EMPG-ARPA (2 of 3)

EMPG-ARPA will use its own FMFW with project information

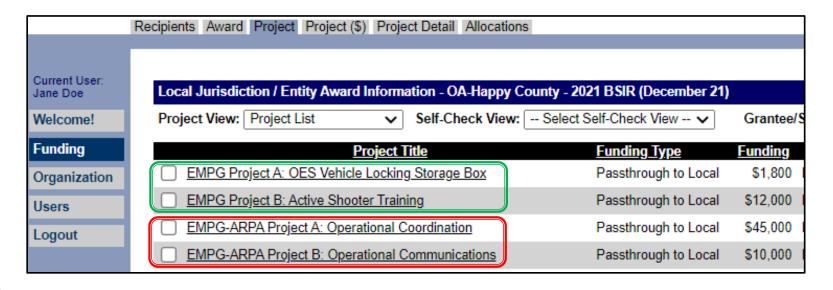






Updates: FY 2021 EMPG-ARPA (3 of 3)

- 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

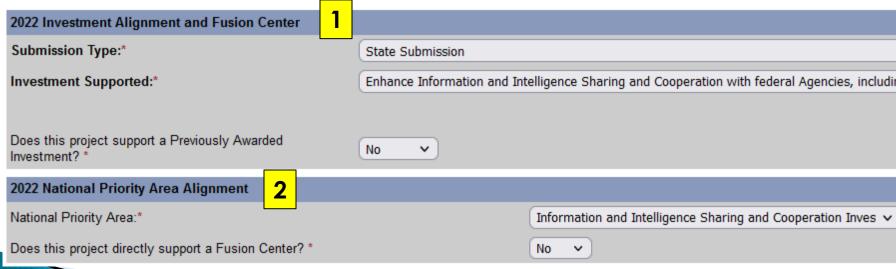
- Approved National Priority projects should be submitted as is
- Not approved National Priority projects need to be updated according to FEMA Effectiveness review feedback
- All National Priority projects must be linked to the correct National Priority
- All projects must be linked to the correct IJ



<u>Updates: HSGP Project Detail Tab (1 of 3)</u>

There are 2 new sections in the Project Detail tab:

- 1. 2022 Investment Alignment and Fusion Center
- 2. 2022 National Priority Area Alignment





<u>Updates: HSGP Project Detail Tab (2 of 3)</u>

2022 Investment Alignment and Fusion Center

- Submission Type: State Submission is the <u>only</u> selection
- Investment Supported: Choose the appropriate CA state IJ for this project

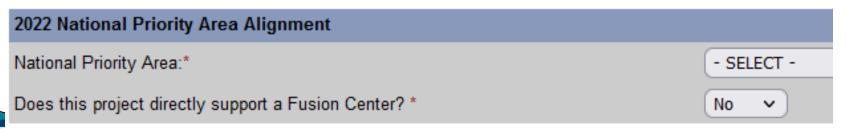
2022 Investment Alignment and Fusion Center	
Submission Type:*	State Submission
Investment Supported:*	- SELECT -



<u>Updates: HSGP Project Detail Tab (3 of 3)</u>

2022 National Priority Area Alignment

- National Priority Area: Select appropriate National
 Priority Area for this project, or select "Not aligned with a National Priority Area"
- Does this project directly support a Fusion Center?
 Only select "Yes" if your organization is a nationally recognized Fusion Center



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

Milestones and NIMS Typing					
Milestone	Milestone Complete	Remove			
Obtain quotes from at least 3 vendors by 6/2020		Remove			
Select vendor and define contract parameters by 8/2020		Remove			
Complete installation and training by 10/2020		Remove			
Submit reimbursement request by 11/2020		Remove			
Add Milestone					



Questions?



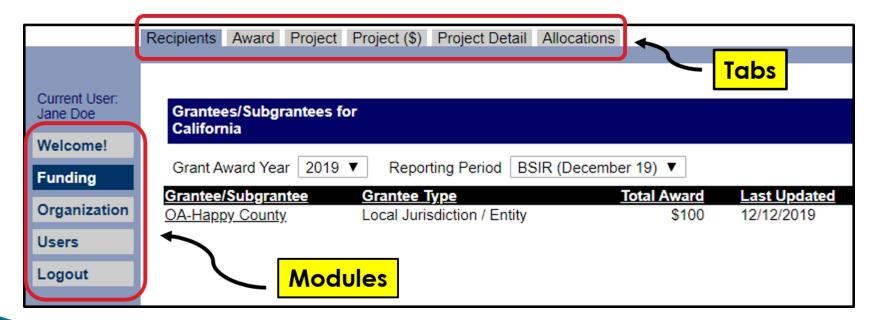
Webinar Content

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



Terminology

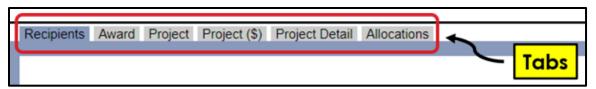
- BSIR Biannual Strategy Implementation Report
 - Progress report to account for grant funding
- GRT Grants Reporting Tool
 - Website used to report project information to FEMA





<u>Terminology</u>

- 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 <u>MANDATORY</u> per federal regulations, which require performance measurement



BSIR Overview

BSIR Reporting cycle is every 6 months:

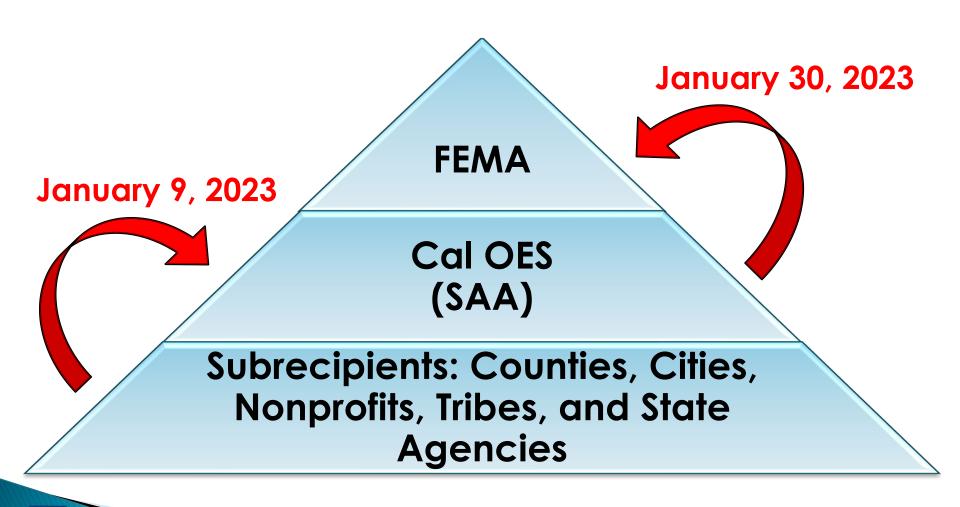
Winter BSIR: July 1 - Dec 31

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: Winter 2022

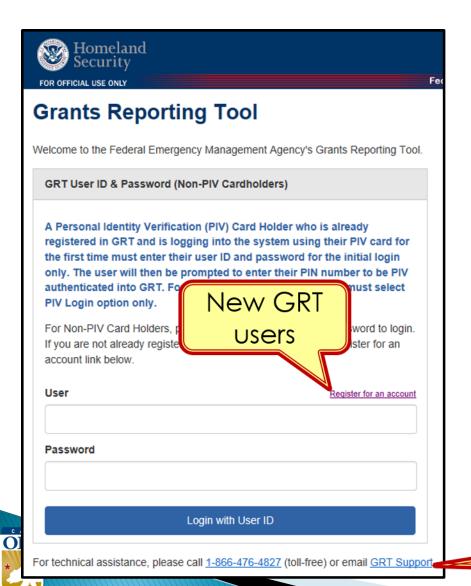




GRT REGISTRATION



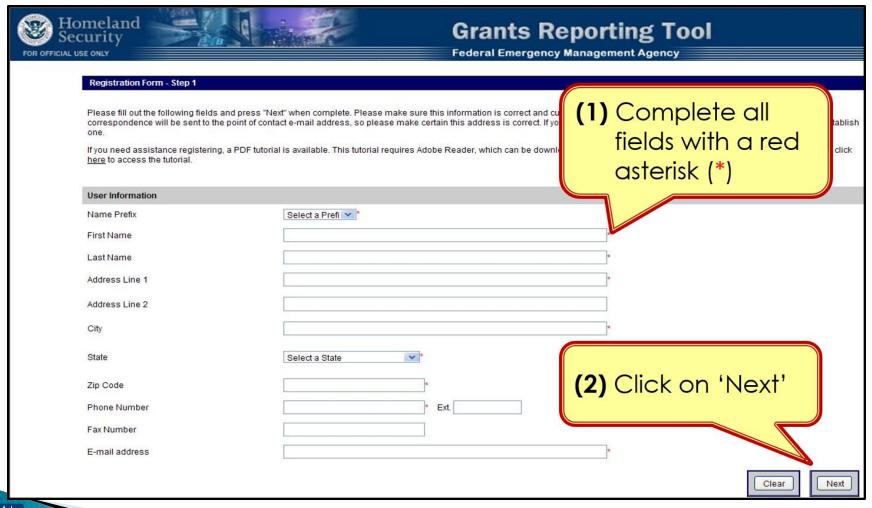
<u>GRT Homepage</u> – <u>www.reporting.odp.dhs.gov</u>



- 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

<u>Registration Form – Step 1</u>

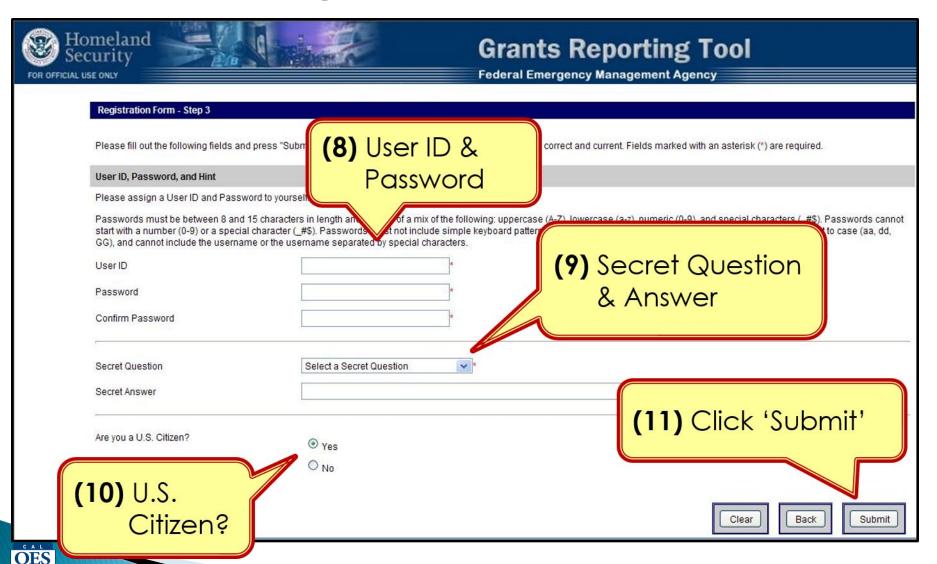




<u>Registration Form – Step 2</u>



Registration – Step 3



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
 - After registration
 - To unlock your account
 - Forgot or need to reset password
- All Subrecipients are "Local Users"
- Each User should have their <u>own</u> 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

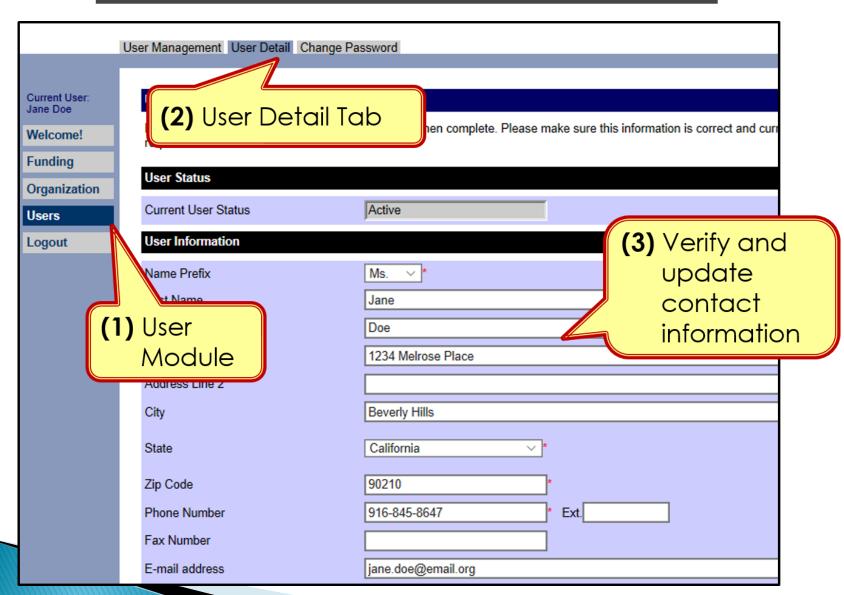


Welcome Page - Help References





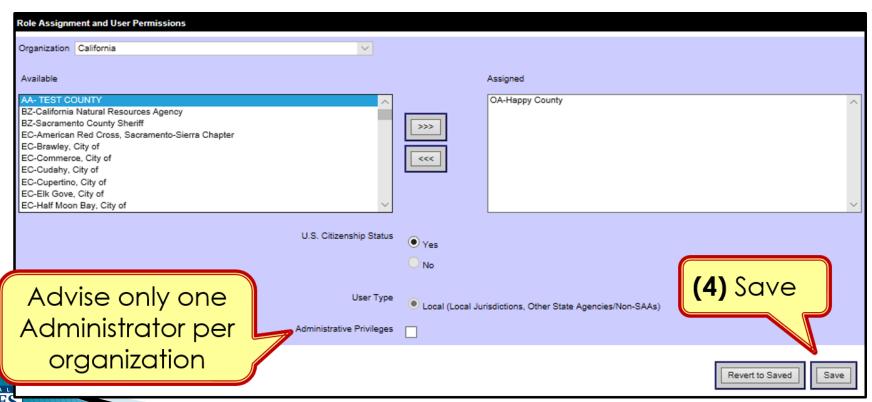
Users Module - User Detail Tab





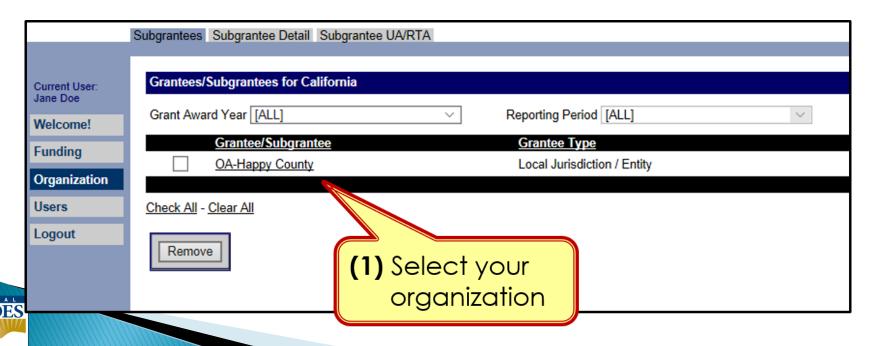
Users Module - User Detail Tab

- Do <u>NOT</u> add role assignments
 - Account will need re-approval and you'll be locked out



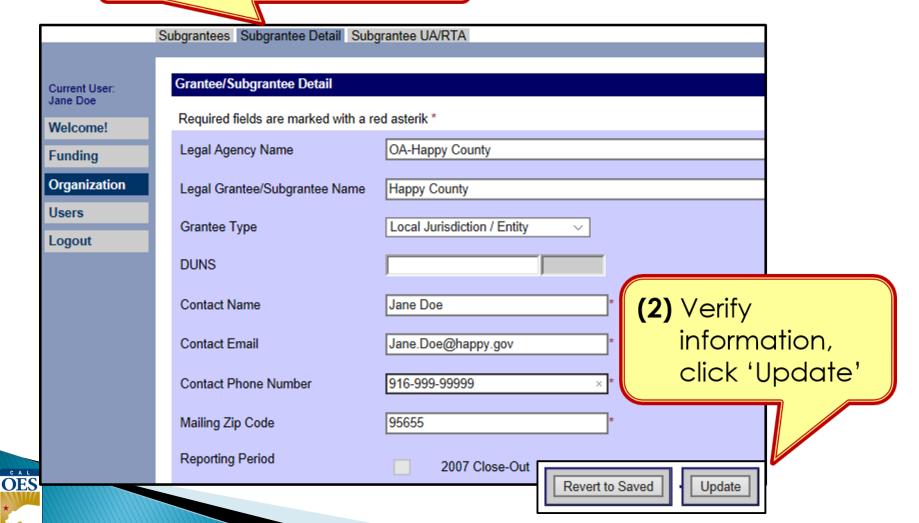
Organization Module - Subgrantees Tab

- 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



<u>Organization Module - Subgrantee Detail Tab</u>

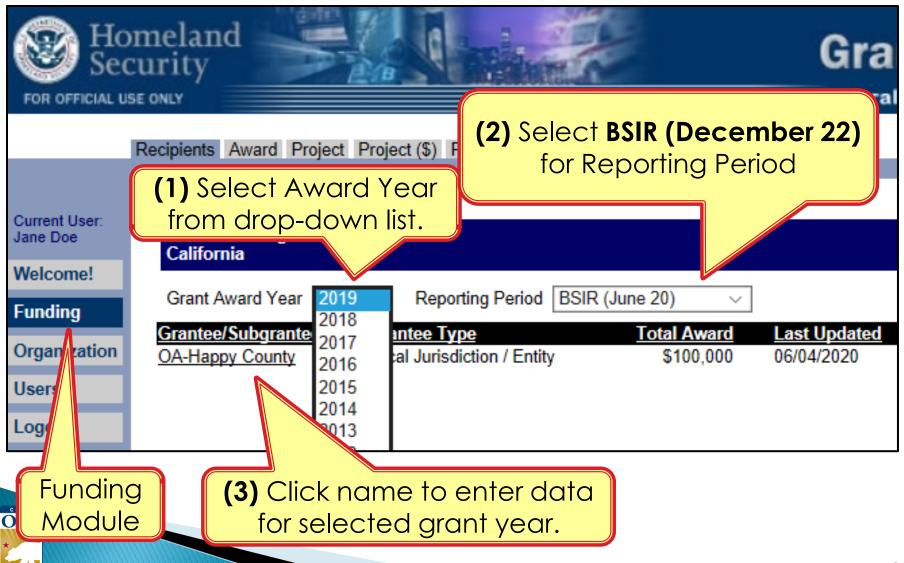
Subgrantee Detail Tab



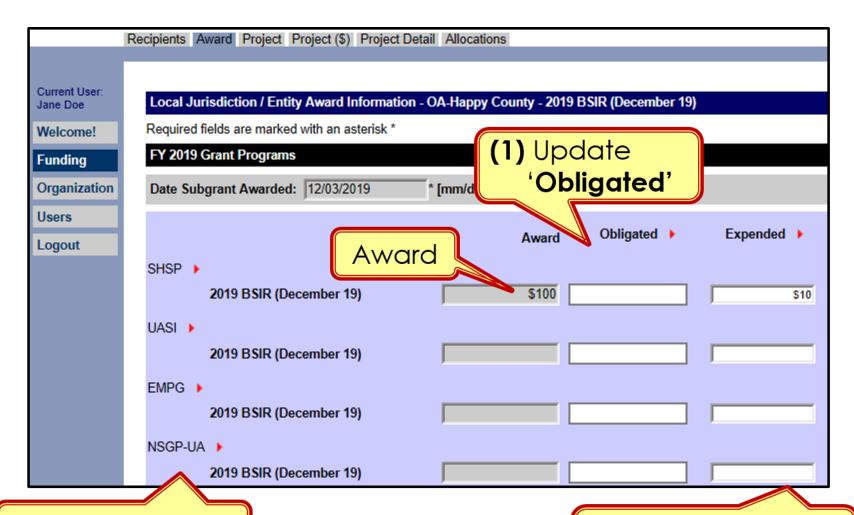
FUNDING MODULE: CREATING & UPDATING PROJECTS



<u>Funding Module - Recipients Tab</u>



Funding Module - Award Tab



Grant Programs

O

(2) Expended: auto-populates

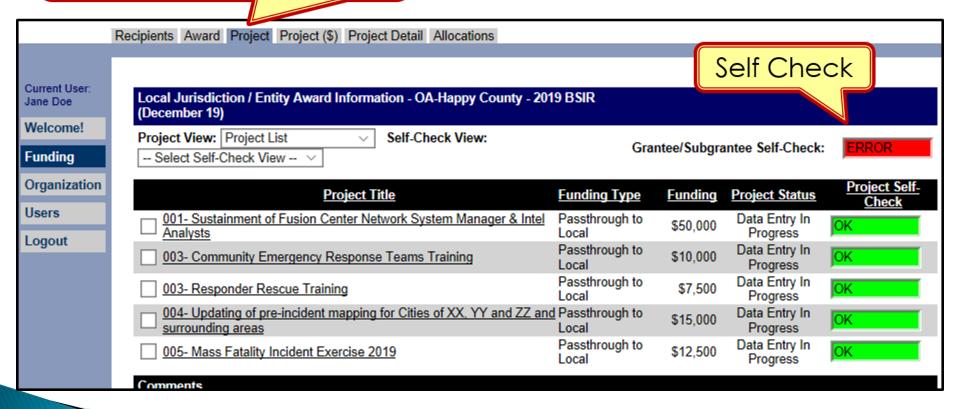
<u>Funding Module - Project Tab</u>

- 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)

Happy County 000-00000 2019-0003								FORMULA					APP	NITIAL LICATION IVANCE			al Application 12/04/2019
BLACK FONT (SELECTION) BLACK FONT (ROW) BLACK FONT (ROW)		ECTION) TRIKETHRU	BLUE FONT (SELECTION) BLUE FONT (ROW)			DELETE ROW		RESET	NEW NEW REQUEST MOD ITEM				REIMBURSEMENT REQUEST MODIFICATION		POP Start Date POP End Date Approval	07/01/2019 06/30/2021 Initials / Date (Regress Reg.) 12/9/2019	
State Goals	Direct / Subawari	Project	Project Title	Project Description	Funding Source	Discipline *	Solution Area	Solution Area Sub-Category	Core Capabilities	Capability Building	Deployable / Shareable +	Total Budgeted Cost	Previously Approved Amount	Amount This Reques	(Cal OES ONLY) Total Approved	Expenditures To Date	Remaining Balance
Goal #6	Direct	A	Op Area Coordination	Staffing costs for all-hazards emergency management operation and other day-to-day activities in support of emergency management. County OBM is responsible to emergency planning and coordination among the Santa Barbara Operational Area entities which include Cities, Special District, Volunteer Organizations, industry Group, and Tri-County Coordination.	EMPG	EMG	Organization	Staffing	Operational Coordination	Sustain	Both	\$216,505 205,680					\$216,505 \$205,680
Goal #6	Direct	В	M&A	Management & Administration for the EMPG grant.	EMPG	EMG	M&A	Grant Admin	Operational Coordination	Sustain	Both	10,825					\$10,825

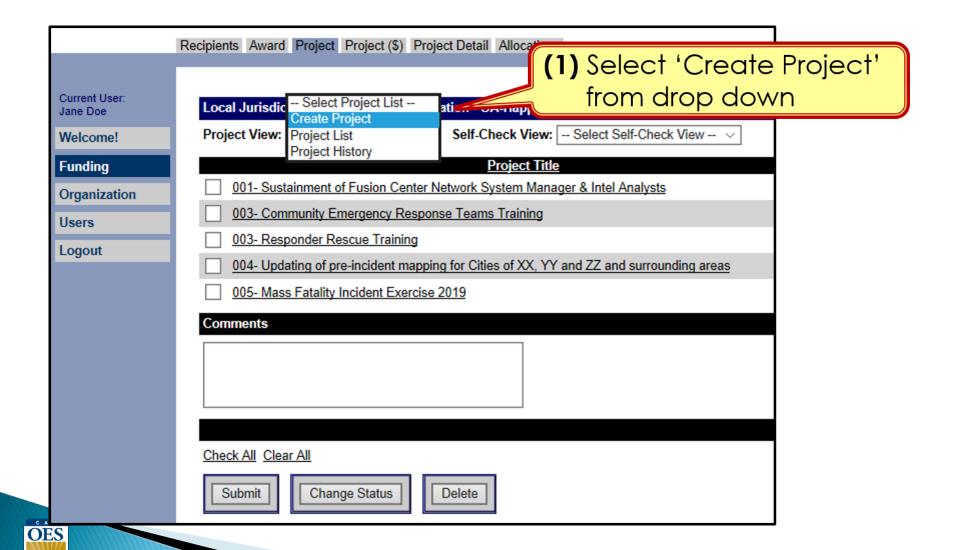
<u>Funding Module - Project Tab</u>

(1) Click 'Project' Tab to enter/edit projects



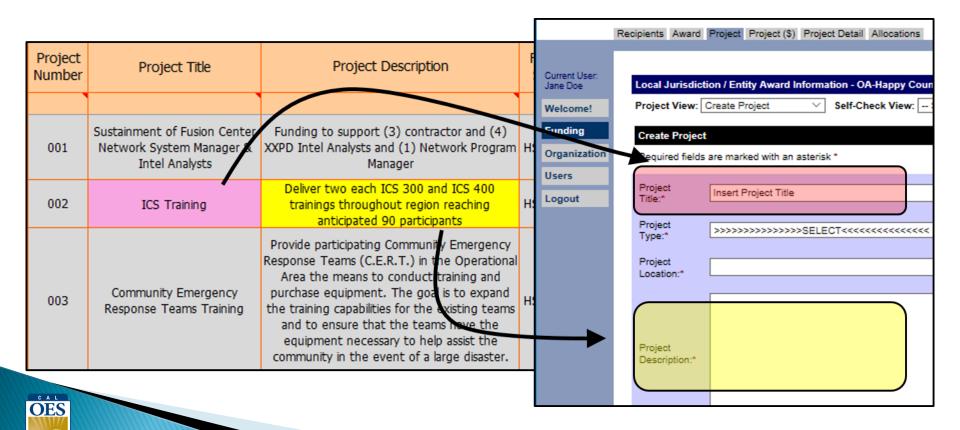


Funding Module - Project Tab (Create Project)

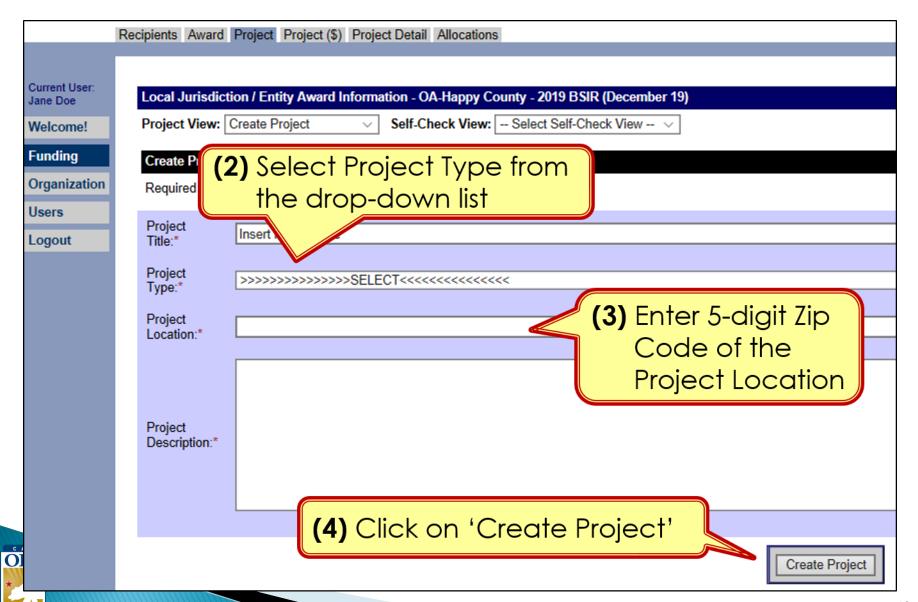


Funding Module: Project Tab (Create Project)

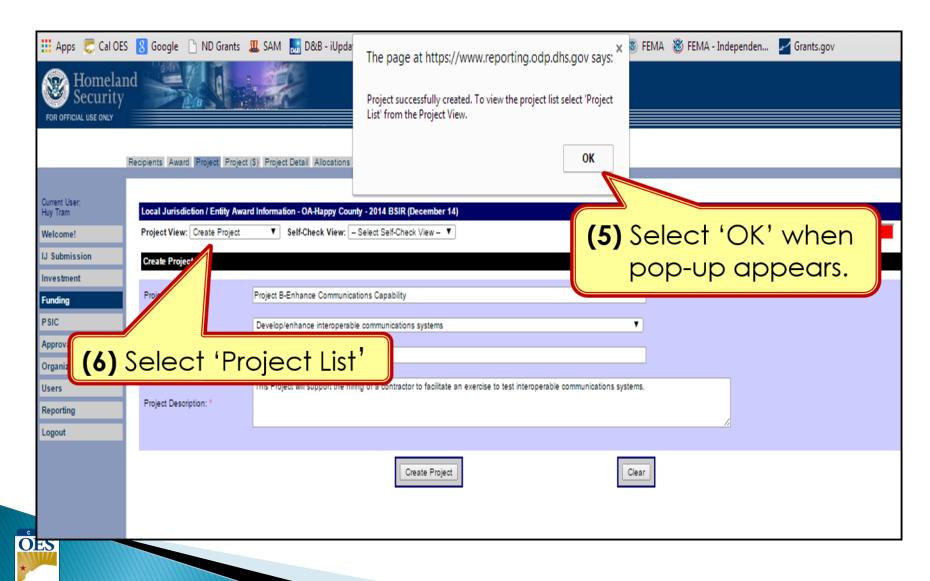
(1) Use <u>Project Ledger</u> to copy/ paste Project Title & Project Description



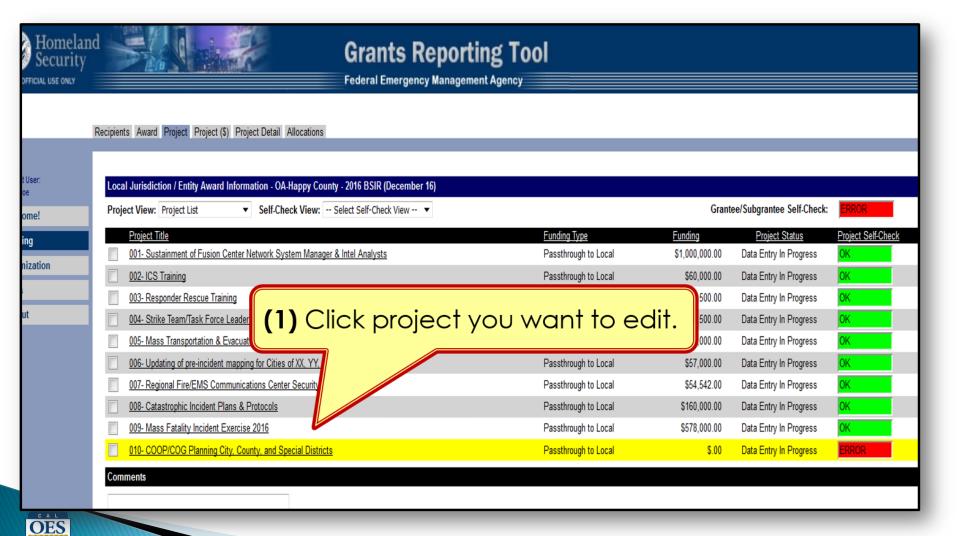
Funding Module: Project Tab (Create Project)



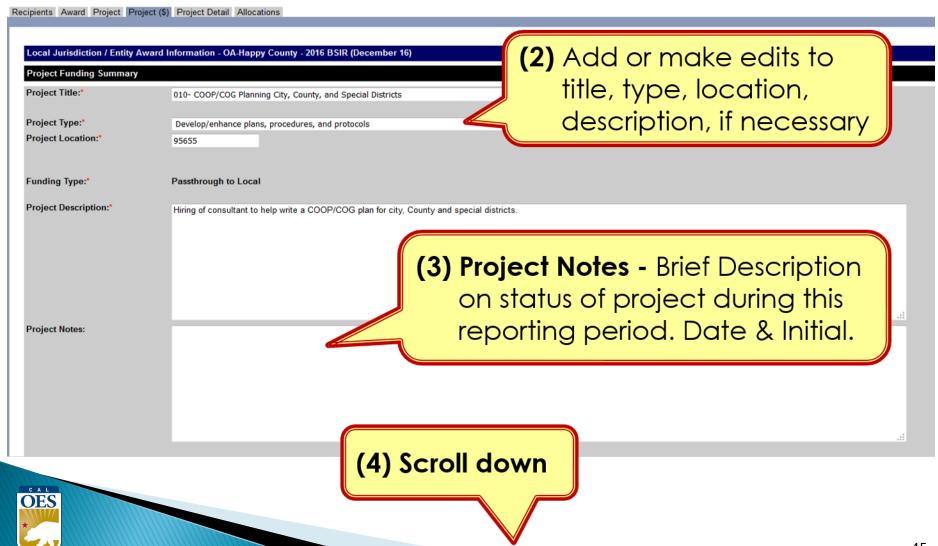
Funding Module: Project Tab (Create Project)



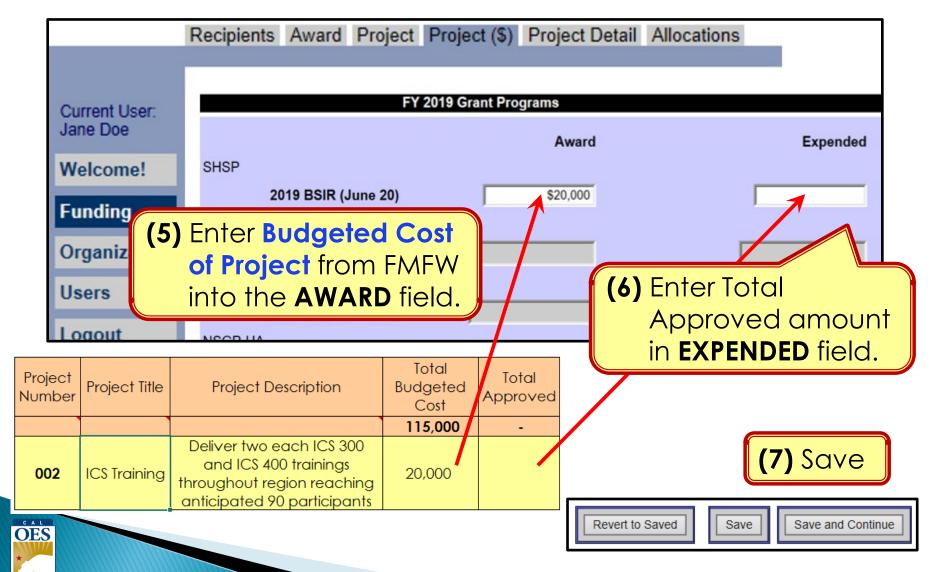
Funding Module: Project Tab (Update Project)



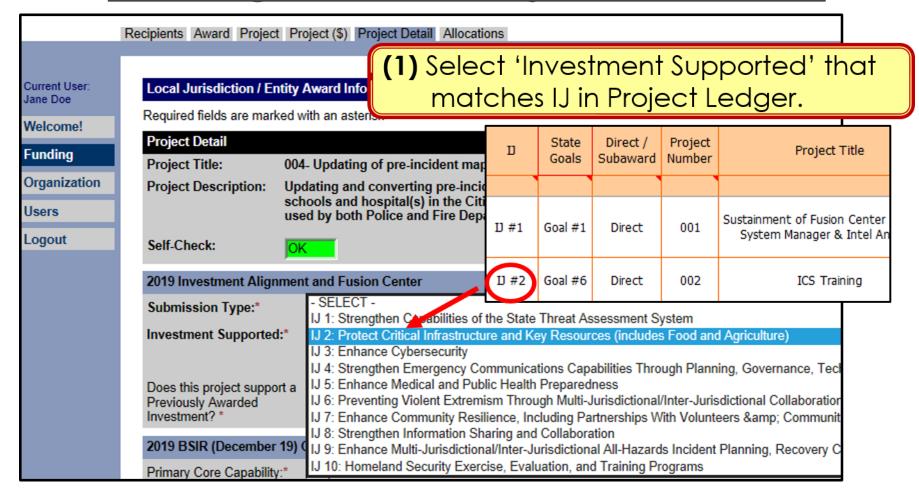
Funding Module: Project (\$) Tab (Update Project)



Funding Module: Project (\$) Tab (Update Project)



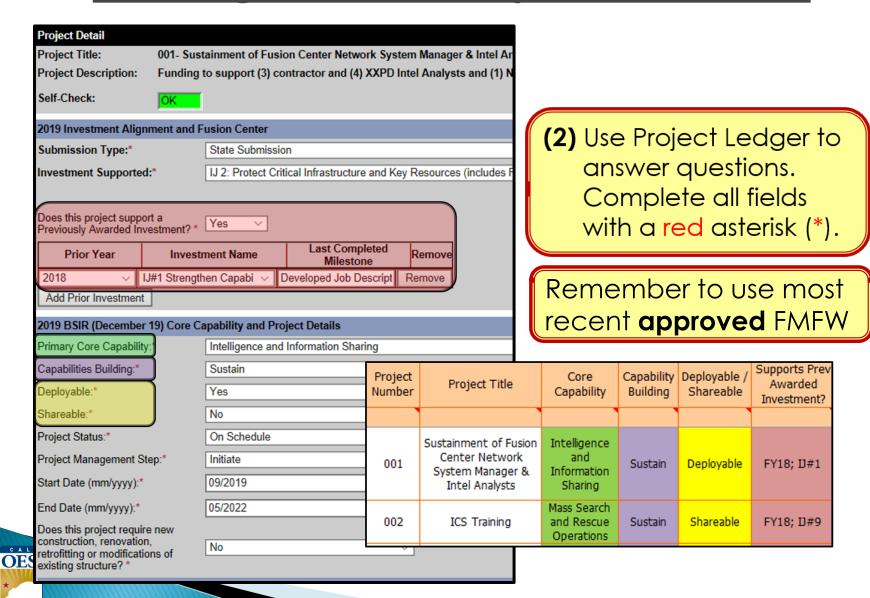
Funding Module: Project Detail Tab



NOTE: This page only applies to HSGP.

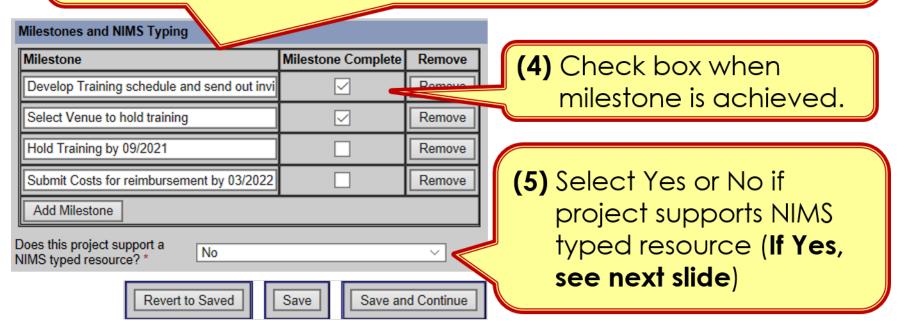


Funding Module: Project Detail Tab



Funding Module: Project Detail Tab (Milestones)

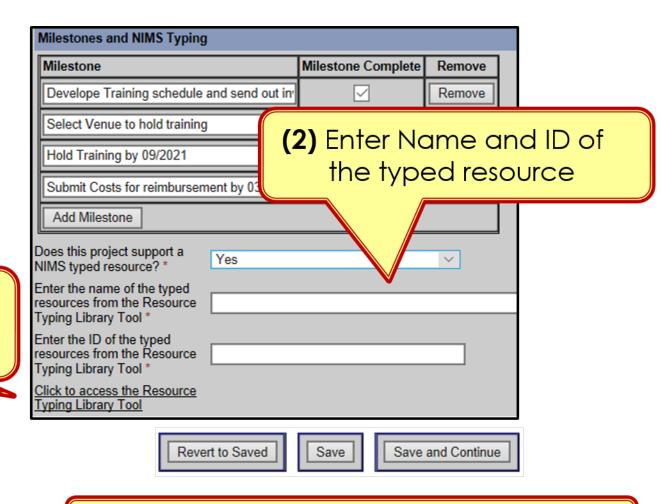
(3) Provide a narrative description for each milestone (max 250 characters). Add 3-4 milestones, each with an expected date of completion.



(6) Click 'Save' or 'Save and Continue'



Funding Module: Project Detail Tab (NIMS Typing)



(1) Use <u>Resource</u>
<u>Library Tool</u> to find ID.

(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

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

WHO

• **Project Description**: The County of Awesome will conduct

WHAT

a multi-jurisdictional, full-scale active shooter exercise in

WHEN WHERE

Summer 2022 at Statelines H.S.; FY 20 funds for this exercise

will be associated with backfill and overtime costs to

WHY

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

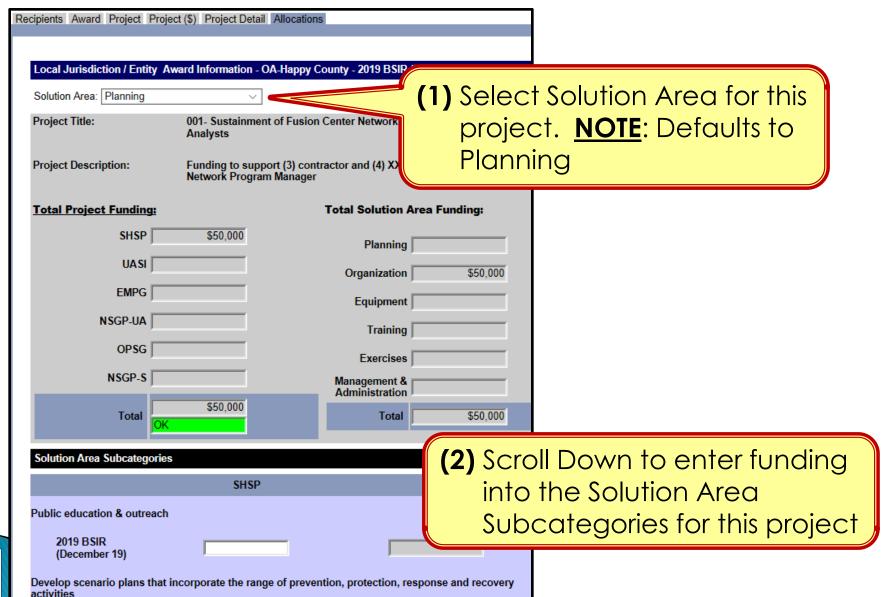
3. Conduct exercise by January, 2023

4. Prepare/submit After Action Report by March, 2023



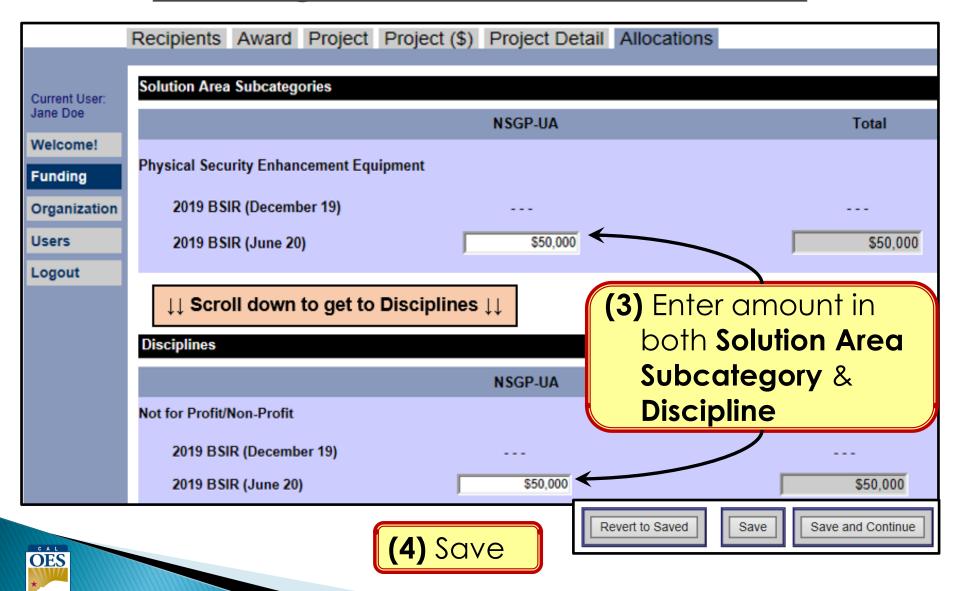


Funding Module: Allocation Tab



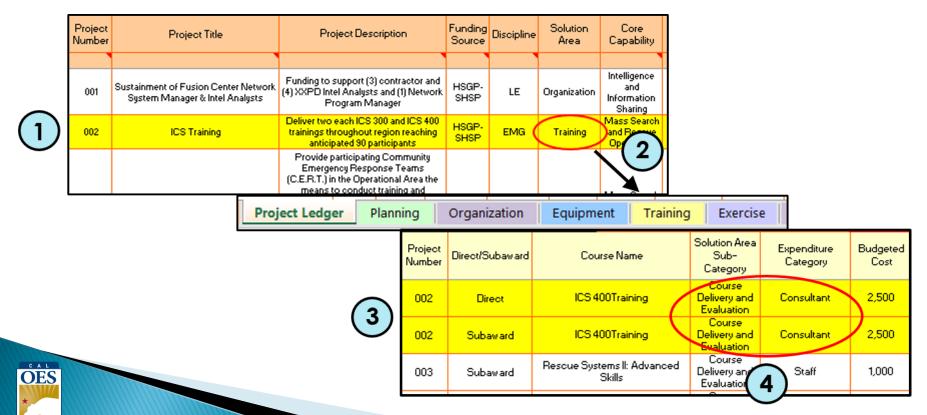


Funding Module: Allocation Tab



How to Find Solution Area Sub-Category for a Project

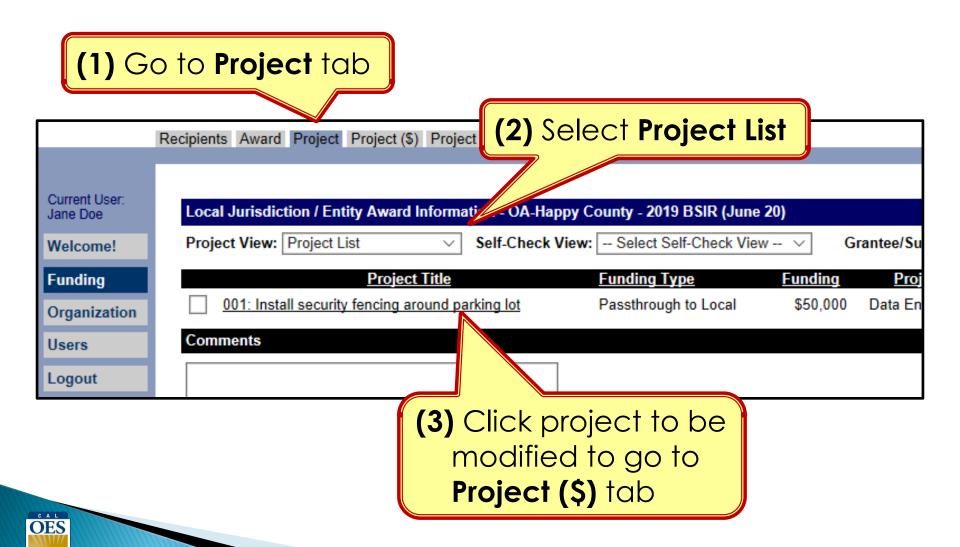
- Find project in Project Ledger and identify solution area
- Go to the solution area worksheet in FMFW
- 3. Find project on this worksheet
- 4. Find Solution Area Sub-Category & Expenditure columns



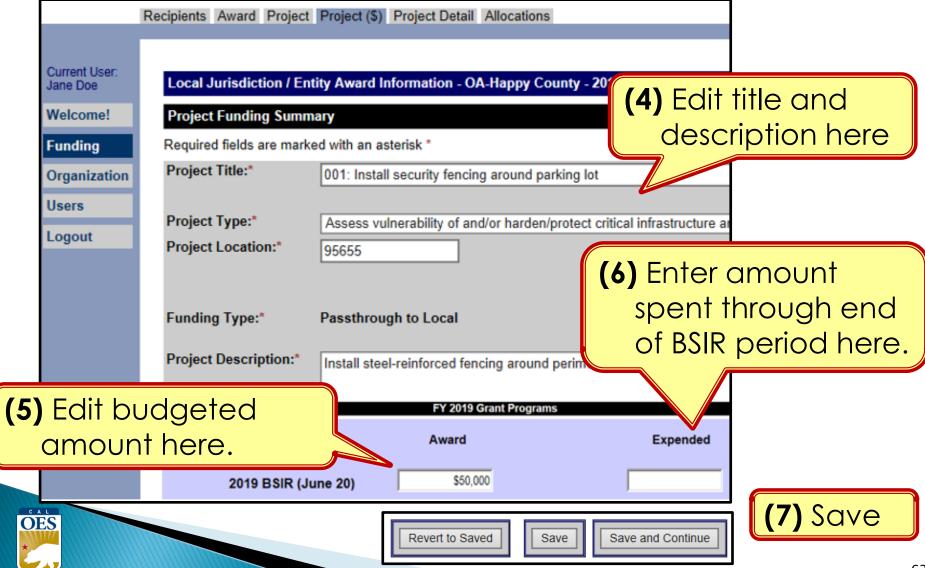
Modifying Projects



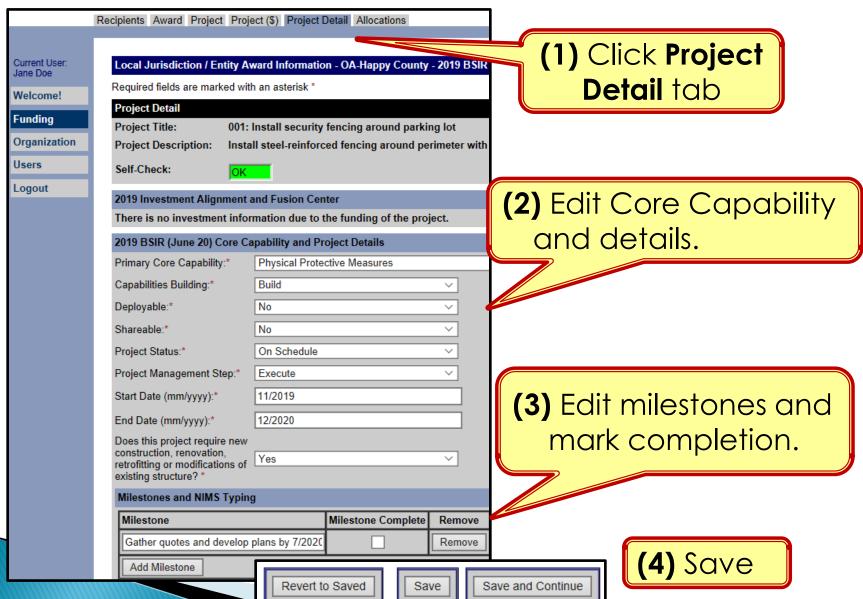
Funding Module – Modifying a Project



Funding Module - Modifying a Project

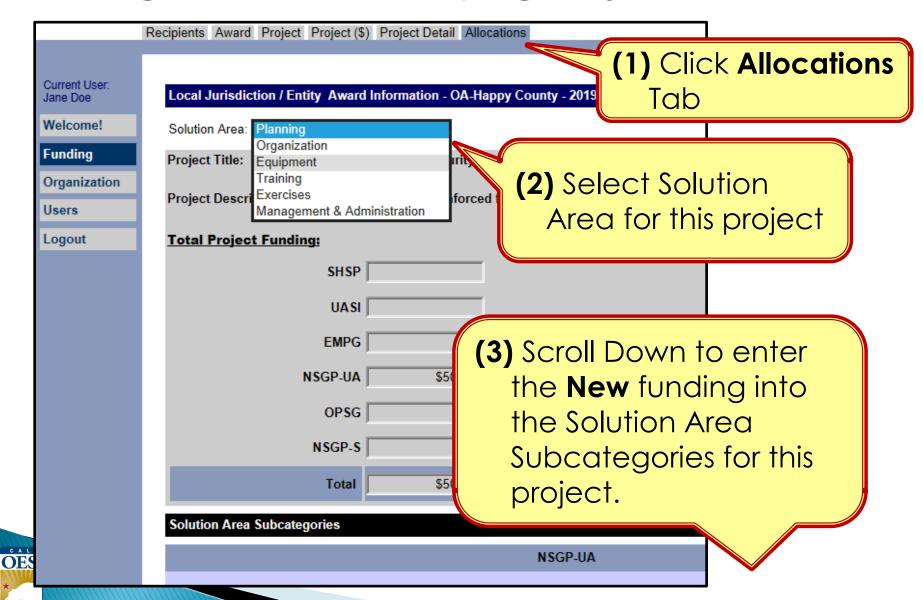


Funding Module - Modifying Project Details

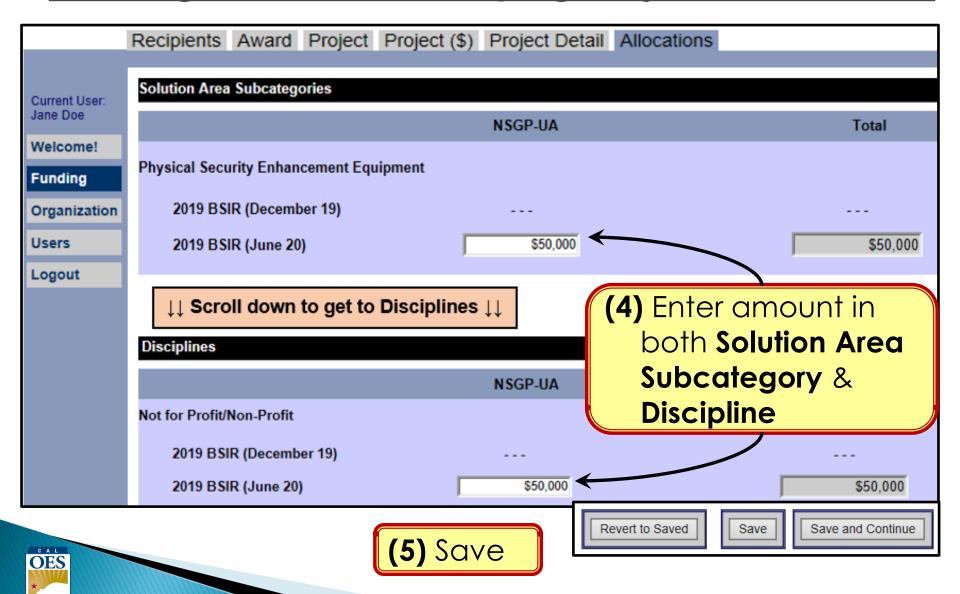


OES

Funding Module - Modifying Project Allocations



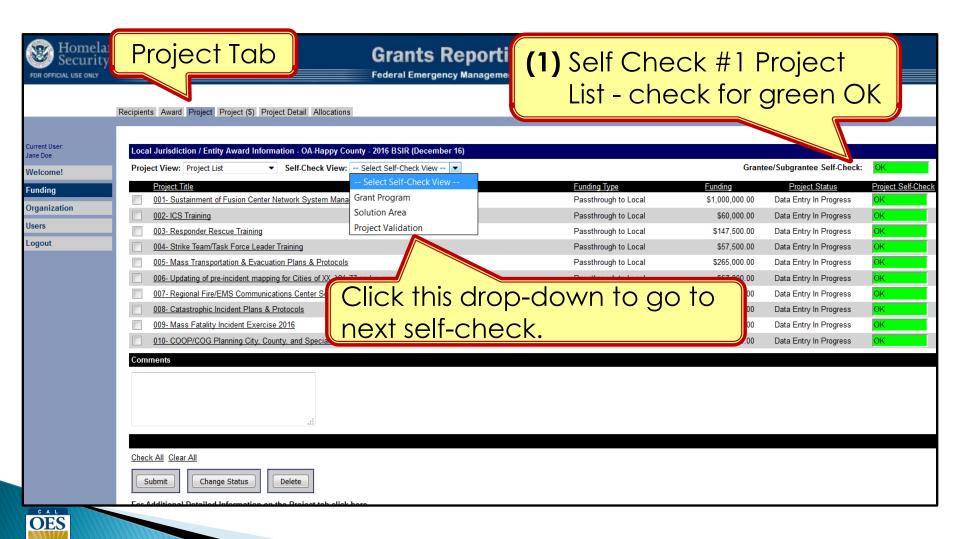
Funding Module - Modifying Project Allocations



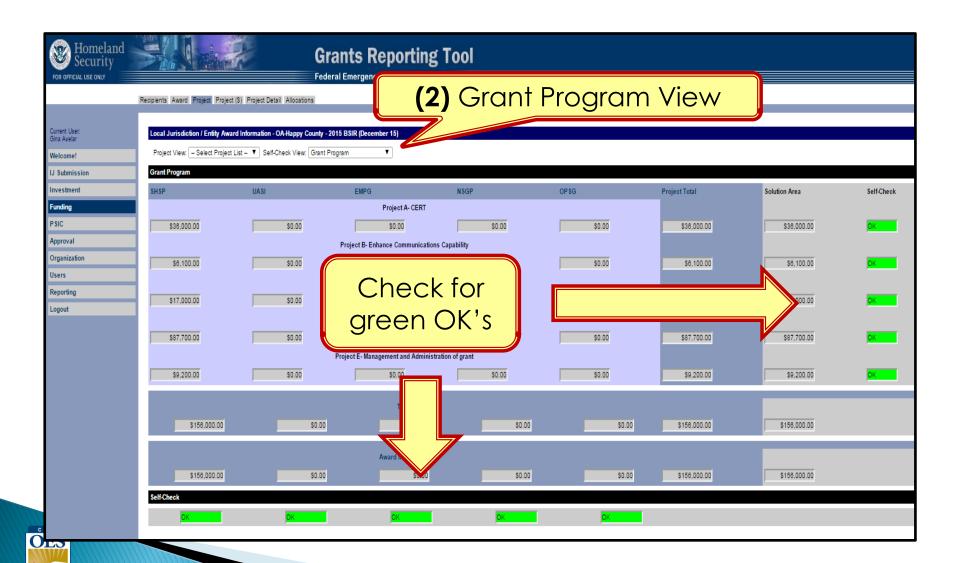
FOUR GRT SELF-CHECKS



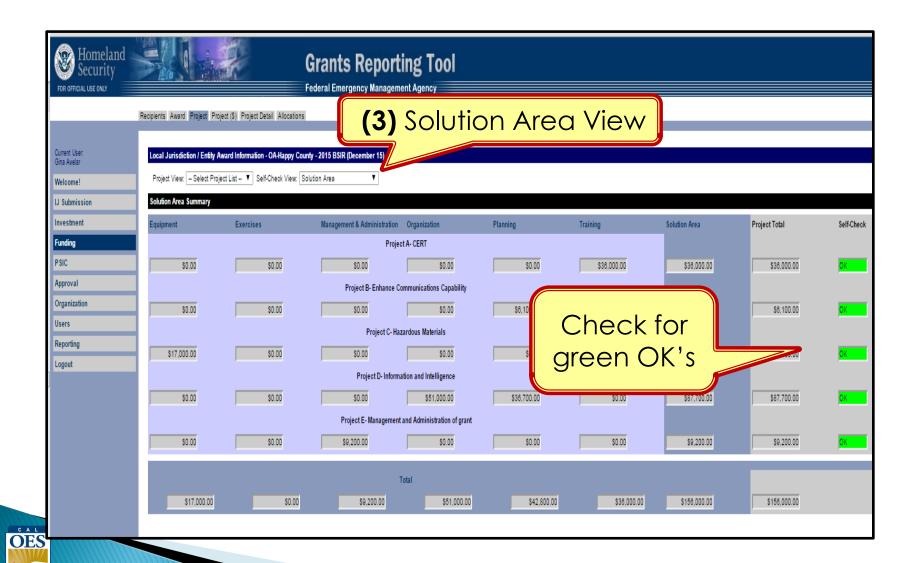
Self-Check #1 - Project List View



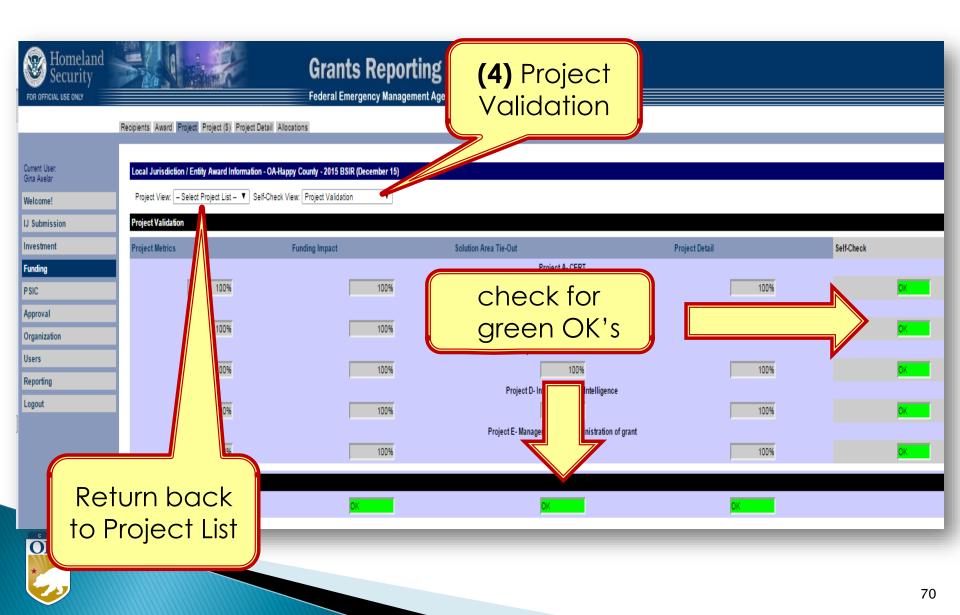
Self-Check #2 - Grant Program View



Self-Check #3 – Solution Area View

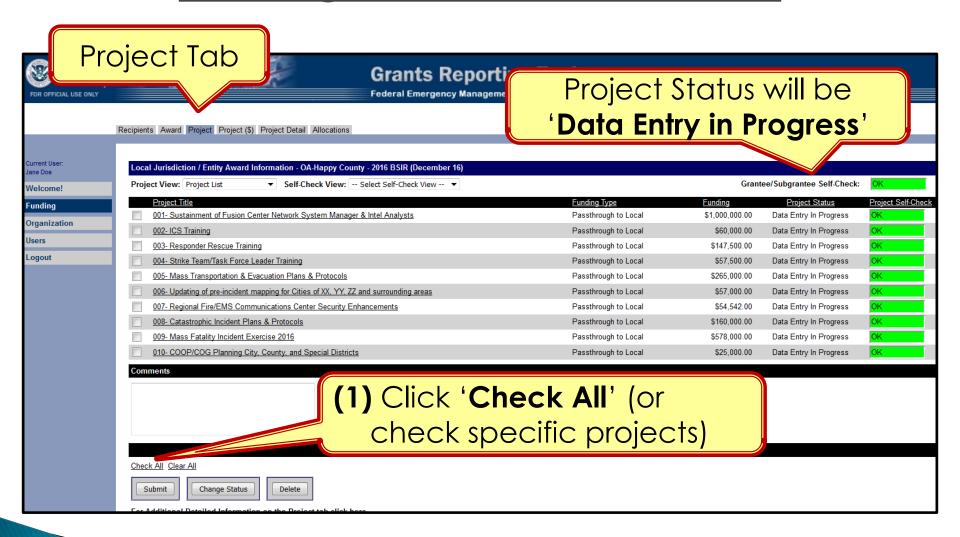


<u>Self-Check #4 – Project Validation View</u>

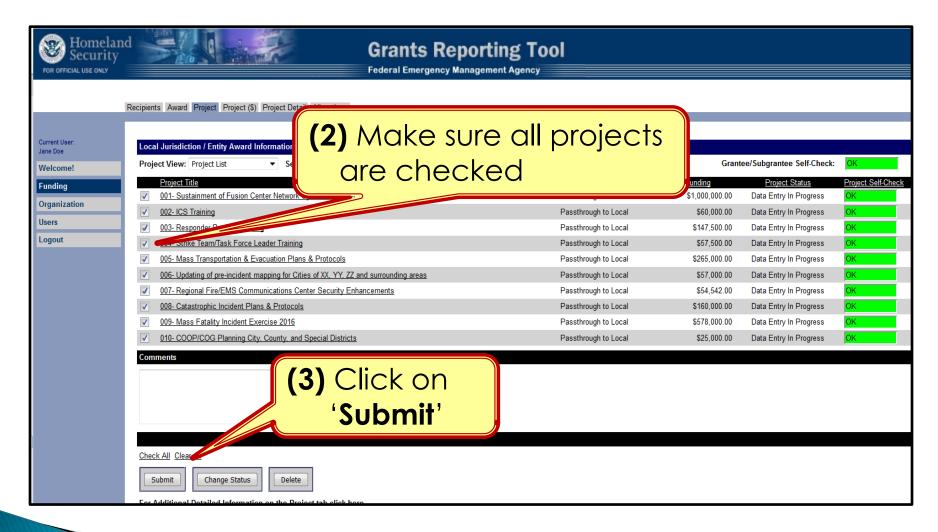


BSIR (2-STEPS) SUBMITTAL FOR EACH GRANT AWARD YEAR

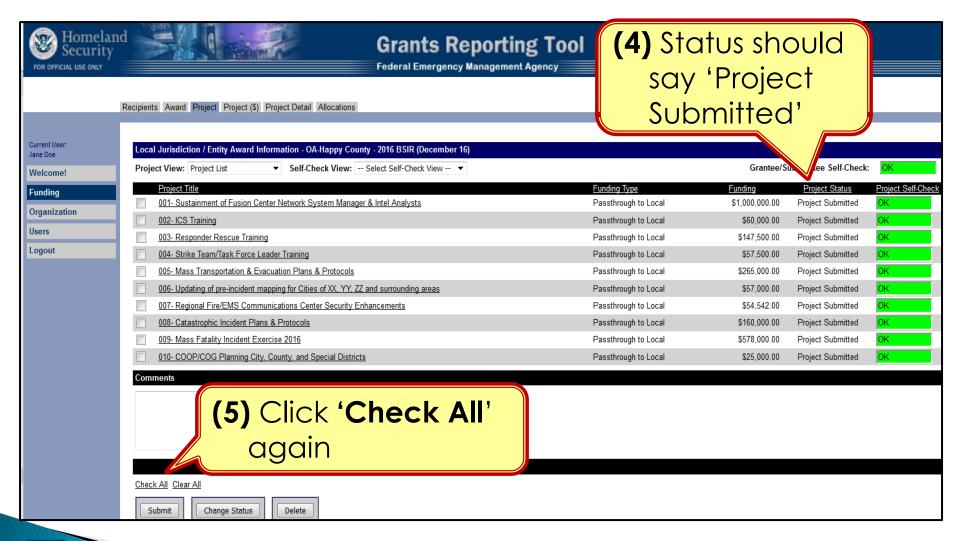




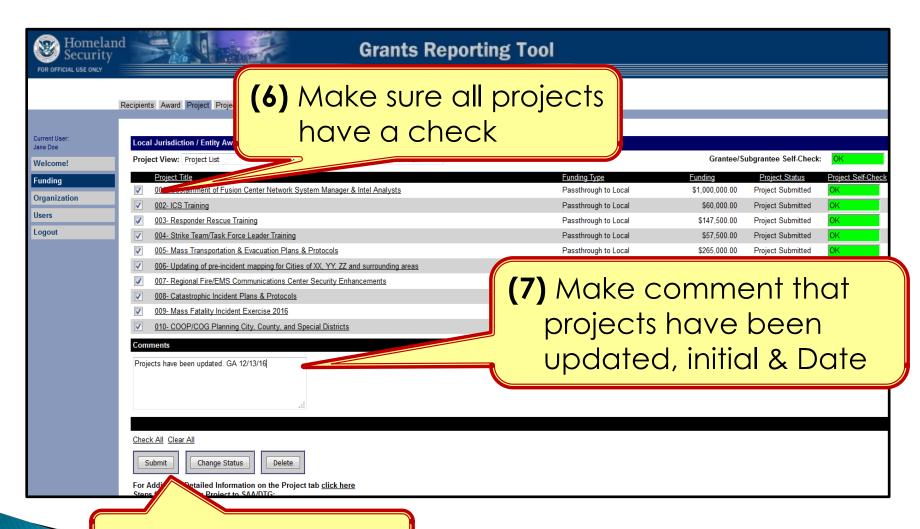






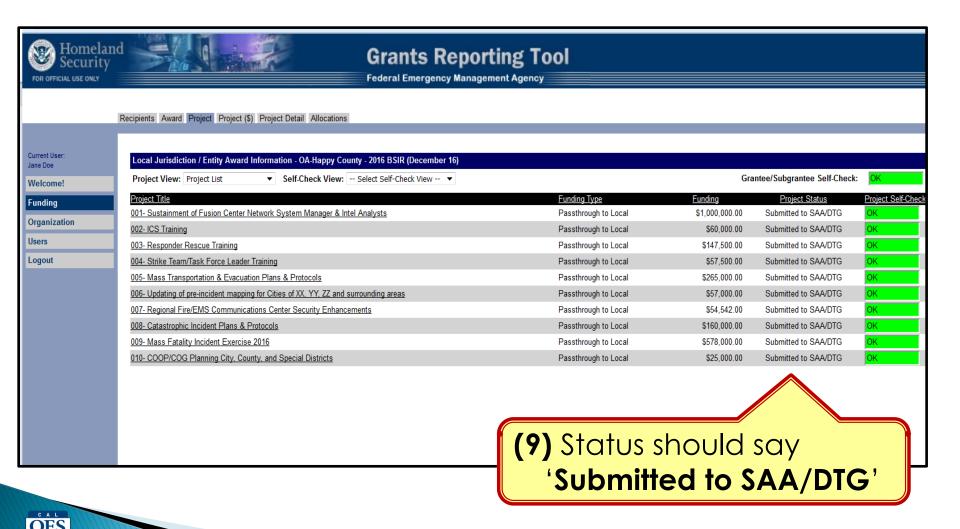








(8) Click on 'Submit'



Completing BSIR (7 Steps)

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



BSIR is due to Cal OES by COB





Questions?

Review December 2022 BSIR Training Material:

PowerPoints are posted on the Grants Processing page:
 https://www.caloes.ca.gov/office-of-the-director/policy-administration/finance-administration/grants-management/grants-processing/homeland-security-grants-processing/

Webinar #1 (Nonprofit)
 Thursday, December 8, 2022; 9:00 AM-11:00 AM

Webinar #2 (HSGP &EMPG) Thursday, December 8, 2022; 1:30 PM-3:30 PM

Webinar #3 (HSGP & EMPG) Tuesday, December 13, 2022; 9:00 AM-11:00 AM

Webinar #4 (Nonprofit) Tuesday, December 13, 2022; 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

