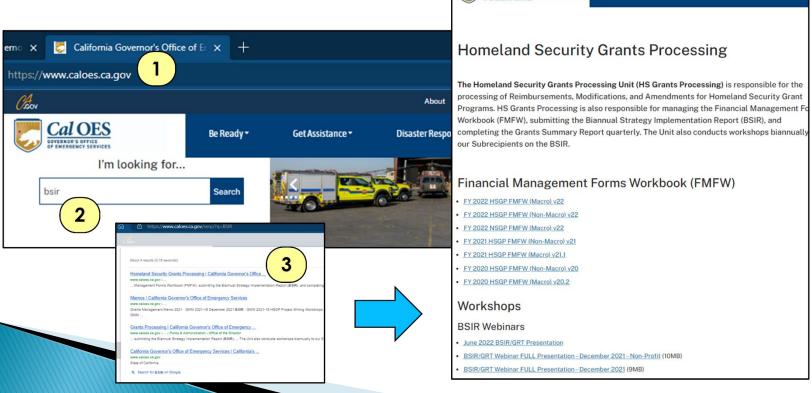


December 2024 BSIR Webinar



December 2024 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 2024 Biannual Strategy</u> <u>Implementation Report (BSIR)</u>

Webinar	Webinar						
Webinar #1 Wednesday, December 11, 2024 9:30 AM – 11:30 AM	Webinar #2 – Nonprofit Specific Wednesday, December 11, 2024 1:30 PM – 3:30 PM						
Call in: 415-906-4037 Conference ID: 296 268 64#	Call in: 415-906-4037 Conference ID: 812 553 763#						
Webinar #3 – Nonprofit Specific Tuesday, December 17, 2024 9:30 AM – 11:30 AM	Webinar #4 Tuesday, December 17, 2024 1:30 PM – 3:30 PM						
Call in: 415-906-4037 Conference ID: 839 300 613#	Call in: 415-906-4037 Conference ID: 482 252 353#						



Changes & Updates

- Nonprofit Subrecipients will report on Grants Awarded for FY 2020, FY 2021, FY 2022, and FY 2023.
- Subrecipients that have <u>not</u> submitted and/or received approval for their FY 2022 & FY 2023 Applicants need to work with their program representatives and enter information based on their FY 2022 & FY 2023 IJ submittal.
- FY 2024 will be reported and submitted into FEMA GO by Cal OES for December BSIR.
- Due to Cal OES: <u>COB Friday</u>, <u>January 10</u>, <u>2025</u>

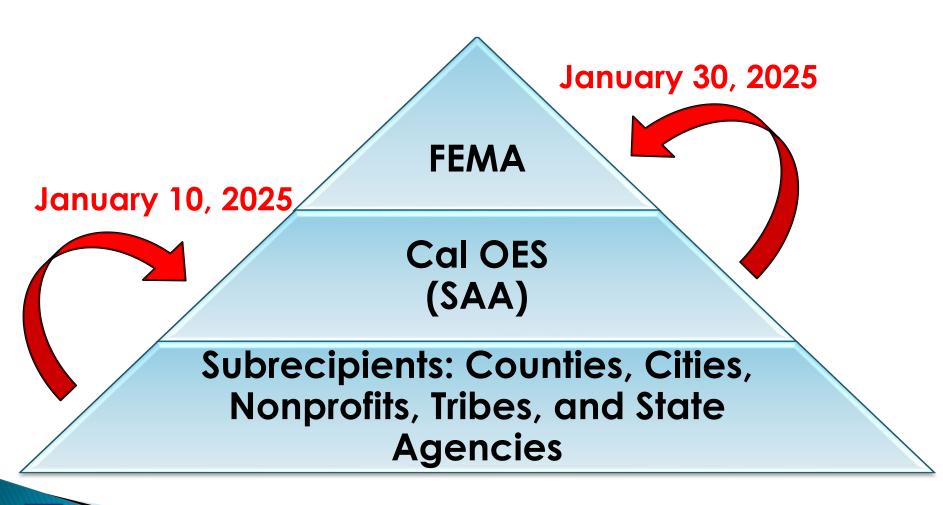
BSIR IS OPEN!

DON'T WAIT!

SUBMIT NOW!



BSIR Deadlines: December 2024 BSIR





Questions?



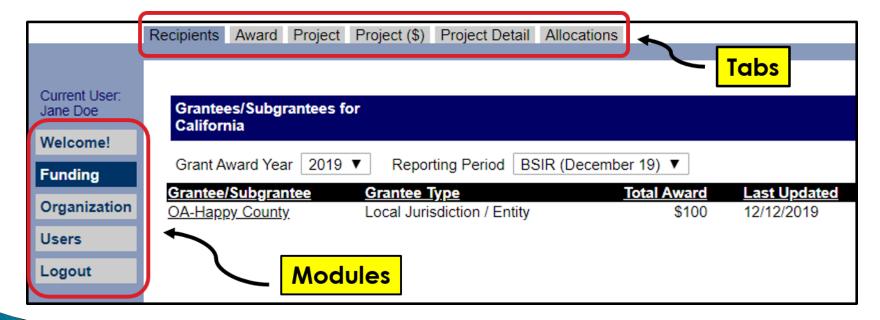
Webinar Content

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



Terminology

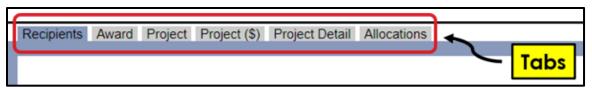
- BSIR Biannual Strategy Implementation Report
 - Progress report to account for grant funding
- GRT Grants Reporting Tool
 - Website used to report project information to FEMA





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



BSIR Overview

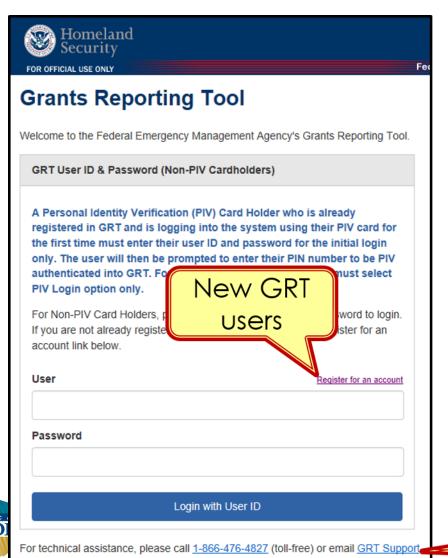
- BSIR Reporting cycle is every 6 months:
 - Winter BSIR: July 1 December 31
 - Summer BSIR: January 1 June 30
- Cal OES uses BSIR to meet reporting requirements identified by the DHS/FEMA
- Cal OES and FEMA uses the BSIR to determine feasibility and effectiveness of grant projects



GRT REGISTRATION



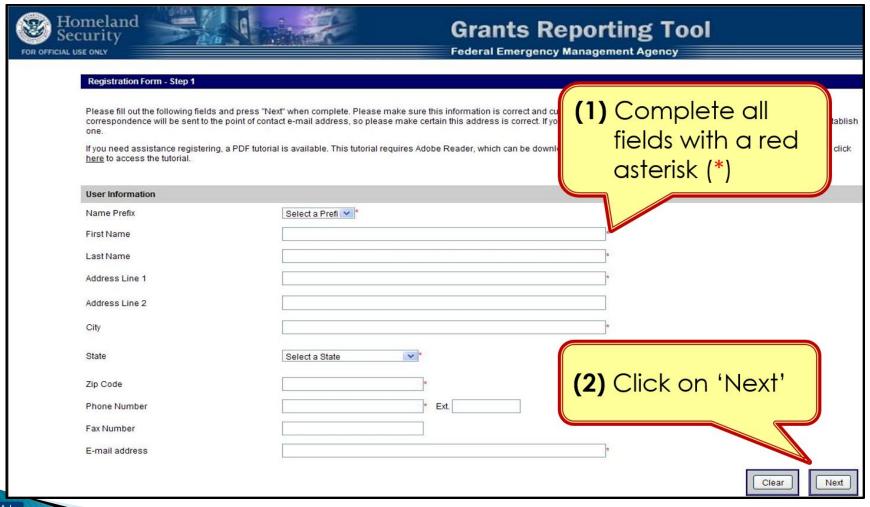
<u>GRT Homepage</u> – <u>www.reporting.odp.dhs.gov</u>



- 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

Registration Form – Step 1

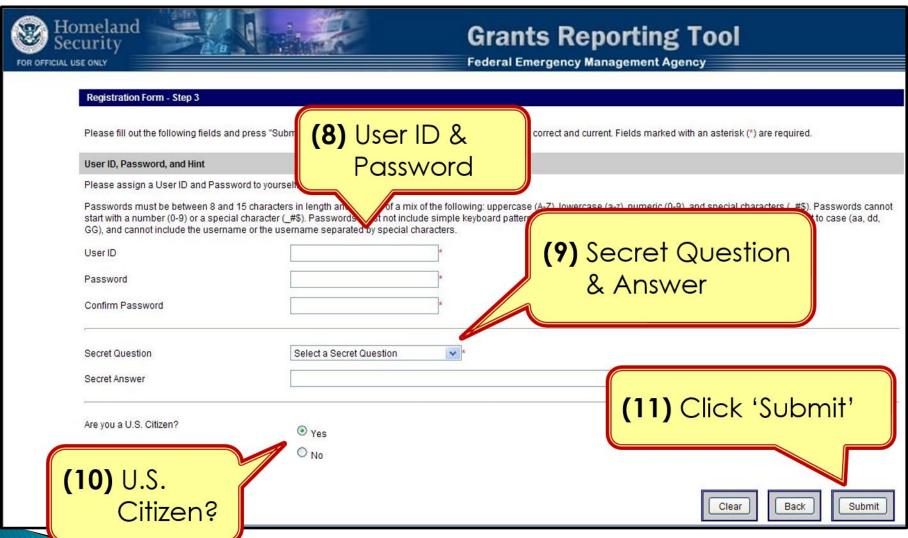




Registration Form – Step 2



Registration – Step 3



OES

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
 - 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
- 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

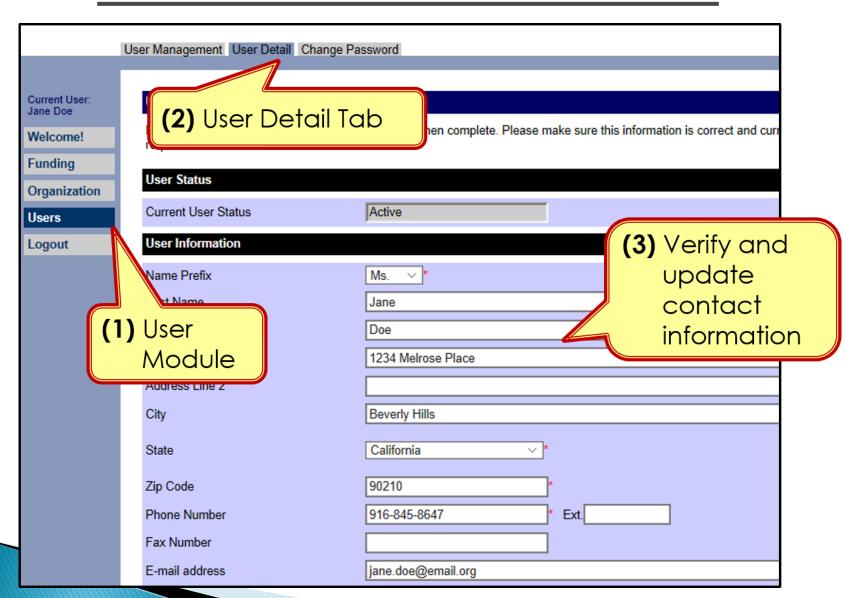


Welcome Page - Help References





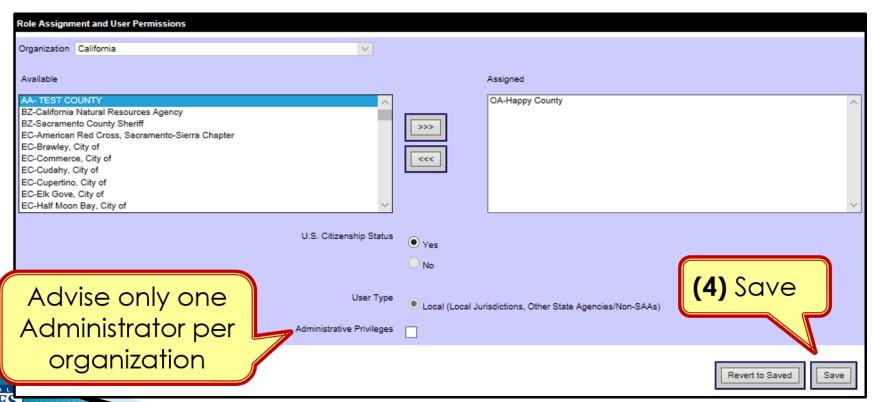
Users Module - User Detail Tab





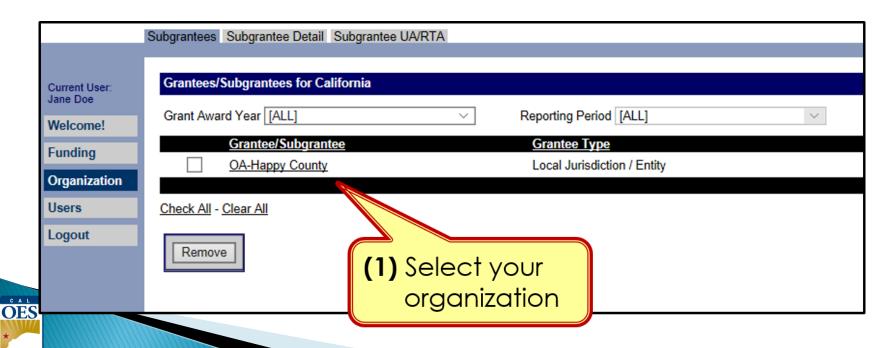
<u>Users Module - User Detail Tab</u>

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



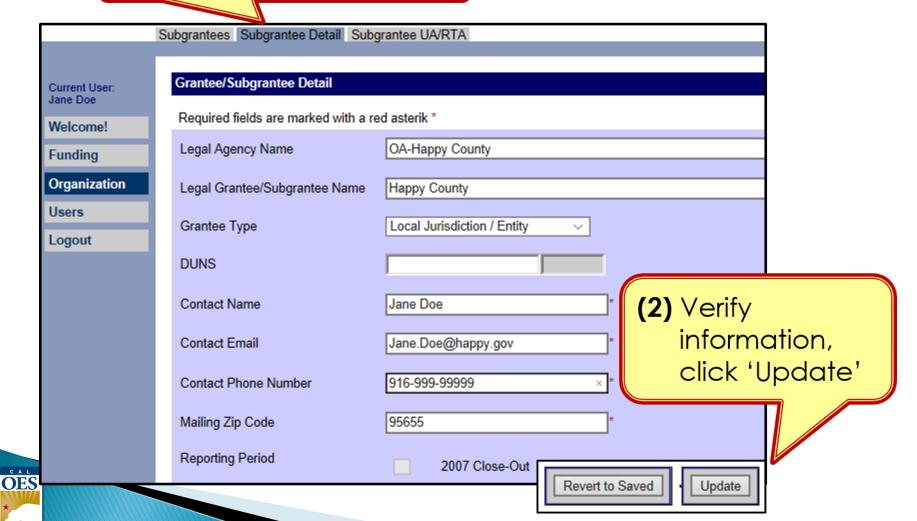
<u>Organization Module - Subgrantees Tab</u>

- 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



Questions?

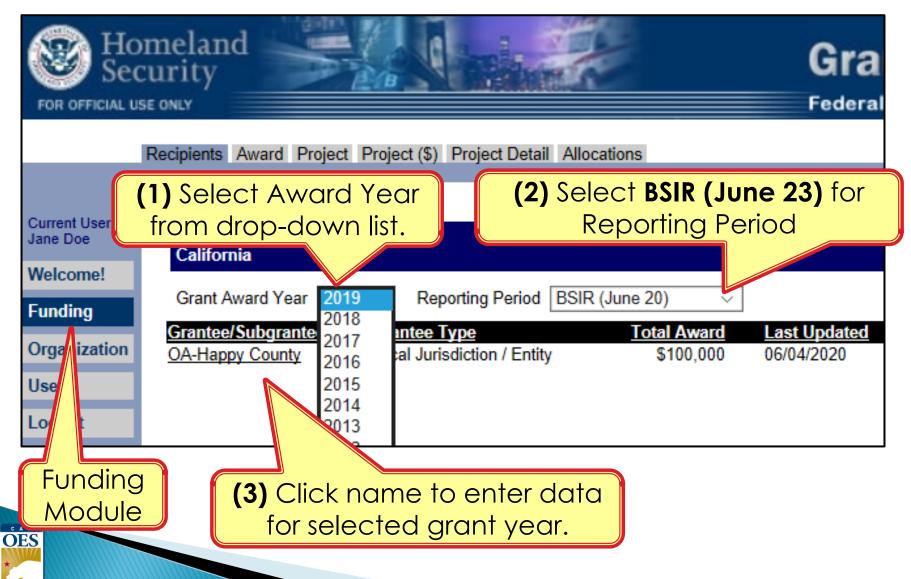


FUNDING MODULE: CREATING & UPDATING PROJECTS

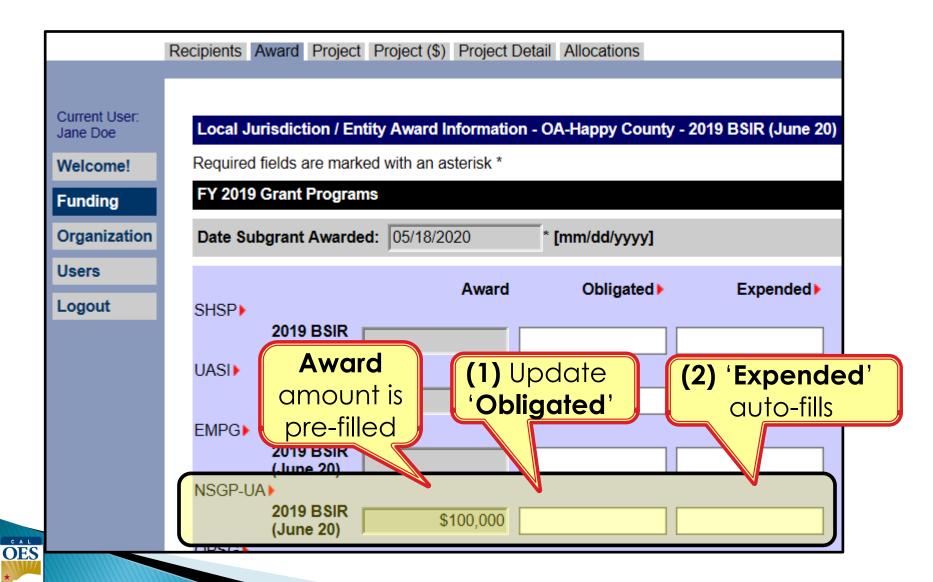
Live Demonstration



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



Funding Module - Award Tab



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

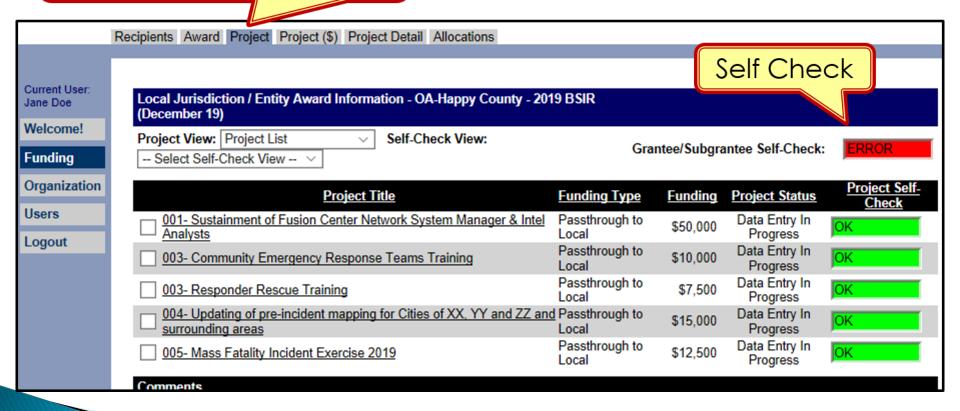
- Use recent FMFW to create/edit projects in GRT
- Project Ledger will have almost all the info needed
- SAA will adjust the award amount due to increased funding or disencumbered funds
- Report 2020, 2021, 2022, and 2023 activities for this reporting period.)
- Save frequently: 20 minute GRT time out

Happy County 200-00000 2019-0003 BLACK FONT RED STRIKETHRU (SELECTION) BLACK FONT RED STRIKETHRU (SELECTION) BLACK FONT RED STRIKETHRU RUF FONT			(SELECTION) BLUE FONT	ADD ROW		DRMULA RESET	NEW REQUEST		NEW DD ITEM	APP AE REIME RI		VANCE URSEMENT EQUEST	Ledger Type Date POP Start Date POP End Date Approval	Initial Application 12/04/2019 07/01/2019 06/30/2021 Initials / Date			
State Goals	Direct / Subawar	Project	Project Title	Project Description	Funding Source	Discipline T	Solution Area 🖵	Solution Area Sub-Category	Core Capabilities	Capability Building	Deployable / Shareable +	Total Budgeted Cost \$216.505	Previously Approved Amount	Amount This Reques	(Cal OES ONLY) Total Approved		12/9/2019 Remaining Post Balance Fig. 12/9/2019
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 for emergency planning and coordination among the Santa Barbara Operational Area entitles which includes. Citles, Special Districts, Volunteer Organizations, industry Group, and Tis-County Coordination.	EMPG	EMG	Organization	Staffing	Operational Coordination	Sustain	Both	205,680					\$205.680
Goal #6	Direct	В	A&M	Management & Administration for the EMPG grant.	EMPG	EMG	A&M	Grant Admin	Operational Coordination	Sustain	Both	10,825					\$10,825



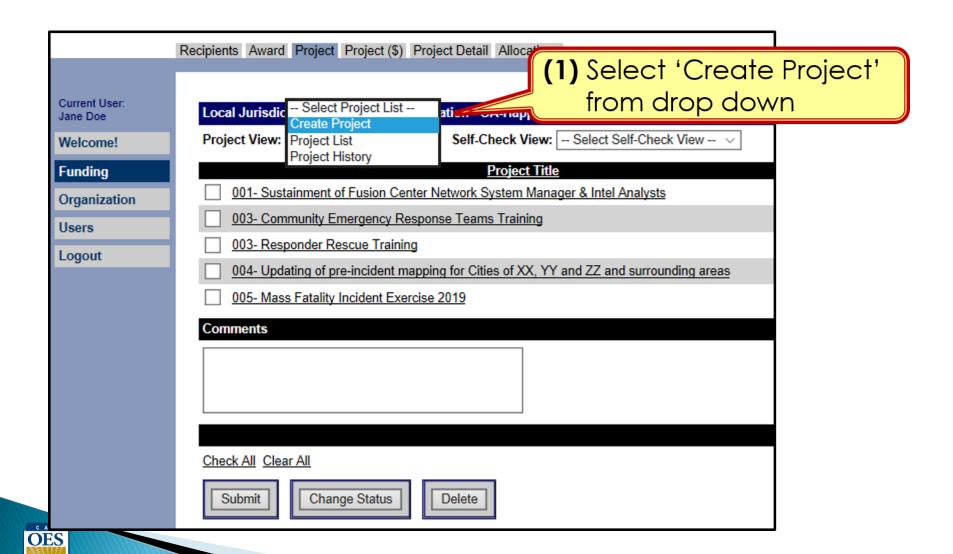
<u>Funding Module - Project Tab</u>

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



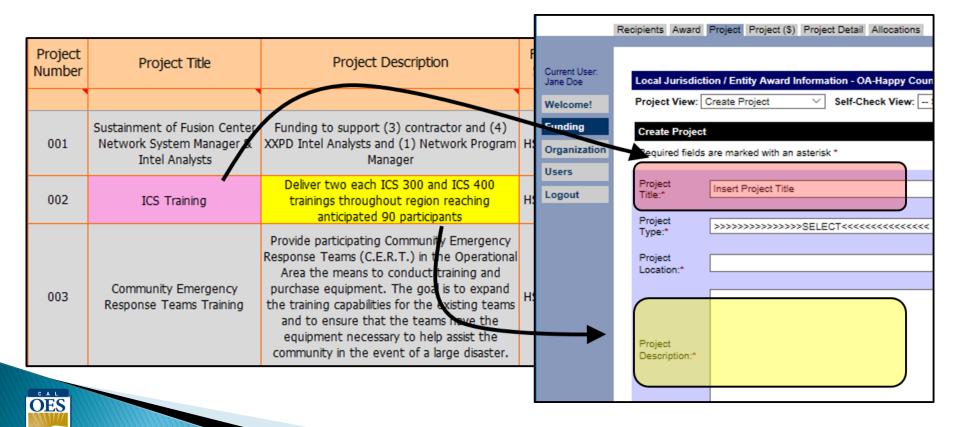


Funding Module - Project Tab (Create Project)

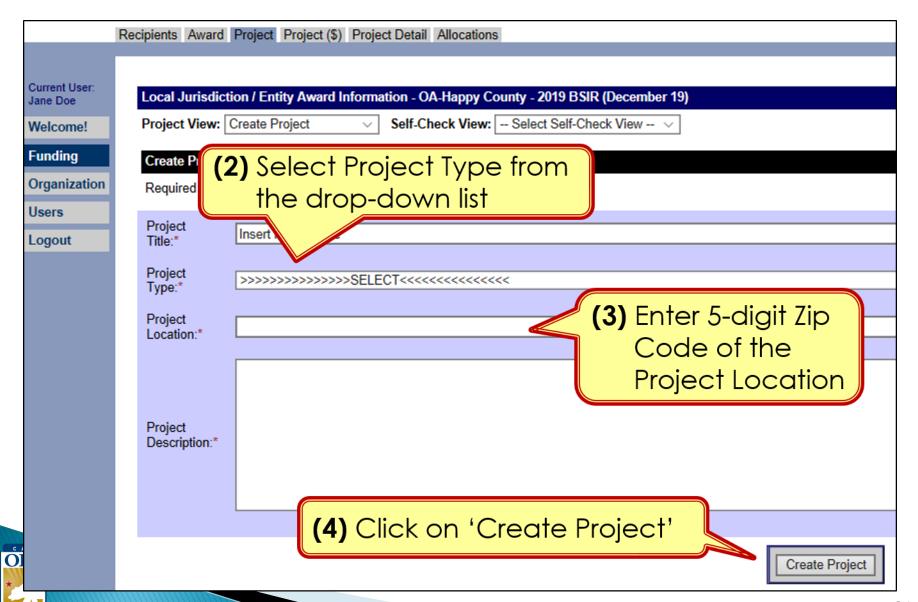


Funding Module: Project Tab (Create Project)

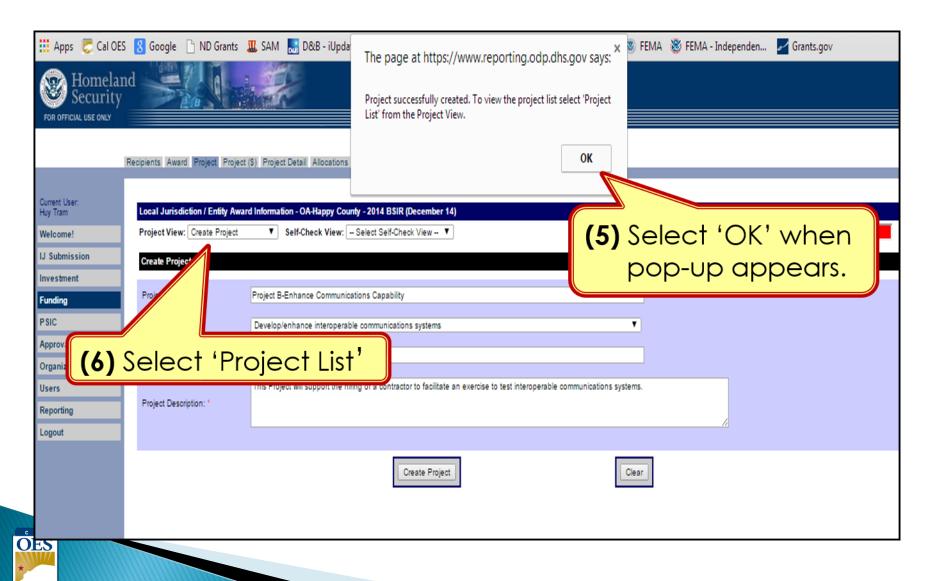
(1) Use <u>Project Ledger</u> to copy/ paste Project Title & Project Description



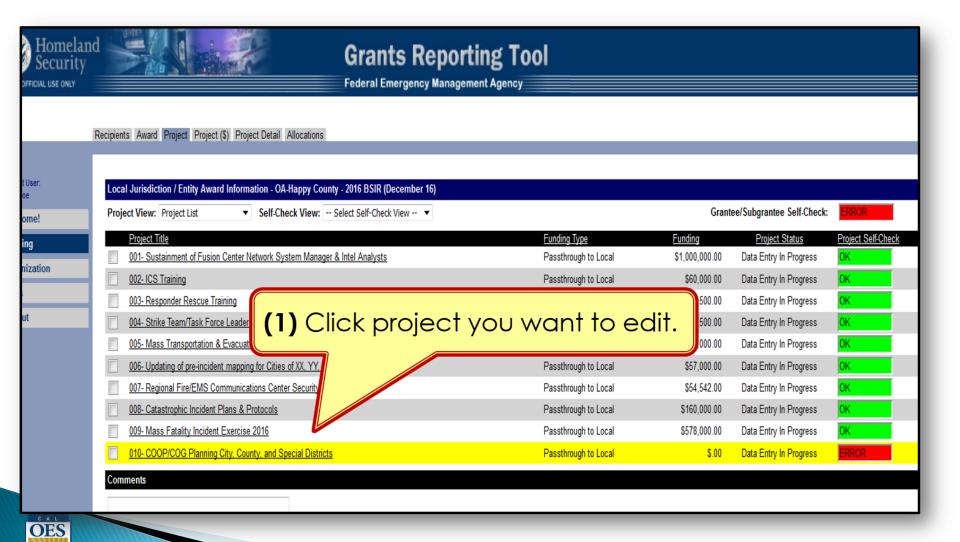
Funding Module: Project Tab (Create Project)



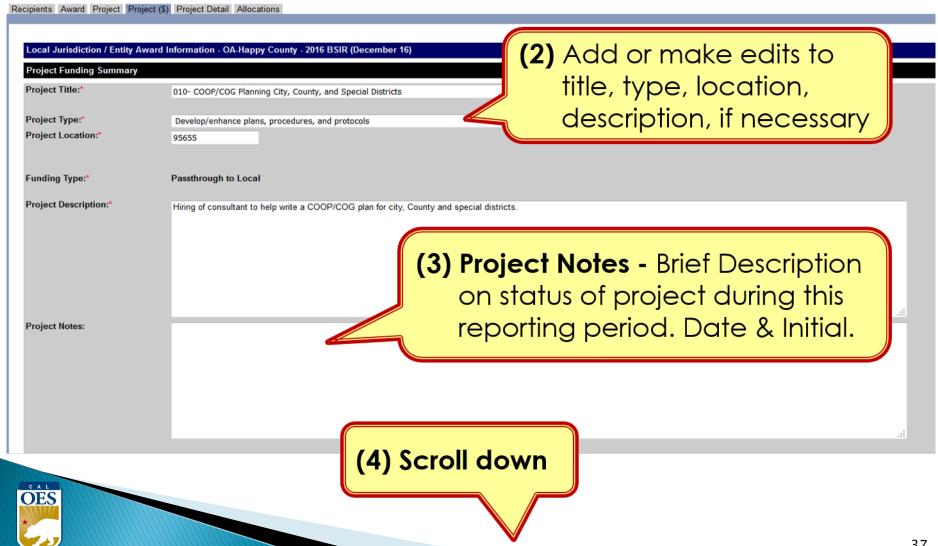
Funding Module: Project Tab (Create Project)



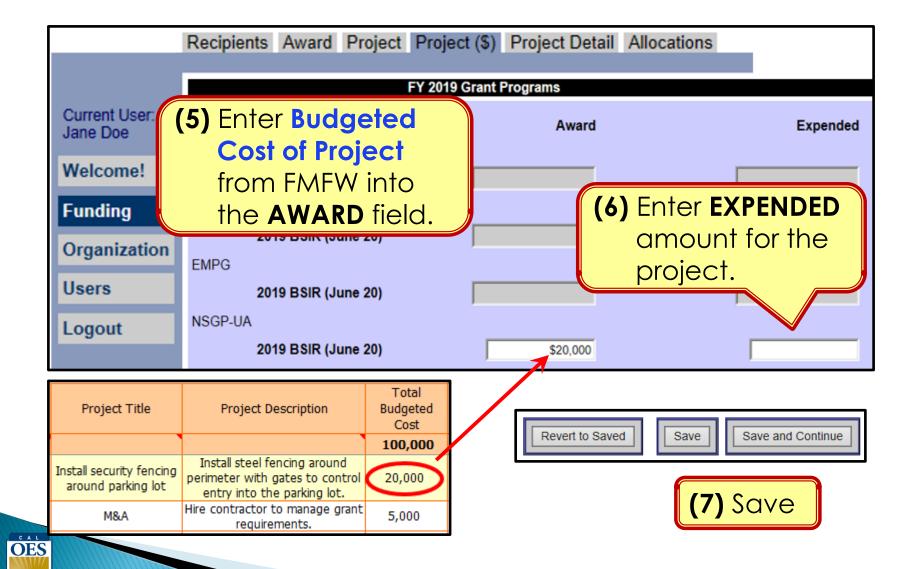
Funding Module: Project Tab (Update Project)



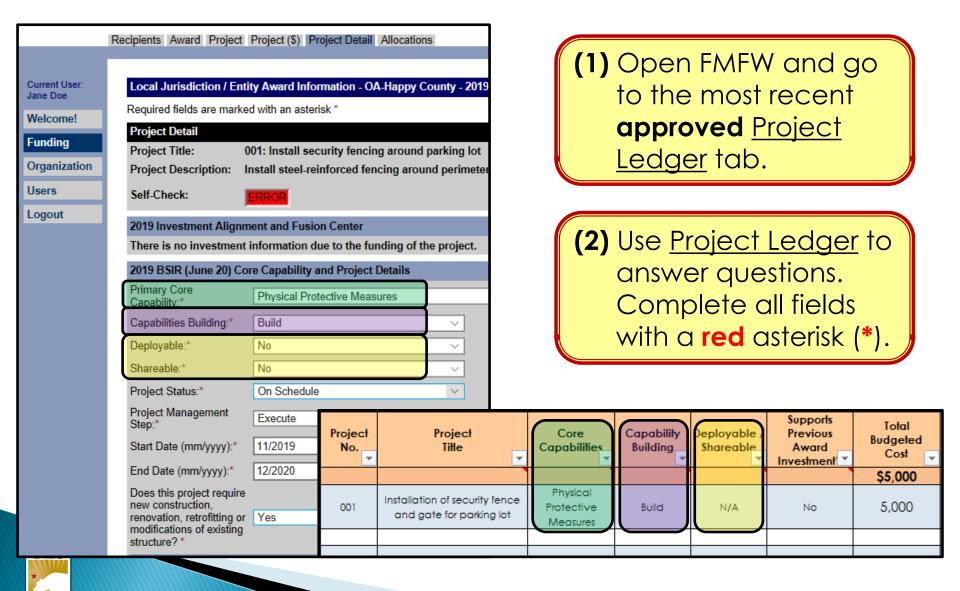
Funding Module: Project (\$) Tab (Update Project)



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

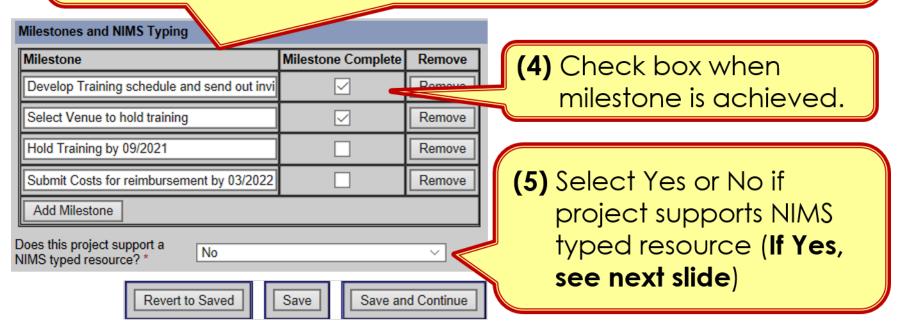


Funding Module: Project Detail Tab



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'



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?
 - 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

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

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

WHO

Project Description: The Church of Awesome will

WHAT

install security fencing and equipment around the

WHERE

perimeter of the Day School in Summer 2023; FY 22

funds for this equipment will enhance the security

capability for students and staff.



Example of SUFFICIENT Milestones

- 1. Create Exercise Plan by October 2025
- 2. Complete EHP and submit to Cal OES by November 2025

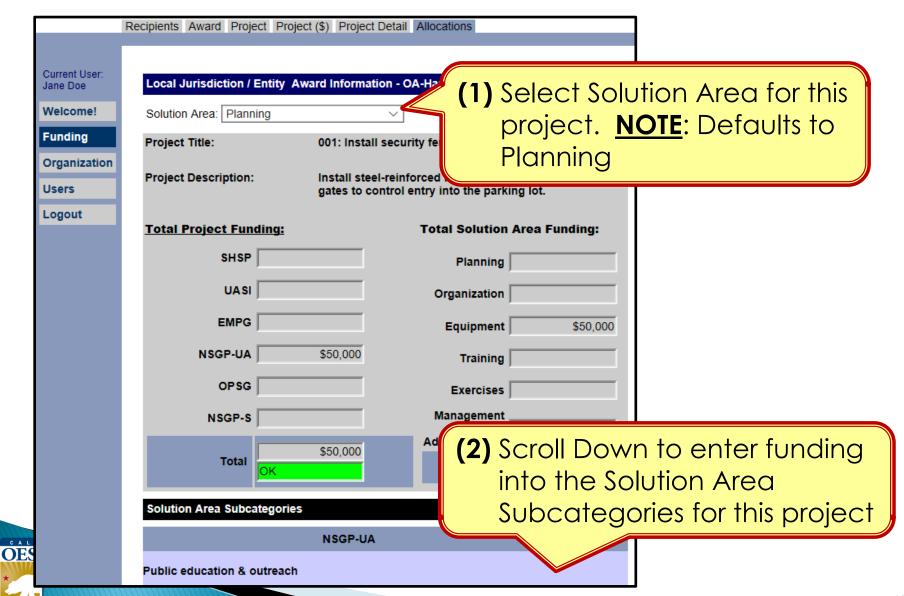
3. Conduct Exercise by January 2026

4. Prepare/submit After Action Report by March 2026

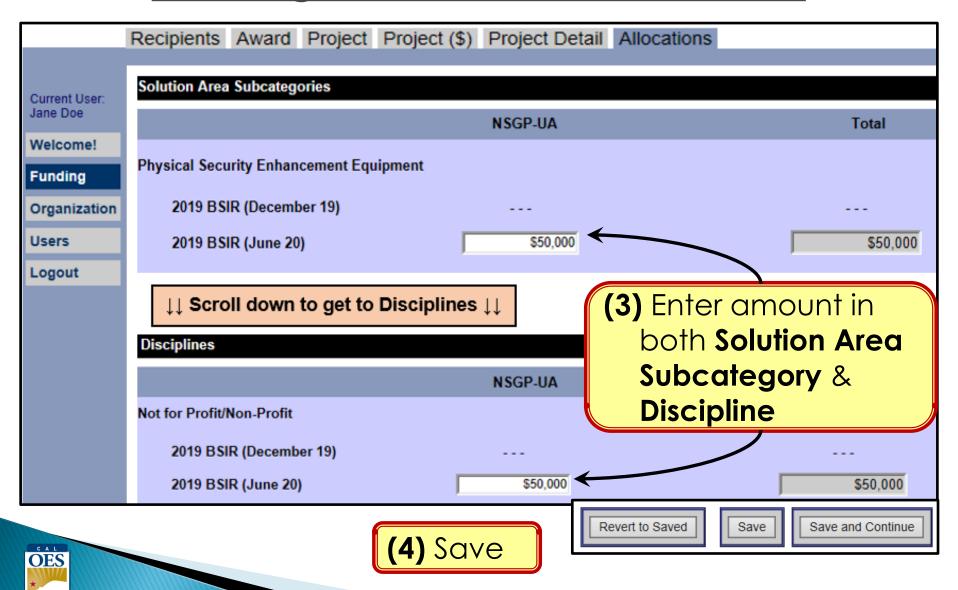




Funding Module: Allocation Tab



Funding Module: Allocation Tab



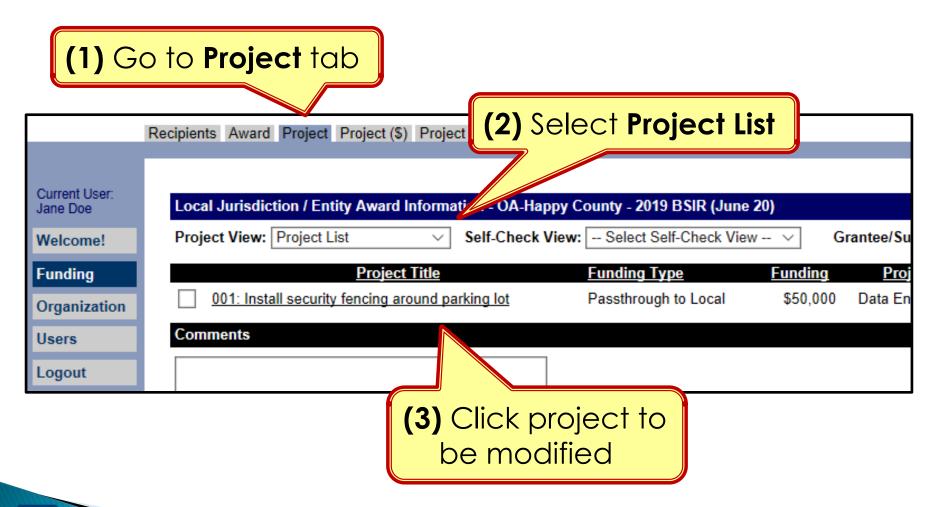
Questions?



Modifying Projects Live Demonstration

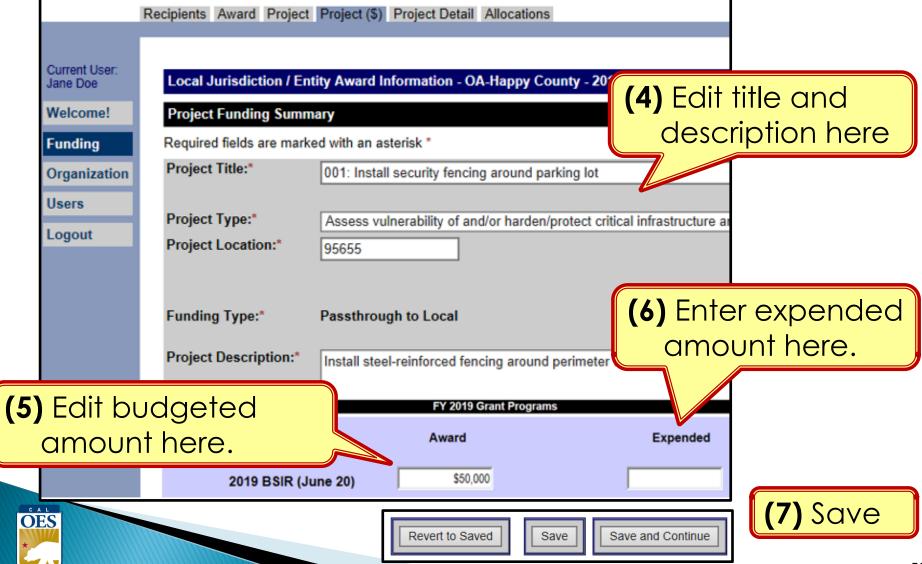


<u>Funding Module – Modifying a Project</u>

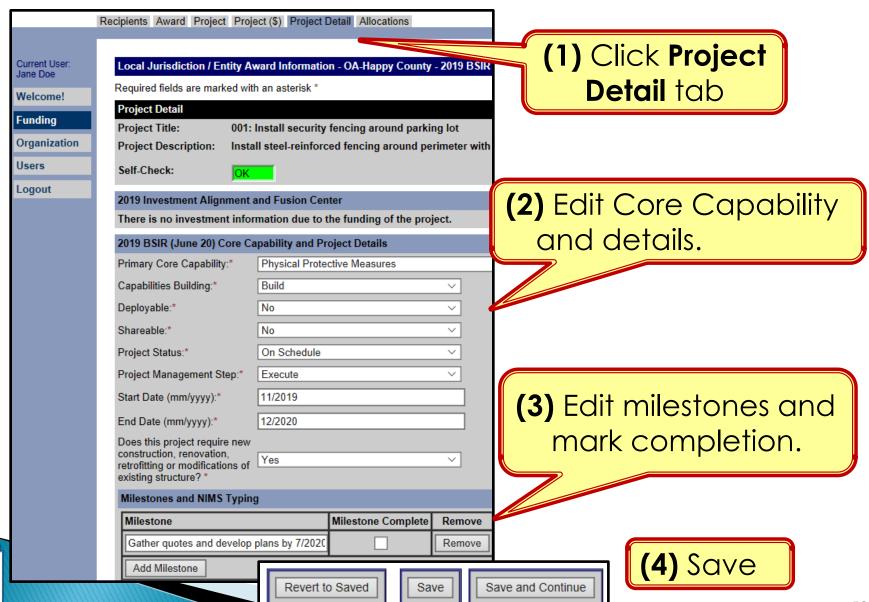




Funding Module - Modifying a Project

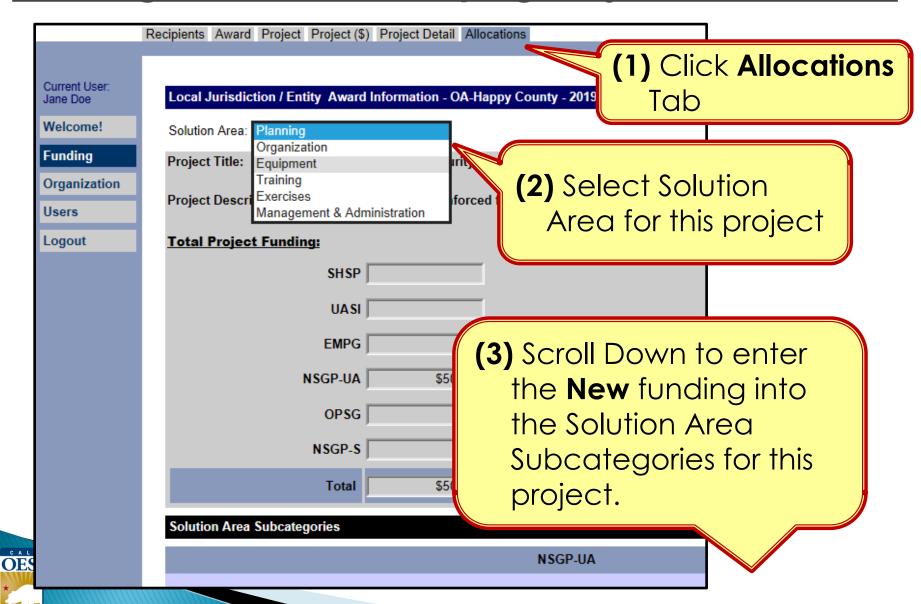


Funding Module - Modifying Project Details

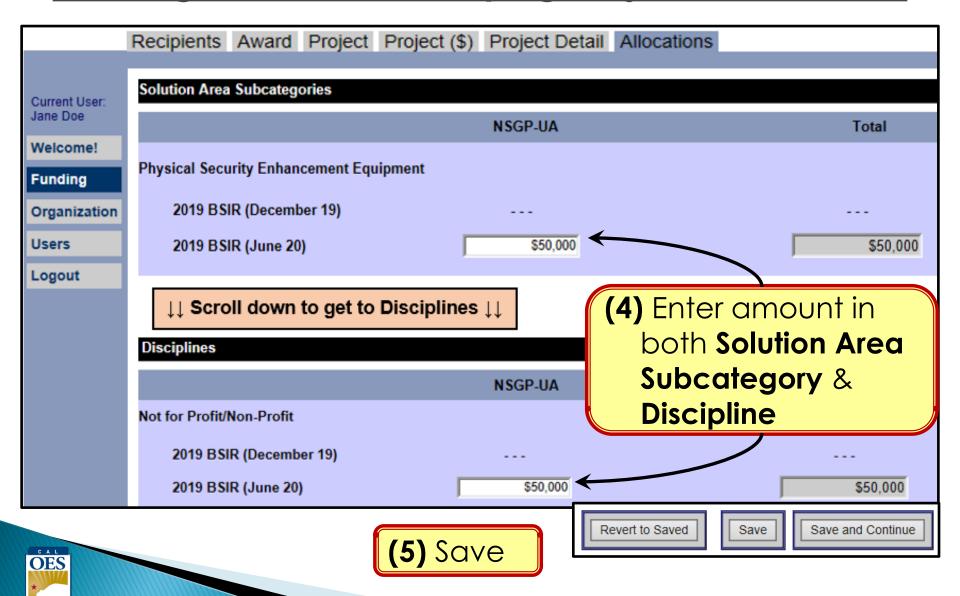


OES

Funding Module - Modifying Project Allocations



Funding Module - Modifying Project Allocations

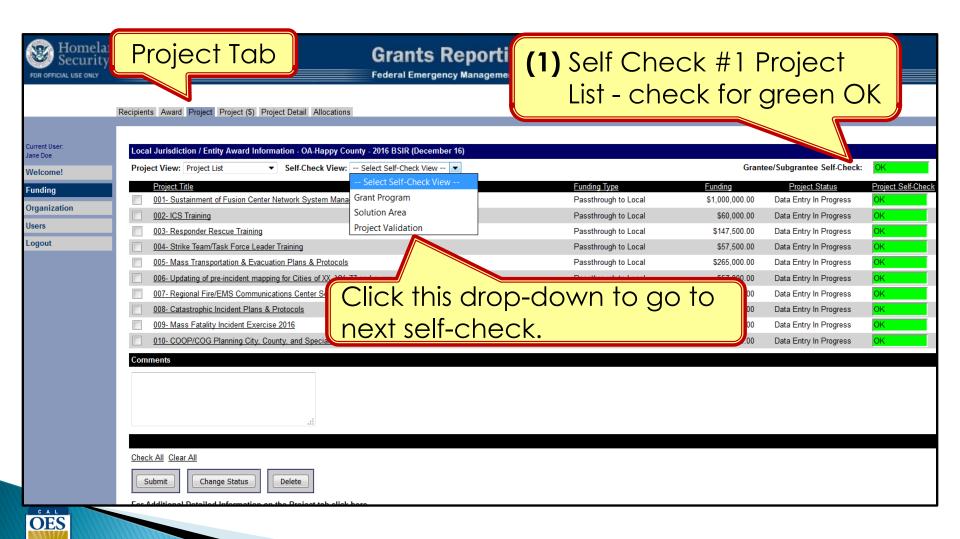


FOUR GRT SELF-CHECKS

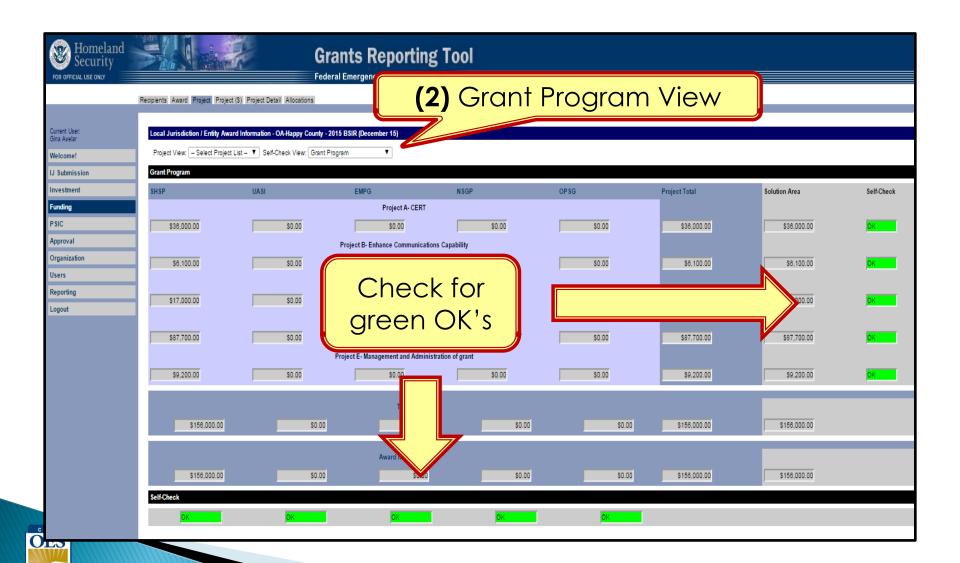
Live Demonstration



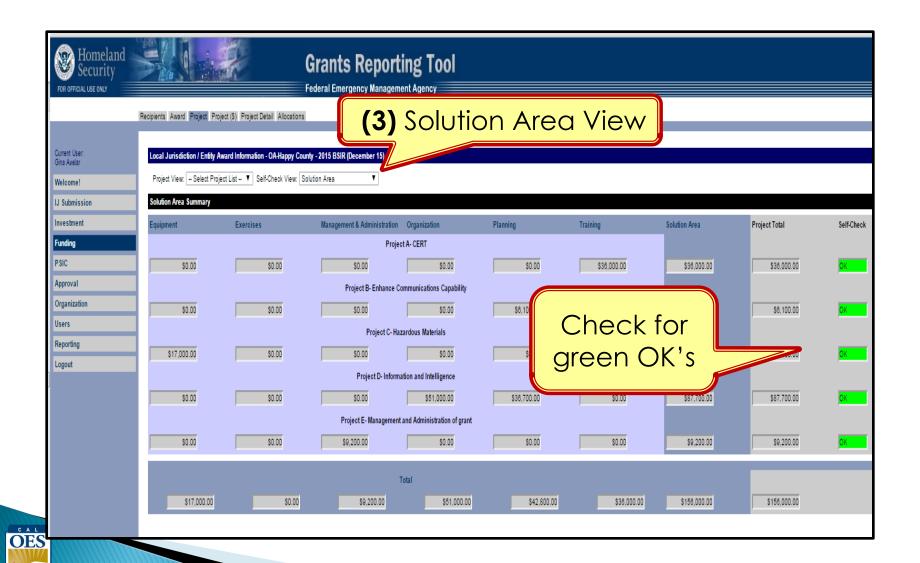
Self-Check #1 - Project List View



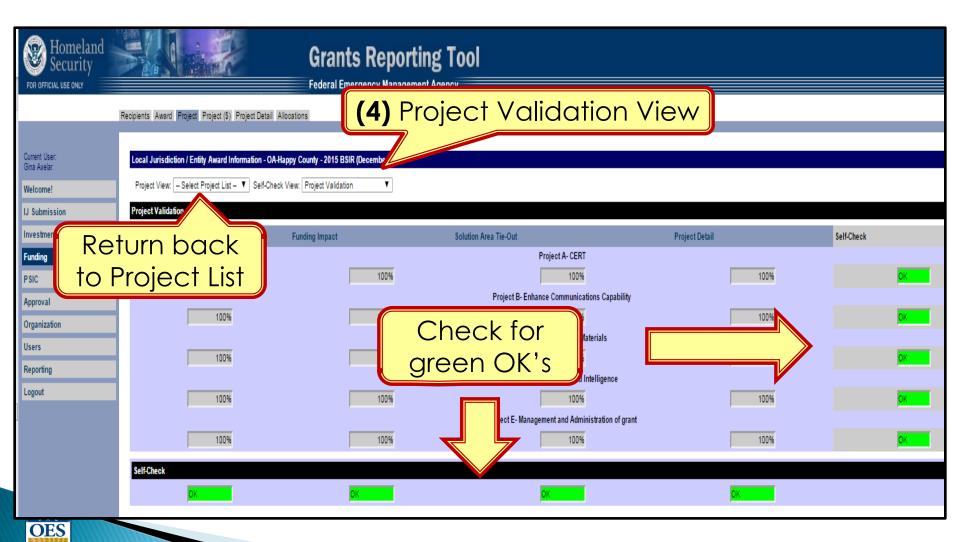
Self-Check #2 - Grant Program View



Self-Check #3 – Solution Area View

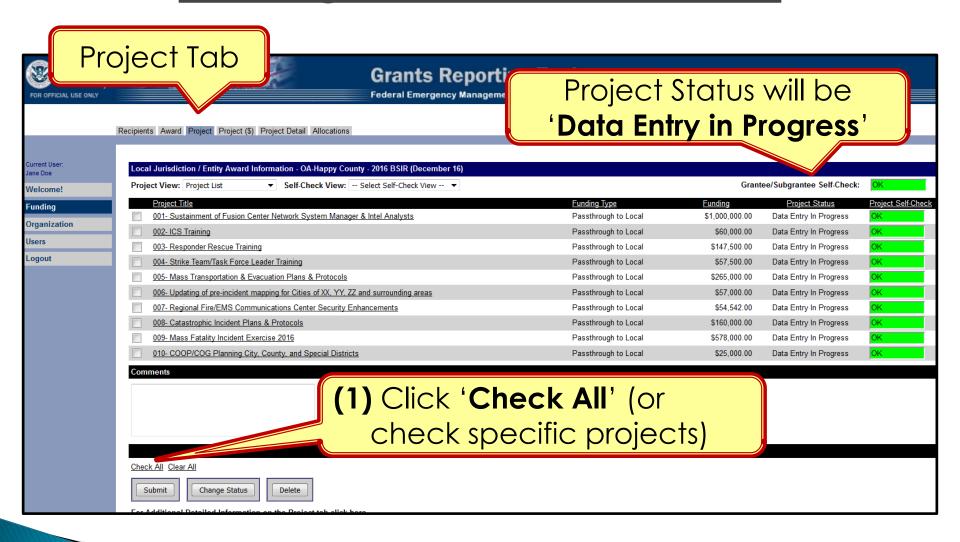


<u>Self-Check #4 – Project Validation View</u>

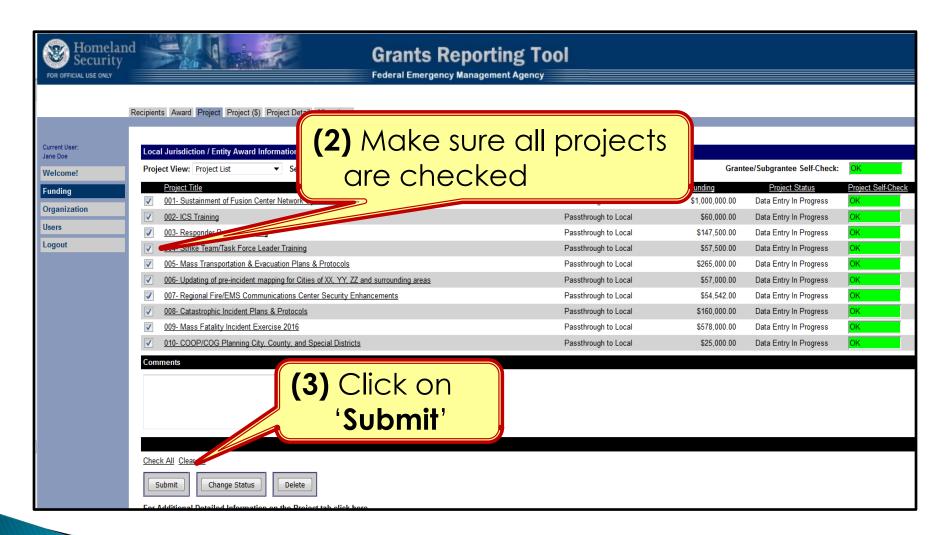


BSIR (2-STEPS) SUBMITTAL FOR EACH GRANT AWARD YEAR

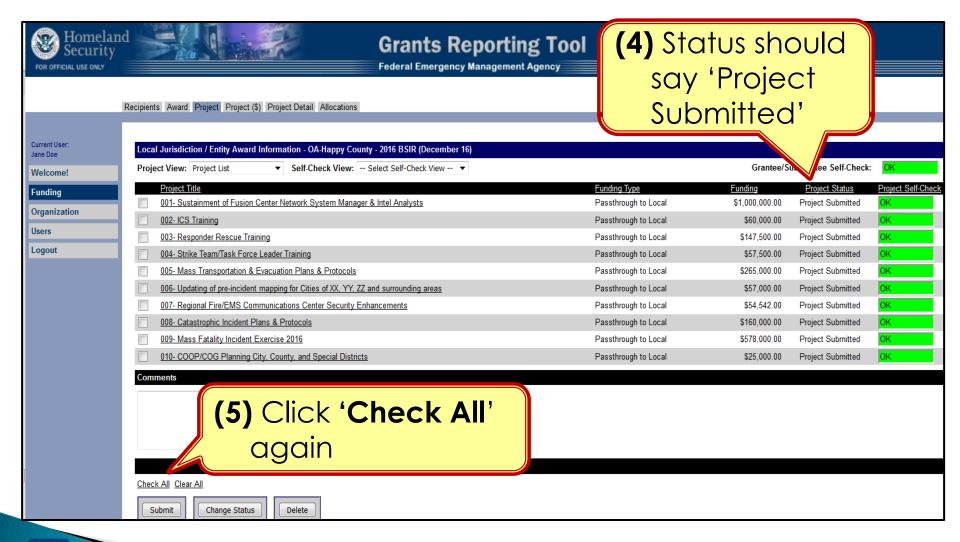




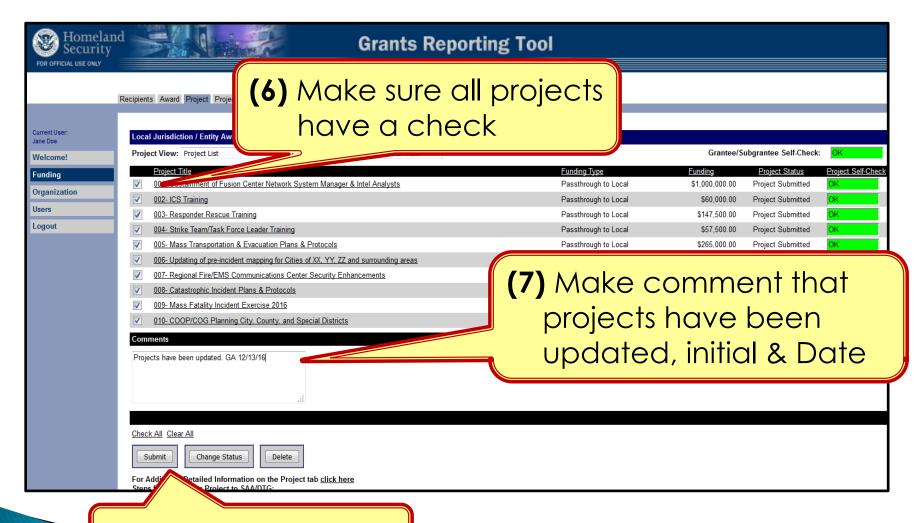






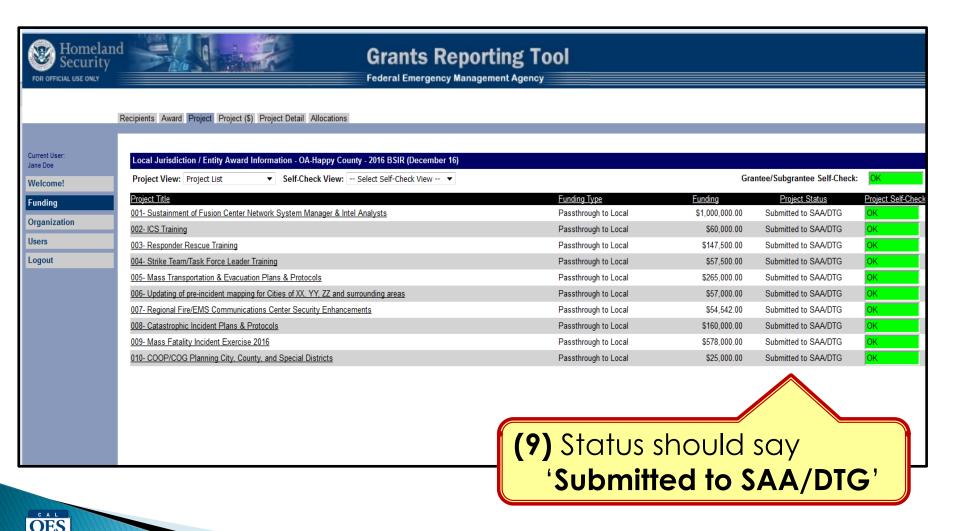








(8) Click on 'Submit'



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 2024 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 (HSGP & EMPG)	Wednesday, December 11, 2024; 9:30 AM-11:30 AM

Webinar #2 (Nonprofit)
 Wednesday, December 11, 2024; 1:30 PM-3:30 PM

Webinar #3 (Nonprofit) Tuesday, December 17, 2024; 9:30 AM-11:30 AM

Webinar #4 (HSGP & EMPG) Tuesday, December 17, 2024; 1:30 PM-3:30 PM

Contact your Grants Analyst

Shared E-mail <u>Nonprofit.Security.Grant@caloes.ca.gov</u>

Contact Homeland Security & Emergency Management Grants Processing Unit

Shared E-mail
 HSEM_GP@caloes.ca.gov

