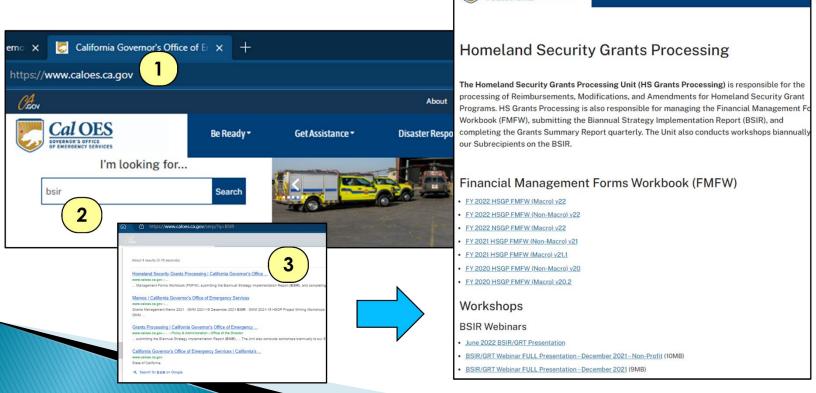


December 2024 BSIR Webinar

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
 - 2. 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: 306 530 449#	Call in: 415-906-4037 Conference ID: 436 484 274#						
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: 261 185 826#	Call in: 415-906-4037 Conference ID: 920 140 477#						



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

Grant Years you are responsible for:

	FY 2020	FY 2021	FY 2022	FY 2023		
EMPG			\checkmark	✓		
HSGP	✓	✓	✓	✓ ✓		
NSGP	✓	✓	✓			

- EMPG Subrecipients will report on Grants Awarded for FY 2022 and FY 2023 funding.
- HSGP & NSGP Subrecipients will report on Grants Awarded for FY 2020, FY 2021, FY 2022, and FY 2023 funding.
- FY 2024 will be reported and submitted into FEMA GO by Cal OES for December BSIR.

BSIR IS OPEN!

DON'T WAIT!

SUBMIT NOW!



Updates: All Grants (2 of 2)

Due to Cal OES:

COB Friday, January 10, 2025

BSIR IS OPEN!

DON'T WAIT!

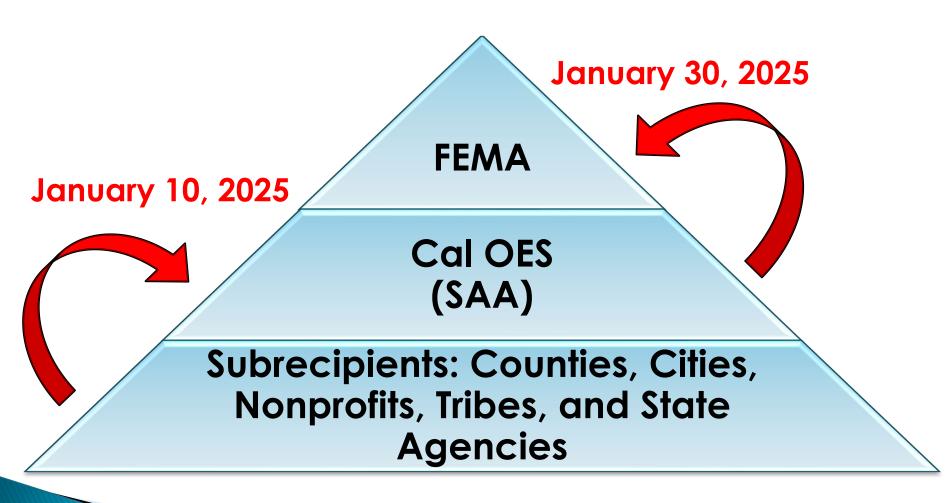
SUBMIT NOW!

<u>Updates: HSGP National Priorities</u>

- 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



BSIR Deadlines: Winter 2024 BSIR





Questions?



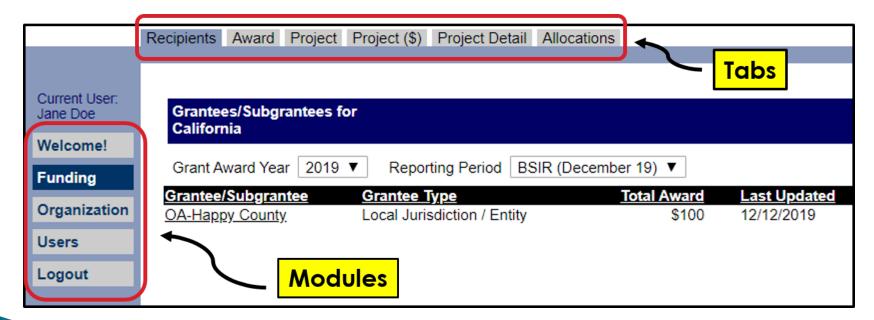
Webinar Content

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



<u>Terminology</u>

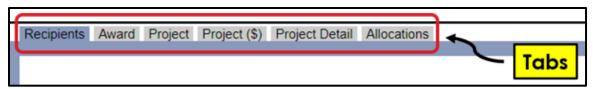
- BSIR Biannual Strategy Implementation Report
 - Progress report to account for grant funding
- GRT Grants Reporting Tool
 - Website used to report project information to FEMA





<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 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 use the BSIR to determine feasibility and effectiveness of grant projects



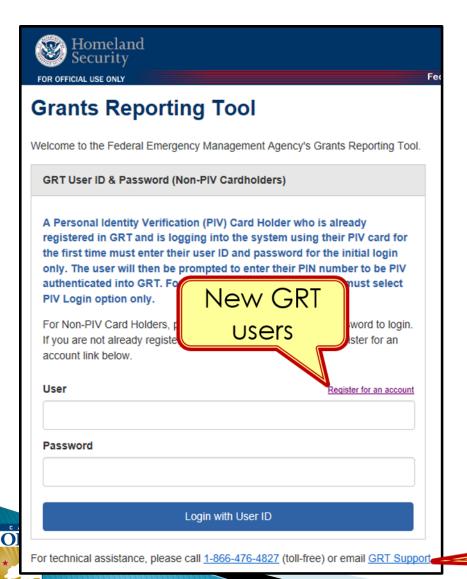
Questions?



GRT REGISTRATION



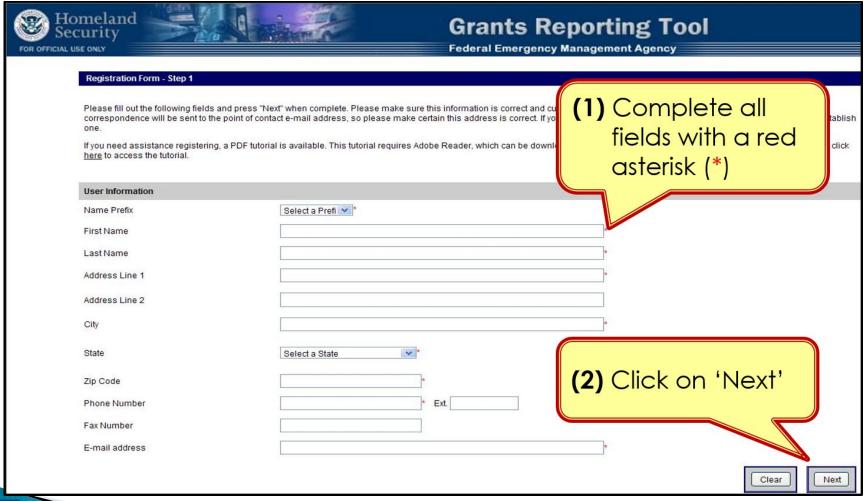
<u>GRT Homepage</u> – <u>www.reporting.odp.dhs.gov</u>



- 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>

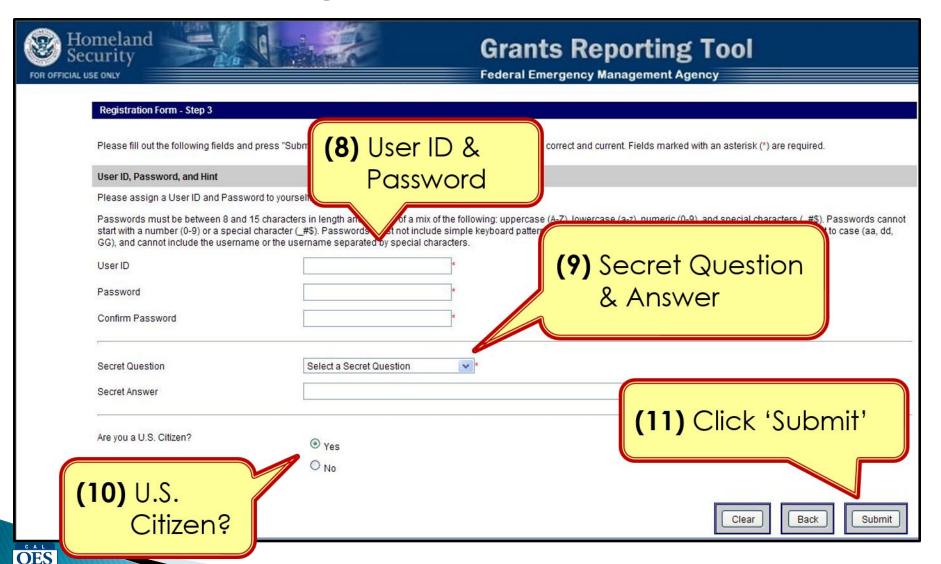




<u>Registration Form – Step 2</u>



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

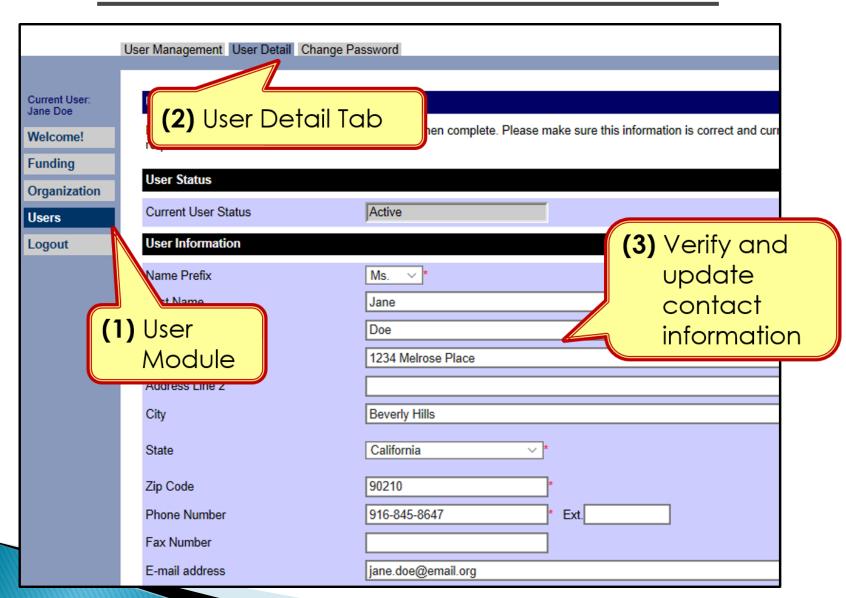


Welcome Page - Help References





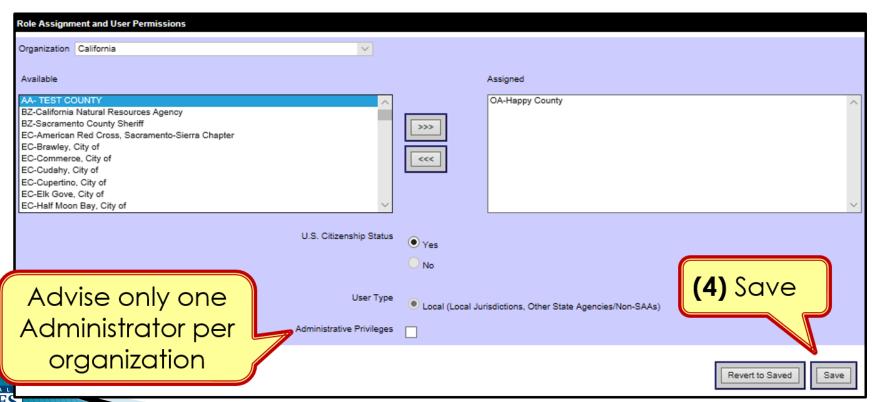
Users Module - User Detail Tab





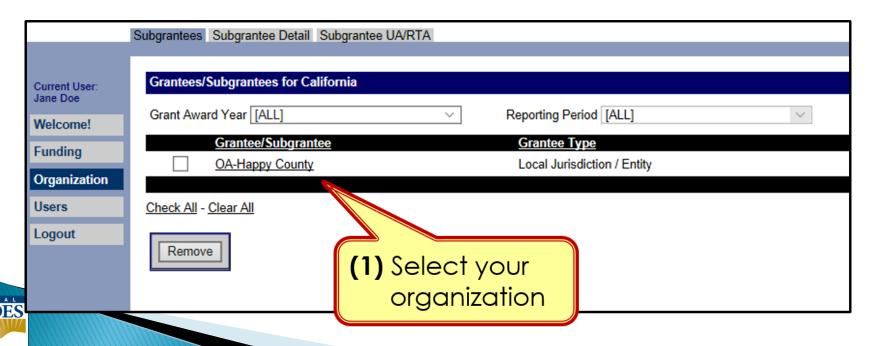
<u>Users Module - User Detail Tab</u>

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



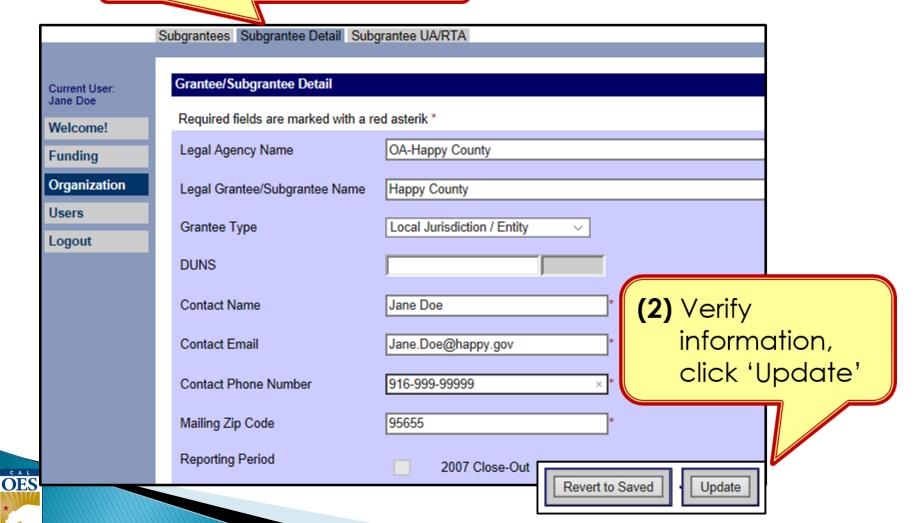
Organization Module - Subgrantees Tab

- 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



Questions?

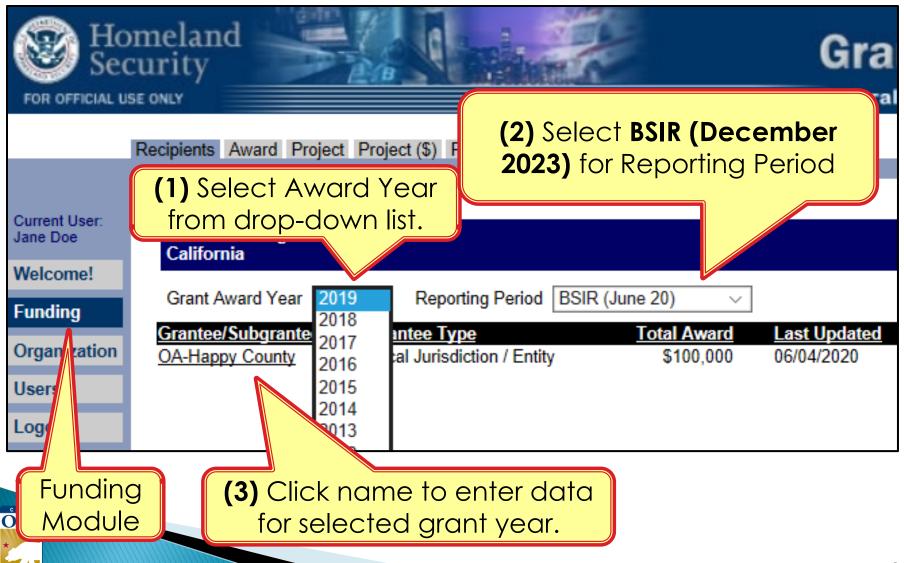


FUNDING MODULE: CREATING & UPDATING PROJECTS

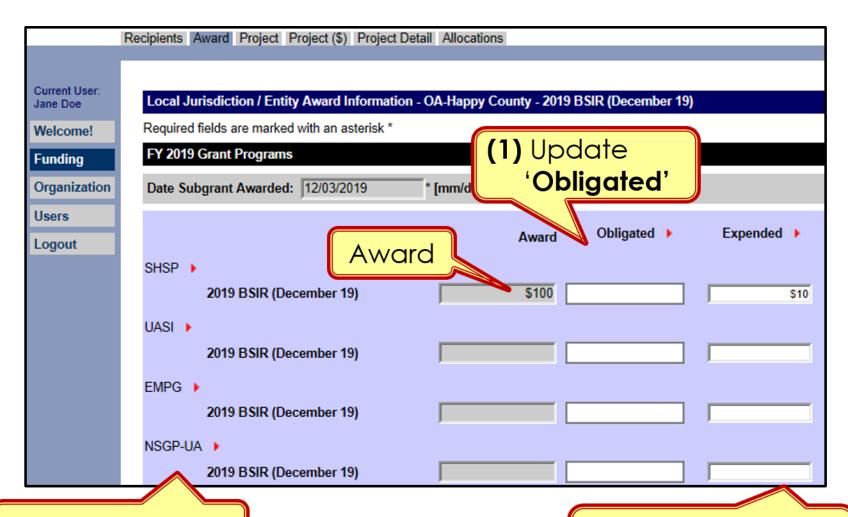
Live Demonstration



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



Funding Module - Award Tab



Grant Programs

O

(2) Expended: auto-populates

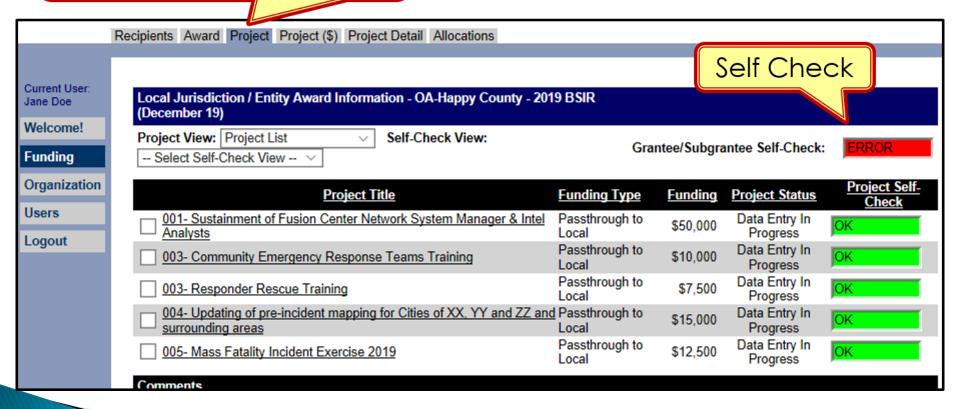
<u>Funding Module - Project Tab</u>

- 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, 2020, 2021, 2022, 2023 this reporting period.

Happy County 000-00000 0019-0003 BIACK FORT RED STRIKETHRU BLUE FORT							FORMULA RESET					APP	NITIAL LICATION VANCE	Ledger Type Date POP Start Date	Initial Application 12/04/2019 07/01/2019		
(SELECTION) (SELECTION) (SELECTION)		(SELECTION) BLUE FONT (ROW)	ADD DELETE ROW				NEW NE		NEW DD ITEM	REQUEST MODIFICATION		EQUEST	POP End Date Approval (Cal OES ONLY)	06/30/2021 Initials / Date 12/9/2019			
State Goals	Direct / Subawar	Project	Project Tille	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	Total Approved	Expenditures To Date	Remaining P
												\$216,505					\$216,505
Goal #6	Direct	А	Op Area Coordination	Stalling costs for al-hazarda emergency management operation and other day- to-day activities in support of emergency management. Country OEM is responsible for emergency planning and coordination among the Santa Barbara Operational lade an entitle switch include: Cities, Special Districts. Volunteer Organizations, industry Group, and Tir- Country Coordination.	EMPG	EMG	Organization	Staffing	Operational Coordination	Sustain	Both	205,680					\$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

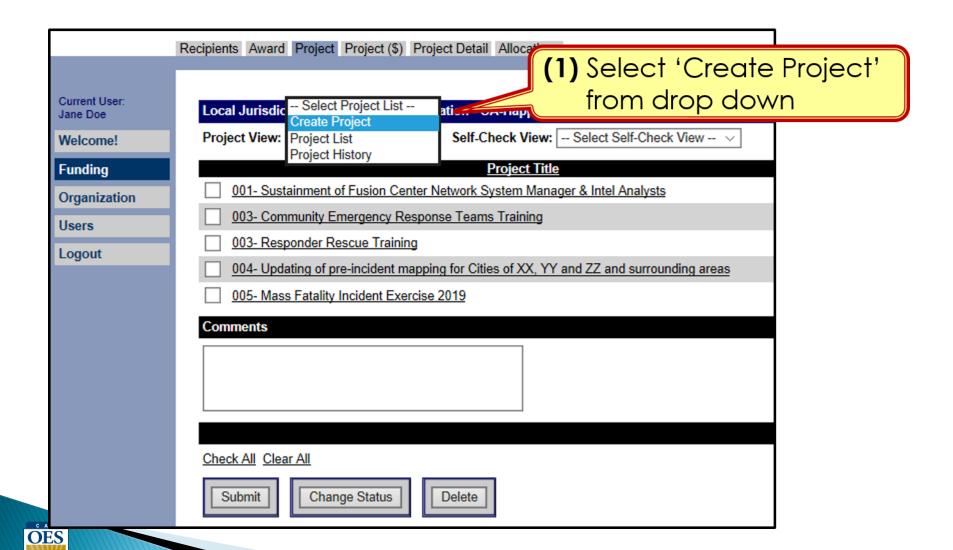
<u>Funding Module - Project Tab</u>

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



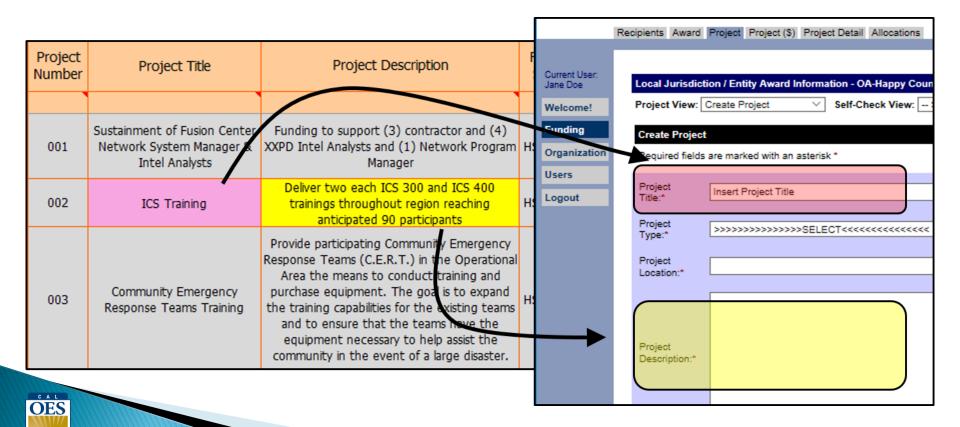


<u>Funding Module - Project Tab (Create Project)</u>

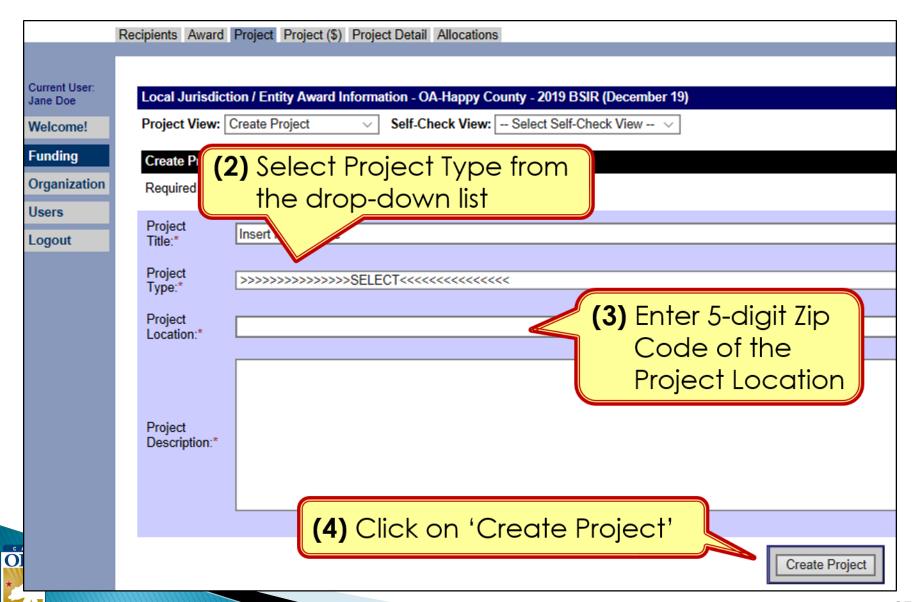


Funding Module: Project Tab (Create Project)

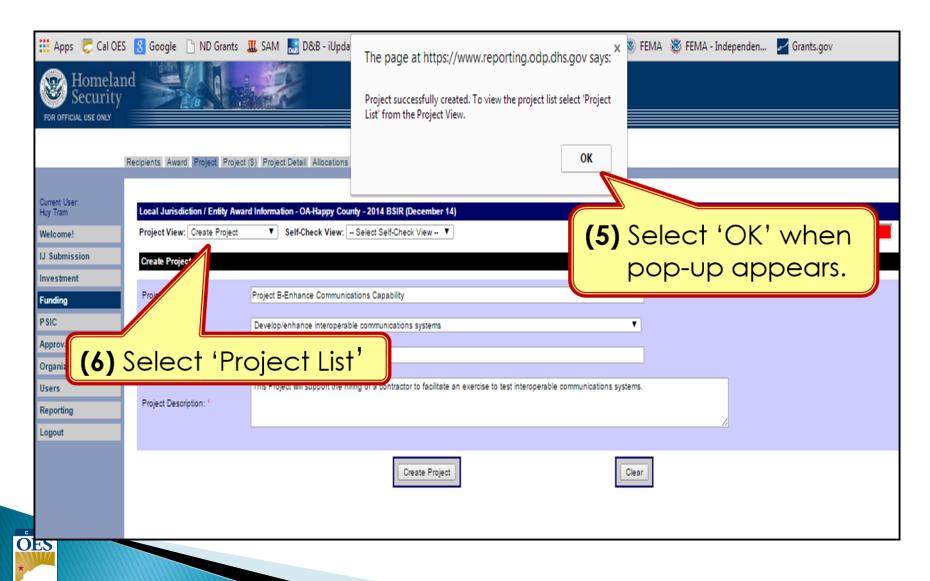
(1) Use <u>Project Ledger</u> to copy/ paste Project Title & Project Description



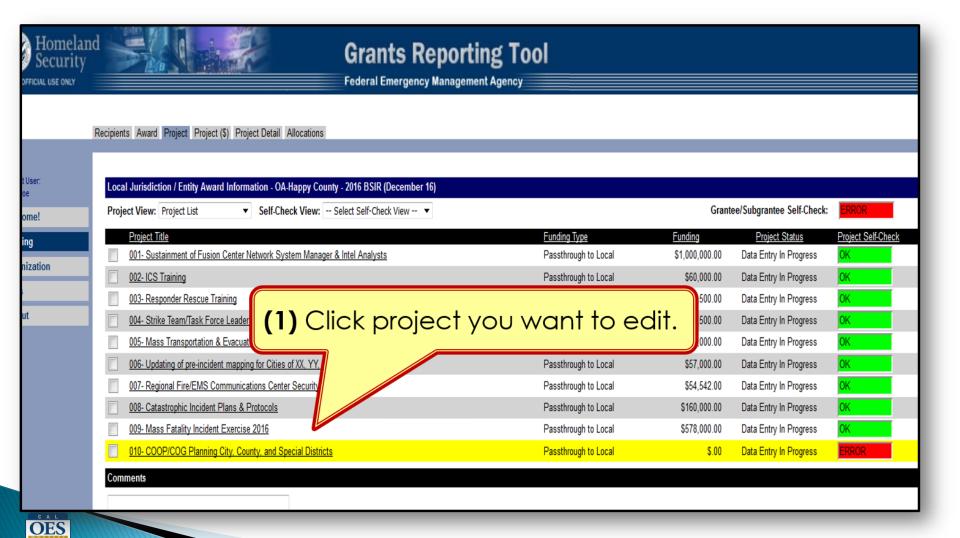
Funding Module: Project Tab (Create Project)



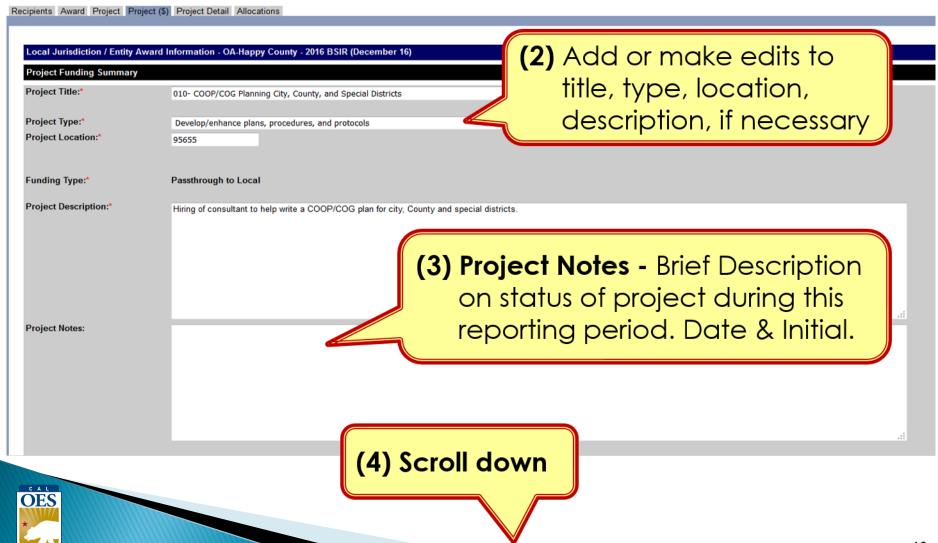
Funding Module: Project Tab (Create Project)



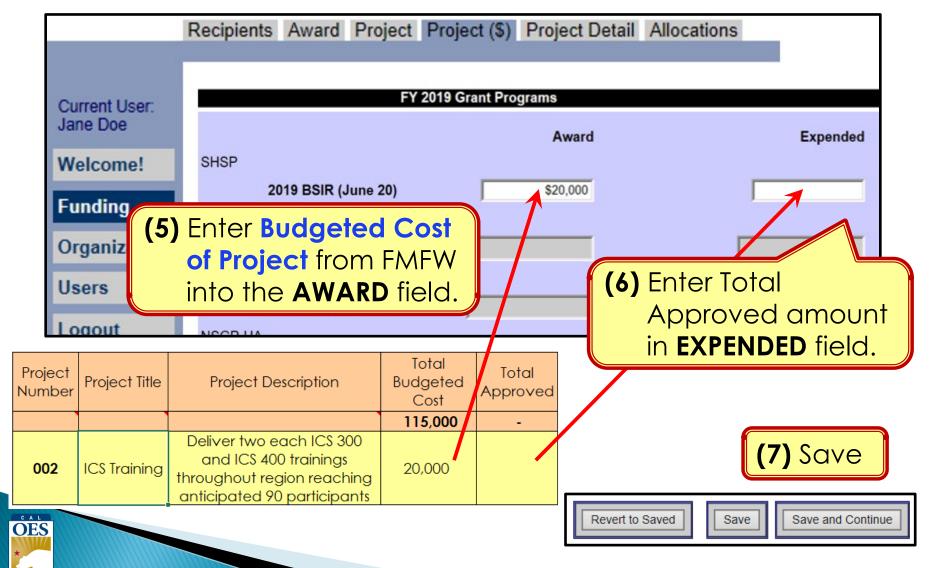
Funding Module: Project Tab (Update Project)



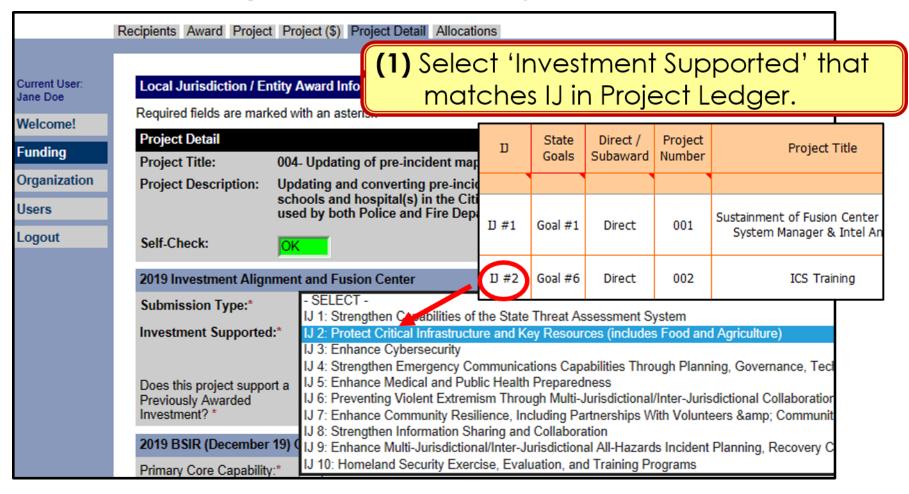
Funding Module: Project (\$) Tab (Update Project)



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



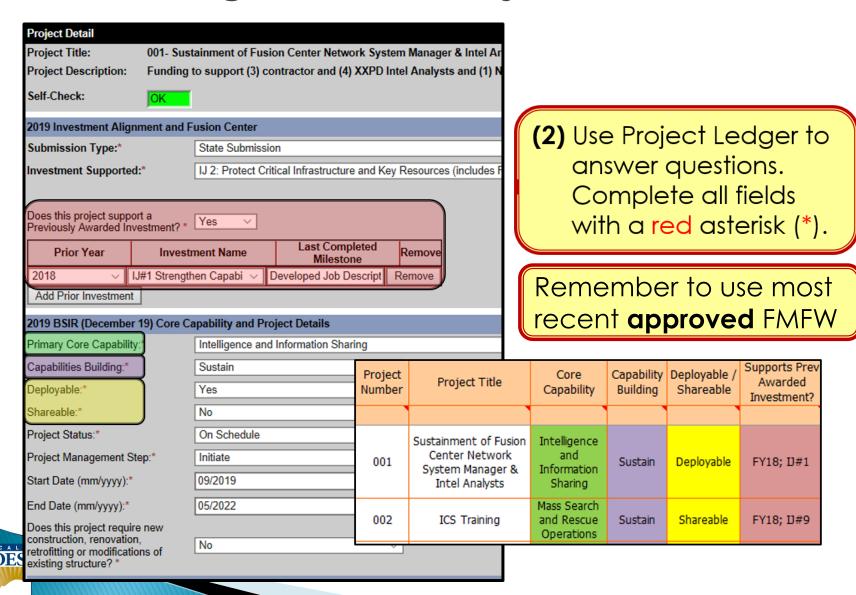
Funding Module: Project Detail Tab



NOTE: This page only applies to HSGP.

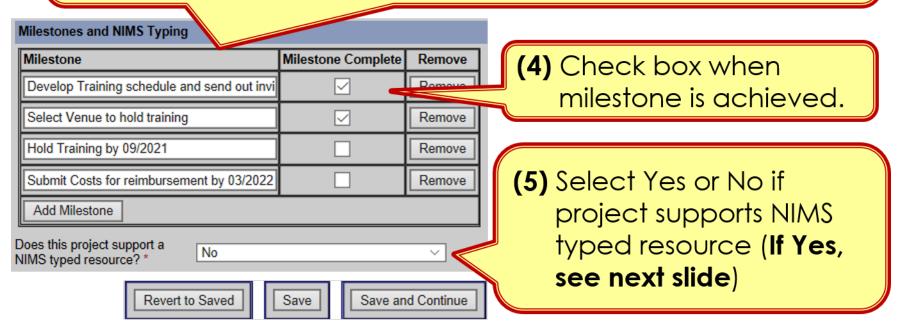


Funding Module: Project Detail Tab



Funding Module: Project Detail Tab (Milestones)

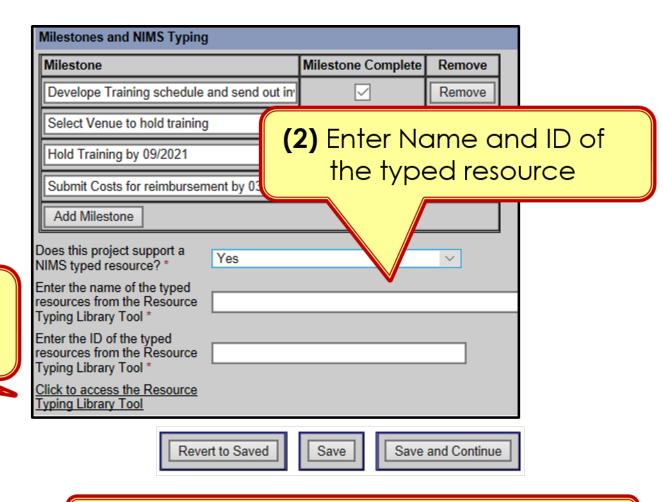
(3) Provide a narrative description for each milestone (max 250 characters). Add 3-4 milestones, each with an expected date of completion.



(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 2025
- 2. Complete EHP and submit to Cal OES by November 2025

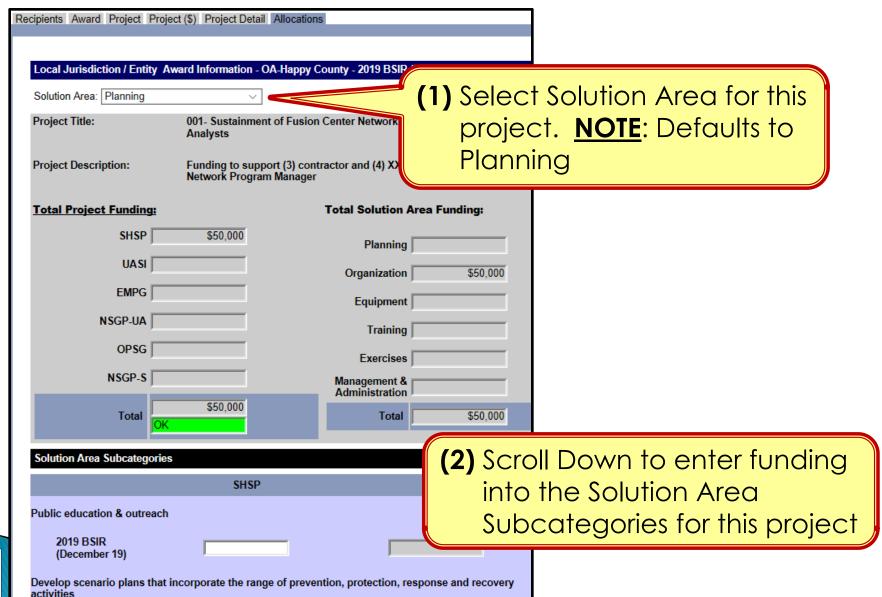
3. Conduct exercise by January 2026

4. Prepare/submit After Action Report by March 2026

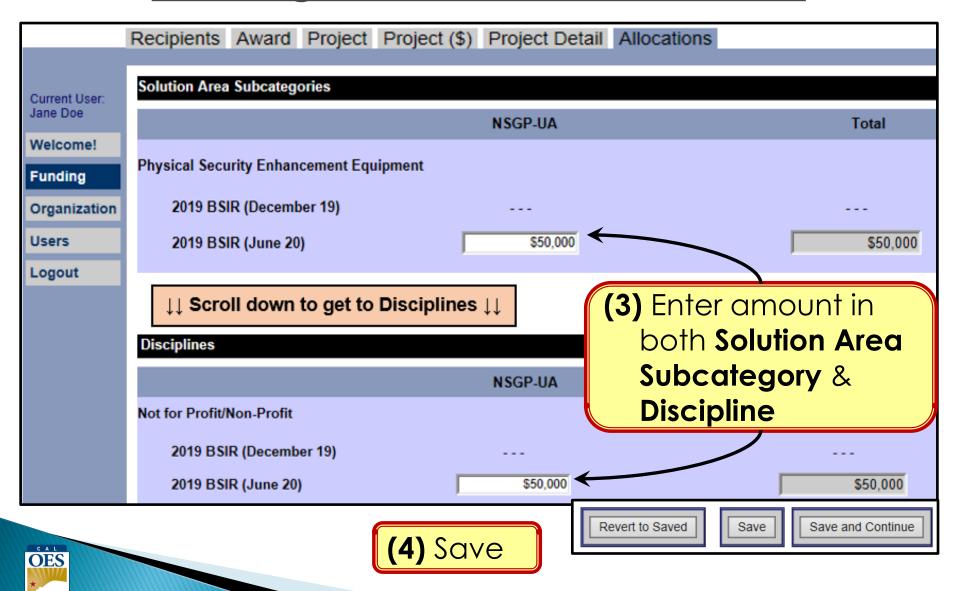




Funding Module: Allocation Tab

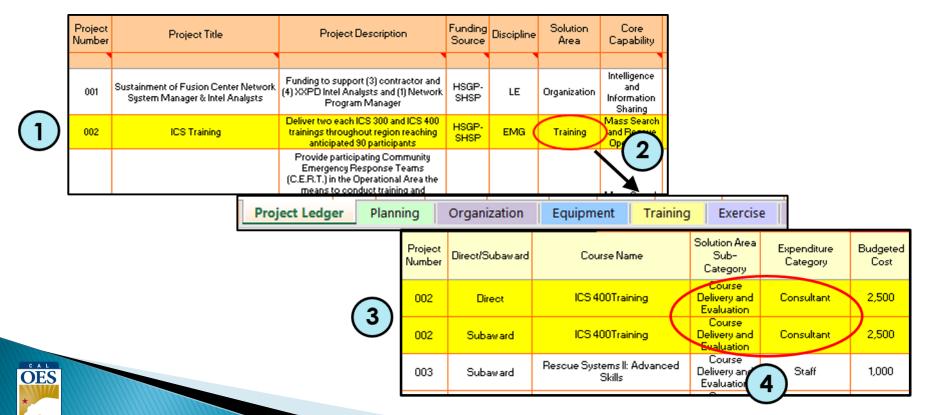


Funding Module: Allocation Tab



How to Find Solution Area Sub-Category for a Project

- 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



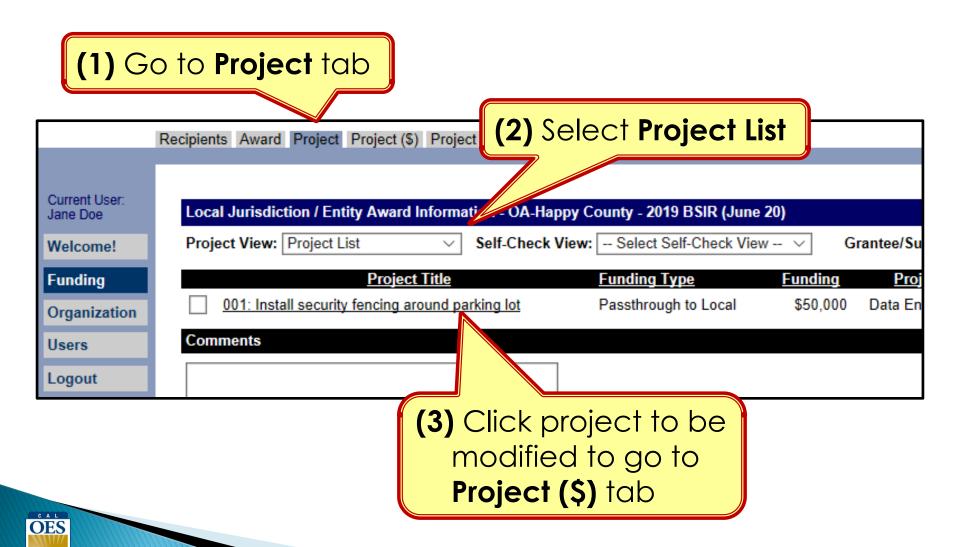
Questions?



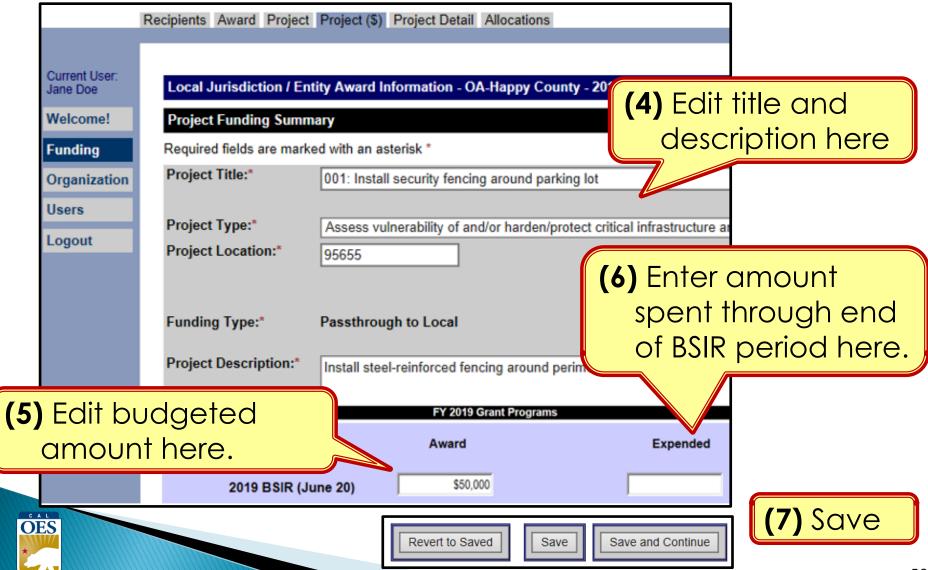
Modifying Projects Live Demonstration



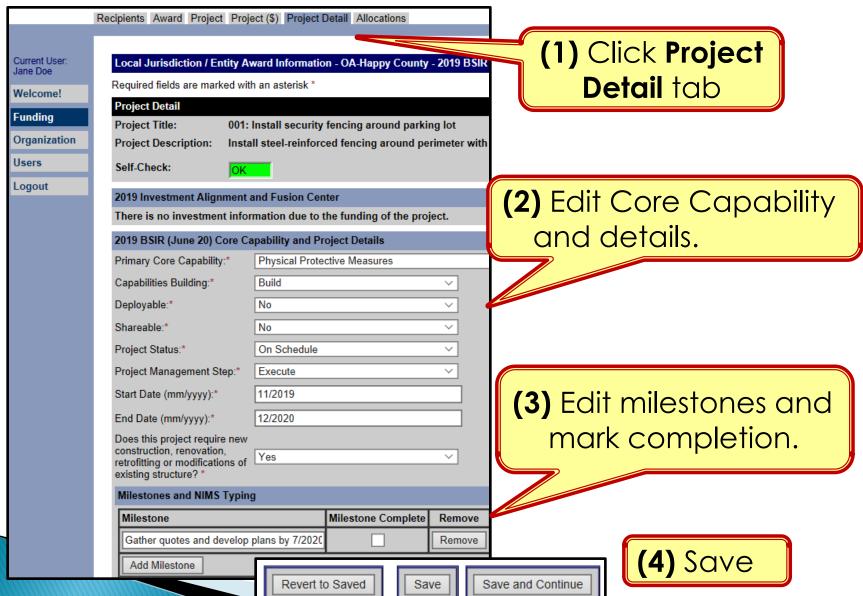
Funding Module – Modifying a Project



Funding Module - Modifying a Project

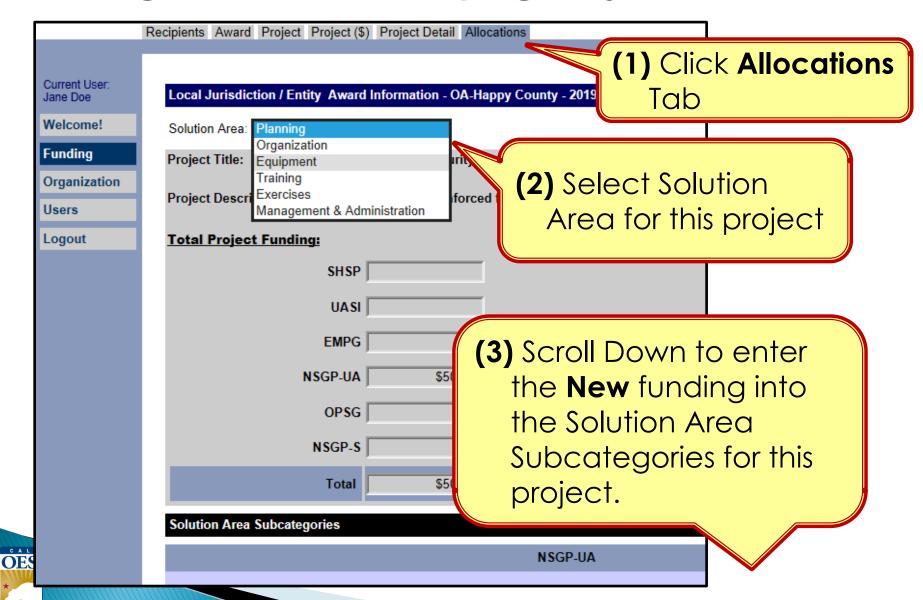


Funding Module - Modifying Project Details

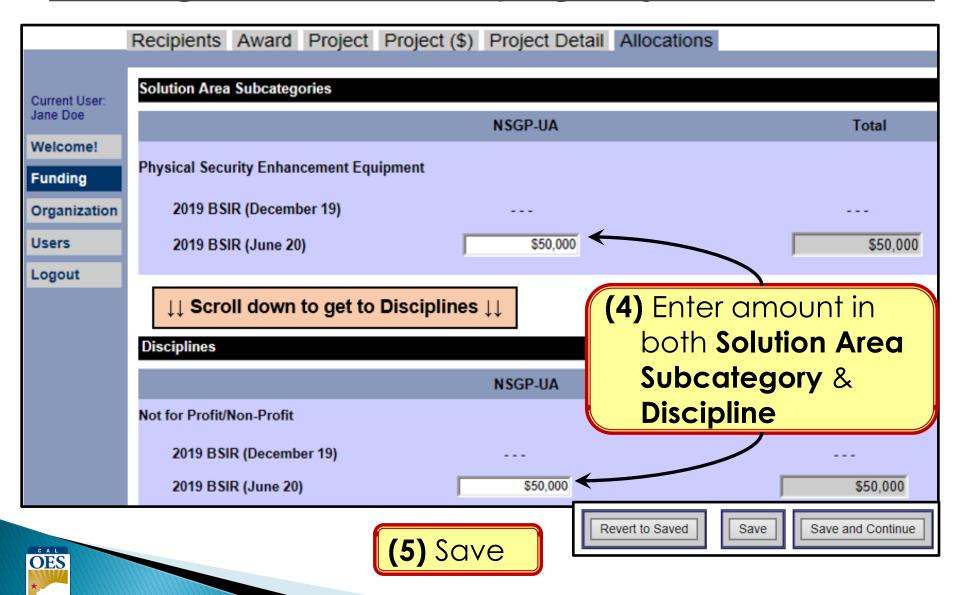


OES

Funding Module - Modifying Project Allocations



Funding Module - Modifying Project Allocations



Questions?

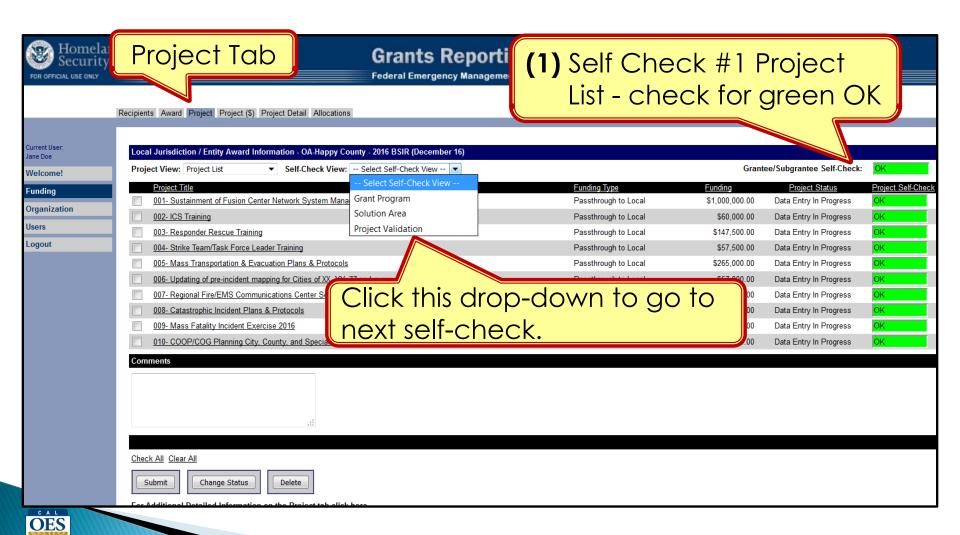


FOUR GRT SELF-CHECKS

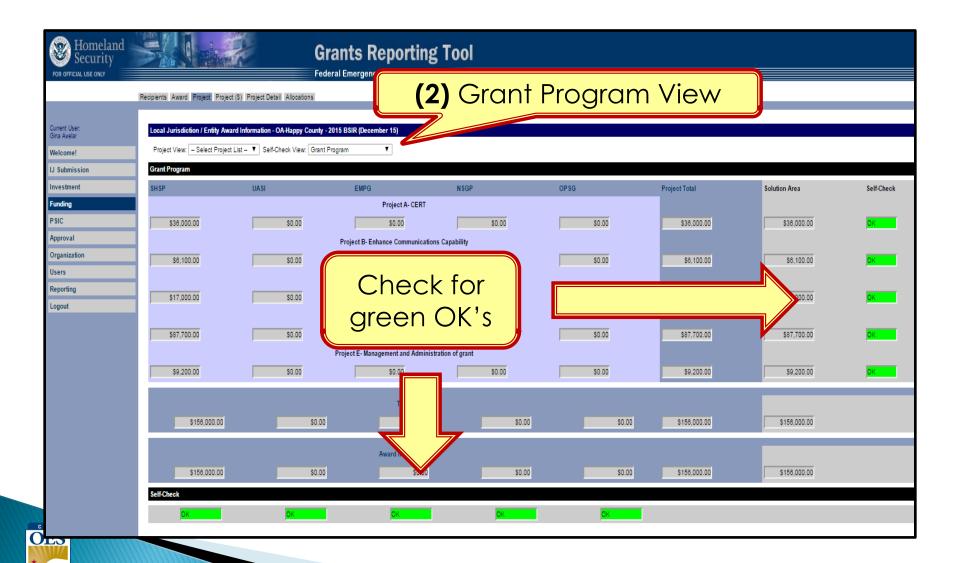
Live Demonstration



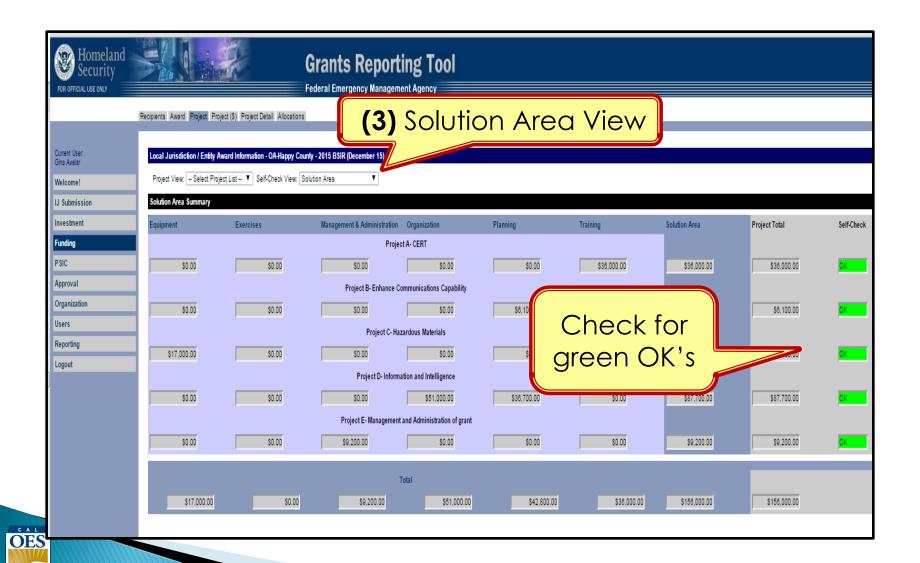
Self-Check #1 - Project List View



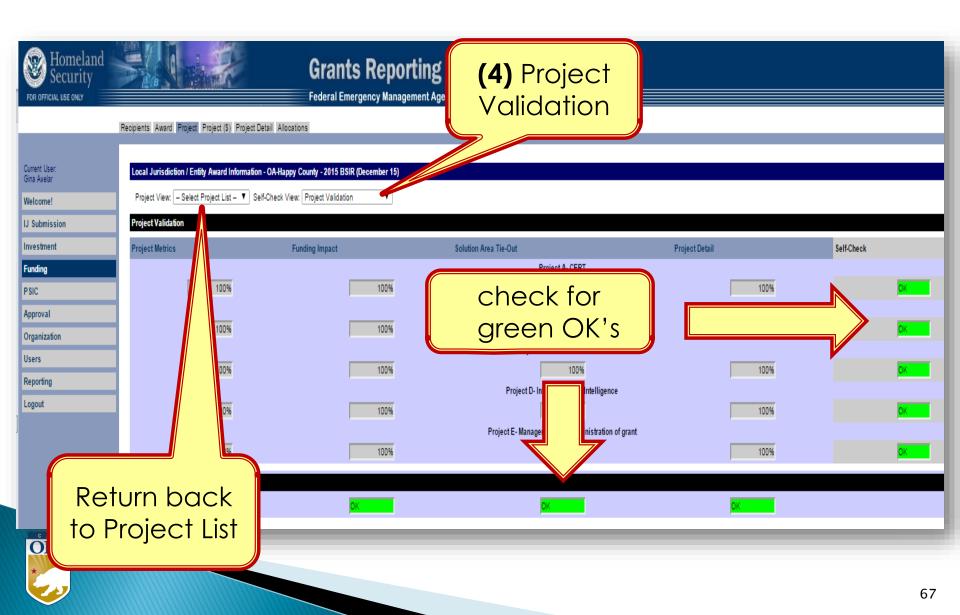
Self-Check #2 - Grant Program View



Self-Check #3 – Solution Area View



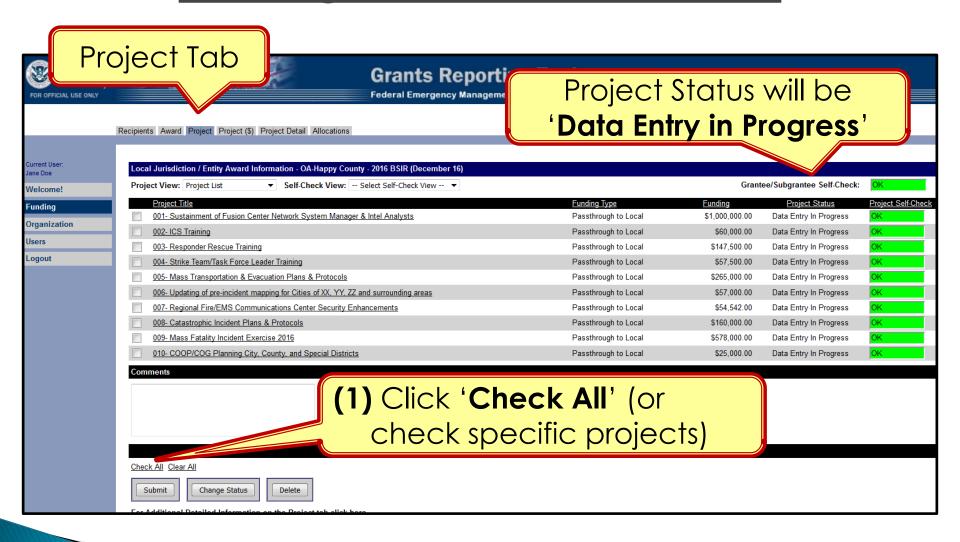
<u>Self-Check #4 – Project Validation View</u>



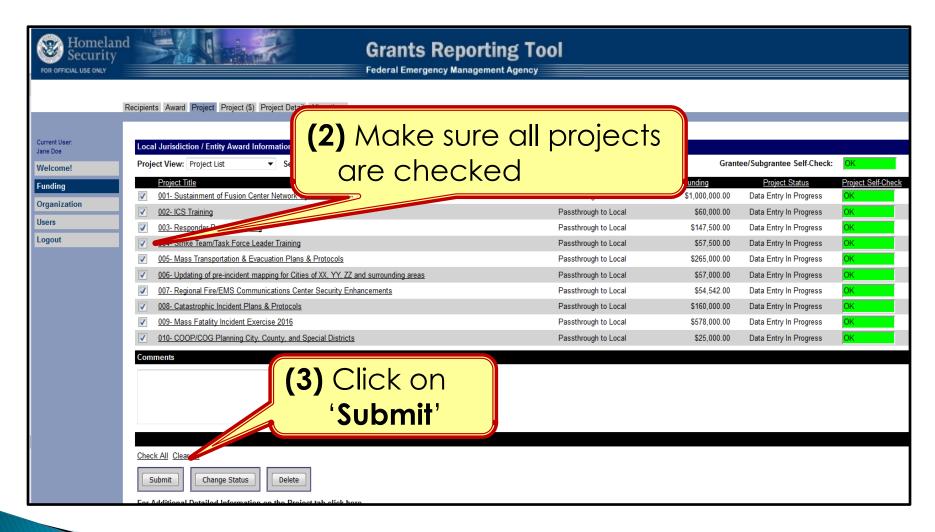
BSIR (2-STEPS) SUBMITTAL FOR EACH GRANT AWARD YEAR

Live Demonstration

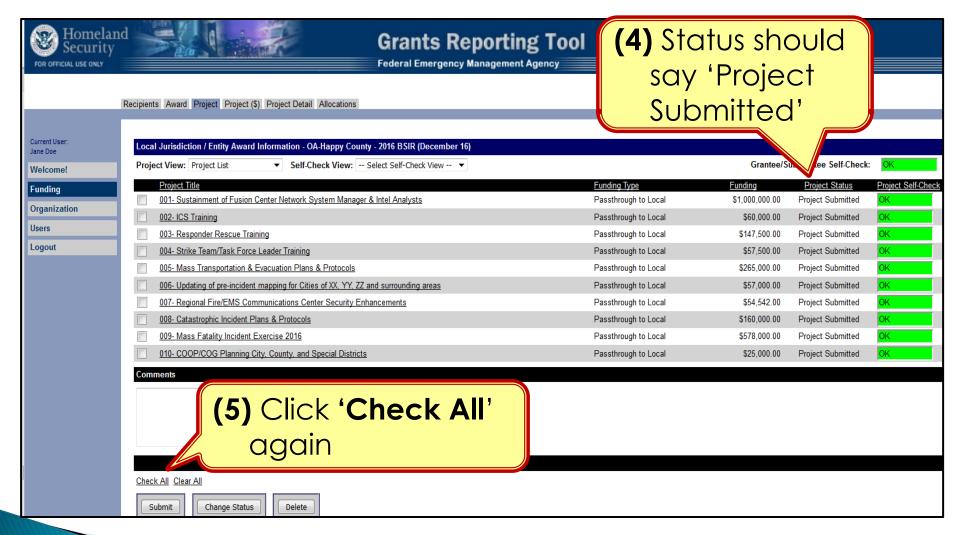




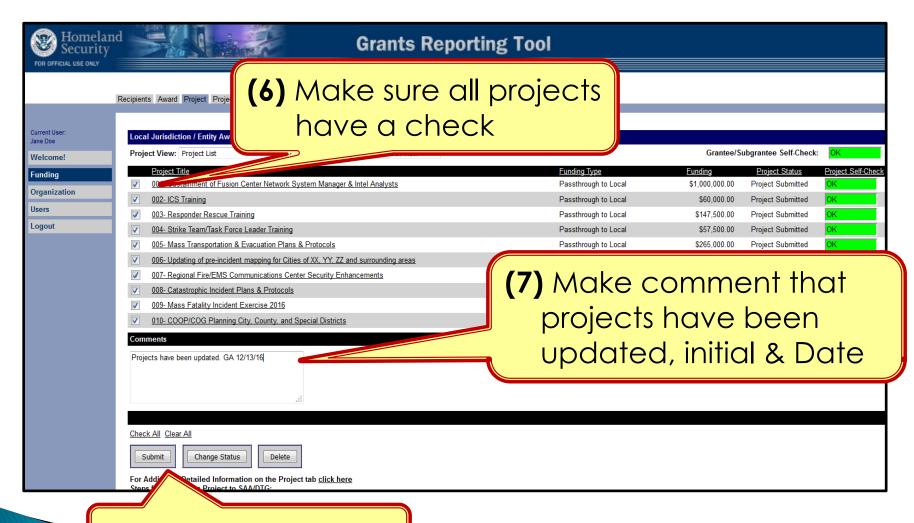






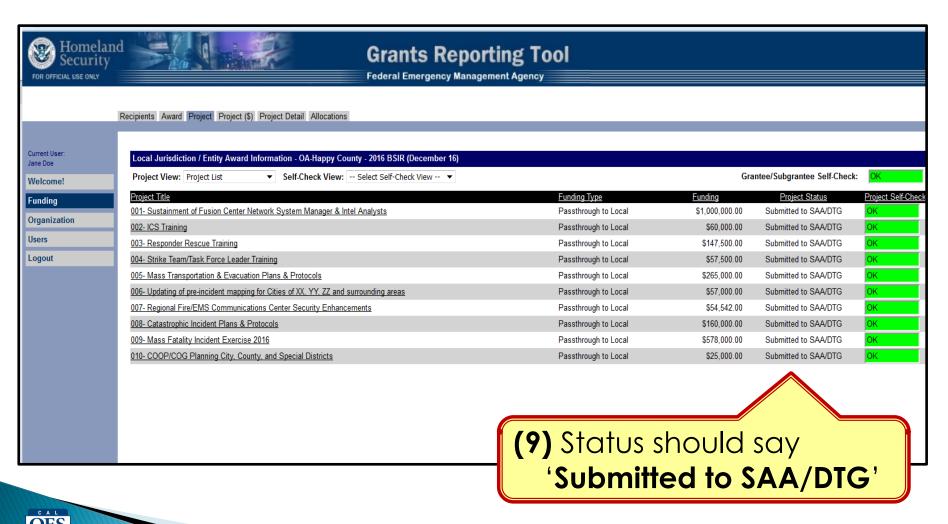








(8) Click on 'Submit'





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



Questions?



BSIR is due to Cal OES by COB

Friday, January 10, 2025



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/

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

Nonprofit.Security.Grant@caloes.ca.gov

Contact Homeland Security & Emergency Management Grants Processing Unit

Shared E-mail

HSEM_GP@caloes.ca.gov

