



*Cal* OES

GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

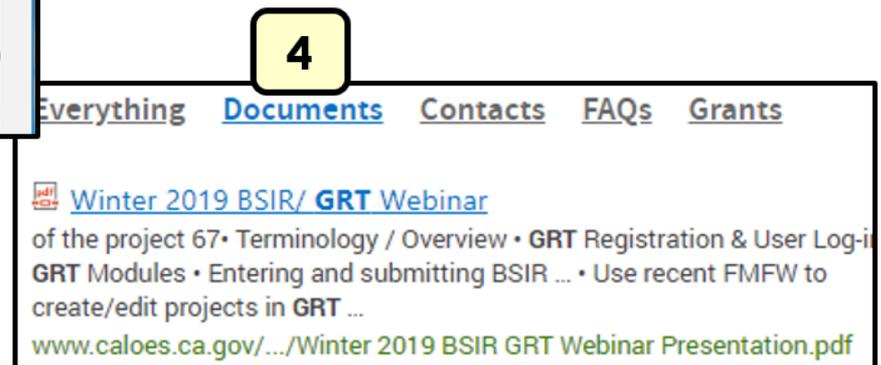
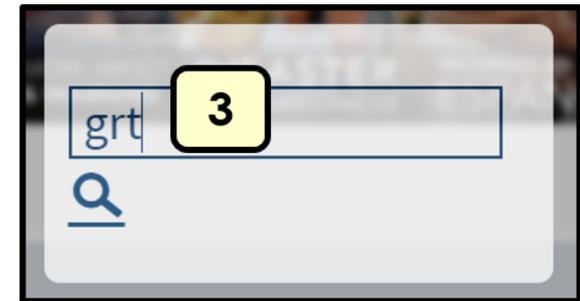
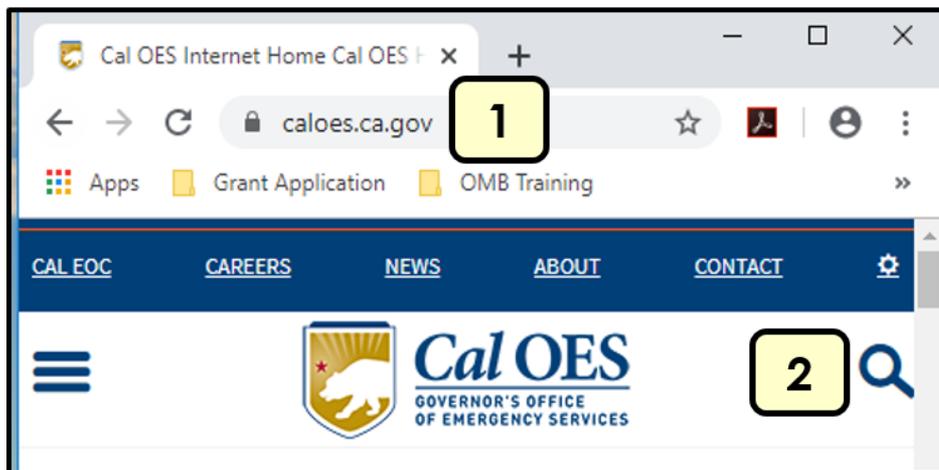
# December 2021 BSIR Webinar



# December 2021 BSIR Training Material

## Homeland Security Grants Processing Link

1. Go to [CalOES.ca.gov](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)

Webinar - General	Webinar - Nonprofit Specific
<p data-bbox="401 432 678 479"><u><a href="#">Webinar #1</a></u></p> <p data-bbox="195 494 884 596"><b>Thursday, December 9, 2021 9:00 AM – 11:00 AM</b></p> <p data-bbox="181 615 906 662"><u><a href="#">Click here to join the meeting</a></u></p> <p data-bbox="297 675 790 722">Call in: 415-906-4037</p> <p data-bbox="189 735 896 782">Conference ID: 893 082 398#</p>	<p data-bbox="1002 432 1769 479"><u><a href="#">Webinar #2 – Nonprofit Specific</a></u></p> <p data-bbox="1037 494 1727 596"><b>Thursday, December 9, 2021 1:30 PM – 3:30 PM</b></p> <p data-bbox="1022 615 1750 662"><u><a href="#">Click here to join the meeting</a></u></p> <p data-bbox="1137 675 1632 722">Call in: 415-906-4037</p> <p data-bbox="1029 735 1736 782">Conference ID: 887 365 270#</p>
<p data-bbox="160 851 925 898"><u><a href="#">Webinar #3 – Nonprofit Specific</a></u></p> <p data-bbox="187 912 894 1015"><b>Tuesday, December 14, 2021 9:00 AM – 11:00 AM</b></p> <p data-bbox="181 1033 906 1080"><u><a href="#">Click here to join the meeting</a></u></p> <p data-bbox="297 1093 790 1140">Call in: 415-906-4037</p> <p data-bbox="189 1153 896 1200">Conference ID: 213 806 713#</p>	<p data-bbox="1248 851 1526 898"><u><a href="#">Webinar #4</a></u></p> <p data-bbox="1029 912 1736 1015"><b>Tuesday, December 14, 2021 1:30 PM – 3:30 PM</b></p> <p data-bbox="1022 1033 1750 1080"><u><a href="#">Click here to join the meeting</a></u></p> <p data-bbox="1137 1093 1632 1140">Call in: 415-906-4037</p> <p data-bbox="1029 1153 1736 1200">Conference ID: 201 978 399#</p>



# Changes & Updates

- Nonprofit 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
- Cal OES is working with FEMA to closeout FY 2015 and FY 2016 Grants

**BSIR IS OPEN!**

**DON'T WAIT!**

**SUBMIT NOW!**



# Changes & Updates

- Subrecipients that have not submitted and/or received approval for their FY 2021 Applications need to work with their program representatives and enter information based on their FY 2021 IJ submittal
- Due to Cal OES: **[COB Friday, January 7, 2022](#)**

**BSIR IS OPEN!**

**DON'T WAIT!**

**SUBMIT NOW!**



# GRT is Available on All Browsers

If you are having trouble connecting to the GRT try using a different browsers.



**Chrome**



**Firefox**



**Edge**



**Safari**



# NSGP Only: Contractual Security

FY19 and Forward: NSGP allows Contractual Security

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

Recipients | Award | Project | Project (\$) | Project Detail | Allocations

**Local Jurisdiction / Entity Award Information - AA- TEST COUNTY - 2019 BSIR (December 19)**

Solution Area: **Organization** ▼

Project Title: NSGP: Contracted Security

**Solution Area Subcategories**

NSGP-UA	
Contracted security personnel	
2019 BSIR (December 19)	\$2,000.00



# 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

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

Recipients | Award | Project | Project (\$) | Project Detail | Allocations

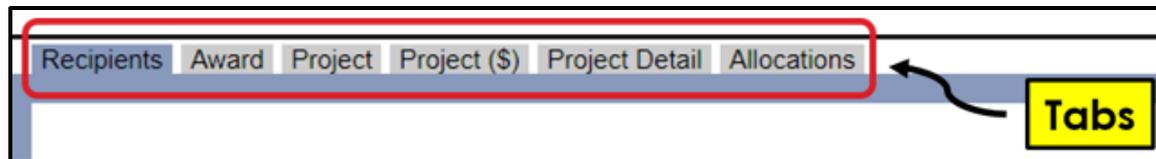
Grantees/Subgrantees for California

Grant Award Year: 2019 ▼ Reporting Period: BSIR (December 19) ▼

Grantee/Subgrantee	Grantee Type	Total Award	Last Updated
OA-Happy County	Local Jurisdiction / Entity	\$100	12/12/2019

# 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  $\leq$  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 **MANDATORY** per federal regulations, which require performance measurement

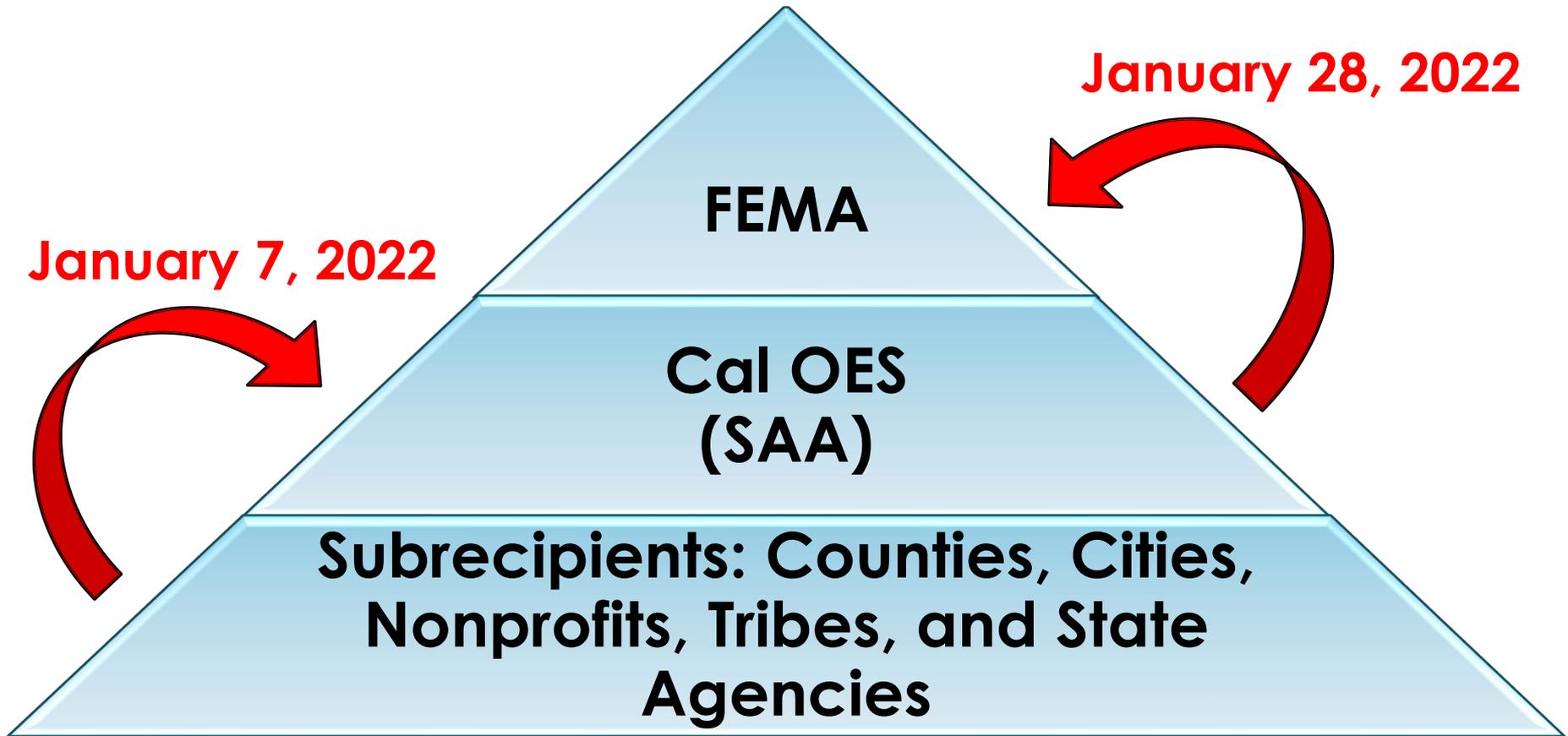


# BSIR Overview

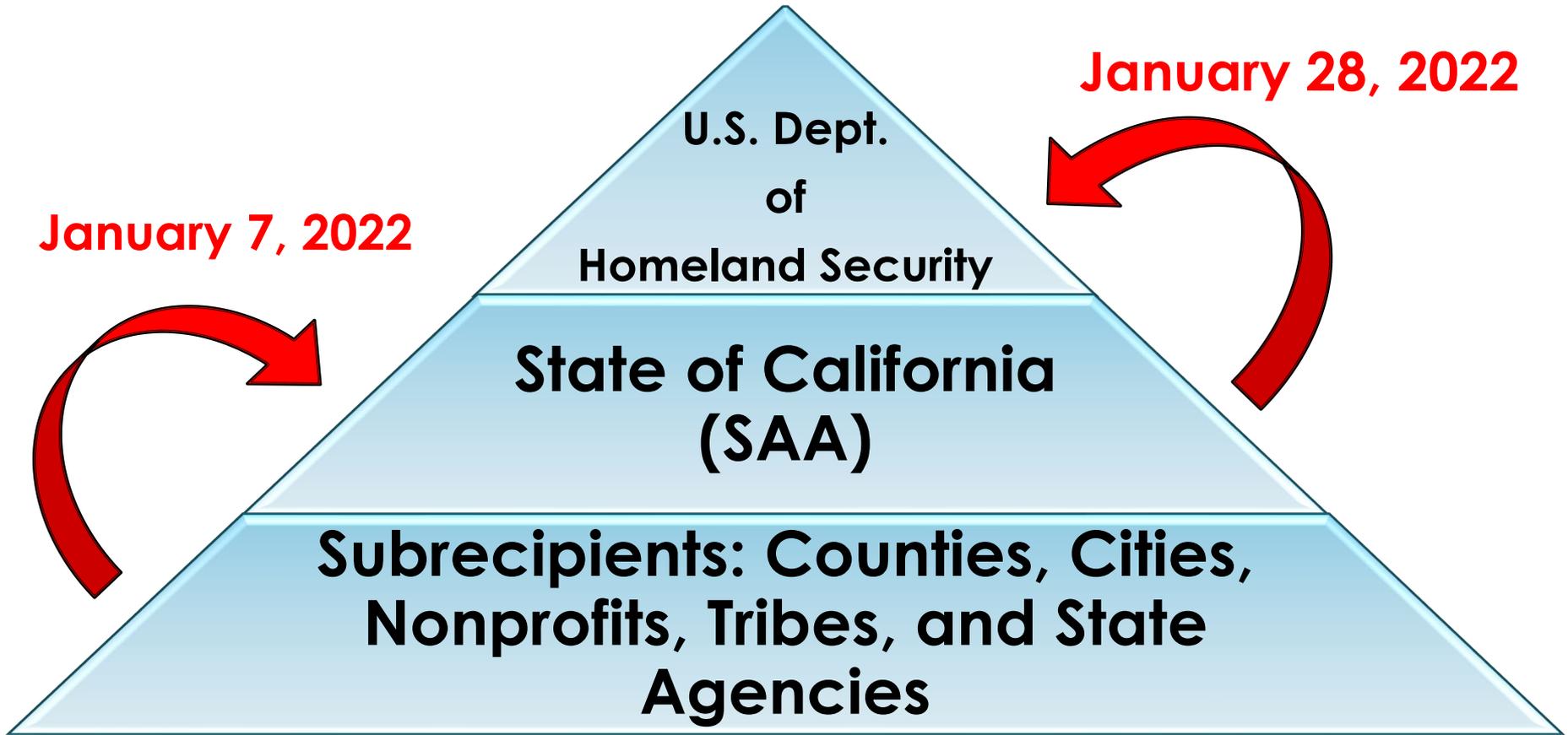
- BSIR Reporting cycle is every 6 months:
  - Winter BSIR: July 1 - Dec 31
  - Summer BSIR: January 1 - Jun 30
- Cal OES uses BSIR to meet reporting requirements identified by the DHS/FEMA
- Cal OES and FEMA uses the BSIR to determine feasibility and effectiveness of grant projects



# BSIR Deadlines: December 2021



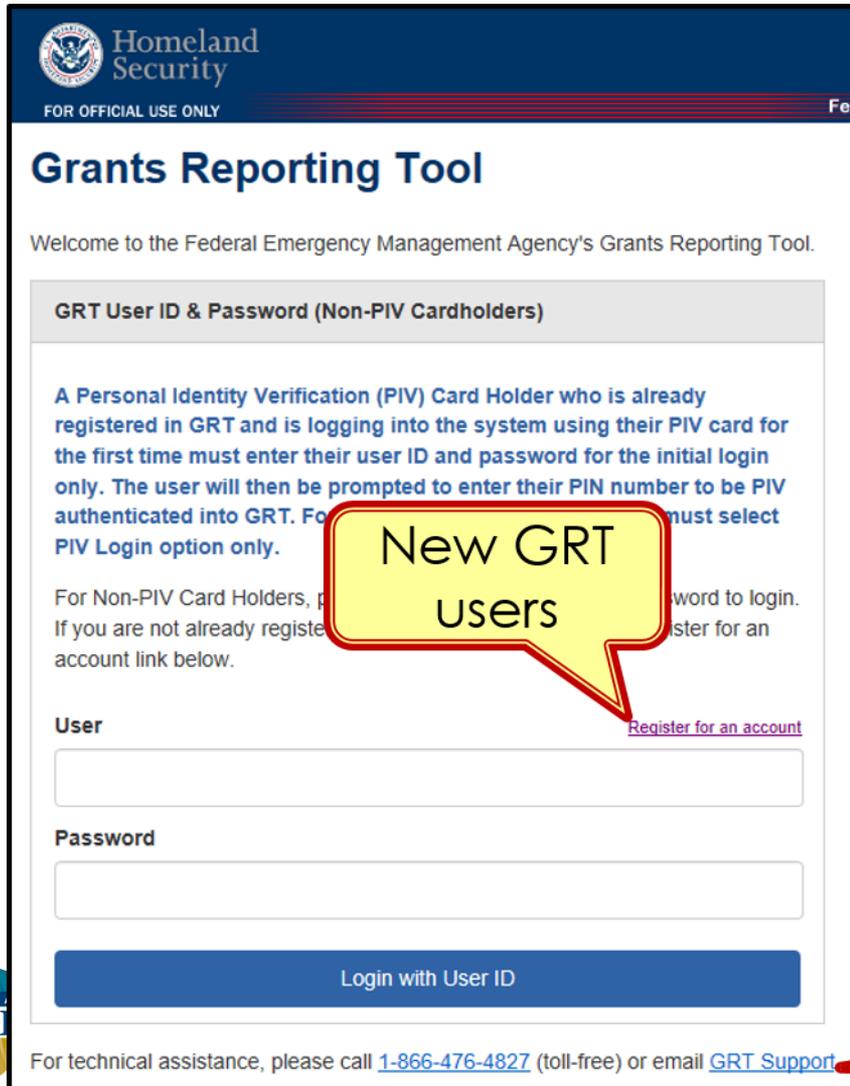
# BSIR Deadlines: December 2021



# GRT REGISTRATION



# GRT Homepage – [www.reporting.odp.dhs.gov](http://www.reporting.odp.dhs.gov)



Homeland Security  
FOR OFFICIAL USE ONLY

## Grants Reporting Tool

Welcome to the Federal Emergency Management Agency's Grants Reporting Tool.

### GRT User ID & Password (Non-PIV Cardholders)

A Personal Identity Verification (PIV) Card Holder who is already registered in GRT and is logging into the system using their PIV card for the first time must enter their user ID and password for the initial login only. The user will then be prompted to enter their PIN number to be PIV authenticated into GRT. For PIV Card Holders, you must select PIV Login option only.

For Non-PIV Card Holders, please enter your user ID and password to login. If you are not already registered, please click the link below to register for an account link below.

**User** [Register for an account](#)

**Password**

Login with User ID

For technical assistance, please call [1-866-476-4827](tel:1-866-476-4827) (toll-free) or email [GRT\\_Support](mailto:GRT_Support)

- 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

**Homeland Security**  
FOR OFFICIAL USE ONLY

**Grants Reporting Tool**  
Federal Emergency Management Agency

**Registration Form - Step 1**

Please fill out the following fields and press "Next" when complete. Please make sure this information is correct and complete. If you have any questions, please contact the point of contact e-mail address, so please make certain this address is correct. If you have any questions, please contact the point of contact e-mail address, so please make certain this address is correct. If you have any questions, please contact the point of contact e-mail address, so please make certain this address is correct.

If you need assistance registering, a PDF tutorial is available. This tutorial requires Adobe Reader, which can be downloaded [here](#) to access the tutorial.

**User Information**

Name Prefix \*

First Name \*

Last Name \*

Address Line 1 \*

Address Line 2

City \*

State \*

Zip Code \*

Phone Number \* Ext.

Fax Number

E-mail address \*

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

**(2) Click on 'Next'**

Clear Next



# Registration Form – Step 2

**Registration Form - Step 2**

Please fill out the following fields and provide accurate information.

**Role and Organizational Assignment**

**Role**

- Federal
- State/Direct Tribal Grantee (SAA/DTG)
- Local (Local Jurisdictions, Other State Agencies/Non-SAAs)

**Organizational Assignment**

California

**Available Grantees/Subgrantees**

- BZ-California Natural Resources Agency
- BZ-Sacramento County Sheriff
- EC-American Red Cross, Sacramento-Sierra Chapter
- EC-Brawley, City of
- EC-Commerce, City of
- EC-Cudahy, City of
- EC-Cupertino, City of
- EC-Elk Gove, City of
- EC-Half Moon Bay, City of
- EC-La Habra, City of

**Requested Grantees/Subgrantees\***

7. Click on 'Next'

(3) Select 'Local'

(4) Select 'California'

(5) Select your organization

(6) Move to 'Requested'

Clear Back Next



# Registration – Step 3

 **Homeland Security**  
FOR OFFICIAL USE ONLY

**Grants Reporting Tool**  
Federal Emergency Management Agency

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**Registration Form - Step 3**

Please fill out the following fields and press "Submit" to register. All information must be correct and current. Fields marked with an asterisk (\*) are required.

**User ID, Password, and Hint**

Please assign a User ID and Password to yourself.

Passwords must be between 8 and 15 characters in length and consist of a mix of the following: uppercase (A-Z), lowercase (a-z), numeric (0-9), and special characters ( \_#\$). Passwords cannot start with a number (0-9) or a special character ( \_#\$). Passwords must not include simple keyboard patterns (e.g., 12345678, qwerty, zxcvbn, 1qaz!@WSX), and cannot include the username or the username separated by special characters.

User ID \*

Password \*

Confirm Password \*

Secret Question \*

Secret Answer

Are you a U.S. Citizen?

Yes  
 No

**(8) User ID & Password**

**(9) Secret Question & Answer**

**(11) Click 'Submit'**

**(10) U.S. Citizen?**



# 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 own 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

# GRT Modules

- 1. Welcome\***
2. IJ Submission
3. Investment
- 4. Funding\***
5. Approval
- 6. Organization\***
- 7. Users\***
8. Reporting
- 9. Logout\***

Subrecipient view of GRT Modules are in **red** with an asterisk (\*).

# Welcome Page - Help References

FOR OFFICIAL USE ONLY

Homeland Security

Grants Reporting Tool  
Federal Emergency Management Agency

Welcome!

Current User:  
Jane Doe

**Welcome!**

Funding

Organization

Users

Logout

**Welcome to the Federal Emergency Management Agency's Grants Reporting Tool**

The Federal Emergency Management Agency (FEMA), in a continued effort to improve grant distribution and reporting processes, developed this web-based reporting system entitled, the Grants Reporting Tool (GRT). The GRT is designed to help State Administrators manage the reporting process for grants identified in the Homeland Security Grant Program (HSGP) and Urban Areas Security Initiative (UASI).

**GRT News**

There are currently no news items.

**Documentation**

For your reference, the following supporting documentation is provided to assist you in navigating the current version of the GRT.

Guidance Documents:

Overview Documents:

For technical assistance, please call: [1-866-476-4827](tel:1-866-476-4827) (toll-free), or e-mail: [GRT\\_Support](mailto:GRT_Support).

Select from drop down menu, click on 'View'



# Users Module - User Detail Tab

User Management | **User Detail** | Change Password

Current User: Jane Doe

Welcome!

Funding

Organization

**Users**

Logout

**(2) User Detail Tab**

When complete. Please make sure this information is correct and cur

**User Status**

Current User Status: Active

**User Information**

Name Prefix: Ms. \*

First Name: Jane

Last Name: Doe

Address Line 1: 1234 Melrose Place

Address Line 2:

City: Beverly Hills

State: California \*

Zip Code: 90210 \*

Phone Number: 916-845-8647 \* Ext.

Fax Number:

E-mail address: jane.doe@email.org

**(1) User Module**

**(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

Organization: California

Available

- AA- TEST COUNTY
- BZ-California Natural Resources Agency
- BZ-Sacramento County Sheriff
- EC-American Red Cross, Sacramento-Sierra Chapter
- EC-Brawley, City of
- EC-Commerce, City of
- EC-Cudahy, City of
- EC-Cupertino, City of
- EC-Elk Gove, City of
- EC-Half Moon Bay, City of

Assigned

- OA-Happy County

U.S. Citizenship Status

Yes

No

User Type

Local (Local Jurisdictions, Other State Agencies/Non-SAAs)

Administrative Privileges

Advise only one Administrator per organization

(4) Save

Revert to Saved 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 | Subgrantee Detail | Subgrantee UAR/A

Current User: Jane Doe

Welcome!

Funding

**Organization**

Users

Logout

**Grantees/Subgrantees for California**

Grant Award Year [ALL] Reporting Period [ALL]

Grantee/Subgrantee	Grantee Type
<input type="checkbox"/> OA-Happy County	Local Jurisdiction / Entity

Check All - Clear All

Remove

**(1) Select your organization**



# Organization Module - Subgrantee Detail Tab

Subgrantee Detail Tab

Subgrantees | Subgrantee Detail | Subgrantee UA/RTA

Current User:  
Jane Doe

Welcome!

Funding

**Organization**

Users

Logout

### Grantee/Subgrantee Detail

Required fields are marked with a red asterik \*

Legal Agency Name	OA-Happy County
Legal Grantee/Subgrantee Name	Happy County
Grantee Type	Local Jurisdiction / Entity
DUNS	
Contact Name	Jane Doe *
Contact Email	Jane.Doe@happy.gov *
Contact Phone Number	916-999-99999 *
Mailing Zip Code	95655 *
Reporting Period	<input type="checkbox"/> 2007 Close-Out

Revert to Saved Update

(2) Verify information, click 'Update'



# FUNDING MODULE: CREATING & UPDATING PROJECTS



# Funding Module - Recipients Tab

FOR OFFICIAL USE ONLY

Homeland Security

Grantee Federal

Recipients Award Project Project (\$) Project Detail Allocations

Current User Jane Doe

Welcome!

Funding

Organization

User

Location

California

Grant Award Year 2019 2018 2017 2016 2015 2014 2013

Reporting Period BSIR (June 20)

Grantee/Subgrantee	Grantee Type	Total Award	Last Updated
OA-Happy County	Local Jurisdiction / Entity	\$100,000	06/04/2020

(1) Select Award Year from drop-down list.

(2) Select **BSIR (December 21)** for Reporting Period

Funding Module

(3) Click name to enter data for selected grant year.



# Funding Module - Award Tab

Recipients | **Award** | Project | Project (\$) | Project Detail | Allocations

Current User:  
Jane Doe

Welcome!

**Funding**

Organization

Users

Logout

### Local Jurisdiction / Entity Award Information - OA-Happy County - 2019 BSIR (June 20)

Required fields are marked with an asterisk \*

#### FY 2019 Grant Programs

Date Subgrant Awarded:  \* [mm/dd/yyyy]

	Award	Obligated ▶	Expended ▶
SHSP ▶ 2019 BSIR	<input type="text"/>	<input type="text"/>	<input type="text"/>
UASI ▶	<input type="text"/>	<input type="text"/>	<input type="text"/>
EMPG ▶ 2019 BSIR (June 20)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>NSGP-UA ▶ 2019 BSIR (June 20)</b>	<input type="text" value="\$100,000"/>	<input type="text"/>	<input type="text"/>

**Award**  
amount is  
pre-filled

**(1) Update**  
**'Obligated'**

**(2) 'Expended'**  
auto-fills



# 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 increased funding or disencumbered funds
- **Report FY 2018, 2019, 2020 and 2021 activities for this reporting period. (FY 2017 if Time Extension approved)**
- Save frequently: 20 minute GRT time out

Happy County													INITIAL APPLICATION					
000-00000 2019-0003													Leger Type		Initial Application			
													Date		12/04/2019			
													ADVANCE					
													REIMBURSEMENT REQUEST		POP Start Date		07/01/2019	
													MODIFICATION		POP End Date		06/30/2021	
													Approval (Cal OES ONLY)		Initials / Date (Program Rep)		12/9/2019	
State Goal#	Direct / Subaward	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 Request	Total Approved	Expenditures To Date	Remaining Balance	P
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 OEM is responsible for emergency planning and coordination among the Santa Barbara Operational Area entities which include: Cities, Special Districts, Volunteer Organizations, Industry Group, and Tri-County Coordination.	EMPG	EMG	Organization	Staffing	Operational Coordination	Sustain	Both	\$216,505					\$216,505	
Goal #6	Direct	B	M&A	Management & Administration for the EMPG grant.	EMPG	EMG	M&A	Grant Admin	Operational Coordination	Sustain	Both	10,825					\$10,825	



# Funding Module - Project Tab

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

Recipients | Award | **Project** | Project (\$) | Project Detail | Allocations

Current User: Jane Doe

Welcome!

**Funding**

Organization

Users

Logout

**Self Check**

Local Jurisdiction / Entity Award Information - OA-Happy County - 2019 BSIR (December 19)

Project View:  Self-Check View:

Grantee/Subgrantee Self-Check: **ERROR**

	Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/>	<a href="#">001- Sustainment of Fusion Center Network System Manager &amp; Intel Analysts</a>	Passthrough to Local	\$50,000	Data Entry In Progress	OK
<input type="checkbox"/>	<a href="#">003- Community Emergency Response Teams Training</a>	Passthrough to Local	\$10,000	Data Entry In Progress	OK
<input type="checkbox"/>	<a href="#">003- Responder Rescue Training</a>	Passthrough to Local	\$7,500	Data Entry In Progress	OK
<input type="checkbox"/>	<a href="#">004- Updating of pre-incident mapping for Cities of XX, YY and ZZ and surrounding areas</a>	Passthrough to Local	\$15,000	Data Entry In Progress	OK
<input type="checkbox"/>	<a href="#">005- Mass Fatality Incident Exercise 2019</a>	Passthrough to Local	\$12,500	Data Entry In Progress	OK

Comments



# Funding Module - Project Tab (Create Project)

Recipients Award **Project** Project (\$) Project Detail Allocation

Current User:  
Jane Doe

Welcome!

**Funding**

Organization

Users

Logout

Local Jurisdiction: **-- Select Project List --**

Project View: **Create Project**  
Project List  
Project History

Self-Check View: -- Select Self-Check View --

Project Title	
<input type="checkbox"/>	<a href="#">001- Sustainment of Fusion Center Network System Manager &amp; Intel Analysts</a>
<input type="checkbox"/>	<a href="#">003- Community Emergency Response Teams Training</a>
<input type="checkbox"/>	<a href="#">003- Responder Rescue Training</a>
<input type="checkbox"/>	<a href="#">004- Updating of pre-incident mapping for Cities of XX, YY and ZZ and surrounding areas</a>
<input type="checkbox"/>	<a href="#">005- Mass Fatality Incident Exercise 2019</a>

Comments

[Check All](#) [Clear All](#)

(1) Select 'Create Project' from drop down







# Funding Module: Project Tab (Create Project)

The screenshot shows the 'Create Project' page in the Homeland Security Funding Module. The page title is 'Local Jurisdiction / Entity Award Information - OA-Happy County - 2014 BSIR (December 14)'. The 'Project View' dropdown is set to 'Create Project'. The 'Project Name' field contains 'Project B-Enhance Communications Capability' and the 'PSIC' dropdown is set to 'Develop/enhance interoperable communications systems'. The 'Project Description' field contains the text: 'This Project will support the hiring of a contractor to facilitate an exercise to test interoperable communications systems.' At the bottom of the form are 'Create Project' and 'Clear' buttons. A pop-up message box is displayed, stating: 'The page at https://www.reporting.odp.dhs.gov says: Project successfully created. To view the project list select 'Project List' from the Project View.' with an 'OK' button. Two callout boxes provide instructions: a yellow callout with a red border points to the 'Project View' dropdown with the text '(6) Select 'Project List'', and another yellow callout with a red border points to the 'OK' button with the text '(5) Select 'OK' when pop-up appears.' The left sidebar shows a navigation menu with 'Funding' selected. The top navigation bar includes 'Recipients', 'Award', 'Project', 'Project (S)', 'Project Detail', and 'Allocations'. The top of the page features the 'Homeland Security' logo and the text 'FOR OFFICIAL USE ONLY'. The browser tabs at the top include 'Apps', 'Cal OES', 'Google', 'ND Grants', 'SAM', 'D&B - iUpdate', 'FEMA', 'FEMA - Independen...', and 'Grants.gov'.



# Funding Module: Project Tab (Update Project)

Homeland Security OFFICIAL USE ONLY

## Grants Reporting Tool

Federal Emergency Management Agency

Recipients | Award | Project | Project (\$) | Project Detail | Allocations

Local Jurisdiction / Entity Award Information - OA-Happy County - 2016 BSIR (December 16)

Project View: Project List Self-Check View: -- Select Self-Check View -- Grantee/Subgrantee Self-Check: ERROR

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> 001- Sustainment of Fusion Center Network System Manager & Intel Analysts	Passthrough to Local	\$1,000,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 002- ICS Training	Passthrough to Local	\$60,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 003- Responder Rescue Training		500.00	Data Entry In Progress	OK
<input type="checkbox"/> 004- Strike Team/Task Force Leader		500.00	Data Entry In Progress	OK
<input type="checkbox"/> 005- Mass Transportation & Evacuat		000.00	Data Entry In Progress	OK
<input type="checkbox"/> 006- Updating of pre-incident mapping for Cities of XX, YY,	Passthrough to Local	\$57,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 007- Regional Fire/EMS Communications Center Security	Passthrough to Local	\$54,542.00	Data Entry In Progress	OK
<input type="checkbox"/> 008- Catastrophic Incident Plans & Protocols	Passthrough to Local	\$160,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 009- Mass Fatality Incident Exercise 2016	Passthrough to Local	\$578,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 010- COOP/COG Planning City, County, and Special Districts	Passthrough to Local	\$ 00	Data Entry In Progress	ERROR

Comments

**(1) Click project you want to edit.**



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

Recipients Award Project **Project (\$)** Project Detail Allocations

Local Jurisdiction / Entity Award Information - OA-Happy County - 2016 BSIR (December 16)

## Project Funding Summary

Project Title:\* 010- COOP/COG Planning City, County, and Special Districts

Project Type:\* Develop/enhance plans, procedures, and protocols

Project Location:\* 95655

Funding Type:\* Passthrough to Local

Project Description:\* Hiring of consultant to help write a COOP/COG plan for city, County and special districts.

Project Notes:

**(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)

Recipients | Award | Project | **Project (\$)** | Project Detail | Allocations

FY 2019 Grant Programs

Current User: Jane Doe

Welcome!

**Funding**

Organization

Users

Logout

	Award	Expended
2019 BSIR (June 20)	<input type="text"/>	<input type="text"/>
EMPG	<input type="text"/>	<input type="text"/>
2019 BSIR (June 20)	<input type="text"/>	<input type="text"/>
NSGP-UA	<input type="text"/>	<input type="text"/>
2019 BSIR (June 20)	<input type="text" value="\$20,000"/>	<input type="text"/>

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

**(6)** Enter **EXPENDED** amount for the project.

Project Title	Project Description	Total Budgeted Cost
		100,000
Install security fencing around parking lot	Install steel fencing around perimeter with gates to control entry into the parking lot.	20,000
M&A	Hire contractor to manage grant requirements.	5,000

**(7)** Save



# Funding Module: Project Detail Tab

Recipients | Award | Project | Project (\$) | Project Detail | Allocations

Current User: Jane Doe

Welcome!

**Funding**

Organization

Users

Logout

**Local Jurisdiction / Entity Award Information - OA-Happy County - 2019**

Required fields are marked with an asterisk \*

**Project Detail**

Project Title: 001: Install security fencing around parking lot

Project Description: Install steel-reinforced fencing around perimeter

Self-Check: **ERROR**

2019 Investment Alignment and Fusion Center

There is no investment information due to the funding of the project.

2019 BSIR (June 20) Core Capability and Project Details

Primary Core Capability:\* Physical Protective Measures

Capabilities Building:\* Build

Deployable:\* No

Shareable:\* No

Project Status:\* On Schedule

Project Management Step:\* Execute

Start Date (mm/yyyy):\* 11/2019

End Date (mm/yyyy):\* 12/2020

Does this project require new construction, renovation, retrofitting or modifications of existing structure? \* Yes

Project No.	Project Title	Core Capabilities	Capability Building	Deployable Shareable	Supports Previous Award Investment	Total Budgeted Cost
001	Installation of security fence and gate for parking lot	Physical Protective Measures	Build	N/A	No	5,000

(1) Open FMFW and go to the most recent **approved** Project Ledger tab.

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



# 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.

Milestones and NIMS Typing

Milestone	Milestone Complete	Remove
Develop Training schedule and send out invi	<input checked="" type="checkbox"/>	Remove
Select Venue to hold training	<input checked="" type="checkbox"/>	Remove
Hold Training by 09/2021	<input type="checkbox"/>	Remove
Submit Costs for reimbursement by 03/2022	<input type="checkbox"/>	Remove
<input type="button" value="Add Milestone"/>		

Does this project support a NIMS typed resource? \*

**(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)

**Milestones and NIMS Typing**

Milestone	Milestone Complete	Remove
Develop Training schedule and send out in	<input checked="" type="checkbox"/>	Remove
Select Venue to hold training		
Hold Training by 09/2021		
Submit Costs for reimbursement by 03		

Does this project support a NIMS typed resource? \*

Enter the name of the typed resources from the Resource Typing Library Tool \*

Enter the ID of the typed resources from the Resource Typing Library Tool \*

[Click to access the Resource Typing Library Tool](#)

**(2)** Enter Name and ID of the typed resource

**(1)** Use Resource Library Tool to find ID.

Revert to Saved

Save

Save and Continue

**(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?
  - 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

WHEN

Summer 2023; FY 21

WHY

funds for this equipment will enhance the security

capability for students and staff.



# 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

Recipients | Award | Project | Project (\$) | Project Detail | Allocations

Current User: Jane Doe

Welcome!

**Funding**

Organization

Users

Logout

**Local Jurisdiction / Entity Award Information - OA-H**

Solution Area:

Project Title: 001: Install security fe

Project Description: Install steel-reinforced gates to control entry into the parking lot.

Total Project Funding:		Total Solution Area Funding:	
SHSP	<input type="text"/>	Planning	<input type="text"/>
UASI	<input type="text"/>	Organization	<input type="text"/>
EMPG	<input type="text"/>	Equipment	<input type="text" value="\$50,000"/>
NSGP-UA	<input type="text" value="\$50,000"/>	Training	<input type="text"/>
OPSG	<input type="text"/>	Exercises	<input type="text"/>
NSGP-S	<input type="text"/>	Management	<input type="text"/>
Total	<input type="text" value="\$50,000"/>	Ad	<input type="text"/>
	<input type="button" value="OK"/>		

**Solution Area Subcategories**

NSGP-UA

Public education & outreach

(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

Recipients | Award | Project | Project (\$) | Project Detail | Allocations

Current User: Jane Doe

Welcome!

**Funding**

Organization

Users

Logout

### Solution Area Subcategories

	NSGP-UA	Total
Physical Security Enhancement Equipment		
2019 BSIR (December 19)	---	---
2019 BSIR (June 20)	<input type="text" value="\$50,000"/>	<input type="text" value="\$50,000"/>

↓↓ Scroll down to get to Disciplines ↓↓

### Disciplines

	NSGP-UA	
Not for Profit/Non-Profit		
2019 BSIR (December 19)	---	---
2019 BSIR (June 20)	<input type="text" value="\$50,000"/>	<input type="text" value="\$50,000"/>

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

**(4) Save**

Revert to Saved | Save | Save and Continue



# Modifying Projects



# Funding Module – Modifying a Project

**(1) Go to Project tab**

The screenshot shows a web application interface with a navigation menu on the left and a main content area. The navigation menu includes 'Welcome!', 'Funding', 'Organization', 'Users', and 'Logout'. The 'Funding' menu item is highlighted. The main content area has a breadcrumb trail: 'Recipients > Award > Project > Project (\$) > Project'. Below the breadcrumb, there is a header for 'Local Jurisdiction / Entity Award Information - OA-Happy County - 2019 BSIR (June 20)'. Underneath, there are two dropdown menus: 'Project View: Project List' and 'Self-Check View: -- Select Self-Check View --'. Below these is a table with the following data:

	Project Title	Funding Type	Funding	Proj
<input type="checkbox"/>	001: Install security fencing around parking lot	Passthrough to Local	\$50,000	Data En

Below the table is a section titled 'Comments' with an empty text input field.

**(2) Select Project List**

**(3) Click project to be modified**



# Funding Module - Modifying a Project

Recipients Award Project **Project (\$)** Project Detail Allocations

Current User:  
Jane Doe

Welcome!

**Funding**

Organization

Users

Logout

**Local Jurisdiction / Entity Award Information - OA-Happy County - 20**

**Project Funding Summary**

Required fields are marked with an asterisk \*

Project Title:\*

Project Type:\*

Project Location:\*

Funding Type:\*

Project Description:\*

**FY 2019 Grant Programs**

	Award	Expended
2019 BSIR (June 20)	<input type="text" value="\$50,000"/>	<input type="text"/>

Revert to Saved Save Save and Continue

(4) Edit title and description here

(6) Enter expended amount here.

(5) Edit budgeted amount here.

(7) Save



# Funding Module - Modifying Project Details

Recipients | Award | Project | Project (\$) | **Project Detail** | Allocations

Current User: Jane Doe

Welcome!

**Funding**

Organization

Users

Logout

---

**Local Jurisdiction / Entity Award Information - OA-Happy County - 2019 BSIR**

Required fields are marked with an asterisk \*

**Project Detail**

Project Title: 001: Install security fencing around parking lot

Project Description: Install steel-reinforced fencing around perimeter with

Self-Check: OK

---

**2019 Investment Alignment and Fusion Center**

There is no investment information due to the funding of the project.

---

**2019 BSIR (June 20) Core Capability and Project Details**

Primary Core Capability:\*

Capabilities Building:\*

Deployable:\*

Shareable:\*

Project Status:\*

Project Management Step:\*

Start Date (mm/yyyy):\*

End Date (mm/yyyy):\*

Does this project require new construction, renovation, retrofitting or modifications of existing structure? \*

---

**Milestones and NIMS Typing**

Milestone	Milestone Complete	Remove
Gather quotes and develop plans by 7/2020	<input type="checkbox"/>	<input type="button" value="Remove"/>

---

**(1) Click Project Detail tab**

**(2) Edit Core Capability and details.**

**(3) Edit milestones and mark completion.**

**(4) Save**



# Funding Module - Modifying Project Allocations

The screenshot displays the 'Allocations' tab in the Funding Module. The breadcrumb trail at the top reads: Recipients | Award | Project | Project (\$) | Project Detail | Allocations. The current user is Jane Doe. The page title is 'Local Jurisdiction / Entity Award Information - OA-Happy County - 2019'. A dropdown menu for 'Solution Area' is open, showing options: Planning (selected), Organization, Equipment, Training, Exercises, and Management & Administration. Below this, the 'Total Project Funding' section contains input fields for SHSP, UASI, EMPG, NSGP-UA (with a value of \$50), OPSG, and NSGP-S. A 'Total' row shows a value of \$50. At the bottom, the 'Solution Area Subcategories' section shows 'NSGP-UA'.

(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

Recipients | Award | Project | Project (\$) | Project Detail | Allocations

Current User: Jane Doe

Welcome!

**Funding**

Organization

Users

Logout

### Solution Area Subcategories

	NSGP-UA	Total
Physical Security Enhancement Equipment		
2019 BSIR (December 19)	---	---
2019 BSIR (June 20)	<input type="text" value="\$50,000"/>	<input type="text" value="\$50,000"/>

↓↓ Scroll down to get to Disciplines ↓↓

### Disciplines

	NSGP-UA	
Not for Profit/Non-Profit		
2019 BSIR (December 19)	---	---
2019 BSIR (June 20)	<input type="text" value="\$50,000"/>	<input type="text" value="\$50,000"/>

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

**(5) Save**

Revert to Saved | Save | Save and Continue



# FOUR GRT SELF-CHECKS



# Self-Check #1 - Project List View

The screenshot displays the 'Grants Reporting' interface for the 'Project List View'. The top navigation bar includes 'Recipients', 'Award', 'Project', 'Project (\$)', 'Project Detail', and 'Allocations'. The current user is identified as 'Jane Doe'. The main content area is titled 'Local Jurisdiction / Entity Award Information - OA-Happy County - 2016 BSIR (December 16)'. It features a table of projects with columns for 'Project Title', 'Funding Type', 'Funding', 'Project Status', and 'Project Self-Check'. A callout box points to the 'Project Tab' in the navigation bar. Another callout box points to the 'Self-Check View' dropdown menu, which is currently open, showing options: 'Grant Program', 'Solution Area', and 'Project Validation'. A third callout box points to the 'Project Self-Check' column, indicating that the status is 'OK' (green). At the bottom, there are buttons for 'Check All', 'Clear All', 'Submit', 'Change Status', and 'Delete'.

**Project Tab**

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

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> 001- Sustainment of Fusion Center Network System Mana	Passthrough to Local	\$1,000,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 002- ICS Training	Passthrough to Local	\$60,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 003- Responder Rescue Training	Passthrough to Local	\$147,500.00	Data Entry In Progress	OK
<input type="checkbox"/> 004- Strike Team/Task Force Leader Training	Passthrough to Local	\$57,500.00	Data Entry In Progress	OK
<input type="checkbox"/> 005- Mass Transportation & Evacuation Plans & Protocols	Passthrough to Local	\$265,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 006- Updating of pre-incident mapping for Cities of XY 2017	Passthrough to Local	\$57,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 007- Regional Fire/EMS Communications Center S	Passthrough to Local	\$0.00	Data Entry In Progress	OK
<input type="checkbox"/> 008- Catastrophic Incident Plans & Protocols	Passthrough to Local	\$0.00	Data Entry In Progress	OK
<input type="checkbox"/> 009- Mass Fatality Incident Exercise 2016	Passthrough to Local	\$0.00	Data Entry In Progress	OK
<input type="checkbox"/> 010- COOP/COG Planning City, County, and Special	Passthrough to Local	\$0.00	Data Entry In Progress	OK

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

Check All Clear All

Submit Change Status Delete



# Self-Check #2 - Grant Program View

**Homeland Security**  
FOR OFFICIAL USE ONLY

## Grants Reporting Tool

Federal Emergency Management Agency

Recipients | Award | Project | Project (\$) | Project Detail | Allocations

Current User: Gina Avelar

Welcome!

IJ Submission

Investment

**Funding**

PSIC

Approval

Organization

Users

Reporting

Logout

Local Jurisdiction / Entity Award Information - OA-Happy County - 2015 BSIR (December 15)

Project View: -- Select Project List -- Self-Check View: Grant Program

SHSP	UASI	EMPG	NSGP	OPSG	Project Total	Solution Area	Self-Check
Project A- CERT							
\$38,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,000.00	\$38,000.00	OK
Project B- Enhance Communications Capability							
\$8,100.00	\$0.00			\$0.00	\$8,100.00	\$8,100.00	OK
\$17,000.00	\$0.00				\$17,000.00	\$17,000.00	OK
\$87,700.00	\$0.00				\$87,700.00	\$87,700.00	OK
Project E- Management and Administration of grant							
\$9,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,200.00	\$9,200.00	OK
\$158,000.00	\$0.00		\$0.00	\$0.00	\$158,000.00	\$158,000.00	
Award							
\$158,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$158,000.00	\$158,000.00	
Self-Check							
OK	OK	OK	OK	OK			



# Self-Check #3 – Solution Area View

**(3) Solution Area View**

Local Jurisdiction / Entity Award Information - OA-Happy County - 2015 BSIR (December 15)

Project View: -- Select Project List -- Self-Check View: Solution Area

**Solution Area Summary**

Equipment	Exercises	Management & Administration	Organization	Planning	Training	Solution Area	Project Total	Self-Check
Project A- CERT								
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,000.00	\$38,000.00	\$38,000.00	OK
Project B- Enhance Communications Capability								
\$0.00	\$0.00	\$0.00	\$0.00	\$8,100.00			\$8,100.00	OK
Project C- Hazardous Materials								
\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00			\$17,000.00	OK
Project D- Information and Intelligence								
\$0.00	\$0.00	\$0.00	\$51,000.00	\$38,700.00	\$0.00	\$87,700.00	\$87,700.00	OK
Project E- Management and Administration of grant								
\$0.00	\$0.00	\$9,200.00	\$0.00	\$0.00	\$0.00	\$9,200.00	\$9,200.00	OK
Total								
\$17,000.00	\$0.00	\$9,200.00	\$51,000.00	\$42,800.00	\$38,000.00	\$158,000.00	\$158,000.00	

Check for green OK's



# Self-Check #4 – Project Validation View

The screenshot shows the 'Grants Reporting Tool' interface for the Federal Emergency Management Agency. The page title is 'Local Jurisdiction / Entity Award Information - OA-Happy County - 2015 BSIR (December)'. The 'Self-Check View' is set to 'Project Validation'. The main content area displays a table with columns for 'Funding Impact', 'Solution Area Tie-Out', 'Project Detail', and 'Self-Check'. The table lists several projects, all with '100%' completion and 'OK' status. Annotations include a callout box for '(4) Project Validation View', a callout box for 'Return back to Project List' pointing to the 'Project View' dropdown, a callout box for 'Check for green OK's' with an arrow pointing to the 'OK' status cells, and a large arrow pointing right towards the 'OK' cells.

**(4) Project Validation View**

Local Jurisdiction / Entity Award Information - OA-Happy County - 2015 BSIR (December)

Project View: -- Select Project List -- Self-Check View: Project Validation

**Return back to Project List**

	Funding Impact	Solution Area Tie-Out	Project Detail	Self-Check
Project A- CERT	100%	100%	100%	OK
Project B- Enhance Communications Capability	100%	100%	100%	OK
Materials	100%	100%	100%	OK
Intelligence	100%	100%	100%	OK
Project E- Management and Administration of grant	100%	100%	100%	OK
Self-Check	OK	OK	OK	OK

**Check for green OK's**



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



# Funding Module - Submission

Project Tab

Project Status will be  
**'Data Entry in Progress'**

FOR OFFICIAL USE ONLY

Grants Reporting System  
Federal Emergency Management Agency

Recipients | Award | **Project** | Project (\$) | Project Detail | Allocations

Current User: Jane Doe  
Welcome!

**Funding**  
Organization  
Users  
Logout

Local Jurisdiction / Entity Award Information - OA-Happy County - 2016 BSIR (December 16)

Project View: Project List | Self-Check View: -- Select Self-Check View -- | Grantee/Subgrantee Self-Check: OK

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> 001- Sustainment of Fusion Center Network System Manager & Intel Analysts	Passthrough to Local	\$1,000,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 002- ICS Training	Passthrough to Local	\$60,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 003- Responder Rescue Training	Passthrough to Local	\$147,500.00	Data Entry In Progress	OK
<input type="checkbox"/> 004- Strike Team/Task Force Leader Training	Passthrough to Local	\$57,500.00	Data Entry In Progress	OK
<input type="checkbox"/> 005- Mass Transportation & Evacuation Plans & Protocols	Passthrough to Local	\$265,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 006- Updating of pre-incident mapping for Cities of XX, YY, ZZ and surrounding areas	Passthrough to Local	\$57,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 007- Regional Fire/EMS Communications Center Security Enhancements	Passthrough to Local	\$54,542.00	Data Entry In Progress	OK
<input type="checkbox"/> 008- Catastrophic Incident Plans & Protocols	Passthrough to Local	\$160,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 009- Mass Fatality Incident Exercise 2016	Passthrough to Local	\$578,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 010- COOP/COG Planning City, County, and Special Districts	Passthrough to Local	\$25,000.00	Data Entry In Progress	OK

Comments

**(1) Click 'Check All' (or check specific projects)**

Check All | Clear All

Submit | Change Status | Delete

For Additional Detailed Information on the Project tab, click here.



# Funding Module - Submission

The screenshot shows the 'Grants Reporting Tool' interface for the Federal Emergency Management Agency. The header includes the Homeland Security logo and the text 'FOR OFFICIAL USE ONLY'. The main navigation bar contains 'Recipients', 'Award', 'Project', 'Project (\$)', and 'Project Details'. A left sidebar shows the current user 'Jane Doe' and navigation options: 'Welcome!', 'Funding', 'Organization', 'Users', and 'Logout'. The main content area is titled 'Local Jurisdiction / Entity Award Information' and shows a 'Project View' dropdown set to 'Project List'. A table lists 10 projects, each with a checked checkbox, a title, a status of 'Passthrough to Local', a funding amount, a status of 'Data Entry In Progress', and a 'Project Self-Check' of 'OK'. A 'Comments' section is visible below the table. At the bottom, there are buttons for 'Submit', 'Change Status', and 'Delete', along with 'Check All' and 'Clear' links. Two callout boxes are present: one pointing to the project list with the text '(2) Make sure all projects are checked', and another pointing to the 'Submit' button with the text '(3) Click on 'Submit''.

**(2) Make sure all projects are checked**

Project Title	Funding	Project Status	Project Self-Check
<input checked="" type="checkbox"/> 001- Sustainment of Fusion Center Network	\$1,000,000.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 002- ICS Training	\$60,000.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 003- Responder P...	\$147,500.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 004- Strike Team/Task Force Leader Training	\$57,500.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 005- Mass Transportation & Evacuation Plans & Protocols	\$265,000.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 006- Updating of pre-incident mapping for Cities of XX, YY, ZZ and surrounding areas	\$57,000.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 007- Regional Fire/EMS Communications Center Security Enhancements	\$54,542.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 008- Catastrophic Incident Plans & Protocols	\$160,000.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 009- Mass Fatality Incident Exercise 2016	\$578,000.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 010- COOP/COG Planning City, County, and Special Districts	\$25,000.00	Data Entry In Progress	OK

**(3) Click on 'Submit'**



# Funding Module - Submission

Homeland Security  
FOR OFFICIAL USE ONLY

Grants Reporting Tool  
Federal Emergency Management Agency

Recipients | Award | Project | Project (\$) | Project Detail | Allocations

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - OA-Happy County - 2016 BSIR (December 16)

Project View: Project List | Self-Check View: -- Select Self-Check View -- | Grantee/Supervisor Self-Check: OK

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> 001- Sustainment of Fusion Center Network System Manager & Intel Analysts	Passthrough to Local	\$1,000,000.00	Project Submitted	OK
<input type="checkbox"/> 002- ICS Training	Passthrough to Local	\$60,000.00	Project Submitted	OK
<input type="checkbox"/> 003- Responder Rescue Training	Passthrough to Local	\$147,500.00	Project Submitted	OK
<input type="checkbox"/> 004- Strike Team/Task Force Leader Training	Passthrough to Local	\$57,500.00	Project Submitted	OK
<input type="checkbox"/> 005- Mass Transportation & Evacuation Plans & Protocols	Passthrough to Local	\$265,000.00	Project Submitted	OK
<input type="checkbox"/> 006- Updating of pre-incident mapping for Cities of XX, YY, ZZ and surrounding areas	Passthrough to Local	\$57,000.00	Project Submitted	OK
<input type="checkbox"/> 007- Regional Fire/EMS Communications Center Security Enhancements	Passthrough to Local	\$54,542.00	Project Submitted	OK
<input type="checkbox"/> 008- Catastrophic Incident Plans & Protocols	Passthrough to Local	\$160,000.00	Project Submitted	OK
<input type="checkbox"/> 009- Mass Fatality Incident Exercise 2016	Passthrough to Local	\$578,000.00	Project Submitted	OK
<input type="checkbox"/> 010- COOP/COG Planning City, County, and Special Districts	Passthrough to Local	\$25,000.00	Project Submitted	OK

Comments

Check All | Clear All

Submit | Change Status | Delete

**(4) Status should say 'Project Submitted'**

**(5) Click 'Check All' again**



# Funding Module - Submission

The screenshot displays the 'Grants Reporting Tool' interface. At the top left is the 'Homeland Security' logo with the text 'FOR OFFICIAL USE ONLY'. The main title is 'Grants Reporting Tool'. Below the title, there are tabs for 'Recipients', 'Award', 'Project', and 'Project'. The current user is identified as 'Jane Doe'. A sidebar on the left contains navigation links: 'Welcome!', 'Funding', 'Organization', 'Users', and 'Logout'. The main content area shows a 'Local Jurisdiction / Entity Award' section with a 'Project View: Project List' dropdown. A table lists projects with columns for 'Project Title', 'Funding Type', 'Funding', 'Project Status', and 'Project Self-Check'. All projects in the table have a checked checkbox in the first column and a green 'OK' in the 'Project Self-Check' column. Below the table is a 'Comments' section with a text area containing the text 'Projects have been updated. GA 12/13/16'. At the bottom, there are buttons for 'Submit', 'Change Status', and 'Delete', along with a link for 'Detailed Information on the Project tab click here'.

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input checked="" type="checkbox"/> 00- Government of Fusion Center Network System Manager & Intel Analysts	Passthrough to Local	\$1,000,000.00	Project Submitted	OK
<input checked="" type="checkbox"/> 002- ICS Training	Passthrough to Local	\$60,000.00	Project Submitted	OK
<input checked="" type="checkbox"/> 003- Responder Rescue Training	Passthrough to Local	\$147,500.00	Project Submitted	OK
<input checked="" type="checkbox"/> 004- Strike Team/Task Force Leader Training	Passthrough to Local	\$57,500.00	Project Submitted	OK
<input checked="" type="checkbox"/> 005- Mass Transportation & Evacuation Plans & Protocols	Passthrough to Local	\$265,000.00	Project Submitted	OK
<input checked="" type="checkbox"/> 006- Updating of pre-incident mapping for Cities of XX, YY, ZZ and surrounding areas				
<input checked="" type="checkbox"/> 007- Regional Fire/EMS Communications Center Security Enhancements				
<input checked="" type="checkbox"/> 008- Catastrophic Incident Plans & Protocols				
<input checked="" type="checkbox"/> 009- Mass Fatality Incident Exercise 2016				
<input checked="" type="checkbox"/> 010- COOP/COG Planning City, County, and Special Districts				

(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

The screenshot displays the 'Grants Reporting Tool' interface for the Federal Emergency Management Agency. The header includes the Homeland Security logo and the text 'FOR OFFICIAL USE ONLY'. The main navigation bar contains tabs for 'Recipients', 'Award', 'Project', 'Project (\$)', 'Project Detail', and 'Allocations'. The current user is identified as 'Jane Doe'. The page title is 'Local Jurisdiction / Entity Award Information - OA-Happy County - 2016 BSIR (December 16)'. Below the title, there are dropdown menus for 'Project View' (set to 'Project List') and 'Self-Check View' (set to '-- Select Self-Check View --'). A 'Grantee/Subgrantee Self-Check' status is shown as 'OK' in a green box. The main content is a table with the following columns: Project Title, Funding Type, Funding, Project Status, and Project Self-Check. The table lists ten projects, all with a 'Submitted to SAA/DTG' status and an 'OK' self-check. A callout box in the bottom right corner points to the 'Project Status' column, stating: '(9) Status should say 'Submitted to SAA/DTG''.

Project Title	Funding Type	Funding	Project Status	Project Self-Check
001- Sustainment of Fusion Center Network System Manager & Intel Analysts	Passthrough to Local	\$1,000,000.00	Submitted to SAA/DTG	OK
002- ICS Training	Passthrough to Local	\$60,000.00	Submitted to SAA/DTG	OK
003- Responder Rescue Training	Passthrough to Local	\$147,500.00	Submitted to SAA/DTG	OK
004- Strike Team/Task Force Leader Training	Passthrough to Local	\$57,500.00	Submitted to SAA/DTG	OK
005- Mass Transportation & Evacuation Plans & Protocols	Passthrough to Local	\$265,000.00	Submitted to SAA/DTG	OK
006- Updating of pre-incident mapping for Cities of XX, YY, ZZ and surrounding areas	Passthrough to Local	\$57,000.00	Submitted to SAA/DTG	OK
007- Regional Fire/EMS Communications Center Security Enhancements	Passthrough to Local	\$54,542.00	Submitted to SAA/DTG	OK
008- Catastrophic Incident Plans & Protocols	Passthrough to Local	\$160,000.00	Submitted to SAA/DTG	OK
009- Mass Fatality Incident Exercise 2016	Passthrough to Local	\$578,000.00	Submitted to SAA/DTG	OK
010- COOP/COG Planning City, County, and Special Districts	Passthrough to Local	\$25,000.00	Submitted to SAA/DTG	OK

(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 (HSGP & EMPG) Thursday, December 9, 2021; 9:00 AM-11:00 AM
- Webinar #2 (Non-Profit) Thursday, December 9, 2021; 1:30 PM-3:30 PM
- Webinar #3 (Non-Profit) Tuesday, December 14, 2021; 9:00 AM-11:00 AM
- Webinar #4 (HSGP & EMPG) Tuesday, December 14, 2021; 1:30 PM-3:30 PM

## **Contact your Program Representative**

- Shared E-mail [Nonprofit.Security.Grant@caloes.ca.gov](mailto:Nonprofit.Security.Grant@caloes.ca.gov)

## **Contact Homeland Security & Emergency Management Grants Processing Unit**

- Shared E-mail [HSEM\\_GP@caloes.ca.gov](mailto:HSEM_GP@caloes.ca.gov)

