



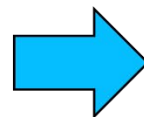
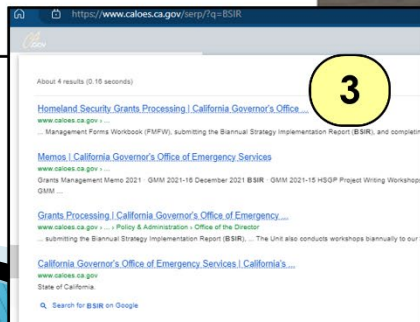
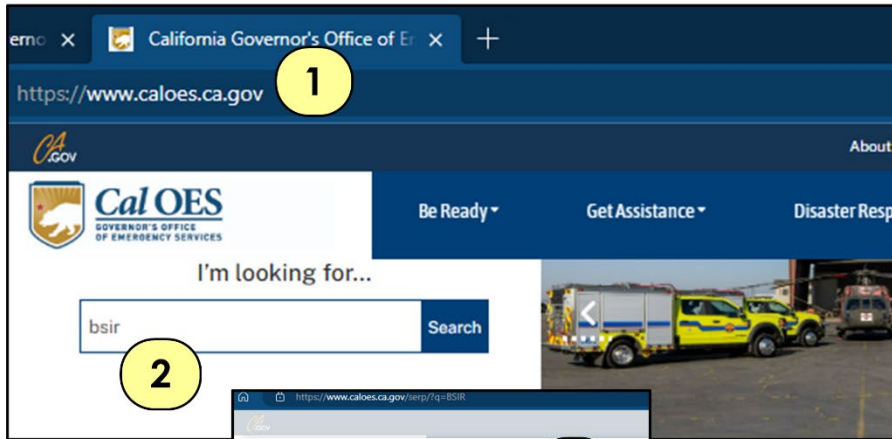
Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

December 2023 BSIR Webinar

December 2023 BSIR Training Material

- Go to the [Homeland Security Grants Processing](#) webpage
- Alternatively, search Cal OES website:
 1. Go to <https://caloes.ca.gov>
 2. Search for “**BSIR**”
 3. Click on the first result.



December 2023 Biannual Strategy Implementation Report (BSIR)

Webinar	Webinar
<p data-bbox="403 434 678 479"><u>Webinar #1</u></p> <p data-bbox="142 494 944 601">Wednesday, December 13, 2023 9:30 AM – 11:30 AM</p> <p data-bbox="195 675 890 782">Call in: 805-618-2411 Conference ID: 880 109 114#</p>	<p data-bbox="1002 434 1769 479"><u>Webinar #2 - Nonprofit Specific</u></p> <p data-bbox="985 494 1787 601">Wednesday, December 13, 2023 1:30 PM – 3:30 PM</p> <p data-bbox="1037 675 1733 782">Call in: 805-618-2411 Conference ID: 127 455 220#</p>
<p data-bbox="160 848 927 893"><u>Webinar #3 – Nonprofit Specific</u></p> <p data-bbox="179 908 908 1015">Thursday, December 14, 2023 9:30 AM – 11:30 AM</p> <p data-bbox="214 1089 871 1196">Call in: 805-618-2411 Conference ID: 114 887 54#</p>	<p data-bbox="1246 848 1524 893"><u>Webinar #4</u></p> <p data-bbox="1022 908 1750 1015">Thursday, December 14, 2023 1:30 PM – 3:30 PM</p> <p data-bbox="1037 1089 1733 1196">Call in: 805-618-2411 Conference ID: 790 579 127#</p>



Updates: All Grants (1 of 2)

- Grant Years you are responsible for:

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
EMPG		✓	✓	✓	✓
EMPG-ARPA			✓		
HSGP	✓	✓	✓	✓	✓
NSGP	✓	✓	✓	✓	✓

- EMPG Subrecipients will report on Grants Awarded for FY 2020, FY 2021, FY 2022, FY 2023, and FY 2021 American Rescue Plan Act funding.
- HSGP & NSGP Subrecipients will report on Grants Awarded for FY 2019, FY 2020, FY 2021, FY 2022, and FY 2023.

BSIR IS OPEN!

DON'T WAIT!

SUBMIT NOW!



Updates: All Grants (2 of 2)

- Cal OES will submit FY 2018 grants on behalf of Subrecipients unless the Organization received a Time Extension
- Due to Cal OES:

COB Friday, January 19, 2024

BSIR IS OPEN!

DON'T WAIT!

SUBMIT NOW!



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

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

Homeland Security
FOR OFFICIAL USE ONLY

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

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

	Award	Obligated	Expended
SHSP			
2021 BSIR (December 21)	\$100,000		
UASI			
2021 BSIR (December 21)			
EMPG			
2021 BSIR (December 21)	\$50,000		
NSGP-UA			
2021 BSIR (December 21)			
OPSG			
2021 BSIR (December 21)			
NSGP-S			
2021 BSIR (December 21)			
EMPG-ARPA			
2021 BSIR (December 21)	\$15,000		
Total Funding			
2021 BSIR (December 21)	\$165,000	---	---

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

- EMPG-ARPA will use its own FMFW with project information

PROJECT LEDGER				
Example Subrecipient				
099-00000				
2021-0015				
State Goals	Direct / Subaward	Project	Project Title	Total Budgeted Cost
				\$237,618
Goal #6	Direct	A	Emergency Management Staff Salaries and Benefits	116,292

FOR OFFICIAL USE ONLY

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

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

FY 2021 Grant Programs

	Award	Expended
SHSP		
2021 BSIR (December 21)	\$12,500	
UASI		
2021 BSIR (December 21)		
EMPG		
2021 BSIR (December 21)		
NSGP-UA		
2021 BSIR (December 21)		
OPSG		
2021 BSIR (December 21)		
NSGP-S		
2021 BSIR (December 21)		
EMPG-ARPA		
2021 BSIR (December 21)		



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

- Label each project title with “**EMPG**” or “**EMPG-ARPA**”
- Copy project title and description from FMFW
- Example: “**EMPG-ARPA Project A**: Project Title”

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

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - OA-Happy County - 2021 BSIR (December 21)

Project View: Self-Check View:

	<u>Project Title</u>	<u>Funding Type</u>	<u>Funding</u>
<input type="checkbox"/>	EMPG Project A: OES Vehicle Locking Storage Box	Passthrough to Local	\$1,800
<input type="checkbox"/>	EMPG Project B: Active Shooter Training	Passthrough to Local	\$12,000
<input type="checkbox"/>	EMPG-ARPA Project A: Operational Coordination	Passthrough to Local	\$45,000
<input type="checkbox"/>	EMPG-ARPA Project B: Operational Communications	Passthrough to Local	\$10,000



Updates: HSGP National Priorities

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



Updates: HSGP Project Detail Tab (1 of 3)

There are 2 new sections in the Project Detail tab:

1. 2023 Investment Alignment and Fusion Center
2. 2023 National Priority Area Alignment

2023 Investment Alignment and Fusion Center	
Submission Type:*	State Submission
Investment Supported:*	Enhance Information and Intelligence Sharing and Cooperation with federal agencies, including DHS
Does this project support a Previously Awarded Investment? *	No

2023 National Priority Area Alignment	
National Priority Area:*	Information and Intelligence Sharing and Cooperation Inve
Does this project directly support a Fusion Center? *	No



Updates: HSGP Project Detail Tab (2 of 3)

2023 Investment Alignment and Fusion Center

- **Submission Type:** State Submission is the only selection
- **Investment Supported:** Choose the appropriate CA state IJ for this project

2023 Investment Alignment and Fusion Center

Submission Type:*

State Submission

Investment Supported:*

Enhance Information a



Updates: HSGP Project Detail Tab (3 of 3)

2023 National Priority Area Alignment

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

2023 National Priority Area Alignment

National Priority Area:*

Not aligned with a t

Does this project directly support a Fusion Center? *

No ▼



Reminder: Update Milestones

Indicate if milestones have been met and remember:

- Minimum of 3 milestones per project
- Maximum of 4 milestones per project
- Provide anticipated dates for each milestone
- Milestones should cover the life of the project

Milestones and NIMS Typing		
Milestone	Milestone Complete	Remove
Obtain quotes from at least 3 vendors by 6/2020	<input checked="" type="checkbox"/>	Remove
Select vendor and define contract parameters by 8/2020	<input type="checkbox"/>	Remove
Complete installation and training by 10/2020	<input type="checkbox"/>	Remove
Submit reimbursement request by 11/2020	<input type="checkbox"/>	Remove
<input type="button" value="Add Milestone"/>		



Questions?



Webinar Content

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



Terminology

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

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

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

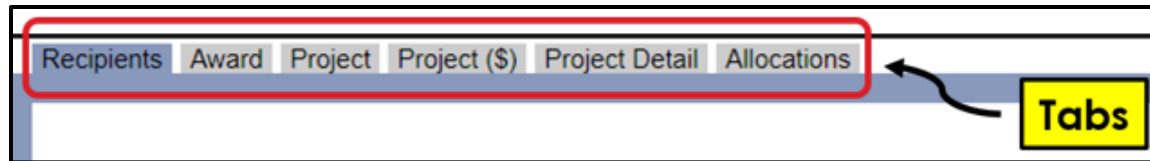
Grantees/Subgrantees for California

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 that have to be paid to a vendor for a good/service already provided, but have yet to be paid
- **Expended**: funds that have been paid to a vendor to fulfill an obligation

BSIR Overview

- Purpose of the BSIR:
 - Show the cumulative progress of your projects
 - Info collected is used by the Governor's office
- Most Importantly, BSIR is **MANDATORY** per federal regulations, which require performance measurement

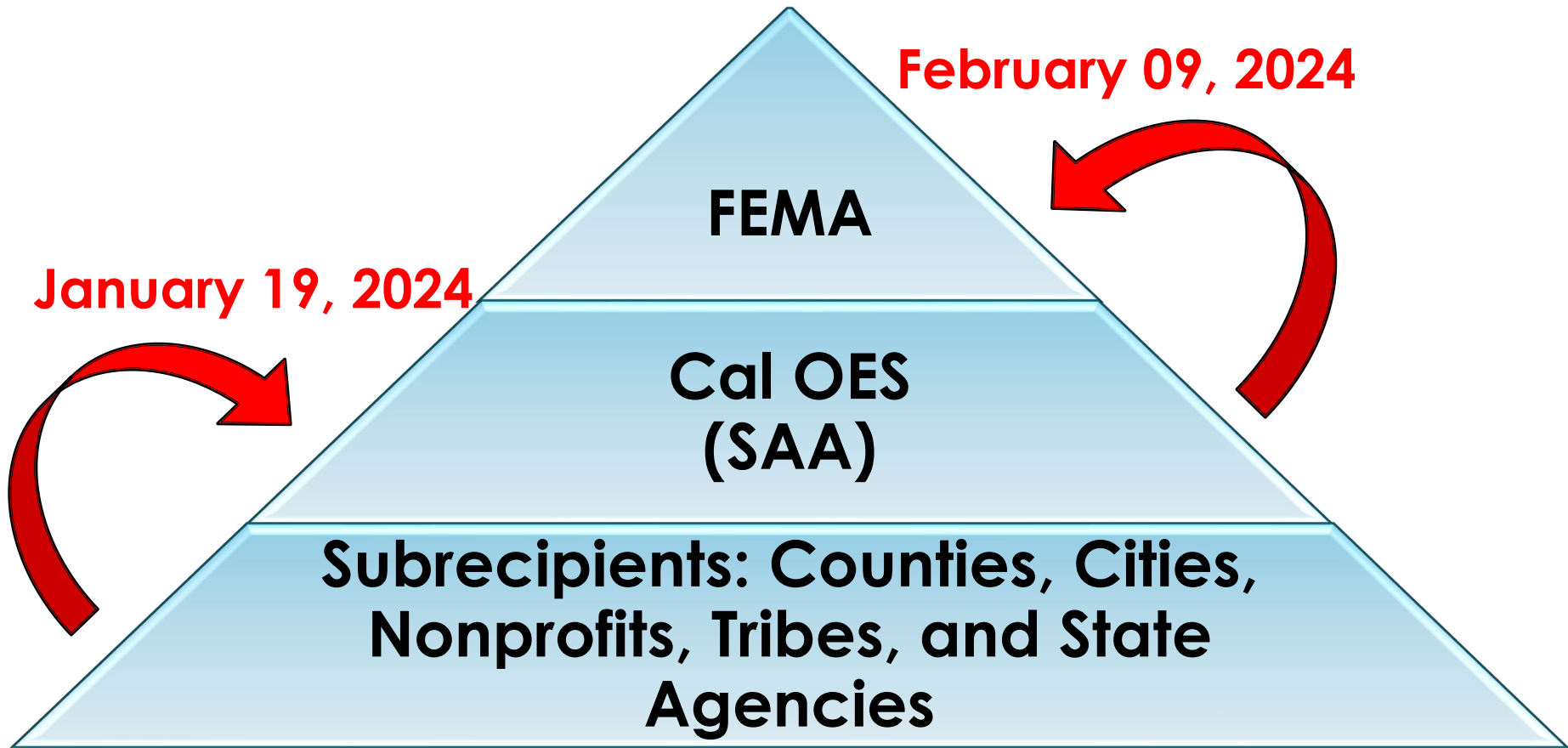


BSIR Overview

- BSIR Reporting cycle is every 6 months:
 - 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



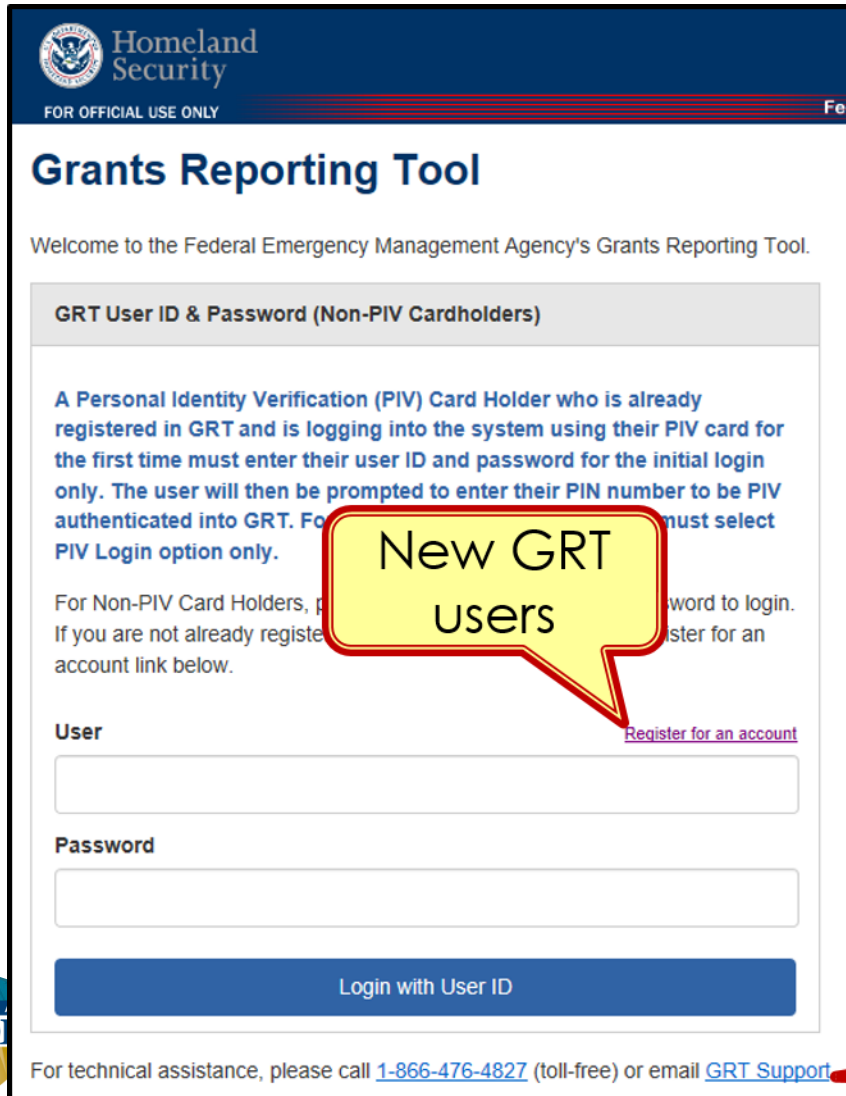
BSIR Deadlines: December 2023



GRT REGISTRATION



GRT Homepage – 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 non-PIV cardholders, 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.

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

- 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, contact the Grants Reporting Tool Helpdesk. Your correspondence will be sent to the point of contact e-mail address, so please make certain this address is correct. If you have any questions, contact the Grants Reporting Tool Helpdesk.

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

User Information

Name Prefix	Select a Prefix *
First Name	<input type="text"/> *
Last Name	<input type="text"/> *
Address Line 1	<input type="text"/> *
Address Line 2	<input type="text"/>
City	<input type="text"/> *
State	Select a State *
Zip Code	<input type="text"/> *
Phone Number	<input type="text"/> * Ext. <input type="text"/>
Fax Number	<input type="text"/>
E-mail address	<input type="text"/> *



Registration Form – Step 2

Homeland Security
FOR OFFICIAL USE ONLY

Grants Reporting Tool

Federal Emergency Management Agency

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

Registration Form - Step 3

Please fill out the following fields and press "Submit" to complete your registration. 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, etc.) or common words (e.g., password, secret, admin, etc.). Passwords must be different from the username 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

(10) U.S. Citizen?

(11) Click 'Submit'



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 own account
- Password must be changed every 90 days
- Double-check profile information for accuracy



GRT Introduction: Welcome Page and Users Module

GRT Modules

1. Welcome
2. Funding
3. **Organization**
4. Users
5. Logout



Users with Admin rights have access to the **Organization** module

Welcome Page - Help References

FOR OFFICIAL USE ONLY

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 and report on 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.

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

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

Revert to Saved Save

Advise only one Administrator per organization

(4) Save

Organization Module - Subgrantees Tab

- This tab only exists for Administrator accounts.
- Cal OES enters contact info for your organization when you are awarded for the first time; may be incomplete.
- Please verify information for your organization's main Point of Contact

Subgrantees | Subgrantee Detail | Subgrantee U/ARTA

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

Homeland Security
FOR OFFICIAL USE ONLY

Recipients | Award | Project | Project (\$) | F

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Log

California

Grant Award Year **2019**
2018
2017
2016
2015
2014
2013

Reporting Period BSIR (June 20) ▾

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

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

(2) Select **BSIR (December 2023)** 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 (December 19)

Required fields are marked with an asterisk *

FY 2019 Grant Programs

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

	Award	Obligated ▶	Expended ▶
SHSP ▶ 2019 BSIR (December 19)	<input type="text" value="\$100"/>	<input type="text"/>	<input type="text" value="\$10"/>
UASI ▶ 2019 BSIR (December 19)	<input type="text"/>	<input type="text"/>	<input type="text"/>
EMPG ▶ 2019 BSIR (December 19)	<input type="text"/>	<input type="text"/>	<input type="text"/>
NSGP-UA ▶ 2019 BSIR (December 19)	<input type="text"/>	<input type="text"/>	<input type="text"/>

(1) Update 'Obligated'

Award

Grant Programs

(2) Expended: auto-populates



Funding Module - Project Tab

- Use recent FMFW to create/edit projects in GRT
- Project Ledger will have almost all the info needed
- SAA will adjust the award amount due to increase funding or disencumbered funds.
- Save frequently: 20 minute GRT time out.
- **Report FY, 2020, 2021, 2022, 2023 this reporting period. (FY 2018 & 2019 if Time Extension approved)**

Happy County													INITIAL APPLICATION		Ledger Type		Initial Application	
000-0000 2019-0003													ADVANCE		Date		12/04/2019	
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">BLACK FONT (SELECTION)</div> <div style="border: 1px solid black; padding: 2px; background-color: red; color: white;">RED STRIKETHRU (SELECTION)</div> <div style="border: 1px solid black; padding: 2px; background-color: blue; color: white;">BLUE FONT (SELECTION)</div> </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px; text-align: center;">FORMULA RESET</div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid black; padding: 2px;">ADD ROW</div> <div style="border: 1px solid black; padding: 2px;">DELETE ROW</div> <div style="border: 1px solid black; padding: 2px;">NEW REQUEST</div> <div style="border: 1px solid black; padding: 2px;">NEW MOD ITEM</div> </div>													REIMBURSEMENT REQUEST		POP Start Date		07/01/2019	
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">BLACK FONT (ROW)</div> <div style="border: 1px solid black; padding: 2px; background-color: red; color: white;">RED STRIKETHRU (ROW)</div> <div style="border: 1px solid black; padding: 2px; background-color: blue; color: white;">BLUE FONT (ROW)</div> </div>													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	
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"/>	001- Sustainment of Fusion Center Network System Manager & Intel Analysts	Passthrough to Local	\$50,000	Data Entry In Progress	OK
<input type="checkbox"/>	003- Community Emergency Response Teams Training	Passthrough to Local	\$10,000	Data Entry In Progress	OK
<input type="checkbox"/>	003- Responder Rescue Training	Passthrough to Local	\$7,500	Data Entry In Progress	OK
<input type="checkbox"/>	004- Updating of pre-incident mapping for Cities of XX, YY and ZZ and surrounding areas	Passthrough to Local	\$15,000	Data Entry In Progress	OK
<input type="checkbox"/>	005- Mass Fatality Incident Exercise 2019	Passthrough to Local	\$12,500	Data Entry In Progress	OK

Comments



Funding Module - Project Tab (Create Project)

The screenshot displays the 'Project' tab in the Funding Module. The top navigation bar includes 'Recipients', 'Award', 'Project', 'Project (\$)', 'Project Detail', and 'Allocation'. The left sidebar shows the user 'Jane Doe' and navigation options: 'Welcome!', 'Funding' (highlighted), 'Organization', 'Users', and 'Logout'. The main content area features a 'Local Jurisdiction' dropdown menu with options: '-- Select Project List --', 'Create Project' (highlighted), 'Project List', and 'Project History'. A 'Self-Check View' dropdown is set to '-- Select Self-Check View --'. Below these are project entries with checkboxes and titles: '001- Sustainment of Fusion Center Network System Manager & Intel Analysts', '003- Community Emergency Response Teams Training', '003- Responder Rescue Training', '004- Updating of pre-incident mapping for Cities of XX, YY and ZZ and surrounding areas', and '005- Mass Fatality Incident Exercise 2019'. A 'Comments' section with a text input field is also visible. At the bottom, there are 'Check All' and 'Clear All' links, and 'Submit', 'Change Status', and 'Delete' buttons.

(1) Select 'Create Project' from drop down

Funding Module: Project Tab (Create Project)

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

Project Number	Project Title	Project Description
001	Sustainment of Fusion Center Network System Manager & Intel Analysts	Funding to support (3) contractor and (4) XYPD Intel Analysts and (1) Network Program Manager
002	ICS Training	Deliver two each ICS 300 and ICS 400 trainings throughout region reaching anticipated 90 participants
003	Community Emergency Response Teams Training	Provide participating Community Emergency Response Teams (C.E.R.T.) in the Operational Area the means to conduct training and purchase equipment. The goal is to expand the training capabilities for the existing teams and to ensure that the teams have the equipment necessary to help assist the community in the event of a large disaster.

The screenshot shows a web application interface for creating a project. The 'Project Ledger' table on the left is highlighted, with two arrows indicating data transfer: one from the 'ICS Training' row to the 'Project Title' field, and another from the 'Community Emergency Response Teams Training' row to the 'Project Description' field. The 'Create Project' form on the right includes a sidebar with navigation links (Funding, Organization, Users, Logout) and a main area with tabs (Recipients, Award, Project, Project (\$), Project Detail, Allocations). The form fields are: Project Title (text input), Project Type (dropdown menu), Project Location (text input), and Project Description (text area). Required fields are marked with an asterisk. The 'Project Title' field contains the text 'Insert Project Title' and the 'Project Description' field contains the text 'Deliver two each ICS 300 and ICS 400 trainings throughout region reaching anticipated 90 participants'.

Funding Module: Project Tab (Create Project)

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

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

Project View: Self-Check View:

Create Project

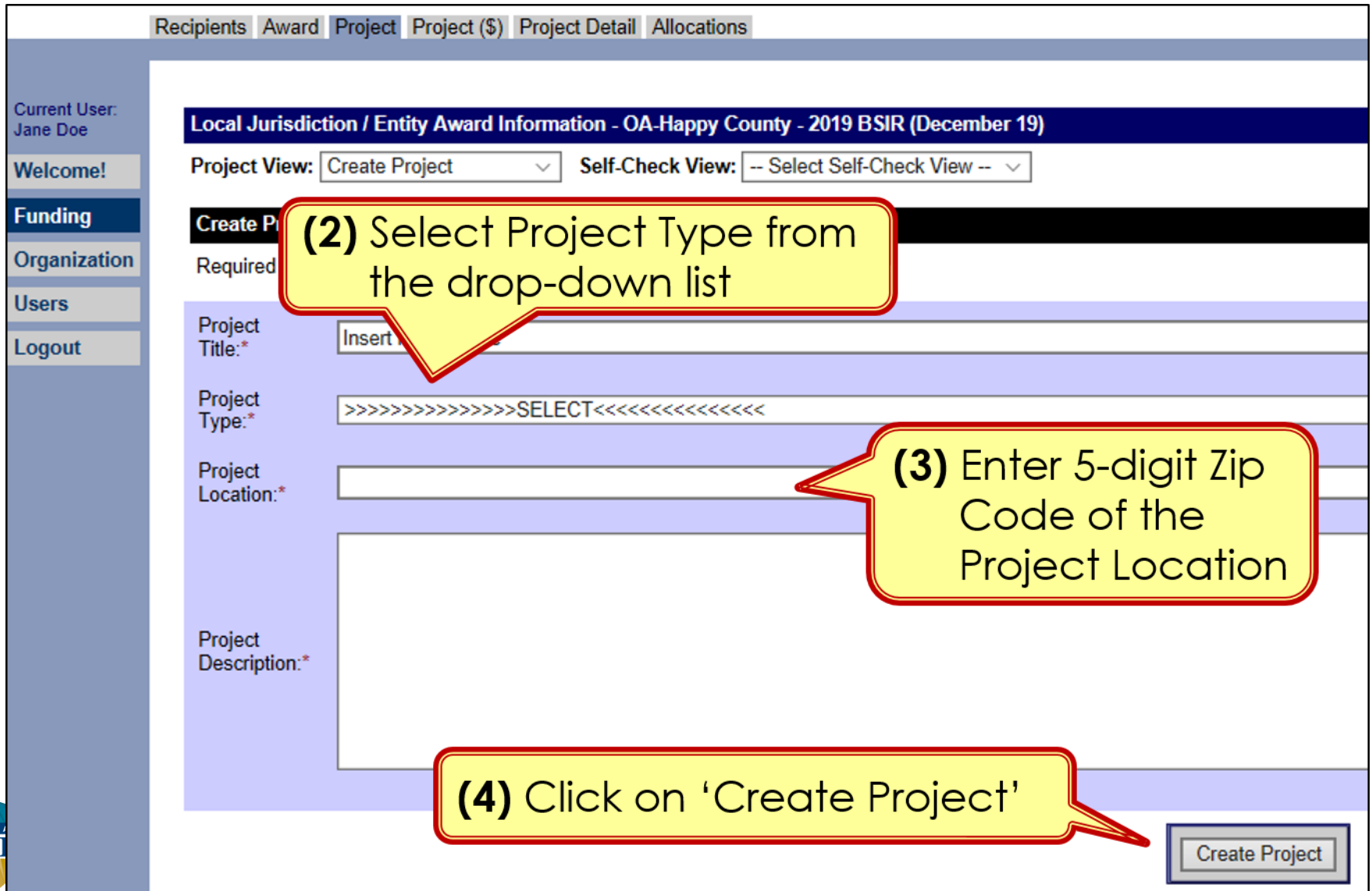
Required

Project Title:*

Project Type:*

Project Location:*

Project Description:*



(2) Select Project Type from the drop-down list

(3) Enter 5-digit Zip Code of the Project Location

(4) Click on 'Create Project'



Funding Module: Project Tab (Create Project)

The screenshot shows the 'Create Project' interface 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, there are 'Create Project' and 'Clear' buttons. A pop-up message from 'https://www.reporting.odp.dhs.gov' states: 'Project successfully created. To view the project list select 'Project List' from the Project View.' with an 'OK' button. Two callouts are present: a yellow callout pointing to the 'Project View' dropdown with the text '(6) Select 'Project List'', and a yellow callout pointing to the 'OK' button with the text '(5) Select 'OK' when pop-up appears.' The left sidebar includes 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 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

Current User: Jane Doe

Welcome!

Funding

Organiz

Users

Logout

FY 2019 Grant Programs

	Award	Expended
SHSP		
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 Total Approved amount in **EXPENDED** field.

(7) Save

Project Number	Project Title	Project Description	Total Budgeted Cost	Total Approved
			115,000	-
002	ICS Training	Deliver two each ICS 300 and ICS 400 trainings throughout region reaching anticipated 90 participants	20,000	



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 Info

Required fields are marked with an asterisk.

Project Detail

Project Title: 004- Updating of pre-incident maps

Project Description: Updating and converting pre-incident maps for schools and hospital(s) in the City of Los Angeles used by both Police and Fire Departments

Self-Check: OK

2019 Investment Alignment and Fusion Center

Submission Type:* - SELECT -

Investment Supported:* **IJ 2: Protect Critical Infrastructure and Key Resources (includes Food and Agriculture)**

Does this project support a Previously Awarded Investment? *

2019 BSIR (December 19) Core Capabilities

Primary Core Capability:*

ID	State Goals	Direct / Subaward	Project Number	Project Title
IJ #1	Goal #1	Direct	001	Sustainment of Fusion Center System Manager & Intel An
IJ #2	Goal #6	Direct	002	ICS Training

(1) Select 'Investment Supported' that matches IJ in Project Ledger.

NOTE: This page only applies to HSGP.



Funding Module: Project Detail Tab

Project Detail

Project Title: 001- Sustainment of Fusion Center Network System Manager & Intel Ar
 Project Description: Funding to support (3) contractor and (4) XYPD Intel Analysts and (1) M
 Self-Check: OK

2019 Investment Alignment and Fusion Center

Submission Type:*
 Investment Supported:*

Does this project support a Previously Awarded Investment? *

Prior Year	Investment Name	Last Completed Milestone	Remove
2018	IJ#1 Strengthen Capabi	Developed Job Descript	Remove

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

Remember to use most recent **approved** FMFW

Project Number	Project Title	Core Capability	Capability Building	Deployable / Shareable	Supports Prev Awarded Investment?
001	Sustainment of Fusion Center Network System Manager & Intel Analysts	Intelligence and Information Sharing	Sustain	Deployable	FY18; IJ#1
002	ICS Training	Mass Search and Rescue Operations	Sustain	Shareable	FY18; IJ#9



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](#)

(1) Use Resource Library Tool to find ID.

(2) Enter Name and ID of the typed resource

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?
 - 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

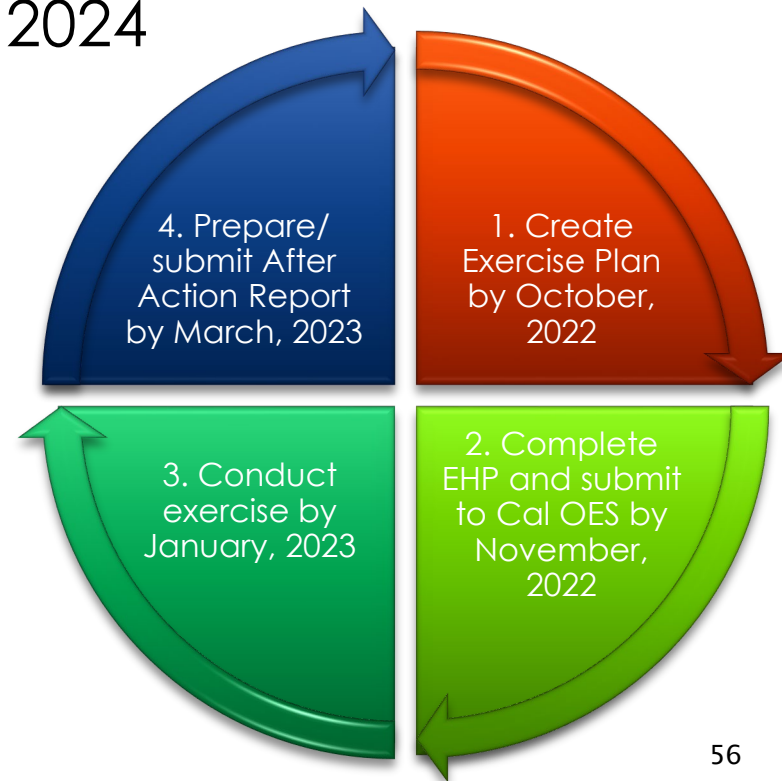
WHY

test communications and mass care service capabilities.



Example of SUFFICIENT Milestones

1. Create Exercise Plan by October, 2023
2. Complete EHP and submit to Cal OES by November, 2023
3. Conduct exercise by January, 2024
4. Prepare/submit After Action Report by March, 2024



Funding Module: Allocation Tab

Recipients Award Project Project (\$) Project Detail Allocations

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

Solution Area:

Project Title: 001- Sustainment of Fusion Center Network Analysts

Project Description: Funding to support (3) contractor and (4) X Network Program Manager

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

Solution Area Subcategories

SHSP

Public education & outreach

2019 BSIR (December 19)

Develop scenario plans that incorporate the range of prevention, protection, response and recovery activities

(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



How to Find Solution Area Sub-Category for a Project

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

Project Number	Project Title	Project Description	Funding Source	Discipline	Solution Area	Core Capability
001	Sustainment of Fusion Center Network System Manager & Intel Analysts	Funding to support (3) contractor and (4) XXPD Intel Analysts and (1) Network Program Manager	HSGP-SHSP	LE	Organization	Intelligence and Information Sharing
002	ICS Training	Deliver two each ICS 300 and ICS 400 trainings throughout region reaching anticipated 90 participants	HSGP-SHSP	EMG	Training	Mass Search and Rescue Operations
		Provide participating Community Emergency Response Teams (C.E.R.T.) in the Operational Area the means to conduct training and				

1

2

Project Ledger	Planning	Organization	Equipment	Training	Exercise
----------------	----------	--------------	-----------	----------	----------

3

Project Number	Direct/Subaward	Course Name	Solution Area Sub-Category	Expenditure Category	Budgeted Cost
002	Direct	ICS 400 Training	Course Delivery and Evaluation	Consultant	2,500
002	Subaward	ICS 400 Training	Course Delivery and Evaluation	Consultant	2,500
003	Subaward	Rescue Systems II: Advanced Skills	Course Delivery and Evaluation	Staff	1,000

4



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 tabs for 'Recipients', 'Award', 'Project', 'Project (\$)', and 'Project'. The 'Project' tab is selected. Below the tabs, there is a header for 'Local Jurisdiction / Entity Award Information - OA-Happy County - 2019 BSIR (June 20)'. Below the header, there are two dropdown menus: 'Project View:' set to 'Project List' and 'Self-Check View:' set to '-- Select Self-Check View --'. Below these are two tables. The first table has columns for 'Project Title', 'Funding Type', 'Funding', and 'Proj'. The second table is titled 'Comments' and is currently empty.

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

Comments

(2) Select **Project List**

(3) Click project to be modified to go to **Project (\$)** tab



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:* 001: Install security fencing around parking lot

Project Type:* Assess vulnerability of and/or harden/protect critical infrastructure at

Project Location:* 95655

Funding Type:* Passthrough to Local

Project Description:* Install steel-reinforced fencing around perim

FY 2019 Grant Programs

	Award	Expended
2019 BSIR (June 20)	\$50,000	

Revert to Saved Save Save and Continue

(4) Edit title and description here

(6) Enter amount spent through end of BSIR period 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"/>	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 is the 'Total Project Funding' section with a table of funding sources and amounts.

Total Project Funding:	
SHSP	<input type="text"/>
UASI	<input type="text"/>
EMPG	<input type="text"/>
NSGP-UA	\$50,000
OPSG	<input type="text"/>
NSGP-S	<input type="text"/>
Total	\$50,000

Below the table is the 'Solution Area Subcategories' section, which includes a subcategory '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

Project Tab

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

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

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

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.

Comments

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					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 'Project Validation' view in the Grants Reporting system. The page header includes the Homeland Security logo and the text 'Grants Reporting Federal Emergency Management Agency'. A navigation bar contains links for 'Recipients', 'Award', 'Project', 'Project (\$)', 'Project Detail', and 'Allocations'. The current user is identified as 'Gina Avelar'. The main content area is titled 'Local Jurisdiction / Entity Award Information - OA-Happy County - 2015 BSIR (December 15)'. It features a 'Project View' dropdown menu set to 'Project Validation' and a 'Self-Check View' dropdown menu also set to 'Project Validation'. The main table displays project metrics for several projects, including 'Project A - CERT', 'Project D - Intelligence', and 'Project E - Management of grant'. Each project row shows progress bars for 'Project Metrics', 'Funding Impact', 'Solution Area Tie-Out', and 'Project Detail', all of which are at 100%. A 'Self-Check' column for each project shows a green 'OK' status. Annotations include a yellow callout box at the top right labeled '(4) Project Validation', a yellow callout box at the bottom left labeled 'Return back to Project List', and a yellow callout box in the center labeled 'check for green OK's' with a red arrow pointing to the 'OK' status of Project D. A large yellow arrow points from the 'check for green OK's' box towards the right side of the table.

(4) Project Validation

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: Project Validation

Project Validation

Project Metrics	Funding Impact	Solution Area Tie-Out	Project Detail	Self-Check
100%	100%	100%	100%	OK
100%	100%	100%	100%	OK
100%	100%	100%	100%	OK
100%	100%	100%	100%	OK
100%	100%	100%	100%	OK
100%	100%	100%	100%	OK

check for green OK's

Return back to Project List

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



Funding Module - Submission

Project Tab

Project Status will be
'Data Entry in Progress'

FOR OFFICIAL USE ONLY

Grants Reporting
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 top header includes the Homeland Security logo and the text 'FOR OFFICIAL USE ONLY'. The main title is 'Grants Reporting Tool' with the subtitle 'Federal Emergency Management Agency'. Below the header, there are navigation tabs: 'Recipients', 'Award', 'Project', 'Project (\$)', and 'Project Details'. The current user is identified as 'Jane Doe'. A left sidebar contains navigation links: '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 various projects with columns for 'Project Title', 'Funding', 'Project Status', and 'Project Self-Check'. All 'Project Self-Check' values are 'OK' with green indicators. 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 Self-Check' column 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	Passthrough to Local	OK
<input checked="" type="checkbox"/> 003- Responder P...	\$147,500.00	Passthrough to Local	OK
<input checked="" type="checkbox"/> 004- Strike Team/Task Force Leader Training	\$57,500.00	Passthrough to Local	OK
<input checked="" type="checkbox"/> 005- Mass Transportation & Evacuation Plans & Protocols	\$265,000.00	Passthrough to Local	OK
<input checked="" type="checkbox"/> 006- Updating of pre-incident mapping for Cities of XX, YY, ZZ and surrounding areas	\$57,000.00	Passthrough to Local	OK
<input checked="" type="checkbox"/> 007- Regional Fire/EMS Communications Center Security Enhancements	\$54,542.00	Passthrough to Local	OK
<input checked="" type="checkbox"/> 008- Catastrophic Incident Plans & Protocols	\$160,000.00	Passthrough to Local	OK
<input checked="" type="checkbox"/> 009- Mass Fatality Incident Exercise 2016	\$578,000.00	Passthrough to Local	OK
<input checked="" type="checkbox"/> 010- COOP/COG Planning City, County, and Special Districts	\$25,000.00	Passthrough to Local	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 header reads 'Grants Reporting Tool'. Below this, there are navigation tabs for 'Recipients', 'Award', 'Project', and 'Project'. A sidebar on the left contains a user profile for 'Jane Doe' and a menu with options: '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 ten projects, each with a checked checkbox, a project title, funding type, amount, status, and a self-check status. 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 'Check All', 'Clear All', 'Submit', 'Change Status', and 'Delete'. A link for 'Detailed Information on the Project tab click here' is also visible.

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 'Project Status' of 'Submitted to SAA/DTG' and a 'Project Self-Check' of 'OK'. A callout box in the bottom right corner points to the 'Submitted to SAA/DTG' status, 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 19, 2024



Questions?

Review December 2023 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 13, 2023; 9:30 AM-11:30 AM
- Webinar #2 (Nonprofit) Wednesday, December 13, 2023; 1:30 PM-3:30 PM
- Webinar #3 (Nonprofit) Thursday, December 14, 2023; 9:30 AM-11:30 AM
- Webinar #4 (HSGP & EMPG) Thursday, December 14, 2023; 1:30 PM-3:30 PM

Contact your Program Representative

- 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

