



***Cal* OES**

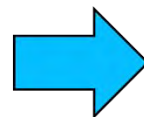
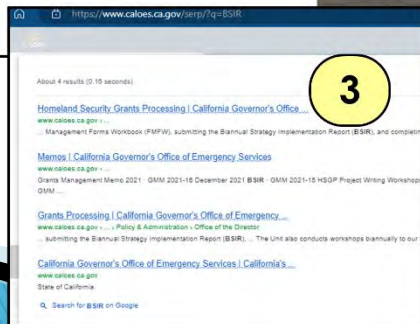
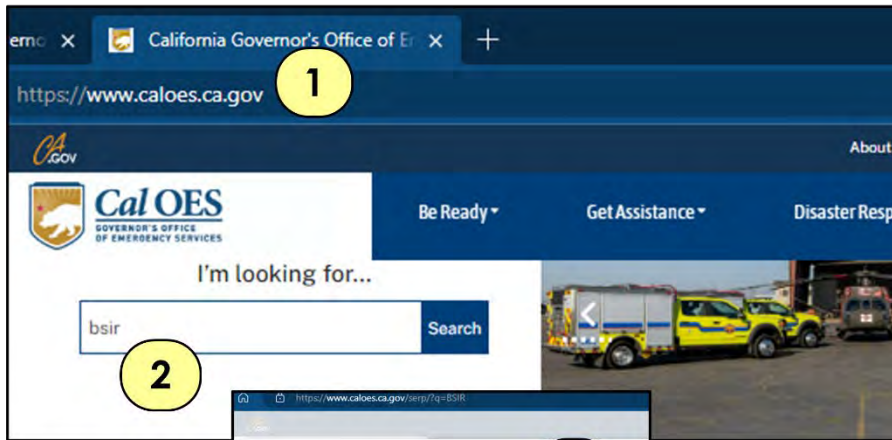
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

June 2023 BSIR Webinar



June 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.



June 2023 Biannual Strategy Implementation Report (BSIR)

Webinar - Nonprofit Specific	Webinar - General
<p><u>Webinar #1 – Nonprofit Specific</u> Tuesday, June 13, 2023 9:00 AM – 11:00 AM</p> <p>Call in: 805-618-2411 Conference ID: 775 830 550#</p>	<p><u>Webinar #2</u> Tuesday, June 13, 2023 1:30 PM – 3:30 PM</p> <p>Call in: 805-618-2411 Conference ID: 950 090 786#</p>
<p><u>Webinar #4 – Nonprofit Specific</u> Tuesday, June 20, 2023 1:30 PM – 3:30 PM</p> <p>Call in: 805-618-2411 Conference ID: 132 456 765#</p>	<p><u>Webinar #3</u> Tuesday, June 20, 2023 9:00 AM – 11:00 AM</p> <p>Call in: 805-618-2411 Conference ID: 609 985 509#</p>



Changes & Updates

- Nonprofit Subrecipients will report on Grants Awarded for FY 2019, FY 2020, FY 2021, and FY 2022
- Cal OES will submit FY 2018 Grants on behalf of Subrecipients
- Subrecipients that have not submitted and/or received approval for their FY 2022 Applications need to work with their program representatives and enter information based on their FY 2022 IJ submittal
- Due to Cal OES: [COB Friday, July 7, 2023](#)

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 browser



Chrome



Firefox



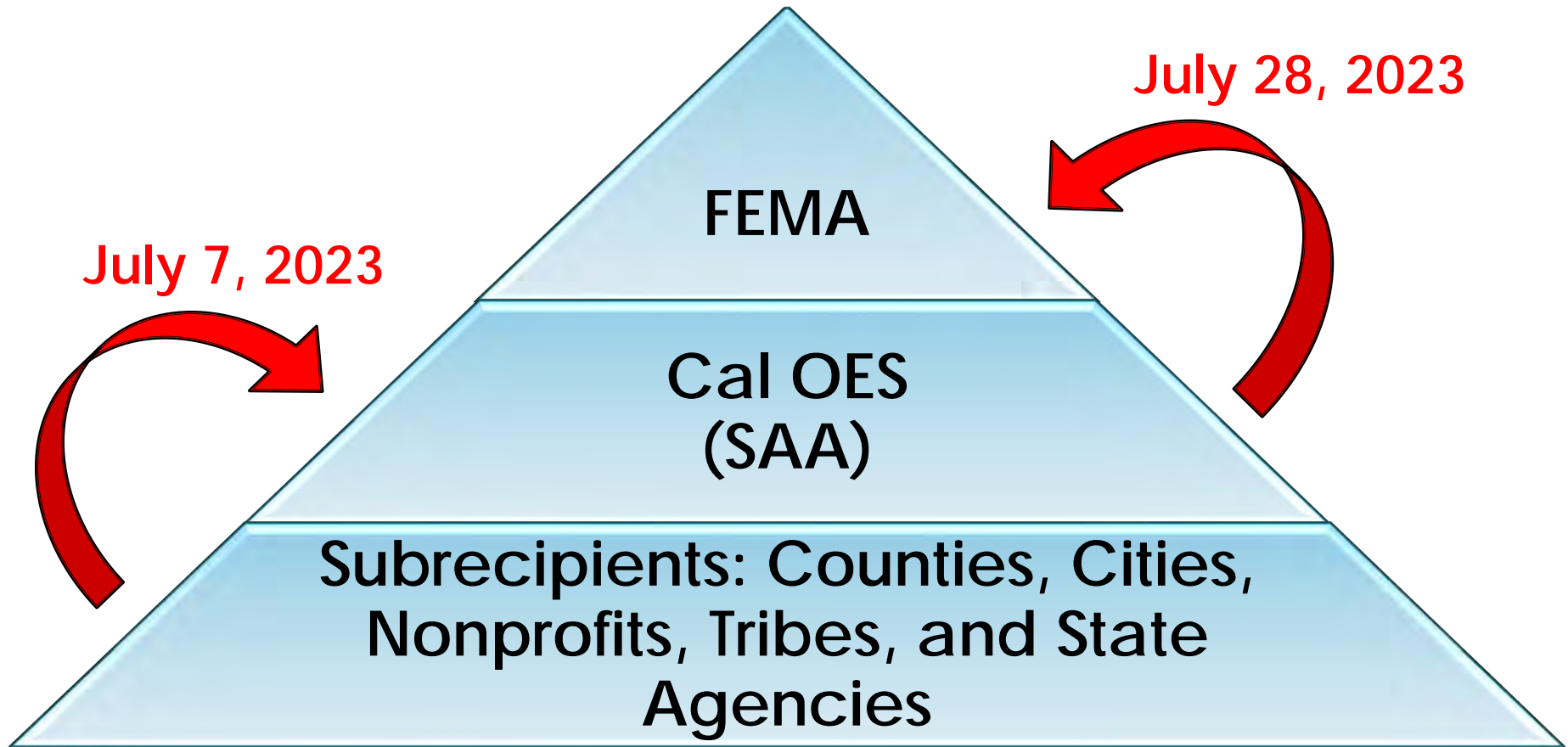
Edge



Safari



BSIR Deadlines: June 2023 BSIR



Questions?



Webinar Content

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



Terminology

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

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

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

Grantees/Subgrantees for California

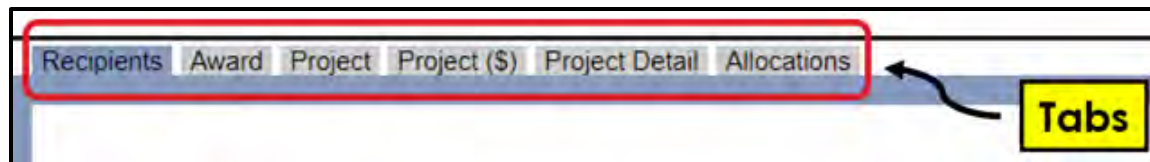
Grant Award Year: 2019 ▼ Reporting Period: BSIR (December 19) ▼

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

Modules

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

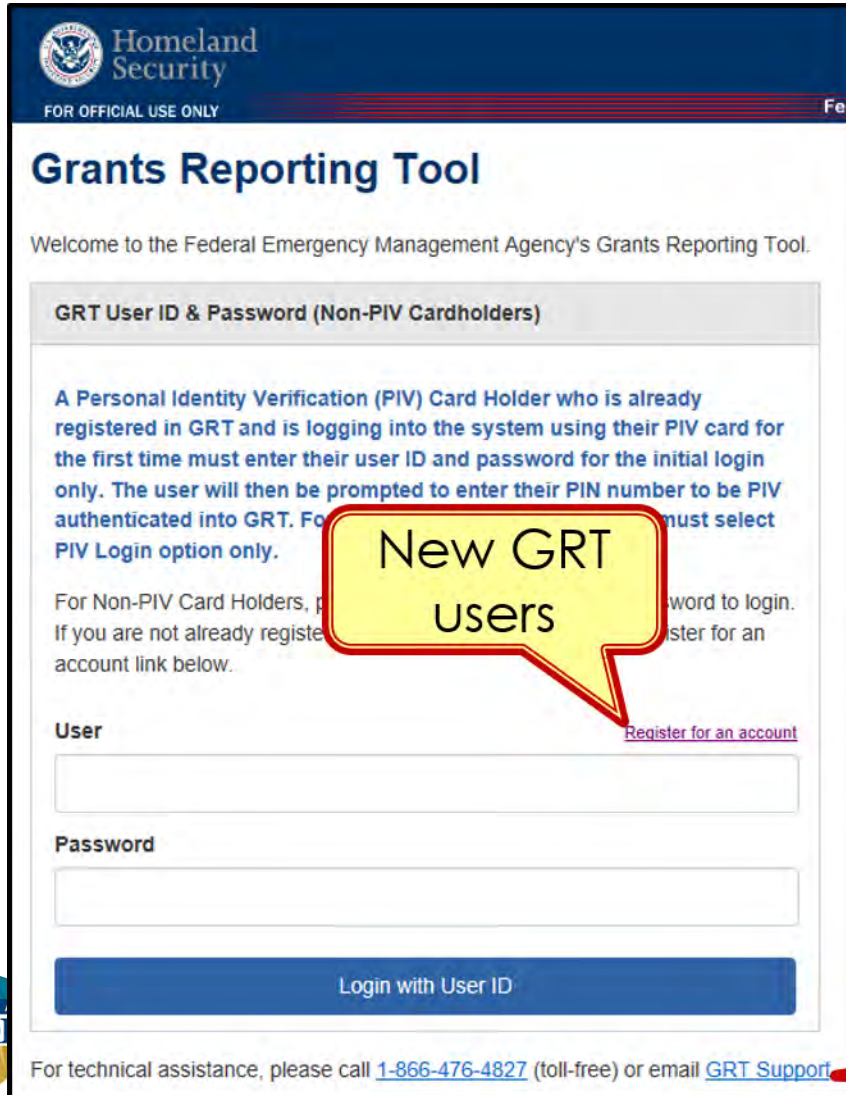
- BSIR Reporting cycle is every 6 months:
 - Winter BSIR: July 1 - Dec 31
 - Summer BSIR: January 1 - Jun 30
- Cal OES uses BSIR to meet reporting requirements identified by the DHS/FEMA
- Cal OES and FEMA uses the BSIR to determine feasibility and effectiveness of grant projects



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 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

- 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	<input type="text" value="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	<input type="text" value="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"/>	*

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

(2) Click on '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

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., 123456, qwerty, asdfghjkl, zxcvbnm, QWERTY, ASDFGHJKL, ZXCVCBNM, 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

(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)
 - **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

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 current.

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-Commeroe, City of
- EC-Cudahy, City of
- EC-Cupertino, City of
- EC-Elk Grove, 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

(4) Save

Advise only one Administrator per organization

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 UARTA

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 (\$) | Project Detail | Allocations

Current User: Jane Doe

Welcome!

Funding

Organization

Use

Location

California

Grant Award Year: 2019

Reporting Period: BSIR (June 20)

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

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

(2) Select **BSIR (June 23)** 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"/>
NSGP-UA ▶ 2019 BSIR (June 20)	<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 **2018, 2019, 2020, 2021, and 2022** activities for this reporting period.)
- Save frequently: 20 minute GRT time out

Happy County													INITIAL APPLICATION		Ledger Type													
000-0000 2019-0003													ADVANCE		Initial Application													
<div style="display: flex; justify-content: space-around;"> BLACK FONT (SELECTION) RED STRIKETHRU (SELECTION) BLUE FONT (SELECTION) </div> <div style="display: flex; justify-content: center; margin-top: 5px;"> BLACK FONT (ROW) RED STRIKETHRU (ROW) BLUE FONT (ROW) </div>													FORMULA RESET		ADD ROW		DELETE ROW		NEW REQUEST		NEW MOD ITEM		REIMBURSEMENT REQUEST		Date		12/04/2019	
													MODIFICATION		POP Start Date		07/01/2019											
															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) XXPD 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.

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

Current User: Jane Doe

Welcome!

- Funding**
- Organization
- Users
- Logout

Local Jurisdiction / Entity Award Information - OA-Happy Coun

Project View: Self-Check View:

Create Project

Required fields are marked with an asterisk *

Project Title:*

Project Type:*

Project Location:*

Project Description:*



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: Create Project Self-Check View: -- Select 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'

Create Project



Funding Module: Project Tab (Create Project)

The screenshot shows the 'Create Project' form 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'. A 'Project Description' text area 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 window displays the message: '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 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.'.

App's Cal OES Google ND Grants SAM D&B - iUpdate FEMA FEMA - Independen... Grants.gov

Homeland Security
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Recipients Award Project Project (S) Project Detail Allocations

Current User: Huy Tram

Welcome!

IJ Submission

Investment

Funding

PSIC

Approv

Organiz

Users

Reporting

Logout

Local Jurisdiction / Entity Award Information - OA-Happy County - 2014 BSIR (December 14)

Project View: Create Project Self-Check View: -- Select Self-Check View --

Create Project

Project Name: Project B-Enhance Communications Capability

PSIC: Develop/enhance interoperable communications systems

Project Description: This Project will support the hiring of a contractor to facilitate an exercise to test interoperable communications systems.

Create Project Clear

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.

OK

(6) Select 'Project List'

(5) Select 'OK' when pop-up appears.



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)

EMPG

2019 BSIR (June 20)

NSGP-UA

2019 BSIR (June 20)

\$20,000

(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

Revert to Saved Save Save and Continue

(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

(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 (*)**.

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



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
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'

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 22

WHY

funds for this equipment will enhance the security

capability for students and staff.



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

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

The screenshot displays the 'Allocations' tab in the Funding Module. The interface includes a navigation menu on the left with options like 'Current User: Jane Doe', 'Welcome!', 'Funding', 'Organization', 'Users', and 'Logout'. The main content area is divided into two sections: 'Solution Area Subcategories' and 'Disciplines'. Both sections show a table with columns for 'NSGP-UA' and 'Total'. In the 'Solution Area Subcategories' section, the 'Physical Security Enhancement Equipment' category is expanded to show two rows for '2019 BSIR (December 19)' and '2019 BSIR (June 20)'. The '2019 BSIR (June 20)' row has an input field containing '\$50,000'. A similar input field is present in the 'Total' column. A callout box with a red border and yellow background points to these input fields, containing the text: '(3) Enter amount in both Solution Area Subcategory & Discipline'. Below this section is a button that says '↓ Scroll down to get to Disciplines ↓'. The 'Disciplines' section follows a similar layout, with 'Not for Profit/Non-Profit' expanded to show two rows for '2019 BSIR (December 19)' and '2019 BSIR (June 20)'. The '2019 BSIR (June 20)' row also has an input field containing '\$50,000'. At the bottom of the screen, there are three buttons: 'Revert to Saved', 'Save', and 'Save and Continue'. A callout box with a red border and yellow background points to the 'Save' button, containing the text: '(4) Save'.

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	Total
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"/>

Buttons: 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:' set to 'Project List' and 'Self-Check View:' set to '-- 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 a 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:* 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

Milestones and NIMS Typing

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

Add Milestone

Revert to Saved | Save | Save and Continue

(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 shows the 'Allocations' tab in the Funding Module. The breadcrumb trail is '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'. The 'Solution Area' dropdown menu is open, showing options: Planning (selected), Organization, Equipment, Training, Exercises, and Management & Administration. Below the dropdown is the 'Total Project Funding' table:

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

Below the table is the 'Solution Area Subcategories' section, which currently 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 'Federal Emergency Management Agency'. 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 'Project View' dropdown set to 'Project List' and a 'Self-Check View' dropdown currently set to '-- Select Self-Check View --'. A callout points to this dropdown, stating: '(1) Self Check #1 Project List - check for green OK'. Below the dropdown is a table of projects. A second callout points to the 'Self-Check View' dropdown, stating: 'Click this drop-down to go to next self-check.' The table has columns for 'Project Title', 'Funding Type', 'Funding', 'Project Status', and 'Project Self-Check'. All 'Project Self-Check' values are 'OK' with a green bar. At the bottom, there are buttons for 'Check All', 'Clear All', 'Submit', 'Change Status', and 'Delete'. The OES logo is visible in the bottom left corner.

Project Tab

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

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

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 XX 10/17/16	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



Self-Check #2 - Grant Program View

The screenshot displays the 'Grants Reporting Tool' interface for 'Local Jurisdiction / Entity Award Information - OA-Happy County - 2015 BSIR (December 15)'. The 'Self-Check View' is set to 'Grant Program'. A table lists various funding categories with their respective amounts and self-check statuses. A callout box labeled '(2) Grant Program View' points to the table. Another callout box labeled 'Check for green OK's' with an arrow points to the 'Self-Check' column. A third callout box with an arrow points to the 'Self-Check' row at the bottom of the table.

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							
\$6,100.00	\$0.00			\$0.00	\$6,100.00	\$6,100.00	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

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				\$17,000.00	OK
Project D- Information and Intelligence								
\$0.00	\$0.00	\$0.00	\$51,000.00	\$38,700.00	\$0.00	\$89,700.00	\$89,700.00	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 at the top labeled '(4) Project Validation View', a callout box on the left labeled 'Return back to Project List' pointing to the 'Project View' dropdown, and a callout box in the center labeled 'Check for green OK's' with an arrow pointing to the 'OK' status indicators. A large yellow arrow points from the 'Check for green OK's' callout to the right, and another yellow arrow points down from the same callout to the 'Self-Check' row at the bottom of the table.

FOR OFFICIAL USE ONLY

Homeland Security

Grants Reporting Tool

Federal Emergency Management Agency

Recipients Award Project Project (\$) Project Detail Allocations

(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

Project Validation

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



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!

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

Check All | Clear All

Submit | Change Status | Delete

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

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



Funding Module - Submission

Homeland Security
FOR OFFICIAL USE ONLY

Grants Reporting Tool

Federal Emergency Management Agency

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

Current User: Jane Doe

Welcome!

- Funding
- Organization
- Users
- Logout

Local Jurisdiction / Entity Award Information

Project View: Project List

Grantee/Subgrantee Self-Check: OK

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	Passthrough to Local \$60,000.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 003- Responder P...	Passthrough to Local \$147,500.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 004- Strike Team/Task Force Leader Training	Passthrough to Local \$57,500.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 005- Mass Transportation & Evacuation Plans & Protocols	Passthrough to Local \$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	Passthrough to Local \$57,000.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 007- Regional Fire/EMS Communications Center Security Enhancements	Passthrough to Local \$54,542.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 008- Catastrophic Incident Plans & Protocols	Passthrough to Local \$160,000.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 009- Mass Fatality Incident Exercise 2016	Passthrough to Local \$578,000.00	Data Entry In Progress	OK
<input checked="" type="checkbox"/> 010- COOP/COG Planning City, County, and Special Districts	Passthrough to Local \$25,000.00	Data Entry In Progress	OK

Comments

Check All Clear

For Additional Detailed Information on the Project tab click here

(2) Make sure all projects are checked

(3) 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 shows '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)'. The 'Project View' is set to 'Project List' and the 'Self-Check View' is set to '-- Select Self-Check View --'. The 'Grantee/Supervisor Self-Check' status is 'OK'. A table lists ten projects, all with a 'Project Status' of 'Project Submitted' and a 'Project Self-Check' of 'OK'. A yellow callout bubble points to the 'Project Status' column with the text '(4) Status should say 'Project Submitted''. Below the table is a 'Comments' section with a text input field. At the bottom, there are buttons for 'Check All', 'Clear All', 'Submit', 'Change Status', and 'Delete'. A second yellow callout bubble points to the 'Check All' button with the text '(5) Click 'Check All' again'.

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'. The current user is identified as 'Jane Doe'. A sidebar on the left contains a 'Welcome!' message and a menu with options: 'Funding', 'Organization', 'Users', and 'Logout'. The main content area shows 'Local Jurisdiction / Entity Award' and 'Project View: Project List'. A table lists projects with columns for 'Project Title', 'Funding Type', 'Funding', 'Project Status', and 'Project Self-Check'. All projects in the list have a 'Project Self-Check' status of 'OK'. 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 of the interface 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
001- Government of Fusion Center Network System Manager & Intel Analysts	Passthrough to Local	\$1,000,000.00	Project Submitted	OK
002- ICS Training	Passthrough to Local	\$60,000.00	Project Submitted	OK
003- Responder Rescue Training	Passthrough to Local	\$147,500.00	Project Submitted	OK
004- Strike Team/Task Force Leader Training	Passthrough to Local	\$57,500.00	Project Submitted	OK
005- Mass Transportation & Evacuation Plans & Protocols	Passthrough to Local	\$265,000.00	Project Submitted	OK
006- Updating of pre-incident mapping for Cities of XX, YY, ZZ and surrounding areas				
007- Regional Fire/EMS Communications Center Security Enhancements				
008- Catastrophic Incident Plans & Protocols				
009- Mass Fatality Incident Exercise 2016				
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 shows '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 this, 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, July 7, 2023



Questions?

Review June 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 (Nonprofit) Tuesday, June 13, 2023; 9:00 AM-11:00 AM
- Webinar #2 (HSGP &EMPG) Tuesday, June 13, 2023; 1:30 PM-3:30 PM
- Webinar #3 (HSGP & EMPG) Tuesday, June 20, 2023, 2022; 9:00 AM-11:00 AM
- Webinar #4 (Nonprofit) Tuesday, June 20, 2023, 2022; 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

