



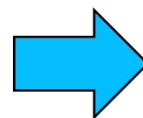
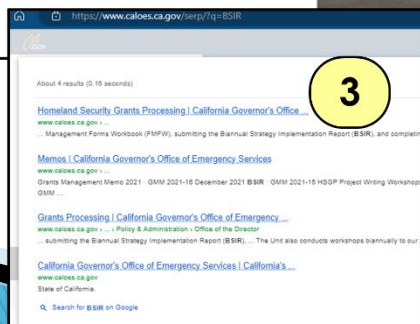
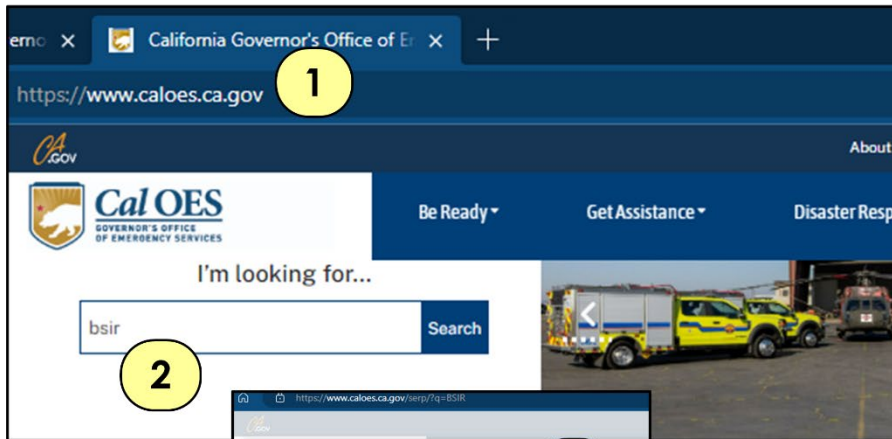
***Cal* OES**

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> |



Updates: All Grants (1 of 2)

- Grant Years you are responsible for:

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

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

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, July 7, 2023](#)

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 |

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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. 2022 Investment Alignment and Fusion Center
2. 2022 National Priority Area Alignment

| | |
|--|---|
| 2022 Investment Alignment and Fusion Center 1 | |
| Submission Type:* | State Submission |
| Investment Supported:* | Enhance Information and Intelligence Sharing and Cooperation with federal Agencies, includi |
| Does this project support a Previously Awarded Investment? * | No ▼ |
| 2022 National Priority Area Alignment 2 | |
| National Priority Area:* | Information and Intelligence Sharing and Cooperation Inves ▼ |
| Does this project directly support a Fusion Center? * | No ▼ |



Updates: HSGP Project Detail Tab (2 of 3)

2022 Investment Alignment and Fusion Center

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

| 2022 Investment Alignment and Fusion Center | |
|---|------------------|
| Submission Type:* | State Submission |
| Investment Supported:* | - SELECT - |



Updates: HSGP Project Detail Tab (3 of 3)

2022 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

| 2022 National Priority Area Alignment | |
|---|------------|
| National Priority Area:* | - SELECT - |
| 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

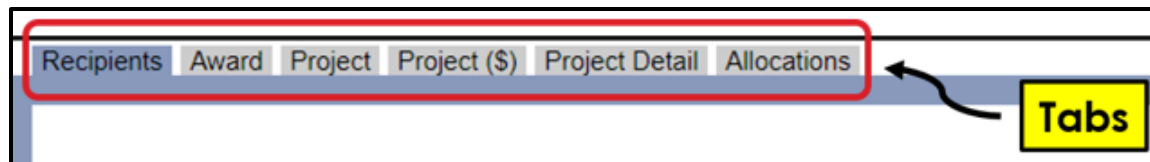
Grantees/Subgrantees for California

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

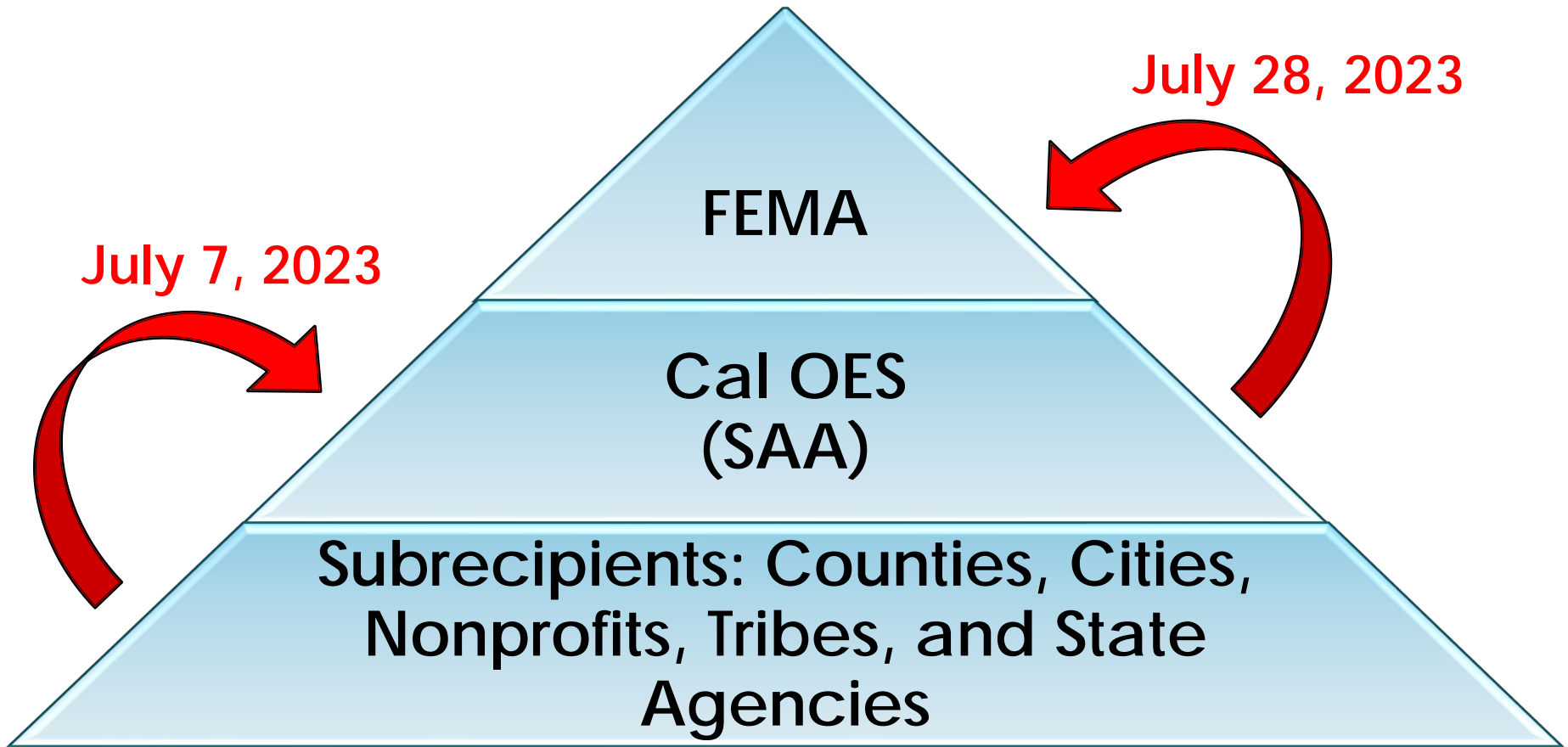


BSIR Overview

- BSIR Reporting cycle is every 6 months:
 - Winter BSIR: July 1 - 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 use the BSIR to determine feasibility and effectiveness of grant projects



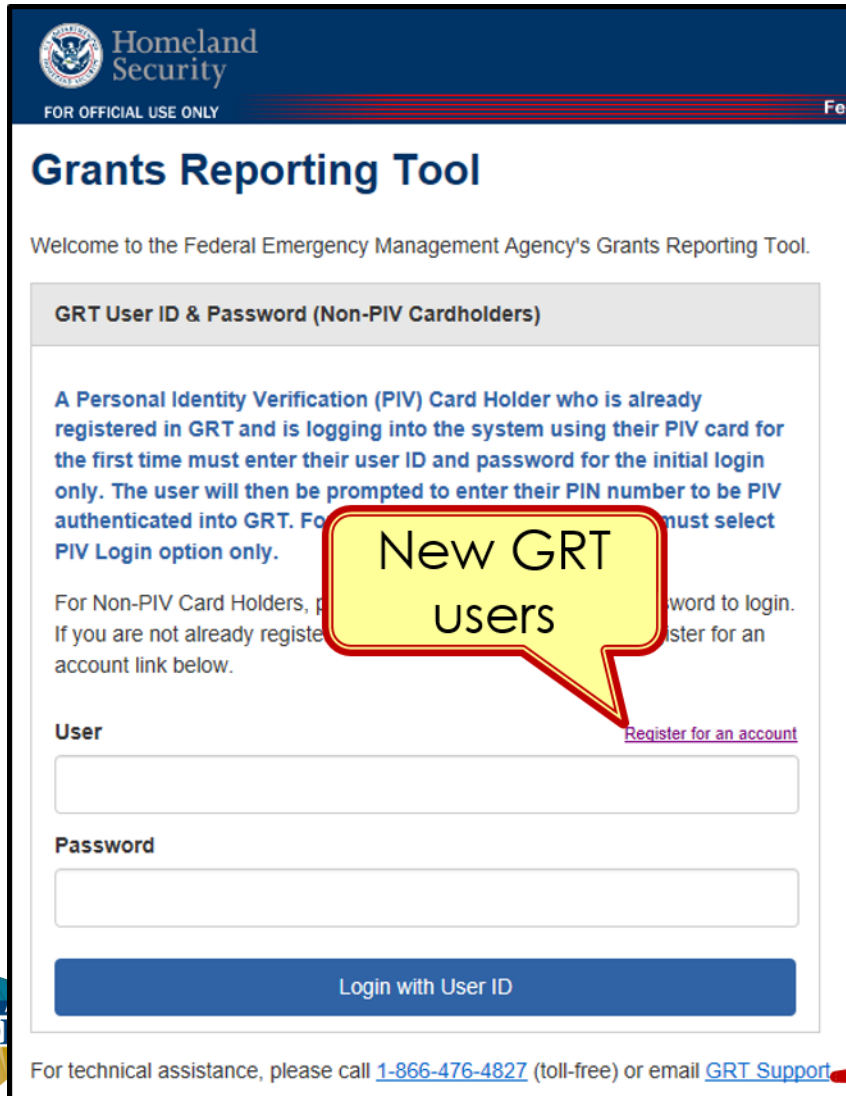
BSIR Deadlines: June 2023



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 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@fema.dhs.gov

- 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 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

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) or common words (e.g., password, secret, admin) or to case (aa, dd, GG), 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

Homeland Security

Grants Reporting Tool
Federal Emergency Management Agency

Welcome!

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

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

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

GRT News

There are currently no news items.

Documentation

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

Guidance Documents:

Overview Documents:

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

Select from drop down menu, click on 'View'



Users Module - User Detail Tab

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

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

(2) User Detail Tab

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

User Status

Current User Status: Active

User Information

Name Prefix: Ms. *
First Name: Jane
Last Name: Doe
Address Line 1: 1234 Melrose Place
Address Line 2:
City: Beverly Hills
State: California *
Zip Code: 90210 *
Phone Number: 916-845-8647 * Ext.
Fax Number:
E-mail address: jane.doe@email.org

(1) User Module

(3) Verify and update contact information



Users Module - User Detail Tab

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

Role Assignment and User Permissions

Organization: California

Available

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

(4) Save

Revert to Saved 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 UAR/A

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

Grantees/Subgrantees for California

Grant Award Year [ALL] Reporting Period [ALL]

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

Check All - Clear All

Remove

(1) Select your organization

Organization Module - Subgrantee Detail Tab

Subgrantee Detail Tab

Subgrantees | Subgrantee Detail | Subgrantee UA/RTA

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

Grantee/Subgrantee Detail

Required fields are marked with a red asterik *

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

Revert to Saved | Update

(2) Verify information, click 'Update'

FUNDING MODULE: CREATING & UPDATING PROJECTS



Funding Module - Recipients Tab

FOR OFFICIAL USE ONLY

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Log

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

California

Grant Award Year **2019**

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 (June 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 2019, 2020, 2021 and 2022 this reporting period. (FY 2018 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; align-items: center;"> <div style="display: flex; gap: 5px;"> BLACK FONT (SELECTION) RED STRIKETHRU (SELECTION) BLUE FONT (SELECTION) </div> <div style="border: 1px solid black; padding: 2px;">FORMULA RESET</div> </div> | | | | | | | | | | | | | REIMBURSEMENT REQUEST | | POP Start Date | | 07/01/2019 | |
| <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="display: flex; gap: 5px;"> BLACK FONT (ROW) RED STRIKETHRU (ROW) BLUE FONT (ROW) </div> <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; padding: 2px;">ADD ROW</div> <div style="border: 1px solid black; padding: 2px;">DELETE ROW</div> </div> <div style="display: flex; gap: 5px;"> <div style="border: 1px solid black; padding: 2px;">NEW REQUEST</div> <div style="border: 1px solid black; padding: 2px;">NEW MOD ITEM</div> </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)

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

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

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

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

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

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

Comments

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

(1) Select 'Create Project' from drop down

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 form fields include:

- 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.

Buttons for 'Create Project' and 'Clear' are at the bottom. A pop-up message reads: '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'.

Callout (6) points to the 'Project View' dropdown: **(6) Select 'Project List'**

Callout (5) points to the 'OK' button: **(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

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:*

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

2019 BSIR (December 19) 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? *

(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](#)

(2) Enter Name and ID of the typed resource

(1) Use Resource Library Tool to find ID.

Revert to Saved

Save

Save and Continue

(3) Select 'Save' or 'Save and Continue'



BSIR Best Practices: Project Descriptions

- Project name must reflect the nature of the work
- Project descriptions should be:
 - Short
 - Precise
 - Descriptive



BSIR Best Practices: Project Descriptions

Make sure to address each of the following:

- **Who** is the project for?
 - 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, 2022
2. Complete EHP and submit to Cal OES by November, 2022
3. Conduct exercise by January, 2023
4. Prepare/submit After Action Report by March, 2023



Funding Module: Allocation Tab

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

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 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 'Project Title', 'Funding Type', 'Funding', and 'Proj'. It contains one row with a checkbox, the project title '001: Install security fencing around parking lot', 'Passthrough to Local', '\$50,000', and 'Data En'. The second table is titled 'Comments' and is currently empty.

(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, the 'Total Project Funding' section contains input fields for SHSP, UASI, EMPG, NSGP-UA (with a value of \$50), OPSG, and NSGP-S. A 'Total' row shows a value of \$50. At the bottom, the 'Solution Area Subcategories' section shows 'NSGP-UA'.

(1) Click **Allocations** Tab

(2) Select Solution Area for this project

(3) Scroll Down to enter the **New** funding into the Solution Area Subcategories for this project.

Funding Module - Modifying Project Allocations

Recipients Award Project Project (\$) Project Detail Allocations

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

Solution Area Subcategories

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

↓↓ Scroll down to get to Disciplines ↓↓

Disciplines

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

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

(5) Save

Revert to Saved Save Save and Continue



FOUR GRT SELF-CHECKS



Self-Check #1 - Project List View

The screenshot displays the 'Grants Reporting' interface for the 'Federal Emergency Management Agency'. The top navigation bar includes 'Recipients', 'Award', 'Project', 'Project (\$)', 'Project Detail', and 'Allocations'. The 'Project' tab is highlighted. A callout points to the 'Project Tab' in the navigation bar. Another callout points to the 'Self-Check View' dropdown menu, which is open and shows options: 'Grant Program', 'Solution Area', and 'Project Validation'. A third callout points to the 'Self-Check View' dropdown menu, which is open and shows options: 'Grant Program', 'Solution Area', and 'Project Validation'. The main content area shows a table of projects with columns for 'Project Title', 'Funding Type', 'Funding', 'Project Status', and 'Project Self-Check'. The 'Project Self-Check' column shows 'OK' for all projects. A callout points to the 'Self-Check View' dropdown menu, which is open and shows options: 'Grant Program', 'Solution Area', and 'Project Validation'. The bottom of the page has a 'Comments' section with a text area and buttons for 'Check All', 'Clear All', 'Submit', 'Change Status', and 'Delete'.

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 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 |



Self-Check #2 - Grant Program View

Grants Reporting Tool
Federal Emergency Management Agency

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

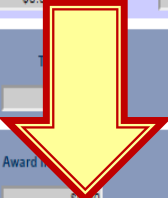
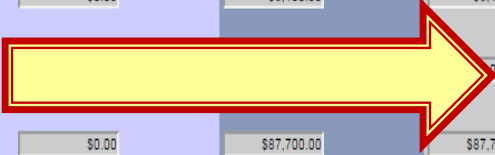
Local Jurisdiction / Entity Award Information - OA-Happy County - 2015 BSIR (December 15)

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 | | | |

(2) Grant Program View

Check for green OK's



Self-Check #3 – Solution Area View

(3) Solution Area View

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

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

Solution Area Summary

| Equipment | Exercises | Management & Administration | Organization | Planning | Training | Solution Area | Project Total | Self-Check |
|---|-----------|-----------------------------|--------------|-------------|-------------|---------------|---------------|------------|
| Project A- CERT | | | | | | | | |
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$38,000.00 | \$38,000.00 | \$38,000.00 | OK |
| Project B- Enhance Communications Capability | | | | | | | | |
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$8,100.00 | | | \$8,100.00 | OK |
| Project C- Hazardous Materials | | | | | | | | |
| \$17,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | \$17,000.00 | OK |
| Project D- Information and Intelligence | | | | | | | | |
| \$0.00 | \$0.00 | \$0.00 | \$51,000.00 | \$38,700.00 | \$0.00 | \$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 '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 menu at the top contains '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)'. Below this, there are dropdown menus for 'Project View' (set to '-- Select Project List --') and 'Self-Check View' (set to 'Project Validation').

The main data table is titled 'Project Validation' and has the following columns: 'Project Metrics', 'Funding Impact', 'Solution Area Tie-Out', 'Project Detail', and 'Self-Check'. The table contains several rows of data, each representing a project. Each row has progress bars for the first three columns and a 'Self-Check' status in the final column. All progress bars are at 100% and all 'Self-Check' statuses are 'OK' with a green background.

Annotations on the screenshot include:

- A yellow callout box at the top right with the text '(4) Project Validation' pointing to the 'Self-Check View' dropdown.
- A yellow callout box on the left with the text 'Return back to Project List' pointing to the 'Project View' dropdown.
- A yellow callout box in the center with the text 'check for green OK's' pointing to the 'Self-Check' column.
- A yellow arrow pointing right from the 'check for green OK's' box towards the 'Self-Check' column.
- A yellow arrow pointing down from the 'check for green OK's' box towards the bottom of the table.

| 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 |
| 100% | 100% | 100% | 100% | OK |
| 100% | 100% | 100% | 100% | OK |
| 100% | 100% | 100% | 100% | OK |
| 100% | 100% | 100% | 100% | 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!

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

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

The screenshot shows the 'Grants Reporting Tool' interface for the Federal Emergency Management Agency. The header includes the Homeland Security logo and the text 'FOR OFFICIAL USE ONLY'. The main content area is titled 'Local Jurisdiction / Entity Award Information' and displays a table of projects. A yellow callout box with a red border points to the 'Project Self-Check' column, containing the text '(2) Make sure all projects are checked'. Another yellow callout box with a red border points to the 'Submit' button at the bottom, containing the text '(3) Click on 'Submit''. The table lists 10 projects, all with a 'Project Self-Check' status of 'OK' (indicated by a green bar). The 'Submit' button is located at the bottom left of the table area, along with 'Change Status' and 'Delete' buttons.

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

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

Local Jurisdiction / Entity Award Information

Project View: Project List

| 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 |

Grantee/Subgrantee Self-Check: OK

Comments

Check All Clear

Submit Change Status Delete

For Additional Detailed Information on the Project tab click here

Funding Module - Submission

Homeland Security
FOR OFFICIAL USE ONLY

Grants Reporting Tool
Federal Emergency Management Agency

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

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

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

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

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

Comments

Check All | Clear All

Submit | Change Status | Delete

(4) Status should say 'Project Submitted'

(5) Click 'Check All' again



Funding Module - Submission

The screenshot displays the 'Grants Reporting Tool' interface. At the top left is the 'Homeland Security' logo with the text 'FOR OFFICIAL USE ONLY'. The main title is 'Grants Reporting Tool'. Below the title, there are tabs for 'Recipients', 'Award', 'Project', and 'Project'. The current user is identified as 'Jane Doe'. A sidebar on the left contains navigation 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 projects with columns for 'Project Title', 'Funding Type', 'Funding', 'Project Status', and 'Project Self-Check'. All projects in the table have a checked checkbox in the first column and an 'OK' status in the last column. Below the table is a 'Comments' section with a text area containing the text 'Projects have been updated. GA 12/13/16'. At the bottom, there are buttons for '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"/> 001- 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 with a red border and a yellow background points to the 'Project Status' column, containing the text: '(9) Status should say 'Submitted to SAA/DTG''.

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

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: OK

| 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; 9:00 AM-11:00 AM
- Webinar #4 (Nonprofit) Tuesday, June 20, 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

