



Cal OES

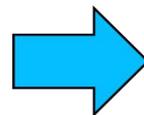
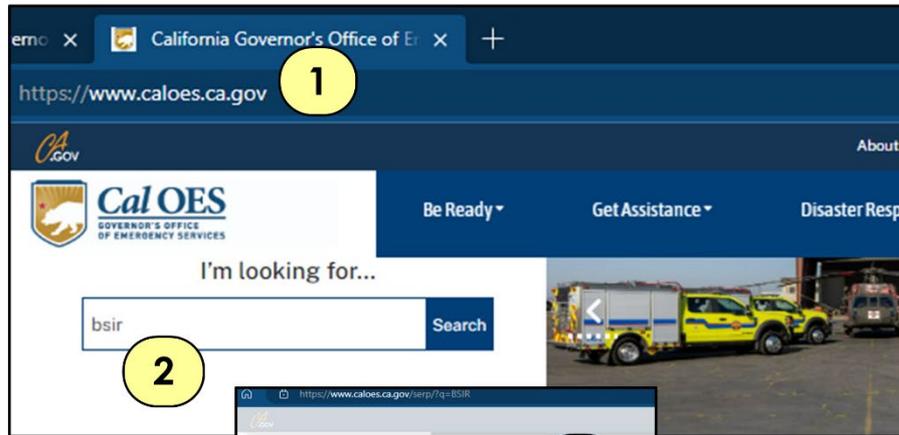
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

June 2024 BSIR Webinar



June 2024 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 2024 Biannual Strategy Implementation Report (BSIR)

Webinar	Webinar
<p data-bbox="401 432 678 482"><u>Webinar #1</u></p> <p data-bbox="253 494 832 601">Thursday, June 20, 2024 9:30 AM – 11:30 AM</p> <p data-bbox="195 675 890 782">Call in: 415-906-4037 Conference ID: 306 530 449#</p>	<p data-bbox="1000 432 1773 482"><u>Webinar #2 – Nonprofit Specific</u></p> <p data-bbox="1093 494 1680 601">Thursday, June 20, 2024 1:30 PM – 3:30 PM</p> <p data-bbox="1029 675 1736 782">Call in: 415-906-4037 Conference ID: 436 484 274#</p>
<p data-bbox="160 846 929 896"><u>Webinar #3 – Nonprofit Specific</u></p> <p data-bbox="214 908 875 1015">Wednesday, June 26, 2024 9:30 AM – 11:30 AM</p> <p data-bbox="195 1089 890 1196">Call in: 415-906-4037 Conference ID: 261 185 826#</p>	<p data-bbox="1248 846 1528 896"><u>Webinar #4</u></p> <p data-bbox="1058 908 1719 1015">Wednesday, June 26, 2024 1:30 PM – 3:30 PM</p> <p data-bbox="1039 1089 1734 1196">Call in: 415-906-4037 Conference ID: 920 140 477#</p>



Changes & Updates

- Nonprofit Subrecipients will report on Grants Awarded for FY 2020, FY 2021, FY 2022, and FY 2023.
- Cal OES will submit FY 2019 Grants on behalf of Subrecipients, **unless** FY 2019 Time Extension has been approved.
- Subrecipients that have not submitted and/or received approval for their FY 2022 & FY 2023 Applicants need to work with their program representatives and enter information based on their FY 2022 & FY 2023 IJ submittal.
- Due to Cal OES: [COB Monday, July 8, 2024](#)

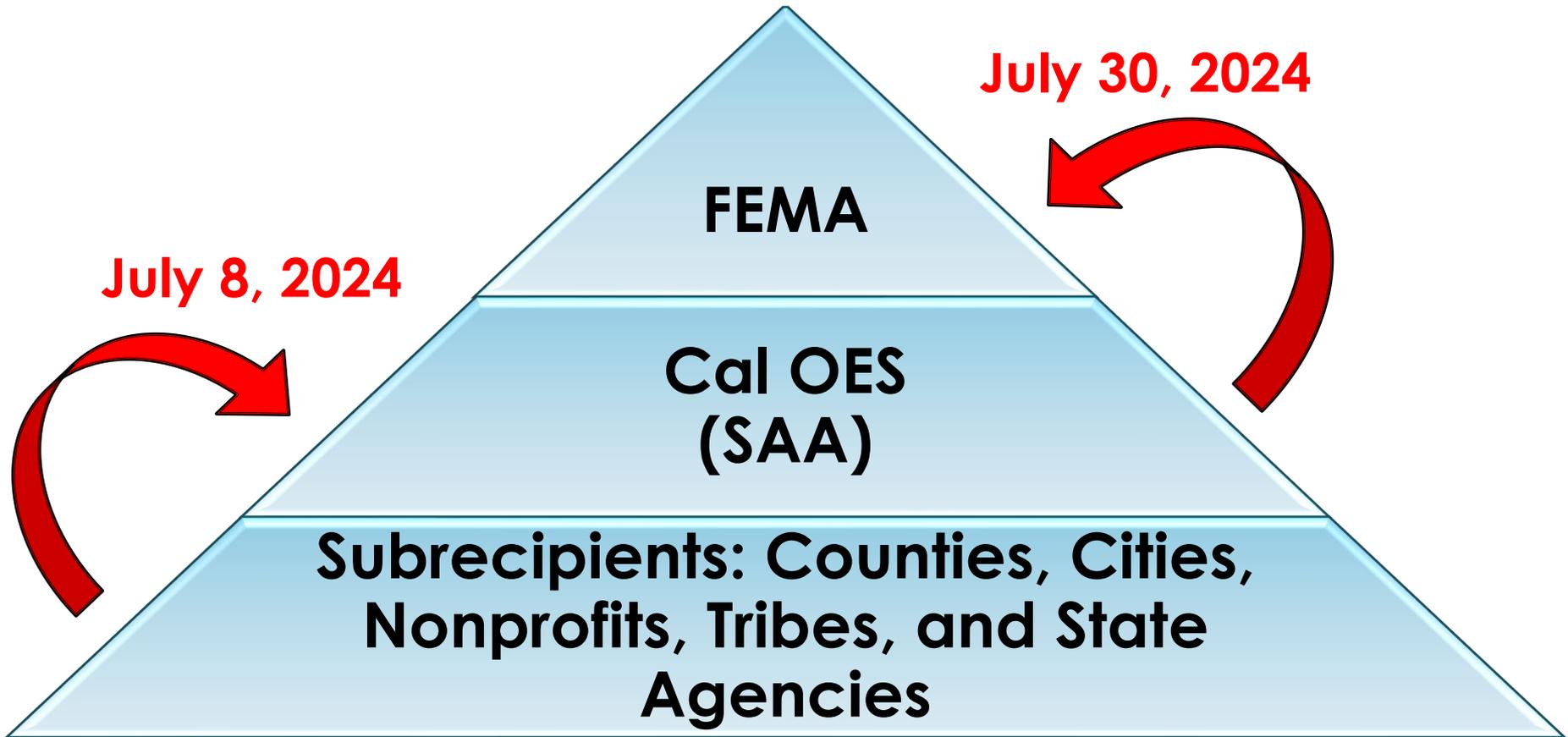
BSIR IS OPEN!

DON'T WAIT!

SUBMIT NOW!



BSIR Deadlines: Summer 2024 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

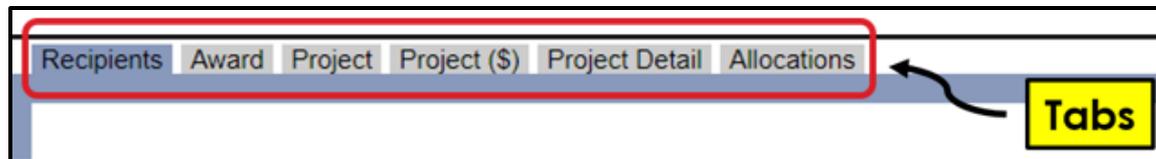
Grantees/Subgrantees for California

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

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

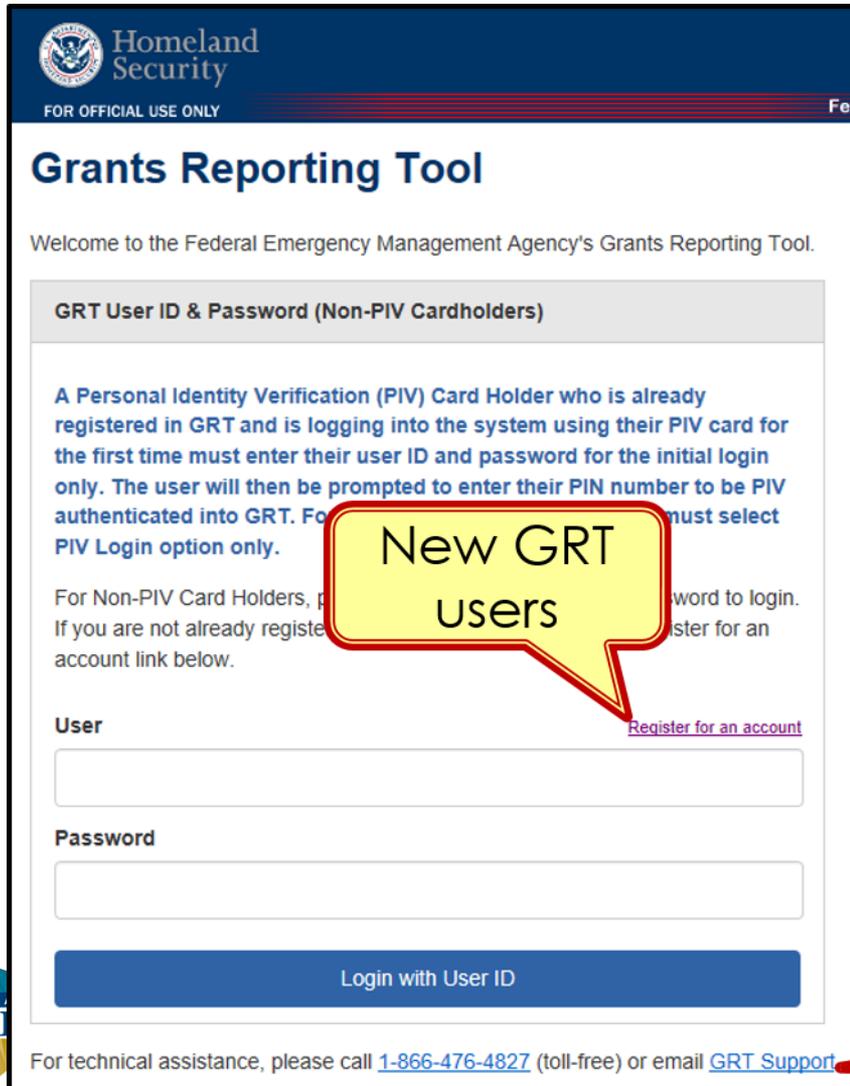
- BSIR Reporting cycle is every 6 months:
 - Winter BSIR: July 1 - December 31
 - Summer BSIR: January 1 - June 30
- Cal OES uses BSIR to meet reporting requirements identified by the DHS/FEMA
- Cal OES and FEMA uses the BSIR to determine feasibility and effectiveness of grant projects



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

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

(2) Click on 'Next'

Clear Next



Registration Form – Step 2

Registration Form - Step 2

Please fill out the following fields and provide accurate information. Information is accurate.

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

(11) Click 'Submit'

(10) U.S. Citizen?



Password Criteria

- 8 to 15 characters & contain at least one:
 - Uppercase letter (A-Z)
 - Lowercase letter (a-z)
 - Numeric character (0-9)
 - **Only Special Characters Allowed: #, \$, _**
- No character repeats, sequences, key patterns
- Cannot start with number or special character
- 3 failed log-in attempts in 24 hours locks account
- Must change password every 90 days
- Password must be different from the last password



Things to Remember

- When to call your program representative
 - After registration
 - To unlock your account
 - Forgot or need to reset password
- All Subrecipients are “**Local Users**”
- Each User should have their own account
- Password must be changed every 90 days
- If website isn't responding, try alternate browser
- Double-check profile information for accuracy



GRT Introduction: Welcome Page and Users Module



GRT Modules

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



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

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 and report on grants identified in the Homeland Security Grant Program (HSGP) and Urban Areas Security Initiative (UASI).

GRT News

There are currently no news items.

Documentation

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

Guidance Documents:

Overview Documents:

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

Select from drop down menu, click on 'View'



Users Module - User Detail Tab

User Management | User Detail | Change Password

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

(2) User Detail Tab

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

User Status

Current User Status: Active

User Information

Name Prefix: Ms. *

First Name: Jane

Last Name: Doe

Address Line 1: 1234 Melrose Place

Address Line 2:

City: Beverly Hills

State: California *

Zip Code: 90210 *

Phone Number: 916-845-8647 * Ext.

Fax Number:

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

(1) User Module

(3) Verify and update contact information



Users Module - User Detail Tab

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

Role Assignment and User Permissions

Organization

Available

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

Assigned

- OA-Happy County

>>>

<<<

U.S. Citizenship Status

Yes

No

User Type

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

Administrative Privileges

Advise only one Administrator per organization

(4) Save

Revert to Saved Save

Organization Module - Subgrantees Tab

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

Subgrantees | Subgrantee Detail | Subgrantee 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

FOR OFFICIAL USE ONLY

Homeland Security

Grantee Federal

Recipients Award Project Project (\$) Project Detail Allocations

Current User Jane Doe

Welcome!

Funding

Organization

User

Location

California

Grant Award Year 2019 2018 2017 2016 2015 2014 2013

Reporting Period BSIR (June 20)

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

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

(2) Select **BSIR (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		
UASI ▶			
EMPG ▶	2019 BSIR (June 20)		
NSGP-UA ▶	2019 BSIR (June 20)	\$100,000	

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 2020, 2021, 2022, and 2023 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;"> ADD ROW DELETE ROW FORMULA RESET NEW REQUEST NEW MOD ITEM </div>													REIMBURSEMENT REQUEST		Date		12/04/2019	
<div style="display: flex; justify-content: space-around;"> BLACK FONT (ROW) RED STRIKETHRU (ROW) BLUE FONT (ROW) </div>													MODIFICATION		POP Start Date		07/01/2019	
													POP End Date		06/30/2021			
													Approval (Cal OES ONLY)		Initials / Date (Program Rep)		12/9/2019	
Slate 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 links for 'Check All' and 'Clear All', and buttons for 'Submit', 'Change Status', and 'Delete'.

(1) Select 'Create Project' from drop down



Funding Module: Project Tab (Create Project)

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

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

(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

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

Award

Expended

2019 BSIR (June 20)

EMPG

2019 BSIR (June 20)

NSGP-UA

2019 BSIR (June 20)

\$20,000

(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
<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'

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, 2024
2. Complete EHP and submit to Cal OES by November, 2024
3. Conduct Exercise by January, 2025
4. Prepare/submit After Action Report by March, 2025



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-Ha

Solution Area:

Project Title: 001: Install security fe

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

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

Solution Area Subcategories

NSGP-UA

Public education & outreach

(1) Select Solution Area for this project. **NOTE:** Defaults to Planning

(2) Scroll Down to enter funding into the Solution Area Subcategories for this project

Funding Module: Allocation Tab

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

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

Solution Area Subcategories

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

↓↓ Scroll down to get to Disciplines ↓↓

Disciplines

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

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

(4) Save

Revert to Saved | Save | Save and Continue



Modifying Projects



Funding Module – Modifying a Project

(1) Go to **Project** tab

(2) Select **Project List**

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'. The 'Project' tab is selected. Below the breadcrumb trail, 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: Project List' and 'Self-Check View: -- Select Self-Check View --'. Below the dropdown menus, there is a table with the following columns: 'Project Title', 'Funding Type', 'Funding', and 'Proj'. The table contains one row with the following data: '001: Install security fencing around parking lot', 'Passthrough to Local', '\$50,000', and 'Data En'. Below the table, there is a section for 'Comments' with a text input field.

(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:* 001: Install security fencing around parking lot

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

Project Location:* 95655

Funding Type:* Passthrough to Local

Project Description:* Install steel-reinforced fencing around perimeter

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 expended amount here.

(5) Edit budgeted amount here.

(7) Save



Funding Module - Modifying Project Details

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

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

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

Required fields are marked with an asterisk *

Project Detail

Project Title: 001: Install security fencing around parking lot

Project Description: Install steel-reinforced fencing around perimeter with

Self-Check: OK

2019 Investment Alignment and Fusion Center

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

2019 BSIR (June 20) Core Capability and Project Details

Primary Core Capability:*

Capabilities Building:*

Deployable:*

Shareable:*

Project Status:*

Project Management Step:*

Start Date (mm/yyyy)*:

End Date (mm/yyyy)*:

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

Milestones and NIMS Typing

Milestone	Milestone Complete	Remove
Gather quotes and develop plans by 7/2020	<input type="checkbox"/>	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 'Local Jurisdiction / Entity Award Information - OA-Happy County - 2016 BSIR (December 16)'. The 'Project Tab' is highlighted. A callout box labeled '(1) Self Check #1 Project List - check for green OK' points to the 'Project Self-Check' column, which shows 'OK' in a green box for all projects. Another callout box labeled 'Click this drop-down to go to next self-check.' points to the 'Self-Check View' dropdown menu, which is currently set to '-- Select Self-Check View --' and has a dropdown menu open showing options: 'Grant Program', 'Solution Area', and 'Project Validation'. The interface includes a left sidebar with navigation options like 'Funding', 'Organization', 'Users', and 'Logout'. At the bottom, there are buttons for 'Submit', 'Change Status', and 'Delete', along with a 'Check All' and 'Clear All' link.

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

Homeland Security
FOR 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 - 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			\$0.00	\$87,700.00	\$87,700.00	OK
Project E- Management and Administration of grant							
\$9,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,200.00	\$9,200.00	OK
\$158,000.00	\$0.00		\$0.00	\$0.00	\$158,000.00	\$158,000.00	
Award							
\$158,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$158,000.00	\$158,000.00	

Self-Check

OK OK OK OK OK



Self-Check #3 – Solution Area View

(3) Solution Area View

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

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

Solution Area Summary

Equipment	Exercises	Management & Administration	Organization	Planning	Training	Solution Area	Project Total	Self-Check
Project A- CERT								
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,000.00	\$38,000.00	\$38,000.00	OK
Project B- Enhance Communications Capability								
\$0.00	\$0.00	\$0.00	\$0.00	\$8,100.00			\$8,100.00	OK
Project C- Hazardous Materials								
\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00			\$17,000.00	OK
Project D- Information and Intelligence								
\$0.00	\$0.00	\$0.00	\$51,000.00	\$38,700.00	\$0.00	\$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, a callout box in the center labeled 'Check for green OK's' with an arrow pointing to the 'OK' status cells, and a large arrow pointing right towards the 'OK' cells.

(4) Project Validation View

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

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

Return back to Project List

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

Check for green OK's



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



Funding Module - Submission

Project Tab

Project Status will be
'Data Entry in Progress'

FOR OFFICIAL USE ONLY

Grants Reporting System
Federal Emergency Management Agency

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

Current User: Jane Doe
Welcome!

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

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

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

Comments

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

Check All | Clear All

Submit | Change Status | Delete

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



Funding Module - Submission

The screenshot shows the 'Grants Reporting Tool' interface for the Federal Emergency Management Agency. The header includes the Homeland Security logo and the text 'FOR OFFICIAL USE ONLY'. The main content area is titled 'Local Jurisdiction / Entity Award Information' and shows a list of projects. A yellow callout box with a red border points to the 'Project View' dropdown and the project list, containing the text '(2) Make sure all projects are checked'. Another yellow callout box with a red border points to the 'Submit' button, containing the text '(3) Click on 'Submit''. The project list table has columns for 'Project Title', 'Funding', 'Project Status', and 'Project Self-Check'. All projects in the list have a 'Project Self-Check' status of 'OK'.

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

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 navigation tabs: '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 'Project Title' column and a green 'OK' in the 'Project Self-Check' column. Below the table is a 'Comments' section with a text area containing the text 'Projects have been updated. GA 12/13/16'. At the bottom, there are buttons for 'Submit', 'Change Status', and 'Delete', along with a link for 'Detailed Information on the Project tab click here'.

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input checked="" type="checkbox"/> 00- Establishment 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 yellow callout box with a red border points to the 'Submitted to SAA/DTG' status in the first row, containing the text: '(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

Monday, July 8, 2024



Questions?

Review June 2024 BSIR Training Material:

- PowerPoints are posted on the Grants Processing page:

<https://www.caloes.ca.gov/office-of-the-director/policy-administration/finance-administration/grants-management/grants-processing/homeland-security-grants-processing/>

- Webinar #1 (HSGP & EMPG) Thursday, June 20, 2024; 9:30 AM-11:30 AM
- Webinar #2 (Nonprofit) Thursday, June 20, 2024; 1:30 PM-3:30 PM
- Webinar #3 (Nonprofit) Wednesday, June 26, 2024; 9:30 AM-11:30 AM
- Webinar #4 (HSGP & EMPG) Wednesday, June 26, 2024; 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

