



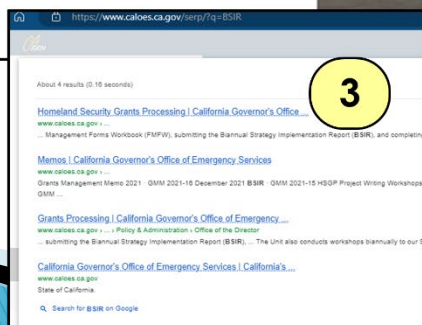
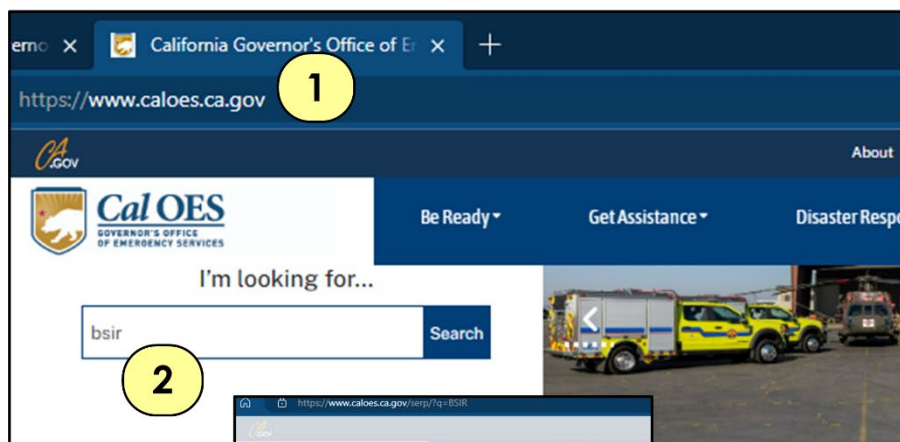
Cal OES

GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

June 2025 BSIR Webinar

June 2025 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 2025 Biannual Strategy Implementation Report (BSIR)

Webinar	Webinar
<u>Webinar #1 - Nonprofit Specific</u> Tuesday, July 22, 2025 9:30 AM – 11:30 AM	<u>Webinar #2</u> Tuesday, July 22, 2025 1:30 PM – 3:30 PM
<u>Webinar #3</u> Thursday, July 24, 2025 9:30 AM – 11:30 AM	<u>Webinar #4 - Nonprofit Specific</u> Thursday, July 24, 2025 1:30 PM – 3:30 PM

Updates: All Grants (1 of 2)

- Grant Years you are responsible for:

	FY 2021	FY 2022	FY 2023
EMPG			✓
HSGP	✓	✓	✓
NSGP	✓	✓	✓

- EMPG Subrecipients will report on Grants Awarded for FY 2023 funding.
- HSGP & NSGP Subrecipients will report on Grants Awarded for FY 2021, FY 2022, and FY 2023 funding.
- FY 2024 will be reported and submitted into FEMA GO by Cal OES.

BSIR IS OPEN!

DON'T WAIT!

SUBMIT NOW!



Updates: All Grants (2 of 2)

- Due to Cal OES:

COB Friday, August 15, 2025

BSIR IS OPEN!

DON'T WAIT!

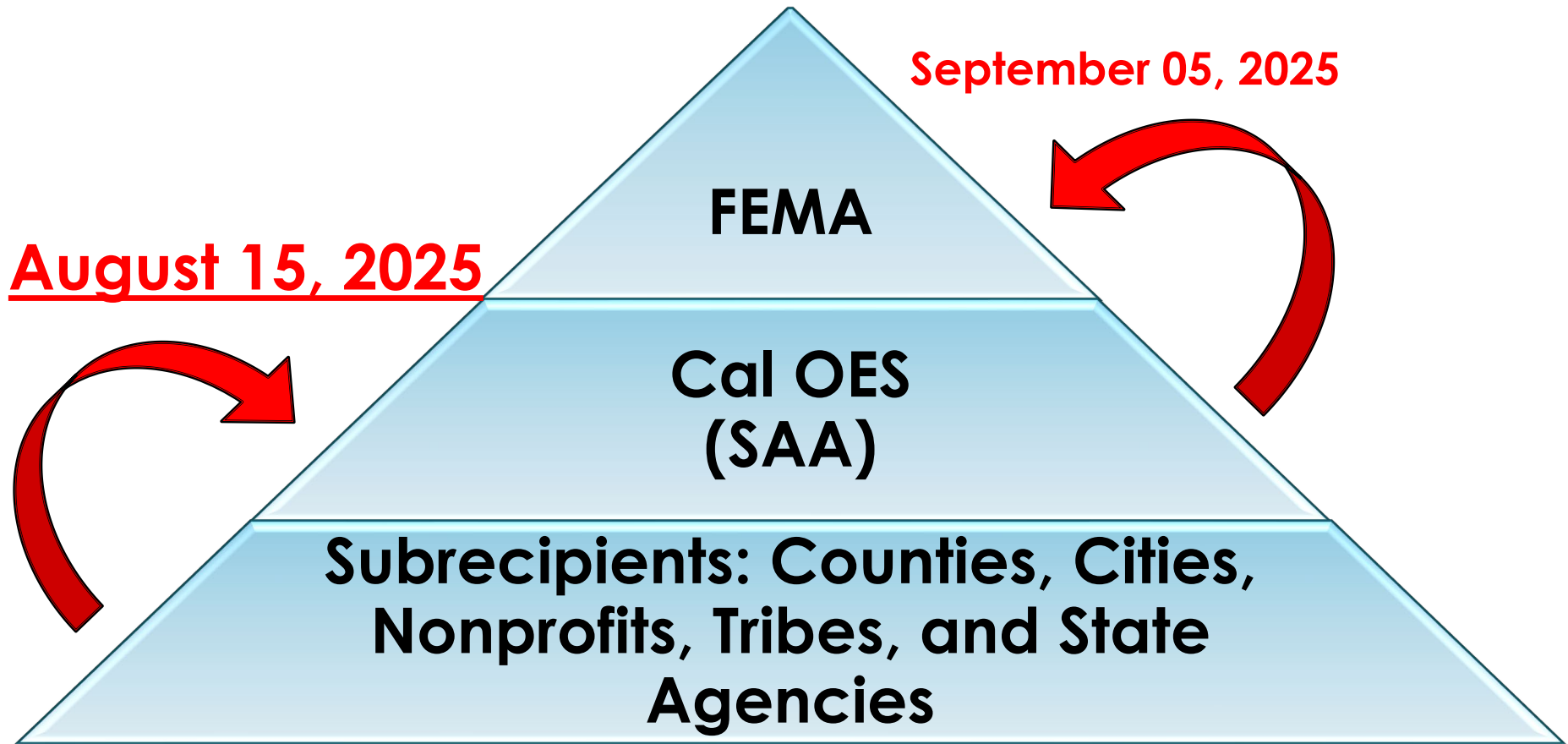
SUBMIT NOW!



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

BSIR Deadlines: June 2025 BSIR



Questions?



Webinar Content

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



Terminology

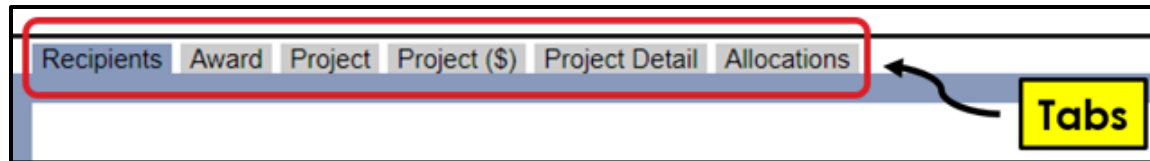
- **BSIR** – Biannual Strategy Implementation Report
 - Progress report to account for grant funding
- **GRT** – Grants Reporting Tool
 - Website used to report project information to FEMA

The screenshot shows the Grants Reporting Tool (GRT) interface. A red box highlights the top navigation tabs: Recipients, Award, Project, Project (\$), Project Detail, and Allocations. A yellow box labeled "Tabs" with an arrow points to this group. Another red box highlights the left sidebar menu containing: Welcome!, Funding, Organization, Users, and Logout. A yellow box labeled "Modules" with an arrow points to this sidebar. The main content area displays "Grantees/Subgrantees for California" with filters for "Grant Award Year" (2019) and "Reporting Period" (BSIR (December 19)). Below this is a table with the following data:

<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	12/12/2019

Terminology

- **Award**: 2 meanings depending on the tab
 - Award Tab: total amount of the grant funding
 - Project (\$) Tab: amount budgeted for that specific project



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

BSIR Overview

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



BSIR Overview

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



Questions?



GRT REGISTRATION



GRT Homepage – www.reporting.odp.dhs.gov



The screenshot shows the GRT Homepage with the following elements:

- Header:** Homeland Security logo and "FOR OFFICIAL USE ONLY" text.
- Title:** "Grants Reporting Tool"
- Welcome Message:** "Welcome to the Federal Emergency Management Agency's Grants Reporting Tool."
- Section:** "GRT User ID & Password (Non-PIV Cardholders)"
- Instructions:** "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 new users, you must select PIV Login option only."
- Registration Note:** "For Non-PIV Card Holders, please click the link below to register for an account link below."
- Form Fields:** "User" and "Password" input fields.
- Buttons:** "Login with User ID" and "Register for an account" (link).
- Footer:** "For technical assistance, please call 1-866-476-4827 (toll-free) or email [GRT Support](#)"


- New users must register and be approved by Grant Analyst
- 45 days of inactivity locks out user
- Contact your Grant Analyst if your account is inactive or needs password reset

New GRT
users

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 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"/>	*
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., 123456, qwerty), consecutive letters or numbers (e.g., 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 Grant Analyst:
 - 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

Homeland Security
FOR OFFICIAL USE ONLY

Grants Reporting Tool
Federal Emergency Management Agency

Welcome!

Current User:
Jane Doe

Welcome!

Funding

Organization

Users

Logout

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

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

GRT News

There are currently no news items.

Documentation

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

Guidance Documents:

Overview Documents:

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

Select from drop down menu, click on 'View'

Users Module - User Detail Tab

User Management User Detail Change Password

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

(2) User Detail Tab

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

User Status

Current User Status Active

User Information

Name Prefix Ms. *

Last Name Jane

First 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

The screenshot shows the 'Role Assignment and User Permissions' form. At the top, there is a dropdown menu for 'Organization' set to 'California'. Below this, the form is divided into two main sections: 'Available' and 'Assigned'. The 'Available' section contains a list of roles, with 'AA- TEST COUNTY' selected. The 'Assigned' section contains a list with 'OA-Happy County'. Between these two sections are two buttons: '>>>' and '<<<'. Below the role lists, there are three fields: 'U.S. Citizenship Status' with radio buttons for 'Yes' (selected) and 'No'; 'User Type' with radio buttons for 'Local (Local Jurisdictions, Other State Agencies/Non-SAAs)' (selected) and another option; and 'Administrative Privileges' with an unchecked checkbox. At the bottom right, there are two buttons: 'Revert to Saved' and 'Save'. A yellow speech bubble with a red border points to the 'Save' button, containing the text '(4) Save'. Another yellow speech bubble with a red border points to the 'Administrative Privileges' checkbox, containing the text 'Advise only one Administrator per organization'.

Role Assignment and User Permissions

Organization: California

Available:

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

Assigned:

- OA-Happy County

U.S. Citizenship Status: ☒ Yes ☐ No

User Type: ☒ Local (Local Jurisdictions, Other State Agencies/Non-SAAs)

Administrative Privileges: ☐

(4) Save

Advise only one Administrator per organization

Revert to Saved Save

Organization Module - Subgrantees Tab

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

Subgrantees Subgrantee Detail Subgrantee UAR/TA

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 x *
Mailing Zip Code	95655 *
Reporting Period	<input type="checkbox"/> 2007 Close-Out

Revert to Saved Update

(2) Verify information, click 'Update'

Questions?



FUNDING MODULE: CREATING & UPDATING PROJECTS



Funding Module - Recipients Tab

Homeland Security
FOR OFFICIAL USE ONLY

Recipients Award Project Project (\$) F

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Log

California

Grant Award Year

2019
2018
2017
2016
2015
2014
2013

Reporting Period BSIR (June 20) ▾

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

(2) Select **BSIR (December 2023)** for Reporting Period

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

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: 12/03/2019 * [mm/dd]

	Award	Obligated ▶	Expended ▶
SHSP ▶			
2019 BSIR (December 19)	\$100		\$10
UASI ▶			
2019 BSIR (December 19)			
EMPG ▶			
2019 BSIR (December 19)			
NSGP-UA ▶			
2019 BSIR (December 19)			

(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 2021, 2022, 2023 this reporting period.**

Happy County
 000-00000
 2019-0003

BLACK FONT (SELECTION)

RED STRIKETHRU (SELECTION)

BLUE FONT (SELECTION)

BLACK FONT (ROW)

RED STRIKETHRU (ROW)

BLUE FONT (ROW)

ADD ROW

DELETE ROW

FORMULA RESET

NEW REQUEST

NEW MOD ITEM

INITIAL APPLICATION

ADVANCE

REIMBURSEMENT REQUEST

MODIFICATION

Ledger Type

Initial Application

Date

12/04/2019

POP Start Date

07/01/2019

POP End Date

06/30/2021

Approval (Cal OES ONLY)

Initials / Date (Program Rep)

12/9/2019

State Goal	Direct / Subaward	Project	Project Title	Project Description	Funding Source	Discipline	Solution Area	Solution Area Sub-Category	Core Capabilities	Capability Building	Deployable / Shareable	Total Budgeted Cost	Previously Approved Amount	Amount This Request	Total Approved	Expenditures To Date	Remaining Balance	P
Goal #6	Direct	A	Op Area Coordination	Staffing costs for all-hazards emergency management operation and other day-to-day activities in support of emergency management. County OEM is responsible for emergency planning and coordination among the Santa Barbara Operational Area entities which include: Cities, Special Districts, Volunteer Organizations, Industry Group, and Tri-County Coordination.	EMPG	EMG	Organization	Staffing	Operational Coordination	Sustain	Both	\$216,505					\$216,505	
Goal #6	Direct	B	M&A	Management & Administration for the EMPG grant.	EMPG	EMG	M&A	Grant Admin	Operational Coordination	Sustain	Both	10,825					\$10,825	

Funding Module - Project Tab

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

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

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

Self Check

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

Project View: 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	\$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 --

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)

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

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

[illegible]

37

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 'Self-Check View' dropdown is set to '-- Select Self-Check View --'. The 'Project Name' field contains 'Project B-Enhance Communications Capability'. The 'Project Description' field contains 'Develop/enhance interoperable communications systems'. A pop-up message from 'https://www.reporting.odp.dhs.gov' states: 'Project successfully created. To view the project list select 'Project List' from the Project View.' The 'OK' button is visible. A yellow callout box with a red border points to the 'Project View' dropdown and contains the text: '(6) Select 'Project List''. Another yellow callout box with a red border points to the 'OK' button and contains the text: '(5) Select 'OK' when pop-up appears.' The 'Create Project' and 'Clear' buttons are at the bottom.

Apps Cal OES Google ND Grants SAM D&B - iUpdate FEMA FEMA - Independen... Grants.gov

Homeland Security
FOR OFFICIAL USE ONLY

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

Current User: Huy Tram

Welcome!

IJ Submission

Investment

Funding

PSIC

Approv

Organiz

Users

Reporting

Logout

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

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

Create Project

Project Name: Project B-Enhance Communications Capability

Project Description: Develop/enhance interoperable communications systems

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

Project Description: *

Create Project Clear


The page at <https://www.reporting.odp.dhs.gov> says:
Project successfully created. To view the project list select 'Project List' from the Project View.

OK

(6) Select 'Project List'

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

Funding Module: Project Tab (Update Project)

**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: 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 & Evacuation		000.00	Data Entry In Progress	OK
<input type="checkbox"/> 006- Updating of pre-incident mapping for Cities of XX, YY, ZZ	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)	\$20,000	

(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	

Revert to Saved

Save

Save and Continue

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:

2019 Investment Alignment and Fusion Center

Submission Type: * - SELECT -

Investment Supported: *

Does this project support a Previously Awarded Investment? *

2019 BSIR (December 19) Core Capabilities

Primary Core Capability: *

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

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

IJ 1: Strengthen Capabilities of the State Threat Assessment System

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

IJ 3: Enhance Cybersecurity

IJ 4: Strengthen Emergency Communications Capabilities Through Planning, Governance, Technology

IJ 5: Enhance Medical and Public Health Preparedness

IJ 6: Preventing Violent Extremism Through Multi-Jurisdictional/Inter-Jurisdictional Collaboration

IJ 7: Enhance Community Resilience, Including Partnerships With Volunteers & Community Organizations

IJ 8: Strengthen Information Sharing and Collaboration

IJ 9: Enhance Multi-Jurisdictional/Inter-Jurisdictional All-Hazards Incident Planning, Recovery Coordination

IJ 10: Homeland Security Exercise, Evaluation, and Training Programs

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) XXPD Intel Analysts and (1) N
 Self-Check: OK

2019 Investment Alignment and Fusion Center

Submission Type*: State Submission
 Investment Supported*: IJ 2: Protect Critical Infrastructure and Key Resources (includes F

Does this project support a Previously Awarded Investment? * Yes

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

Add Prior Investment

2019 BSIR (December 19) Core Capability and Project Details

Primary Core Capability: Intelligence and Information Sharing
 Capabilities Building*: Sustain
 Deployable*: Yes
 Shareable*: No

Project Status*: On Schedule
 Project Management Step*: Initiate
 Start Date (mm/yyyy)*: 09/2019
 End Date (mm/yyyy)*: 05/2022

Does this project require new construction, renovation, retrofitting or modifications of existing structure? * No

(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		
Add Milestone		

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](#)

[Revert to Saved](#) [Save](#) [Save and Continue](#)

(1) Use Resource Library Tool to find ID.

(2) Enter Name and ID of the typed resource

(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

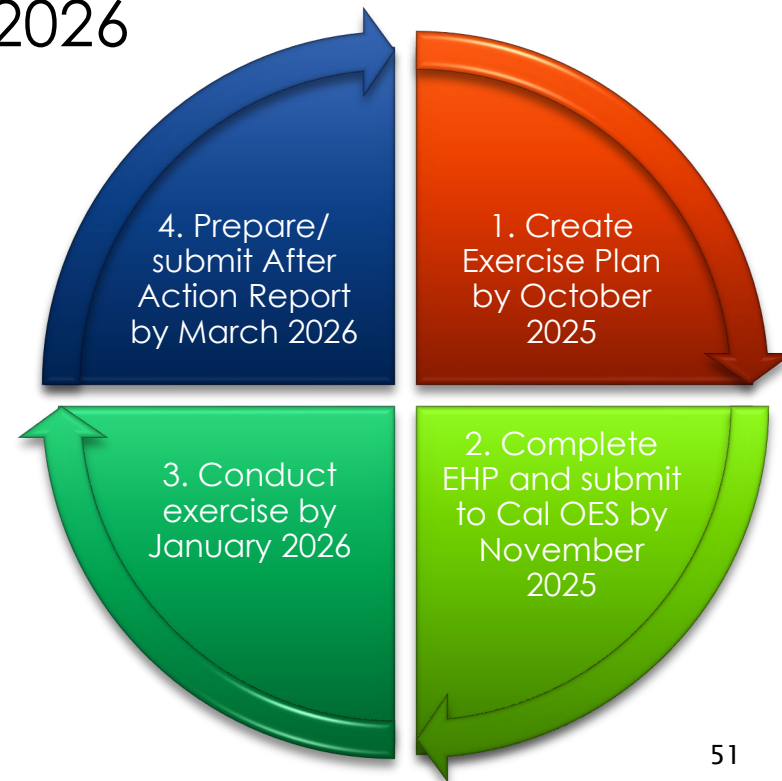
WHY

test communications and mass care service capabilities.



Example of SUFFICIENT Milestones

1. Create Exercise Plan by October 2025
2. Complete EHP and submit to Cal OES by November 2025
3. Conduct exercise by January 2026
4. Prepare/submit After Action Report by March 2026



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) XX Network Program Manager

Total Project Funding:

SHSP	<input type="text" value="\$50,000"/>
UASI	<input type="text"/>
EMPG	<input type="text"/>
NSGP-UA	<input type="text"/>
OPSG	<input type="text"/>
NSGP-S	<input type="text"/>
Total	<input type="text" value="\$50,000"/> <input type="button" value="OK"/>

Total Solution Area Funding:

Planning	<input type="text"/>
Organization	<input type="text" value="\$50,000"/>
Equipment	<input type="text"/>
Training	<input type="text"/>
Exercises	<input type="text"/>
Management & Administration	<input type="text"/>
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				

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

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

Questions?



Modifying Projects

Funding Module – Modifying a Project

(1) Go to **Project** tab

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

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

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

Project View: Self-Check View:

Grantee/Su

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

Comments

(2) Select **Project List**

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

Funding Module - Modifying a Project

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

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

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

Project Funding Summary

Required fields are marked with an asterisk *

Project Title:* 001: Install security fencing around parking lot

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

Project Location:* 95655

Funding Type:* Passthrough to Local

Project Description:* Install steel-reinforced fencing around 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 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:* Physical Protective Measures

Capabilities Building:* Build

Deployable:* No

Shareable:* No

Project Status:* On Schedule

Project Management Step:* Execute

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

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

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

Milestones and NIMS Typing

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

Add Milestone

Revert to Saved Save Save and Continue

(1) Click **Project Detail** tab

(2) Edit Core Capability and details.

(3) Edit milestones and mark completion.

(4) Save



Funding Module - Modifying Project Allocations

The screenshot displays the 'Funding Module' interface. At the top, a navigation bar includes tabs: 'Recipients', 'Award', 'Project', 'Project (\$)', 'Project Detail', and 'Allocations'. The 'Allocations' tab is selected. On the left, a sidebar shows the current user 'Jane Doe' and a menu with 'Welcome!', 'Funding' (highlighted), 'Organization', 'Users', and 'Logout'. The main content area is titled 'Local Jurisdiction / Entity Award Information - OA-Happy County - 2019'. It features a 'Solution Area' dropdown menu with options: 'Planning' (selected), 'Organization', 'Equipment', 'Training', 'Exercises', and 'Management & Administration'. Below this, there are input fields for 'Project Title' and 'Project Description'. A section titled 'Total Project Funding:' contains a table with funding subcategories and their amounts. The subcategories listed are SHSP, UASI, EMPG, NSGP-UA (\$50,000), OPSG, and NSGP-S. A 'Total' row shows \$50,000. At the bottom, a 'Solution Area Subcategories' section shows 'NSGP-UA' selected.

Total Project Funding:	
SHSP	
UASI	
EMPG	
NSGP-UA	\$50,000
OPSG	
NSGP-S	
Total	\$50,000

Solution Area Subcategories	
	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

Questions?



FOUR GRT SELF-CHECKS



Self-Check #1 - Project List View

Project Tab

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

Homeland Security
FOR OFFICIAL USE ONLY

Grants Reporting
Federal Emergency Management Agency

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

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

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

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

Project Title	Funding Type	Funding	Project Status	Project Self-Check	
<input type="checkbox"/> 001- Sustainment of Fusion Center Network System Mana	Grant Program	Passthrough to Local	\$1,000,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 002- ICS Training	Solution Area	Passthrough to Local	\$60,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 003- Responder Rescue Training	Project Validation	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, 106 77		Passthrough to Local	\$57,000.00	Data Entry In Progress	OK
<input type="checkbox"/> 007- Regional Fire/EMS Communications Center S			00	Data Entry In Progress	OK
<input type="checkbox"/> 008- Catastrophic Incident Plans & Protocols			00	Data Entry In Progress	OK
<input type="checkbox"/> 009- Mass Fatality Incident Exercise 2016			00	Data Entry In Progress	OK
<input type="checkbox"/> 010- COOP/COG Planning City, County, and Special			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

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



Self-Check #2 - Grant Program View

Homeland Security
FOR OFFICIAL USE ONLY

Grants Reporting Tool

Federal Emergency Management Agency

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

Current User: Gina Avelar

Welcome!

IJ Submission

Investment

Funding

PSIC

Approval

Organization

Users

Reporting

Logout

(2) Grant Program View

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					\$0.00	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 Information							
\$158,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$158,000.00	\$158,000.00	
Self-Check							
OK	OK	OK	OK	OK			

Check for
green OK's



Self-Check #3 – Solution Area View



Homeland Security
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Grants Reporting Tool

Federal Emergency Management Agency

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

(3) Solution Area View

Current User: Gina Avelar

Welcome!

IJ Submission

Investment

Funding

PSIC

Approval

Organization

Users

Reporting

Logout

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

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

Solution Area Summary

Equipment	Exercises	Management & Administration	Organization	Planning	Training	Solution Area	Project Total	Self-Check
Project A- CERT								
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,000.00	\$38,000.00	\$38,000.00	OK
Project B- Enhance Communications Capability								
\$0.00	\$0.00	\$0.00	\$0.00	\$8,100.00			\$8,100.00	OK
Project C- Hazardous Materials								
\$17,000.00	\$0.00	\$0.00	\$0.00					OK
Project D- Information and Intelligence								
\$0.00	\$0.00	\$0.00	\$51,000.00	\$38,700.00	\$0.00	\$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' interface for the 'Federal Emergency Management Agency'. The 'Project Validation' section is active, displaying a table of project metrics. Annotations include a callout for '(4) Project Validation', a large arrow pointing to the 'Self-Check' column with the text 'check for green OK's', and a callout at the bottom left saying 'Return back to Project List'.

Grants Reporting
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: Project Validation

Project Validation

Project Metrics	Funding Impact	Solution Area Tie-Out	Project Detail	Self-Check
Project A- CERT				
100%	100%	100%	100%	OK
100%	100%	100%	100%	OK
100%	100%	100%	100%	OK
100%	100%	100%	100%	OK
Project D- Intelligence				
100%	100%	100%	100%	OK
Project E- Management of grant				
100%	100%	100%	100%	OK

Return back to Project List

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



Funding Module - Submission

Project Tab

Project Status will be
'Data Entry in Progress'

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Grants Reporting
Federal Emergency Management Agency

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

Current User: Jane Doe
Welcome!

Funding
Organization
Users
Logout

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

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

Grantee/Subgrantee Self-Check: OK

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

Comments


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

Check All Clear All

Submit Change Status Delete

For Additional Detailed Information on the Project tab click here

Funding Module - Submission



FOR OFFICIAL USE ONLY

Grants Reporting Tool

Federal Emergency Management Agency

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

Current User: Jane Doe

Welcome!

- Funding
- Organization
- Users
- Logout

Local Jurisdiction / Entity Award Information

Project View: Project List

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

Comments

Check All Clear


For Additional Detailed Information on the Project tab click here

(2) Make sure all projects are checked

(3) Click on 'Submit'

Grantee/Subgrantee Self-Check: OK

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

(4) Status should say 'Project Submitted'

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

Project View: Self-Check View:

Grantee/Submitter 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

(5) Click 'Check All' again

Check All Clear All

Funding Module - Submission

The screenshot shows the 'Grants Reporting Tool' interface. On the left is a sidebar with a 'Homeland Security' logo and a navigation menu including 'Welcome!', 'Funding', 'Organization', 'Users', and 'Logout'. The main content area has tabs for 'Recipients', 'Award', 'Project', and 'Project'. Below these is 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 are marked with a checkmark and 'OK' in the self-check column. A 'Comments' section contains the text 'Projects have been updated. GA 12/13/16'. At the bottom are 'Check All' and 'Clear All' links, and 'Submit', 'Change Status', and 'Delete' buttons. A footer note says 'For Additional Detailed Information on the Project tab click here' and 'Steps to Submit Project to SAAD/ITC'.


(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

**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: Self-Check View:

Grantee/Subgrantee Self-Check:

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	<input type="button" value="OK"/>
002- ICS Training	Passthrough to Local	\$60,000.00	Submitted to SAA/DTG	<input type="button" value="OK"/>
003- Responder Rescue Training	Passthrough to Local	\$147,500.00	Submitted to SAA/DTG	<input type="button" value="OK"/>
004- Strike Team/Task Force Leader Training	Passthrough to Local	\$57,500.00	Submitted to SAA/DTG	<input type="button" value="OK"/>
005- Mass Transportation & Evacuation Plans & Protocols	Passthrough to Local	\$265,000.00	Submitted to SAA/DTG	<input type="button" value="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	<input type="button" value="OK"/>
007- Regional Fire/EMS Communications Center Security Enhancements	Passthrough to Local	\$54,542.00	Submitted to SAA/DTG	<input type="button" value="OK"/>
008- Catastrophic Incident Plans & Protocols	Passthrough to Local	\$160,000.00	Submitted to SAA/DTG	<input type="button" value="OK"/>
009- Mass Fatality Incident Exercise 2016	Passthrough to Local	\$578,000.00	Submitted to SAA/DTG	<input type="button" value="OK"/>
010- COOP/COG Planning City, County, and Special Districts	Passthrough to Local	\$25,000.00	Submitted to SAA/DTG	<input type="button" value="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 Grant Analyst

Questions?



BSIR is due to Cal OES by COB

Friday, August 15, 2025



Questions?

Review June 2025 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, July 22, 2025; 9:30 AM-11:30 AM
- Webinar #2 (HSGP & EMPG) Tuesday, July 22, 2025; 1:30 PM-3:30 PM
- Webinar #3 (HSGP & EMPG) Thursday, July 24, 2025; 9:30 AM-11:30 AM
- Webinar #4 (Nonprofit) Thursday, July 24, 2025; 1:30 PM-3:30 PM

Contact your Grant Analyst

- 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

