

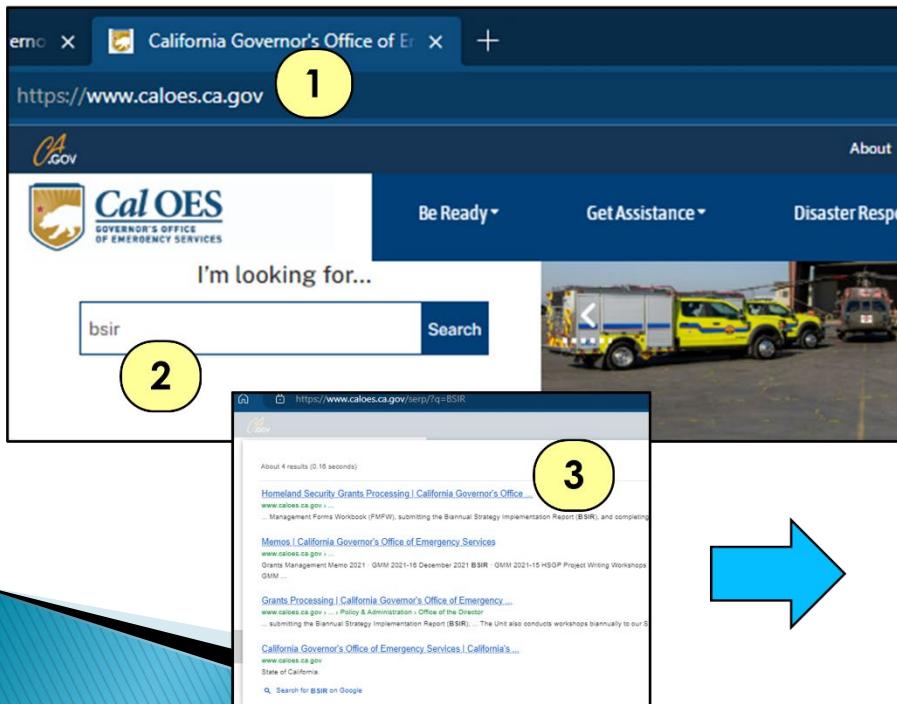


Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Winter 2025 BSIR Webinar

Winter 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.



The screenshot shows the "Homeland Security Grants Processing" page on the Cal OES website. The page includes:

- The Cal OES logo and navigation menu with links to Home, Be Ready, Get Assistance, and Disaster Response.
- The title "Homeland Security Grants Processing".
- A description of the unit's responsibilities, including processing reimbursements, modifications, and amendments for Homeland Security Grant Programs, and managing the Financial Management Forms Workbook (FMFW).
- A section titled "Financial Management Forms Workbook (FMFW)" with a list of links to various FMFW versions (e.g., FY 2022 HSGP FMFW (Macro) v22, FY 2022 HSGP FMFW (Non-Macro) v22).
- A section titled "Workshops" with a link to the "BSIR Webinars" page.
- A blue arrow pointing from the search result in the browser screenshot to this page.



Winter 2025 Biannual Strategy Implementation Report (BSIR)

Webinar	Webinar
<p><u>Webinar #1 - Nonprofit Specific</u></p> <p>Wednesday, January 28, 2026</p> <p>9:30 AM – 11:00 AM</p>	<p><u>Webinar #2</u></p> <p>Wednesday, January 28, 2026</p> <p>1:30 PM – 3:00 PM</p>
<p><u>Webinar #3</u></p> <p>Tuesday, February 3, 2026</p> <p>9:30 AM – 11:00 AM</p>	<p><u>Webinar #4 - Nonprofit Specific</u></p> <p>Tuesday, February 3, 2026</p> <p>1:30 PM – 3:00 PM</p>



Changes & Updates

- Nonprofit Subrecipients will report on Grants Awarded for FY 2021, FY 2022, and FY 2023.
- Subrecipients that have not submitted and/or received approval for their FY 2023 Applications need to work with their Grants Analyst and enter information based on their FY 2023 IJ Submittal.
- FY 2024 will be reported and submitted into **FEMA GO by Cal OES**.
- This webinar is **NOT REQUIRED** for CSNSGP Subrecipients.
- Due to Cal OES: **Monday, February 16, 2026**

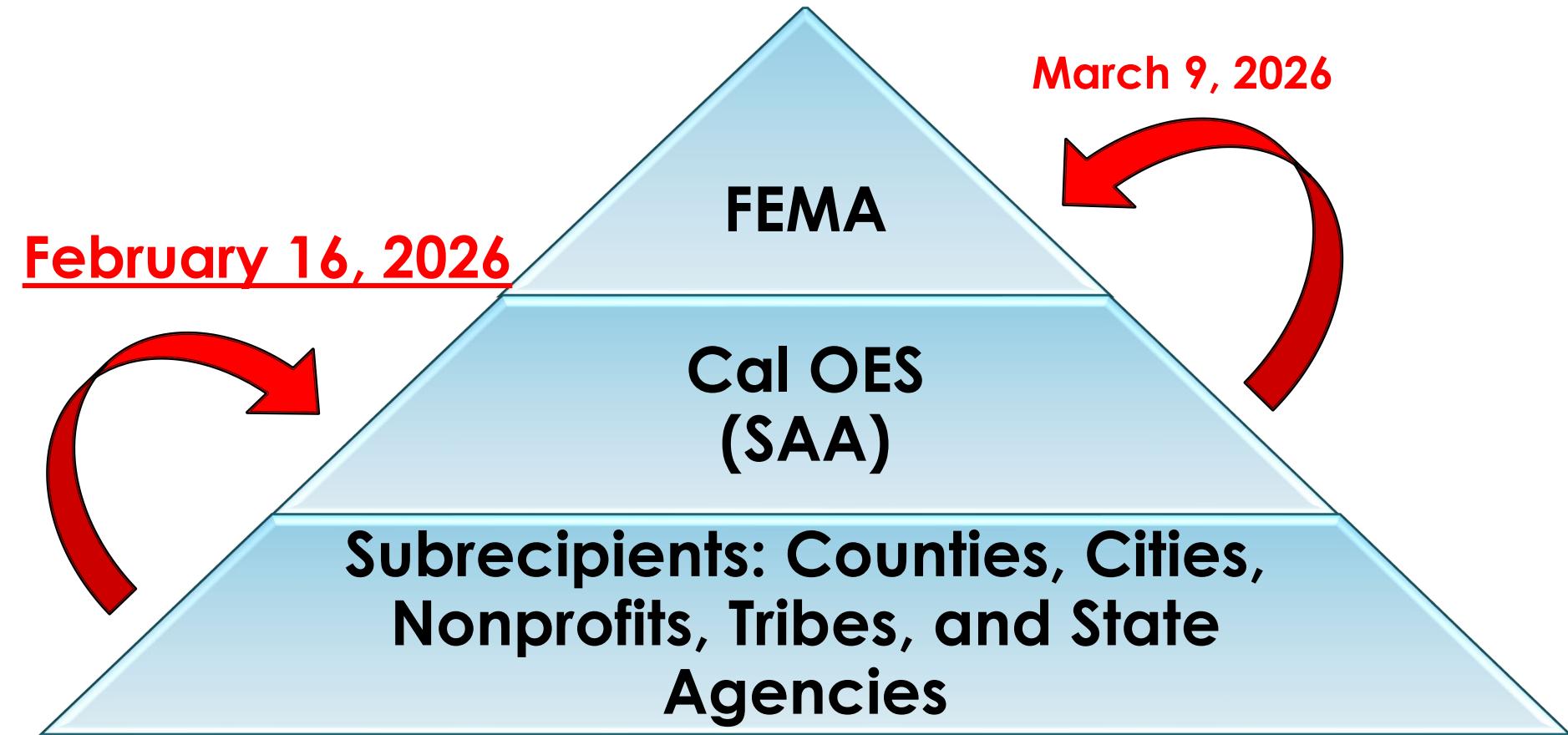
BSIR IS OPEN!

DON'T WAIT!

SUBMIT NOW!



BSIR Deadlines: Winter 2025 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

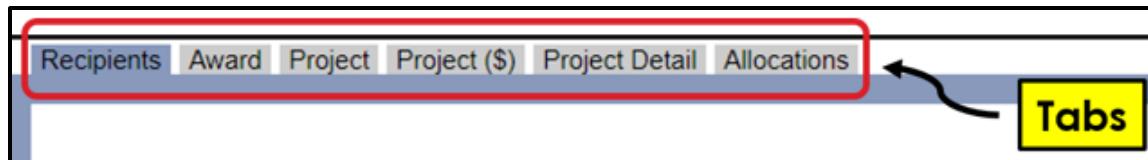
Grant Award Year 2019 ▼ Reporting Period BSIR (December 19) ▼

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

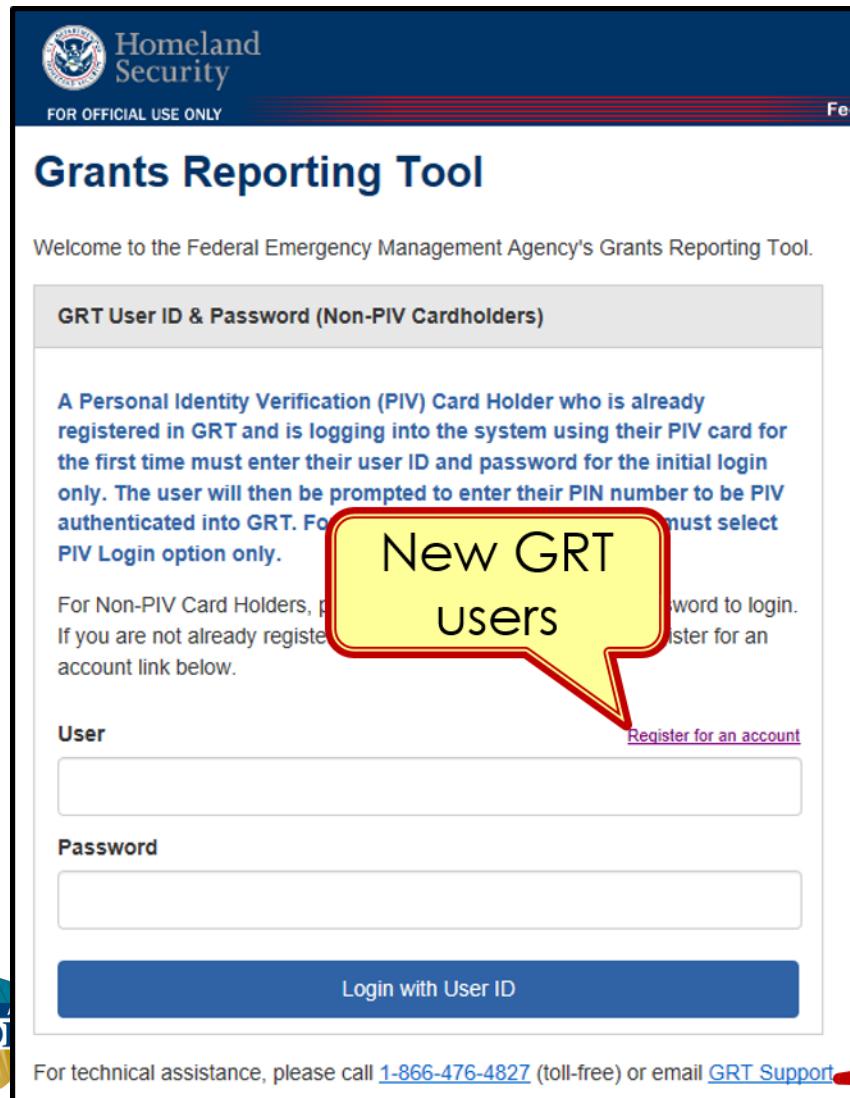
- BSIR Reporting cycle is every 6 months:
 - Winter BSIR: July 1 - December 31
 - Summer BSIR: January 1 - June 30
- Cal OES uses BSIR to meet reporting requirements identified by the DHS/FEMA
- Cal OES and FEMA use the BSIR to determine feasibility and effectiveness of grant projects



GR^T 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 Card Holders, you must select PIV Login option only.

For Non-PIV Card Holders, please select the PIV Login option only. If you are not already registered, click the Register for an account link below.

User

Password

[Register for an account](#)

[Login with User ID](#)

For technical assistance, please call [1-866-476-4827](tel:1-866-476-4827) (toll-free) or email GRT Support

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

GRT Technical Support

Registration Form – Step 1

Grants Reporting Tool
Federal Emergency Management Agency

FOR OFFICIAL USE ONLY

Registration Form - Step 1

Please fill out the following fields and press "Next" when complete. Please make sure this information is correct and correct 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	
Last Name	
Address Line 1	
Address Line 2	
City	
State	Select a State
Zip Code	
Phone Number	
Fax Number	
E-mail address	

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

(2) Click on 'Next'

Clear Next

Registration Form – Step 2

 Homeland Security
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Grants Reporting Tool
Federal Emergency Management Agency

Registration Form - Step 2

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

Role and Organizational Assignment

Role

Federal

State/Direct Tribal Grantee (SAA/DT)

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

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 Grove, City of
EC-Half Moon Bay, City of
EC-La Habra, City of

Organizational Assignment

California

Requested Grantees/Subgrantees*

>>>
<<<

Buttons

Clear Back Next

Annotations

- (3) Select 'Local'
- (4) Select 'California'
- (5) Select your organization
- (6) Move to 'Requested'
- 7. Click on '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".

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 (aa, bb, cc, dd, ee, ff, gg, etc.). Passwords must be case sensitive (aa, dd, etc.). Passwords must not be all in lower case (aa, dd, etc.).

(8) User ID & Password

User ID *

Password *

Confirm Password *

(9) Secret Question & Answer

Secret Question *

Secret Answer

Are you a U.S. Citizen?

Yes

No

(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 Grants 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
- 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



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 and Local Recipients of grants identified in the Homeland Security Grant Program (HSGP) and Urban Areas Security Initiative (UASI) better manage their grants.

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: [GRT User's Guide](#)

Overview Documents: [Close-Out Overview](#)

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

User Status

Current User Status Active

User Information

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

(1) User Module

(3) Verify and update contact information

Users Module - User Detail Tab

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

Role Assignment and User Permissions

Organization: California

Available

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

Assigned

OA-Happy County

>>> <<<

U.S. Citizenship Status: Yes

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

Administrative Privileges:

(4) Save

Revert to Saved Save

Advise only one Administrator per organization

Organization Module - Subgrantees Tab

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

Subgrantees Subgrantee Detail Subgrantee UA/RTA

Current User: Jane Doe

Welcome! Funding Organization Users Logout

Grantees/Subgrantees for California

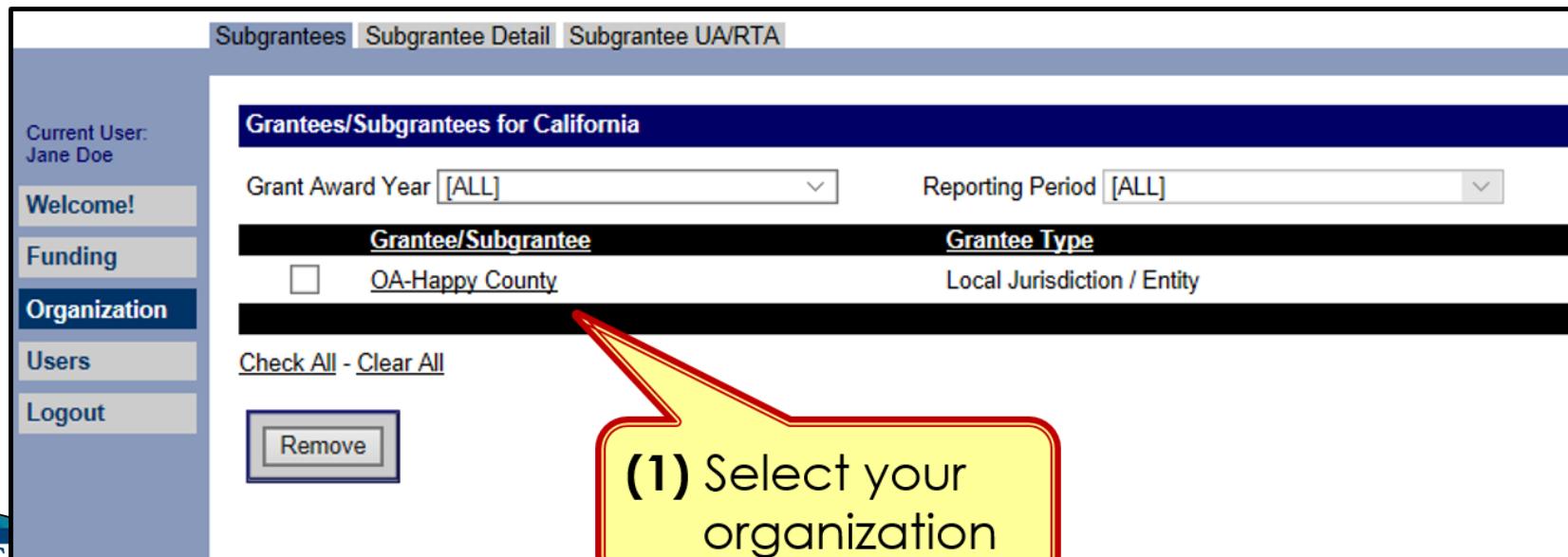
Grant Award Year [ALL] Reporting Period [ALL]

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	916-999-9999 *
Mailing Zip Code	95655 *
Reporting Period	<input type="checkbox"/> 2007 Close-Out

(2) Verify information, click 'Update'

Revert to Saved Update



Questions?



FUNDING MODULE: CREATING & UPDATING PROJECTS

Funding Module - Recipients Tab

Homeland Security
FOR OFFICIAL USE ONLY

Recipients Award Project Project (\$) Project Detail Allocations

Current User: Jane Doe

Welcome!

Funding

Organization

User

Logout

California

Grant Award Year: 2019

Reporting Period: BSIR (December 25)

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

Funding
Module

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

(2) Select **BSIR (December 25)**
for Reporting Period

(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

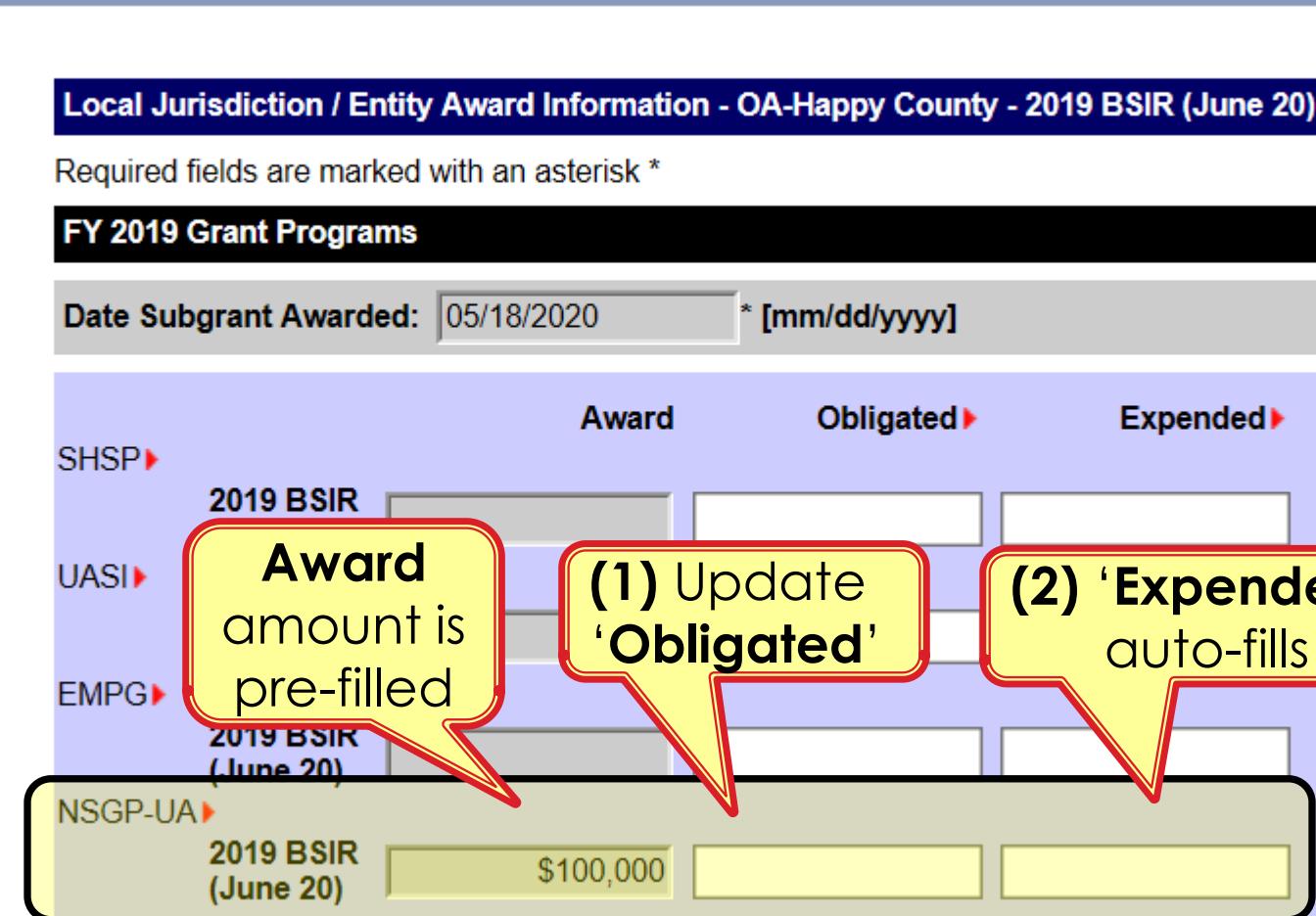
Date Subgrant Awarded: 05/18/2020 * [mm/dd/yyyy]

	Award	Obligated▶	Expended▶
SHSP▶			
2019 BSIR			
UASI▶			
EMPG▶			
NSGP-UA▶			
2019 BSIR (June 20)			
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 2021, 2022, and 2023 activities for this reporting period.**
- Save frequently: 20-minute GRT time out

Happy County 000-00000 2019-0003													INITIAL APPLICATION		Initial Application					
													ADVANCE		Date		12/04/2019			
													REIMBURSEMENT REQUEST		POP Start Date		07/01/2019			
													REIMBURSEMENT REQUEST		POP End Date		06/30/2021			
													MODIFICATION		Approval (Cai OES ONLY)		Initial / Date (Program Rep)		12/9/2019	
FORMULA RESET																				
ADD ROW				DELETE ROW				NEW REQUEST				NEW MOD ITEM								
State Goals	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	Per		
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. City of OES is responsible for emergency planning, 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	Per	
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	Per	



Funding Module - Project Tab

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

Recipients Award Project Project (\$) Project Detail Allocations

Self Check

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

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

Project View: Project List 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 --

Create Project

Project View: Project List Project History

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

Project Title

[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](#)

[005- Mass Fatality Incident Exercise 2019](#)

Comments

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

Submit **Change Status** **Delete**

(1) Select 'Create Project' from drop down

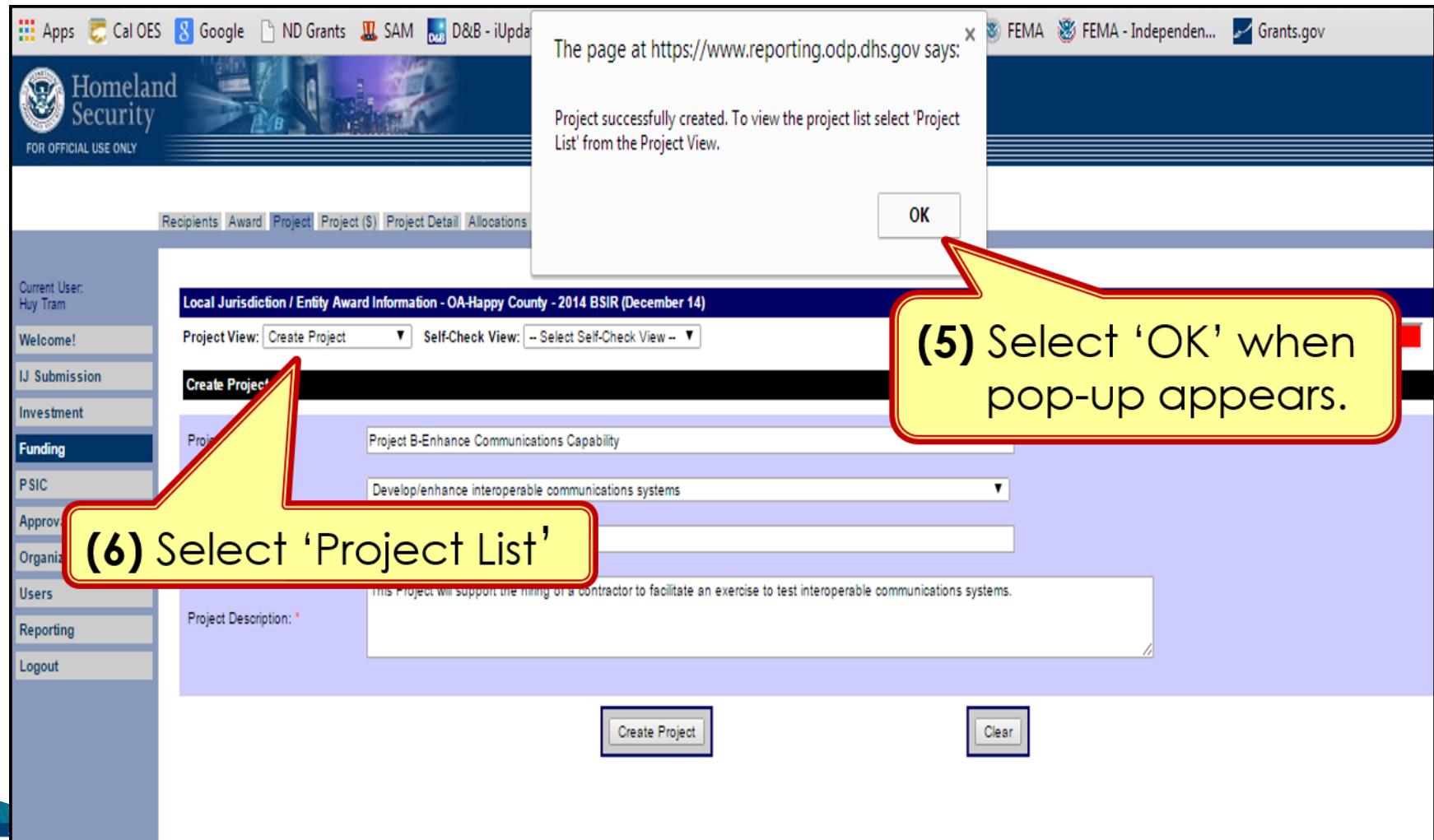
Funding Module: Project Tab (Create Project)

(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.

Funding Module: Project Tab (Create Project)

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

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

(6) Select 'Project List'

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 B-Enhance Communications Capability

Develop/enhance interoperable communications systems

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

Create Project Clear

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
001- Sustainment of Fusion Center Network System Manager & Intel Analysts	Passthrough to Local	\$1,000,000.00	Data Entry In Progress	OK
002- ICS Training	Passthrough to Local	\$60,000.00	Data Entry In Progress	OK
003- Responder Rescue Training		500.00	Data Entry In Progress	OK
004- Strike Team/Task Force Leader		500.00	Data Entry In Progress	OK
005- Mass Transportation & Evacuat		000.00	Data Entry In Progress	OK
006- Updating of pre-incident mapping for Cities of XX, YY,	Passthrough to Local	\$57,000.00	Data Entry In Progress	OK
007- Regional Fire/EMS Communications Center Security	Passthrough to Local	\$54,542.00	Data Entry In Progress	OK
008- Catastrophic Incident Plans & Protocols	Passthrough to Local	\$160,000.00	Data Entry In Progress	OK
009- Mass Fatality Incident Exercise 2016	Passthrough to Local	\$578,000.00	Data Entry In Progress	OK
010- COOP/COG Planning City, County, and Special Districts	Passthrough to Local	\$0.00	Data Entry In Progress	ERROR

(1) Click project you want to edit.

Comments



Funding Module: Project (\$) Tab (Update Project)

Recipients Award Project Project (\$) Project Detail Allocations

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

Project Funding Summary

Project Title:*	010- COOP/COG Planning City, County, and Special Districts
Project Type:*	Develop/enhance plans, procedures, and protocols
Project Location:*	95655
Funding Type:*	Passthrough to Local
Project Description:*	Hiring of consultant to help write a COOP/COG plan for city, County and special districts.
Project Notes:	

(2) Add or make edits to title, type, location, description, if necessary

(3) Project Notes - Brief Description on status of project during this reporting period. Date & Initial.

(4) Scroll down



Funding Module: Project (\$) Tab (Update Project)

Recipients Award Project Project (\$) Project Detail Allocations

FY 2019 Grant Programs

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

Award Expended

2019 BSIR (June 20)

EMPG

2019 BSIR (June 20)

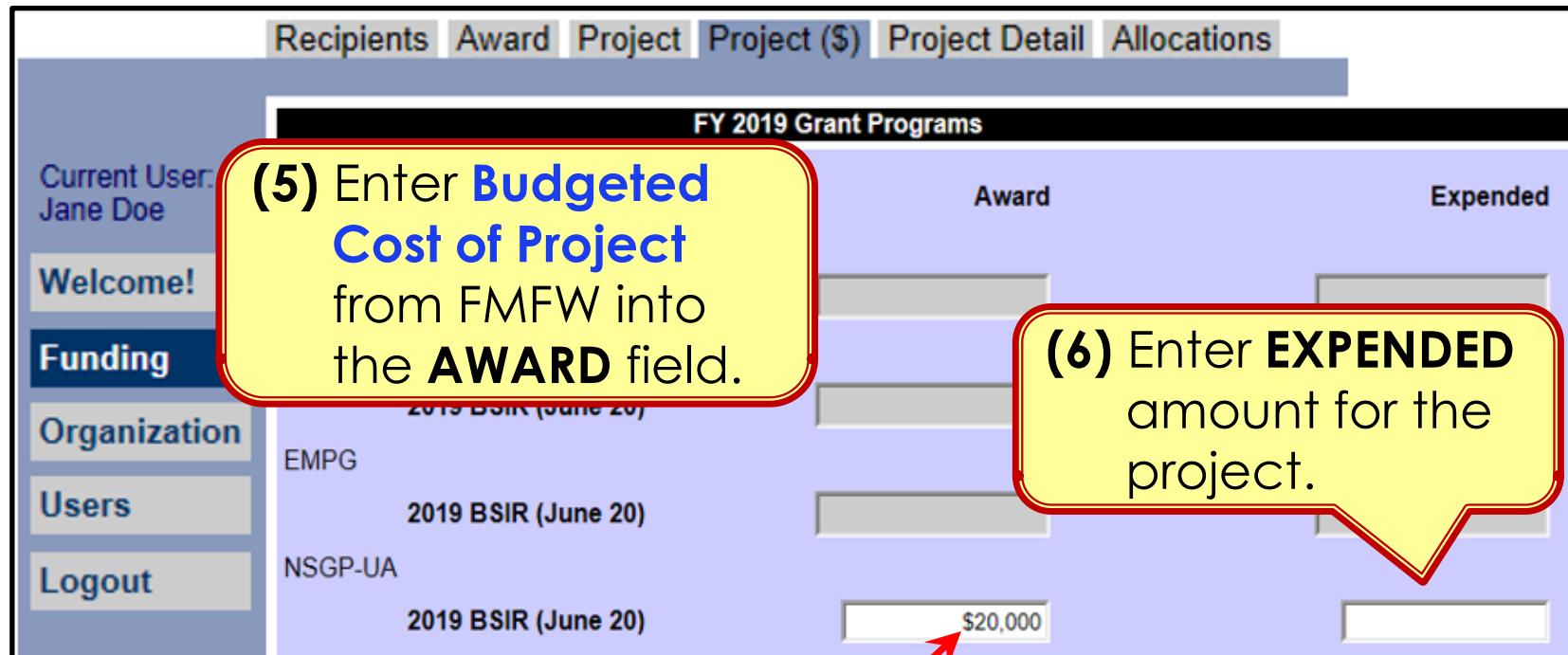
NSGP-UA

2019 BSIR (June 20)

\$20,000

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

(6) Enter **EXPENDED amount for the project.**



Project Title	Project Description	Total Budgeted Cost
		100,000
Install security fencing around parking lot	Install steel fencing around perimeter with gates to control entry into the parking lot.	20,000
M&A	Hire contractor to manage grant requirements.	5,000

Revert to Saved Save Save and Continue

(7) Save

Funding Module: Project Detail Tab

Recipients Award Project Project (\$) Project Detail Allocations

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

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

Required fields are marked with an asterisk *

Project Detail

Project Title: 001: Install security fencing around parking lot

Project Description: Install steel-reinforced fencing around perimeter

Self-Check: **ERROR**

2019 Investment Alignment and Fusion Center

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

2019 BSIR (June 20) Core Capability and Project Details

Primary Core Capability:*	Physical Protective Measures
Capabilities Building:*	Build
Deployable:*	No
Shareable:*	No

Project Status: On Schedule

Project Management Step:*

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

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

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

(1) Open FMFW and go to the most recent **approved** Project Ledger tab.

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

Project No.	Project Title	Core Capabilities	Capability Building	Deployable / Shareable	Supports Previous Award Investment	Total Budgeted Cost
001	Installation of security fence and gate for parking lot	Physical Protective Measures	Build	N/A	No	\$5,000



Funding Module: Project Detail Tab (Milestones)

(3) Provide a narrative description for each milestone (max 250 characters). Add 3-4 milestones, each with an expected date of completion.

Milestones and NIMS Typing

Milestone	Milestone Complete	Remove
Develop Training schedule and send out invi	<input checked="" type="checkbox"/>	Remove
Select Venue to hold training	<input checked="" type="checkbox"/>	Remove
Hold Training by 09/2021	<input type="checkbox"/>	Remove
Submit Costs for reimbursement by 03/2022	<input type="checkbox"/>	Remove

Add Milestone

Does this project support a NIMS typed resource? * **No**

Revert to Saved **Save** **Save and Continue**

(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 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

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award Information - OA-Ha

Solution Area: Planning

Project Title: 001: Install security fe

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

Total Project Funding:

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

Total Solution Area Funding:

Planning	
Organization	
Equipment	\$50,000
Training	
Exercises	
Management	

(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

Solution Area Subcategories

NSGP-UA

Public education & outreach



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)	\$50,000	\$50,000

↓↓ Scroll down to get to Disciplines ↓↓

Disciplines

	NSGP-UA	
Not for Profit/Non-Profit		
2019 BSIR (December 19)	---	---
2019 BSIR (June 20)	\$50,000	\$50,000

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

(4) Save

Revert to Saved Save Save and Continue



Questions?



Modifying Projects

Funding Module – Modifying a Project

(1) Go to Project tab

The screenshot shows a web-based application for managing projects. On the left, a vertical sidebar menu includes 'Welcome!', 'Funding' (which is selected and highlighted in blue), 'Organization', 'Users', and 'Logout'. The main content area has a top navigation bar with tabs: 'Recipients', 'Award', 'Project', 'Project (\$)', and 'Project'. Below this, a sub-navigation bar shows 'Local Jurisdiction / Entity Award Information - OA-Happy County - 2019 BSIR (June 20)'. The 'Project View' dropdown is set to 'Project List', and the 'Self-Check View' dropdown is set to '-- Select Self-Check View --'. A 'Grantee/Su' dropdown is partially visible. The main table displays a single project row: '001: Install security fencing around parking lot' with 'Funding Type' 'Passthrough to Local', 'Funding' '\$50,000', and 'Data En'. A 'Comments' section is present but empty. A red callout box labeled '(2) Select Project List' points to the 'Project View' dropdown. A red callout box labeled '(3) Click project to be modified' points to the project title in the table.

Project Title	Funding Type	Funding	Proj
001: Install security fencing around parking lot	Passthrough to Local	\$50,000	Data En

(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
\$50,000	

2019 BSIR (June 20)

(4) Edit title and description here

(5) Edit budgeted amount here.

(6) Enter expended amount here.

(7) Save

Revert to Saved Save Save and Continue



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

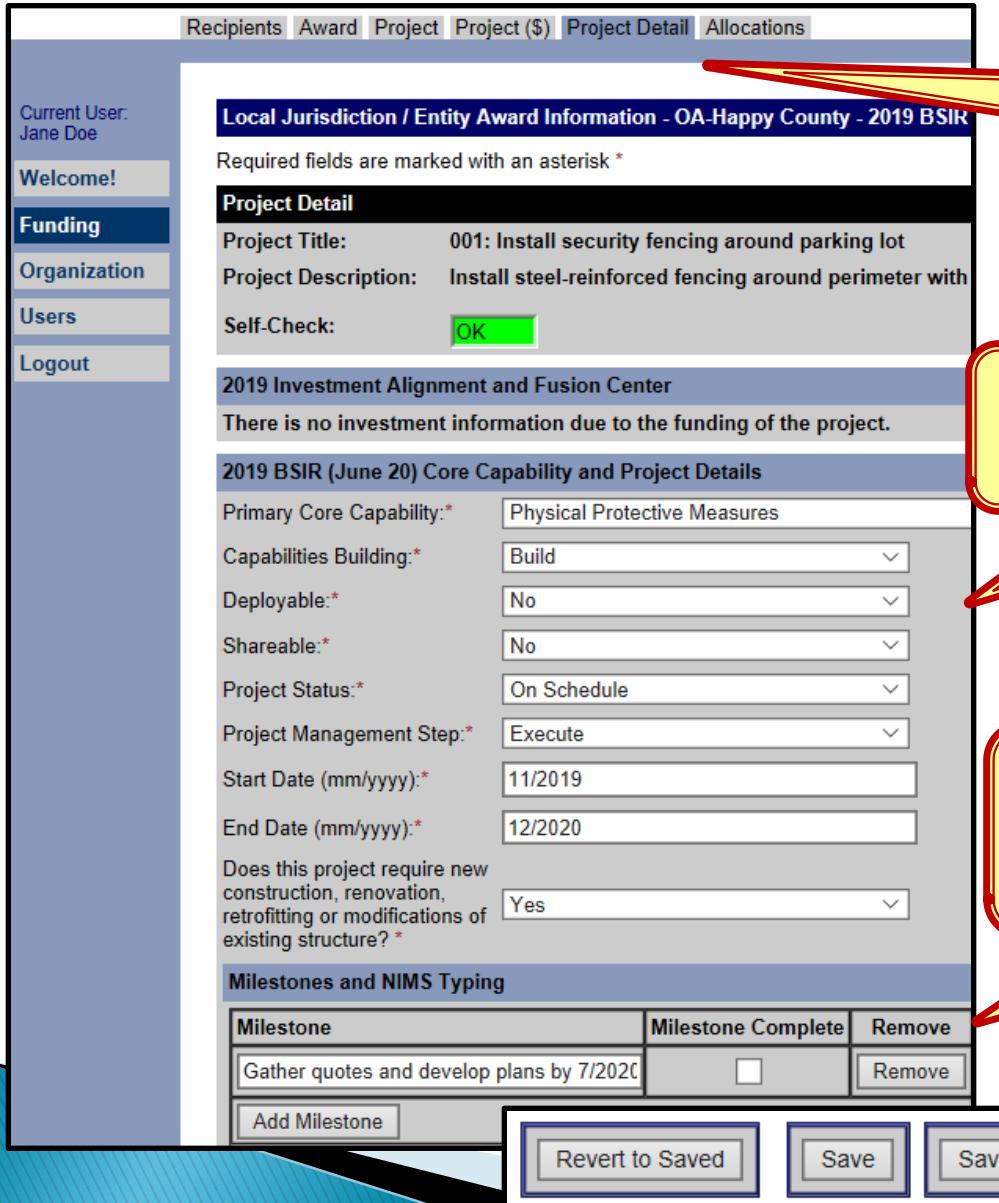
Does this project require new construction, renovation, retrofitting or modifications of existing structure? * Yes

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

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

Solution Area: **Planning**

Organization

Equipment

Training

Exercises

Management & Administration

Project Title:

Project Description:

Total Project Funding:

SHSP	
UASI	
EMPG	
NSGP-UA	\$5000
OPSG	
NSGP-S	
Total	\$5000

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)	\$50,000	\$50,000

↓↓ Scroll down to get to Disciplines ↓↓

Disciplines

	NSGP-UA	
Not for Profit/Non-Profit		
2019 BSIR (December 19)	---	---
2019 BSIR (June 20)	\$50,000	\$50,000

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

(5) Save

Revert to Saved Save Save and Continue



FOUR GRT SELF-CHECKS

Self-Check #1 - Project List View

Project Tab

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

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

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

Project Title	Funding Type	Funding	Project Status	Project Self-Check
001- Sustainment of Fusion Center Network System Mana	Passthrough to Local	\$1,000,000.00	Data Entry In Progress	OK
002- ICS Training	Passthrough to Local	\$60,000.00	Data Entry In Progress	OK
003- Responder Rescue Training	Passthrough to Local	\$147,500.00	Data Entry In Progress	OK
004- Strike Team/Task Force Leader Training	Passthrough to Local	\$57,500.00	Data Entry In Progress	OK
005- Mass Transportation & Evacuation Plans & Protocols	Passthrough to Local	\$265,000.00	Data Entry In Progress	OK
006- Updating of pre-incident mapping for Cities of XX, YY, ZZ	Passthrough to Local	\$57,000.00	Data Entry In Progress	OK
007- Regional Fire/EMS Communications Center S	Passthrough to Local	\$0.00	Data Entry In Progress	OK
008- Catastrophic Incident Plans & Protocols	Passthrough to Local	\$0.00	Data Entry In Progress	OK
009- Mass Fatality Incident Exercise 2016	Passthrough to Local	\$0.00	Data Entry In Progress	OK
010- COOP/COG Planning City, County, and Special	Passthrough to Local	\$0.00	Data Entry In Progress	OK

Comments

Check All Clear All

Submit Change Status Delete

For Additional Detailed Information on the Projects tab click here



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**

Grant Program

SHSP	UASI	EMPG	NSGP	OPSG	Project Total	Solution Area	Self-Check
\$36,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,000.00	\$36,000.00	OK
\$6,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,100.00	\$6,100.00	OK
\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,000.00	\$17,000.00	OK
\$87,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,700.00	\$87,700.00	OK
\$9,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,200.00	\$9,200.00	OK
\$156,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$156,000.00	\$156,000.00	OK
\$156,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$156,000.00	\$156,000.00	OK

(2) Grant Program View

Check for green OK's



Self-Check #3 – Solution Area View

 Homeland Security
FOR OFFICIAL USE ONLY

Grants Reporting Tool
Federal Emergency Management Agency

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

Current User: Gina Avelar

Welcome!

IJ Submission

Investment

Funding

PSIC

Approval

Organization

Users

Reporting

Logout

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

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

(3) Solution Area View

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	\$36,000.00	\$36,000.00	\$36,000.00	OK
Project B-Enhance Communications Capability								
\$0.00	\$0.00	\$0.00	\$0.00	\$8,100.00	\$0.00	\$8,100.00	\$8,100.00	OK
Project C-Hazardous Materials								
\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	OK
Project D-Information and Intelligence								
\$0.00	\$0.00	\$0.00	\$51,000.00	\$36,700.00	\$0.00	\$87,700.00	\$87,700.00	OK
Project E-Management and Administration of grant								
\$0.00	\$0.00	\$9,200.00	\$0.00	\$0.00	\$0.00	\$9,200.00	\$9,200.00	OK
Total								
\$17,000.00	\$0.00	\$9,200.00	\$51,000.00	\$42,800.00	\$36,000.00	\$156,000.00	\$156,000.00	

Check for green OK's



Self-Check #4 – Project Validation View

Homeland Security
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Grants Reporting Tool
Federal Emergency Management Agency

Recipients Award Project Project (\$ Project Detail Allocations

Current User: Gina Avelar

Welcome!

IJ Submission

Investment

Funding

PSIC

Approval

Organization

Users

Reporting

Logout

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

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

(4) Project Validation View

Return back to Project List

Check for green OK's

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



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



Funding Module - Submission

Project Tab

Project Status will be
'Data Entry in Progress'

Grants Reporting
Federal Emergency Management

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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
001- Sustainment of Fusion Center Network System Manager & Intel Analysts	Passthrough to Local	\$1,000,000.00	Data Entry In Progress	OK
002- ICS Training	Passthrough to Local	\$60,000.00	Data Entry In Progress	OK
003- Responder Rescue Training	Passthrough to Local	\$147,500.00	Data Entry In Progress	OK
004- Strike Team/Task Force Leader Training	Passthrough to Local	\$57,500.00	Data Entry In Progress	OK
005- Mass Transportation & Evacuation Plans & Protocols	Passthrough to Local	\$265,000.00	Data Entry In Progress	OK
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
007- Regional Fire/EMS Communications Center Security Enhancements	Passthrough to Local	\$54,542.00	Data Entry In Progress	OK
008- Catastrophic Incident Plans & Protocols	Passthrough to Local	\$160,000.00	Data Entry In Progress	OK
009- Mass Fatality Incident Exercise 2016	Passthrough to Local	\$578,000.00	Data Entry In Progress	OK
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 click here



Funding Module - Submission

Homeland Security
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Grants Reporting Tool
Federal Emergency Management Agency

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

Recipients Award Project Project (\$)

Local Jurisdiction / Entity Award Information

Project View: Project List

(2) Make sure all projects are checked

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

(3) Click on 'Submit'

Comments

Check All Clear

Submit Change Status Delete

For Additional Detailed Information on the Project tab click here



Funding Module - Submission

Homeland Security
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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/Su...ee Self-Check: OK

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

[Submit](#) [Change Status](#) [Delete](#)



Funding Module - Submission

 Homeland Security
FOR OFFICIAL USE ONLY

Grants Reporting Tool

Recipients Award Project Project

Current User: Jane Doe

Welcome!

Funding

Organization

Users

Logout

Local Jurisdiction / Entity Award

Project View: Project List

Grantee/Subgrantee Self-Check: OK

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input checked="" type="checkbox"/> 001- Installation 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				

Comments

Projects have been updated. GA 12/13/16

Check All Clear All

For Additional Detailed Information on the Project tab [click here](#)
Steps to Submit a Project to SAA/DTG:

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

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 Grants Analyst



BSIR is due to Cal OES by COB

Monday, February 16, 2026



Questions?

Review Winter 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) Wednesday, January 28, 2026; 9:30 AM-11:00 AM
- Webinar #2 (HSGP & EMPG) Wednesday, January 28, 2026; 1:30 PM-3:00 PM
- Webinar #3 (HSGP & EMPG) Tuesday, February 3, 2026; 9:30 AM-11:00 AM
- Webinar #4 (Nonprofit) Tuesday, February 3, 2026; 1:30 PM-3:00 PM

Contact your Grants 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

