# FEDERAL EMERGENCY MANAGEMENT AGENCY

## User's Guide – Grants Reporting Tool

FEMA

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# Table of Contents


**CHAPTER 1 INTRODUCTION ..... 4**

SECTION 1.1 WELCOME ..... 5
*1.1.1 System Purpose ..... 5*
*1.1.2 Document Design ..... 5*
*1.1.3 Target Audience ..... 5*
SECTION 1.2 OVERVIEW OF THE GRANT REPORTING PROCESS ..... 5
*1.2.1 Grant Reporting Timeline ..... 6*
SECTION 1.3 OVERVIEW OF THE GRANTS REPORTING TOOL ..... 6
*1.3.1 Grants Reporting Tool Modules ..... 6*
SECTION 1.4 USING THE GRANTS REPORTING TOOL ..... 8
*1.4.1 Grants Reporting Tool Basics ..... 8*

**CHAPTER 2 GETTING STARTED ..... 12**

SECTION 2.1 REGISTRATION – FIRST TIME USERS ONLY ..... 13
*2.1.1 User Registration ..... 13*
*2.1.2 Approval Process ..... 17*
SECTION 2.2 LOGIN ..... 21
SECTION 2.3 ORGANIZATION ..... 23
*2.3.1 Editing Subgrantee Information ..... 24*
*2.3.2 Adding Subgrantees ..... 26*
*2.3.3 Subgrantee Detail ..... 26*
*2.3.4 Subgrantee UA/RTA Tab ..... 26*
*2.3.5 Organization Options ..... 27*

**CHAPTER 3 THE ISIP REPORTING PERIOD ..... 28**

SECTION 3.1 ISIP REPORTING PERIOD INTRODUCTION ..... 29
*3.1.1 ISIP vs. All Other Reporting Periods ..... 29*
*3.1.2 ISIP Reporting Requirements ..... 29*
SECTION 3.2 GRANTEES/SUBGRANTEES ..... 30
*3.2.1 Unassigning Subgrantees ..... 30*
*3.2.2 Adding Subgrantees ..... 31*
*3.2.3 Grantee/Subgrantee Completion ..... 32*
*3.2.4 Grantee/Subgrantee Workflow ..... 33*
SECTION 3.3 GRT FUNCTIONALITY – INVESTMENT MODULE ..... 33
*3.3.1 Investment Module Background ..... 33*
*3.3.2 Investment Module Process ..... 34*
*3.3.3 Investment Module Breakdown ..... 34*
SECTION 3.4 GRT FUNCTIONALITY – APPROVAL MODULE ..... 37
*3.4.1 Approval Module for ISIP's ..... 37*
*3.4.2 ISIP Approval Workflow ..... 37*
*3.4.3 Federal Approval Tab ..... 38*
*3.4.4 State Approval Tab ..... 39*

**CHAPTER 4 THE BSIR REPORTING PERIOD ..... 41**

SECTION 4.1 BSIR REPORTING PERIOD INTRODUCTION ..... 42
*4.1.1 BSIR vs. All Other Reporting Periods ..... 42*
*4.1.2 BSIR Reporting Requirements ..... 42*
SECTION 4.2 SAA/DTG REPORTING PROCESS ..... 43
*4.2.1 Roles and Responsibilities ..... 43*
*4.2.2 Process for Completing the BSIR ..... 43*
SECTION 4.3 GRT FUNCTIONALITY – FUNDING MODULE ..... 43
*4.3.1 Funding Module Breakdown ..... 43*

SECTION 4.4 GRT FUNCTIONALITY – APPROVAL MODULE ..... 69
*4.4.1 Approval Module Access ..... 69*
*4.4.2 Email Notifications ..... 69*
*4.4.3 Federal Approval Tab ..... 69*
*4.4.4 Organization Approval Tab ..... 70*
*4.4.5 Approval – SAA/DTG User ..... 77*
*4.4.6 Submitting Completed BSIR ..... 79*

**CHAPTER 5 THE CLOSE-OUT REPORTING PERIOD ..... 81**

SECTION 5.1 CLOSE-OUT REPORTING PERIOD INTRODUCTION ..... 82
*5.1.1 Close-Out vs. All Other Reporting Periods ..... 82*
*5.1.2 Background Information Regarding the Close-Out Reporting Period ..... 82*
*5.1.3 Due Date ..... 82*
SECTION 5.2 SAA USER ..... 82
*5.2.1 Close-Out Validation View ..... 82*
*5.2.2 Submission ..... 83*
*5.2.3 State Approval ..... 83*
*5.2.4 Certification ..... 84*
*5.2.5 Close-Out Completion ..... 84*

**CHAPTER 6 STATE, URBAN AREA AND REGIONAL TRANSIT SECURITY STRATEGIES ..... 85**

SECTION 6.1 STRATEGY MODULE ..... 86
*6.1.1 Strategy ..... 86*
*6.1.2 Intro ..... 86*
*6.1.3 Goals & Objectives ..... 87*
*6.1.4 Evaluation Plan ..... 90*
*6.1.5 Update Summary ..... 90*

**CHAPTER 7 REPORTING ..... 91**

SECTION 7.1 REPORTING MODULE ..... 92
*7.1.1 Reporting Module Tabs ..... 92*
*7.1.2 Using the Reporting Module ..... 94*

**CHAPTER 8 APPENDICES ..... 98**

SECTION 8.1 GLOSSARY ..... 99
SECTION 8.2 FREQUENTLY USED ACRONYMS ..... 106
SECTION 8.3 GRANT PROGRAMS ..... 112
SECTION 8.4 PRE-DEFINED PROJECTS ..... 113
SECTION 8.5 FY 11 PERCENTAGE REQUIREMENTS VALIDATION ..... 116
SECTION 8.6 FY 12 PERCENTAGE REQUIREMENTS VALIDATION ..... 116
SECTION 8.7 FY 13 & FY 14 PERCENTAGE REQUIREMENTS VALIDATION ..... 117
SECTION 8.8 REPORTING OPTIONS BY REPORTING PERIODS ..... 118
SECTION 8.9 URBAN AREAS ..... 118
SECTION 8.10 HISTORICAL ALLOWABLE DATA ..... 123
SECTION 8.11 GRT FY13 PSIC MODULE USER'S GUIDE ..... 129
SECTION 8.12 GRT FY 2015 IJ SUBMISSION MODULE USER'S GUIDE ..... 138

CHAPTER 1

# INTRODUCTION

## Sections


1.1 Welcome!
1.2 Overview of the Grant Reporting Process
1.3 Overview of the Grants Reporting Tool
1.4 Using the Grants Reporting Tool

# Section 1.1 Welcome

## 1.1.1 System Purpose

The Federal Emergency Management Agency (FEMA) continues to improve its grant distribution and reporting processes. One such improvement is the development of the Grants Reporting Tool (GRT). The GRT improves the accuracy and efficiency of Homeland Security's annual award and biannual grant reporting by providing a user-friendly web-based reporting system. It is designed to help State Administrative Agencies (SAAs) and Direct Tribal Grantees (DTGs) meet all reporting requirements identified by the DHS FEMA Grants Programs Directorate (GPD). For a full list of the programs within GRT, please refer to Appendix C of this document.

## 1.1.2 Document Design

The User's Guide is designed to provide SAAs, DTGs and subgrantees (local jurisdictions and other state agencies) with the information they need to report on funds awarded from grant programs through the Initial Strategy Implementation Plan (ISIP), Biannual Strategy Implementation Report (BSIR), and Close-out reporting periods within the GRT. The User's Guide is divided into the following parts:

- Chapter One: Introduction
- Chapter Two: Getting Started
- Chapter Three: The Initial Strategy Implementation Plan (ISIP)
- Chapter Four: The Biannual Strategy Implementation Report (BSIR)
- Chapter Five: The Close-out Process
- Chapter Six: State, Urban Area, and Regional Transit Security Strategies
- Chapter Seven: The Reporting Module
- Chapter Eight: Appendices

The GRT will be used to capture all grant data (e.g. HSGP, UASI, TSGP, BZPP, IPRSGP) from planned obligations in the ISIP process, twice yearly expenditure updates through the BSIR process, and final funding in the Close-out reporting period. Appendices contain policy, guidance, and technical assistance for data requirements and reporting processes.

## 1.1.3 Target Audience

The guide is designed for use by both SAAs and subgrantees. To avoid confusion, instructions are provided using the term "user" to refer to the individual completing the respective report. User can refer to either a SAA or a subgrantee. However, in situations where the instructions are specific to the SAA, the term "SAA" is used. Conversely, where the instructions are specific to a local jurisdiction or other state agency, the term "subgrantee" is used.

# Section 1.2 Overview of the Grant Reporting Process

FEMA's grant reporting cycle is broken into three main reporting periods:

1) ISIP Reporting Period
2) BSIR Reporting Period
3) Close-out BSIR Reporting Period

Through the ISIP, SAA users will report planned expenditures of the newly awarded grants by the federally mandated due dates. Through the BSIR, grantees update planned information twice a year with the actual obligations, expenditures, and progress made on activities reported in the ISIP. Through the Close-out reporting period, SAAs ensure that the adjusted award amount (due to the de-obligation of funds) equals the obligated and expended amounts.

### 1.2.1 Grant Reporting Timeline

Based on a two-year period of performance, FEMA expects most grants will have six submissions over the course of the period of performance including one ISIP submission, four BSIR submissions, and one final Close-out submission. Please refer to FEMA grant guidance for due dates.

## Section 1.3 Overview of the Grants Reporting Tool

The GRT is divided into eleven modules. Each of these modules is designed to perform different functions that will allow the user to input data, organize grantees/subgrantees, and allow for analysis of the data collected. When a user registers for access to the GRT, they must select their Role (Federal, State, or Local User) and Organizational Assignment (state, territory, or agency). The GRT modules are designed specifically for each user type and only those modules applicable to the user type will appear. The eleven modules include:

1. Admin (for DHS System Administrators only)
2. IJ Submission
3. Investment
4. Scoring
5. Funding
6. PSIC
7. Approval
8. Organization
9. Users
10. Reporting
11. Strategy

In the user interface, the names of the modules are displayed on the left side of the screen and the associated tabs of each module are displayed across the top of the screen. Selected modules will appear as white lettering on dark blue backgrounds, while unselected modules will appear as dark blue lettering on grey backgrounds. Conversely, selected tabs will appear as dark blue lettering on light blue backgrounds, while unselected tabs will appear as dark blue lettering on grey backgrounds. The figure below depicts this example:

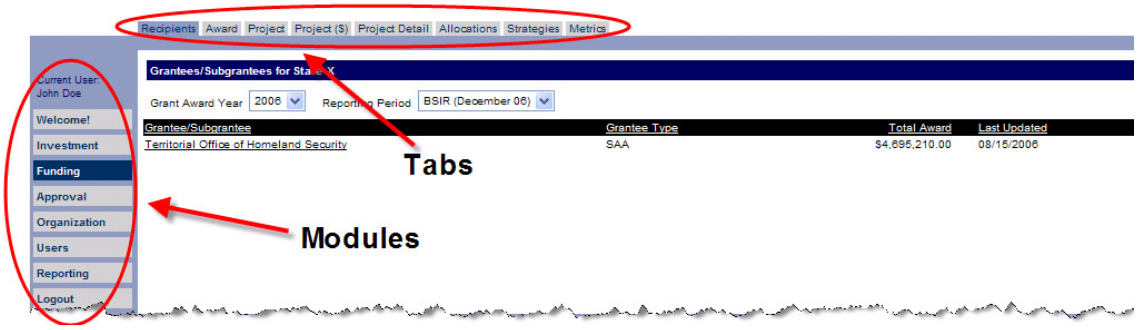



*Figure 1: Sample view of the application's module and tab layout*

### 1.3.1 Grants Reporting Tool Modules

The GRT consists of the eleven modules that are described below. The user type defines which modules a user is able to access.

#### *1.3.1.1* Welcome! ***(Not a module)***

Welcome! provides a brief description of the GRT system and displays listings on the recent activities of the GRT. The Welcome! page also provides a list of supporting documentation available to download. The reference documents are provided to assist users in navigating the GRT system. Some of the reference

materials include: GRT User's Guide, Frequently Asked Questions, What's New in the Latest Version, Close-Out Overview, Data Ports Overview, Funding Overview, Grant Reporting Lifecycle Overview, Getting Started Overview, IJ Submission Module Overview, Investment Overview, ISIP Overview, Organization Overview, PSIC BSIR Overview, Reporting Overview, Strategy Overview, Welcome! News Overview and Workflow Overview. Users are able to send an email to the GRT help desk via an e-mail hyperlink listed on the bottom of the page.

#### 1.3.1.2 Admin (Available for DHS System Administrators)

The Admin module is specific to DHS System Administrators and provides the administrative capabilities for specific sections within the GRT. Such capabilities include setting up e-mail notifications, updating award amounts and the ability to perform data porting.

#### 1.3.1.3 IJ Submission

The IJ Submission module is designed to provide users the ability to compile their HSGP IJ online without the use of an excel template (to date, this includes FY 2009, FY 2010, FY 2011, FY 2012 and FY 2013 IJs). Users can create up to 10 investments. SAA Admin users mark the final online IJ complete and submit the GRT-produced IJ to grants.gov. This module is available to SAA Admins and state/local users designated by SAA Admins.

#### 1.3.1.4 Investment

The Investment module allows SAA and Fed users to review and report on information for all collected grant data. This module allows for Post-Award analysis and adjustments to be made for grants provided for state allocation of FEMA award funds. This module is not available to Local users.

#### 1.3.1.5 Scoring

The Scoring module is designed for HSGP and PSIC IJ reviewers to score Investments within the GRT application. Prior to scoring investments within the Scoring module, reviewers must register for a new user account in order to obtain the IJ Scorer role and privileges. IJ Scorers will score and submit all Investments for the state and urban area IJ submissions within their designated panel.

#### 1.3.1.6 Funding

The Funding module is the foundation of how funding is allocated between grantees/subgrantees and across grant programs. Users enter grant funding, project funding (depending on the reporting period selected), detail, solution area breakdowns, strategies, and metrics.

#### 1.3.1.7 PSIC

The PSIC module allows SAA users to enter Statewide planning, M&A and State-Level Non-Federal Match. The module also allows both SAA and Local users to create projects for each Investment, allocate funding for each project to solution areas, enter Non-Federal Match at the project level, and answer metric questions at the project level. Once all projects within an Investment are complete, and all Investments within the submission are complete, the SAA Admin may certify and submit the PSIC BSIR to FEMA.

#### 1.3.1.8 Approval

The Approval module allows State and Federal Admin users to review and approve all completed submissions (Local to SAA or SAA to FEMA). A series of state level self-checks help users to verify funding compliance and ensure data has been accurately entered. Users are only able to submit their reports for review and approval once all self-checks are in 'OK' status (highlighted in green).

#### 1.3.1.9 Organization

The Organization module allows SAA users to define their respective grantees and subgrantees. In the GRT, it is the responsibility of the SAA to define all grantees/subgrantees that receive funding within their

state/territory. Grantees and subgrantees may be added, edited, and assigned to reporting periods. Contact information is also entered and updated in this section. Subgrantees may access this section to edit the contact information as it pertains to their organization.

#### 1.3.1.10 Strategy

The Strategy Module is designed for SAA Admin users to enter and update their State/Territory Homeland Security Strategies, Urban Area Strategies and Regional Transit Security Strategies. A built-in workflow component allows for Federal Admin users to approve and request more information on strategies when applicable. SAA Admin users are able to submit their strategies to FEMA for approval during each reporting period.

#### 1.3.1.11 Users

Users will be approved and granted access to the system within the Users module. Admin users may review the details of a request before granting users access to the GRT system. They may also reset a user's password. Non-Admin users may only edit their own contact information and change their password in this module.

#### 1.3.1.12 Reporting

The Reporting module is specific to Federal and SAA Admin users. In this module, users will be able to view and/or download reports broken down by state/territory, or at a national level. Reports in this section range in detail from high-level grant funding to detailed solution area and discipline allocations. These reports can be viewed and/or downloaded in PDF or CSV format.

## Section 1.4 Using the Grants Reporting Tool

The GRT was designed to make reporting as easy as possible for the SAA and subgrantee users. The GRT follows the natural process of obligating grant funding. Conceptually, the GRT starts with inputting the total grant-funding amount and then tracing the allocation of these funds to a more detailed level. This includes the Projects and their respective Solution Areas, Solution Area Sub-Categories, and Disciplines impacted by the funding. The GRT guides the user through a multi-step process beginning with grantee information and ending with a plan summary to validate the entered data.

This section of the guide includes an overview of how the Grant Funding section is structured, some of the business rules, features, and best practices utilized in the application.

### 1.4.1 Grants Reporting Tool Basics

This section introduces the conceptual structure and layout of the GRT.

#### 1.4.1.1 Conceptual Design of the GRT

Conceptual models of the GRT that mirror the capture of data within the application are displayed in the next two figures. These models provide an overview of how funding allocations are organized and how each module logically ties to the next.

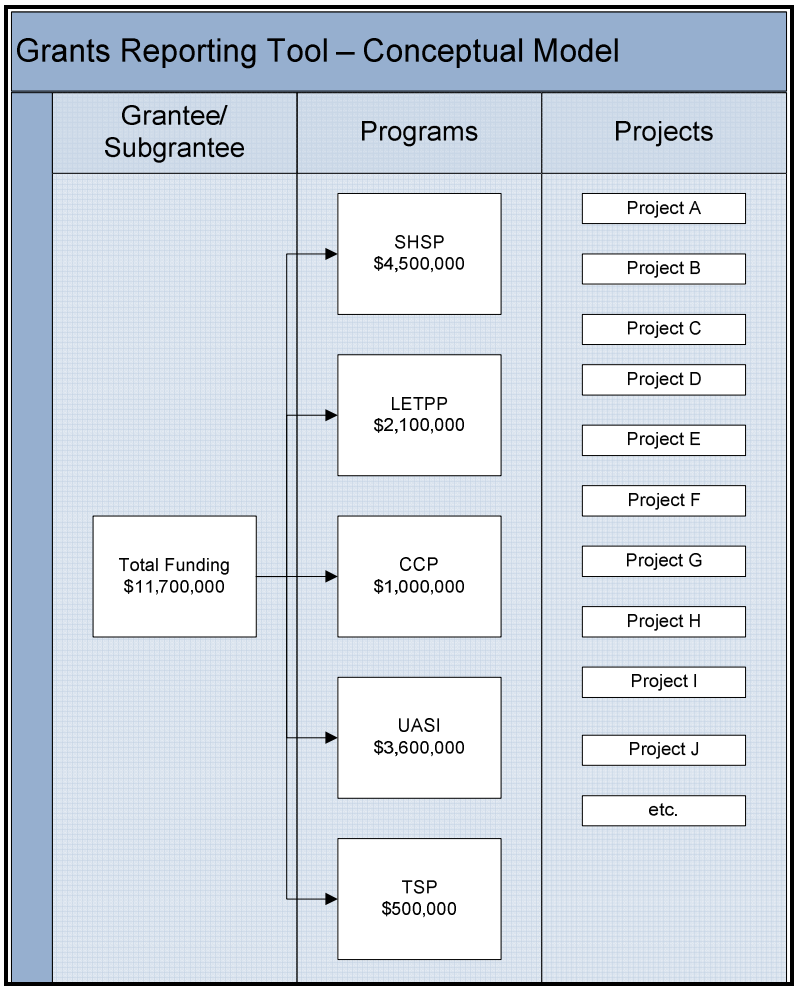



*Figure 2: Illustration of how ISIP captures the funding grant programs*

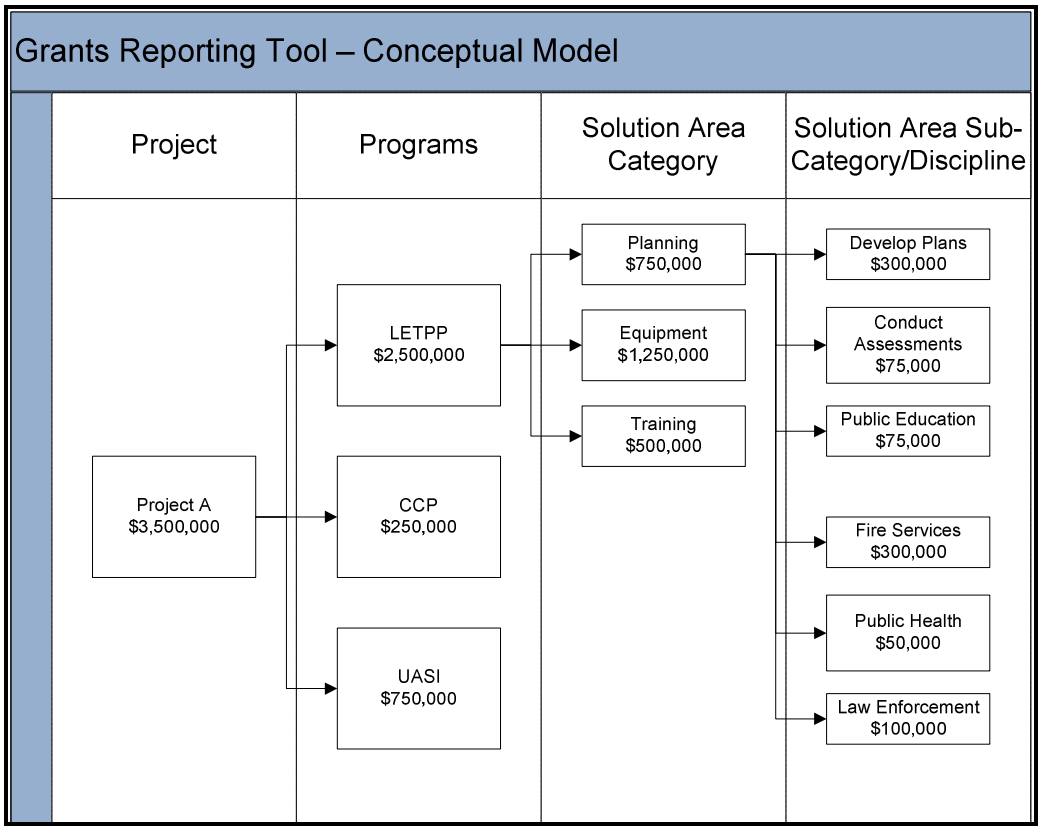



*Figure 3: Illustration of project funding allocations broken down to the Solution Area Sub-Category and Discipline levels*

### 1.4.1.2 Features of the GRT

A variety of features are used through the GRT. These are described in the following sections.

#### *1.4.1.2.1 Drop-down list boxes*

Drop-down list boxes allow the user to enter information from a set list of choices. The drop-down boxes are marked with a down arrow next to the field. To select an item from a drop-down list,

1. Click on the down arrow next to the field. This will display a list of choices.
2. Select one item from the list by clicking on it. The item selected will appear in the window of the drop-down field.

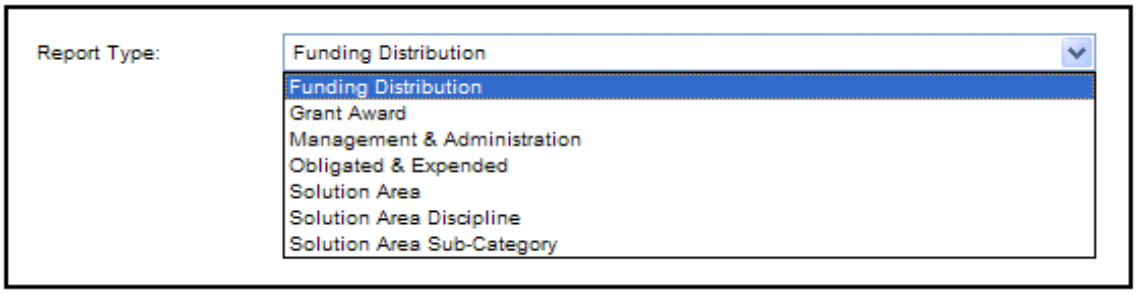



*Figure 4: Drop-down List Boxes*

#### *1.4.1.2.2 Section Headers*

Section headers help notify the user what jurisdiction (state, subgrantee, etc.) they are viewing. This is especially helpful for users who have access to multiple jurisdictions.

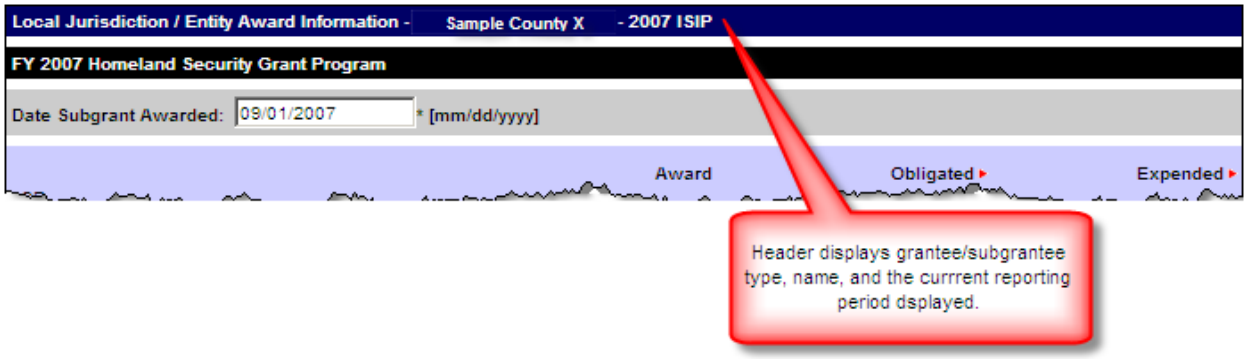



*Figure 5: Section Headers*

#### *1.4.1.2.3 Item Selection*

In sections that display multiple items to be edited, updated, or selected, common icons are used. To select one item, the user can click the underlined words (the hyperlink) to view additional details. For example, in the figure below, clicking the underlined specific Project Title will present the details of the project to the user.

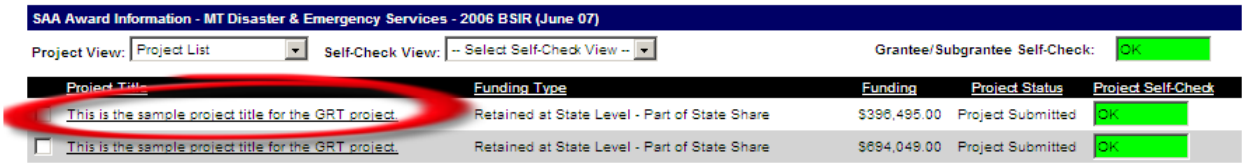



*Figure 6: Hyperlinks*

To select multiple items, the user can select multiple checkboxes and then click a command button. This is illustrated in the following example:

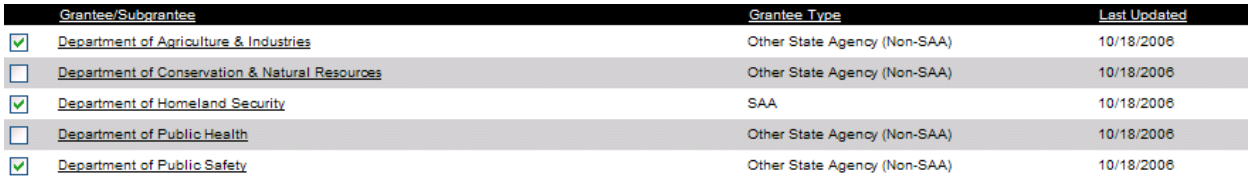



*Figure 7: Checkboxes*

#### *1.4.1.2.4 Self-Check Indicators*

Within the Investment, Funding, and Approval modules, users will see a self-check indicator across numerous tabs and sections. The self-check indicator (Red=Error, Green=OK) is used to display the current state of a grantee/subgrantee, investment, project, program, state, etc. For example, if a user encounters a project with a self-check status of 'ERROR' (in red), they will be unable to submit the project to the next level in the workflow until the issue has been resolved and the self-check indicator is in 'OK' (green) status.

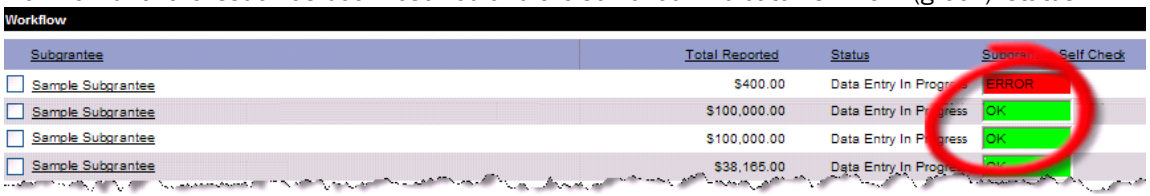



*Figure 8: Self-Check Indicators*

CHAPTER 2

# GETTING STARTED

## Sections


2.1 Registration
2.2 Login
2.3 Organization

# Section 2.1 Registration – First Time Users Only

To access the GRT, each user must register by creating a user profile and account. Registration is a three-step process:

Step 1: Enter contact information
Step 2: Select role and organizational assignment
Step 3: Select a user name and password

After these three steps are completed, the profile and account information will be passed to the proper party for review. SAA/DTG user information will be provided to FEMA for review. Subgrantee registration requests, however, will be submitted to the appropriate SAA/DTG. Once the profile has been approved by the appropriate authority, the user will receive an e-mail notification that access has been granted. Users may then login to the GRT with the user name and password established in their profile.

## 2.1.1 User Registration

### 2.1.1.1 Registration Form – Step One

From the GRT homepage (https://www.reporting.odp.dhs.gov/), first time users will register for an account by selecting the 'click here' hyperlink at the bottom of the page.

*Figure 9: GRT Homepage*

After the GRT Registration Form appears, complete all mandatory fields denoted by the asterisk (*). The required fields are described below.

#### *2.1.1.1.1 Name Prefix, First Name, Last Name*

These fields require entry of the user's first and last name and will be used as the primary point of contact for any questions regarding the data entered in the GRT.

#### 2.1.1.1.2 Address/Phone Number

This field requires entry of the user's office address and phone number. Home or personal addresses should not be entered.

#### 2.1.1.1.3 State

This field requires entry of the user's represented state that will be used to pre-populate the GRT with ISIP data submitted for grantees/subgrantees of that state. Additionally, the state selected in this field populates the list of available organizations assigned to this state on the next registration page. From the populated list, the user will select their organization(s).

The State entered in the User Information page will NOT be the user's represented state. The Organizational Assignment selected in Step Two of the Registration Form will be the user's represented state within the system.

#### 2.1.1.1.4 E-mail Address

This field requires entry of the user's primary e-mail address. Please ensure this e-mail address is correct, as all correspondence will be e-mailed to this address.

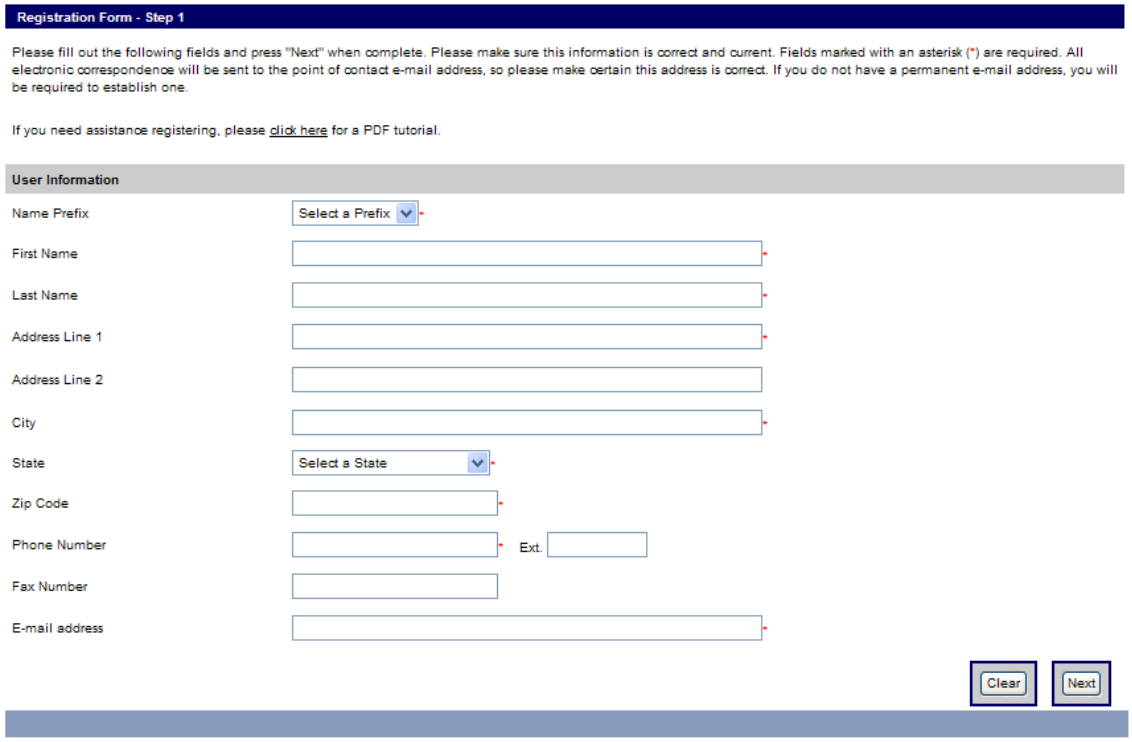



*Figure 10: User Registration – Step One*

### 2.1.1.2 Registration Form – Step Two

After entering their user information, the user must select a Role and Organizational Assignment.

#### 2.1.1.2.1 Role

The selected Role will grant the user access to the appropriate information to meet the GRT requirements. There are three roles in the GRT:

- Federal: DHS FEMA and other Federal Government Representatives
- State/Direct Tribal Grantee: SAA users and DTG users

- Local: All other users including Subgrantees, Local Jurisdictions, Other State Agencies/Non-SAAs, and Urban Areas

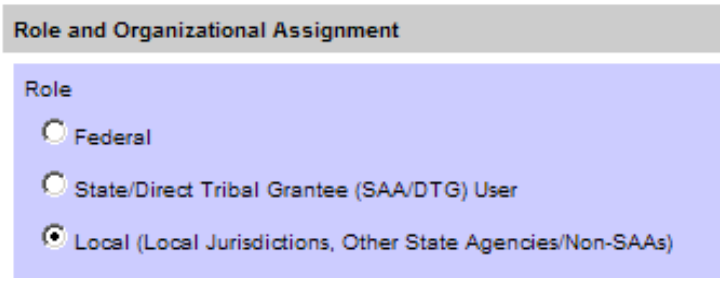



*Figure 11: User Registration – Step Two – Role Selection*

#### *2.1.1.2.2 Organizational Assignment*

Next, the user must select their Organizational Assignment. The Organizational Assignment will be the user's represented state/territory/tribe. Additionally, the State selected in this field populates the list of available grantees/subgrantees assigned to that State.

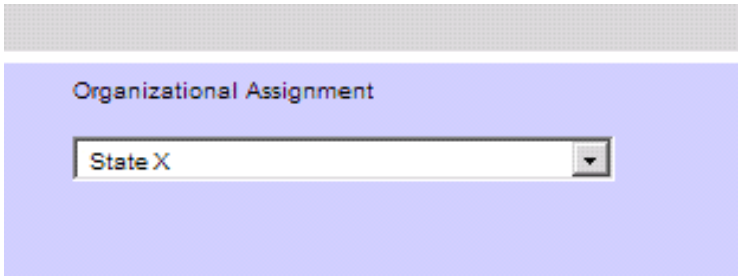



*Figure 12: User Registration – Step Two – Organization Assignment*

#### *2.1.1.2.3 Request Grantee/Subgrantee*

After selecting the Role and Organizational Assignment, the user will select the grantee(s)/subgrantee(s) they wish to access.

- Federal: Federal users will select the states/territories they represent.
- State/DTG: SAA/DTG users will automatically be assigned every available grantee/subgrantee within their state.
- Local: Local users will select the specific organization they represent. As a rule, this is how users shall select and request organizations.

FEMA and SAA/DTG/Local Admin users will only provide access to grantee(s)/subgrantee(s) as required to meet the reporting requirements and will not allow local users to access data that outside their realm of accountability.

To select the grantee(s)/subgrantee(s), highlight a desired grantee/subgrantee name from the 'Available Grantees/Subgrantees' list and click the right arrow button to move the grantee(s)/subgrantee(s) to the 'Requested Grantees/Subgrantees' section. To select multiple grantees/subgrantees, hold down the 'CTRL' key while clicking on each desired grantee/subgrantee.

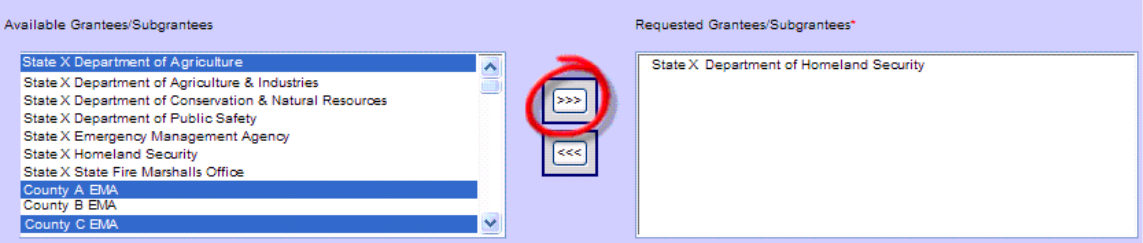



*Figure 13: User Registration – Step Two – Grantee/Subgrantee Selection*

Only the SAA/DTG user type has the ability to select all available grantees/subgrantees. When a user is registering as an SAA/DTG user, all of the grantees/subgrantees for that state will automatically be assigned to them and appear within 'Requested Grantees/Subgrantees'.

After selecting the desired grantee(s)/subgrantee(s), click 'Next' and proceed to Step Three.

### 2.1.1.3 Registration Form – Step Three

The final step of the registration phase is the creation of the User ID and Password. Users can create their own User ID and Password that meet the requirements outlined below.

#### *2.1.1.3.1 User ID Requirements*

The user must create an ID unique to the system. If another user has previously chosen the desired user ID, the system will instruct the registering user to create another one.

#### *2.1.1.3.2 Password Requirements*

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 cannot include consecutive keys on the keyboard (qwe, zxc), sequences (abc, 123), consecutive letters in respect to case (aa, dd, GG), the username, or the username separated by special characters.

#### *2.1.1.3.1 Citizenship Requirement*

The user shall select 'No' if they are not US Citizen. The default value for the citizenship is 'Yes'.

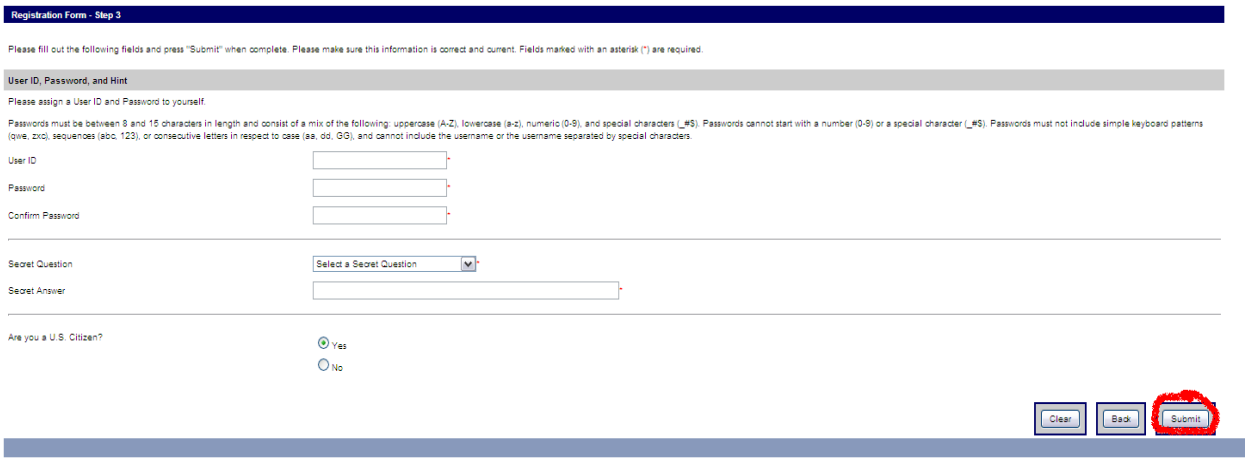



*Figure 14: User Registration – Step Three*

After the User ID and Password are entered and citizenship question has been answered, click 'Submit'. The system will alert the user to any deviations from the User ID and/or Password requirements. If the system rejects the User ID and/or Password, it will request a modification to complete their registration process. Upon successful creation of the User ID/Password, the user registration status will default to 'Pending'; the user will be notified via e-mail once access has been granted.

If a password has not been changed in the last 90 days, the user will be required to change their password. Additionally, if a user has not used the system in the last 45 days, the user status will be changed to 'Locked Out'. If a user's account has expired or been 'Locked Out', the system will display the following error message in the login screen: 'Invalid Username and Password'. In the event the user receives this message, they should contact the Helpdesk at 1-877-612-4357 to have their account unlocked. If a user is unable to coordinate with the Helpdesk, the user's respective Admin (the user who approved their account) also has the ability to change their password or unlock their account. Users will receive an e-mail notification once their account has been 'unlocked'. The user will have until midnight to log in and change their password in order to prevent their account from becoming 'Locked Out' again.

Note: When the appropriate Admin user has approved a profile, it will be the responsibility of that approving authority to notify the new user via e-mail that access has been granted to the GRT system.

The following table outlines the basic registration approval steps.

| Requesting User | Authorized Approver |
|---|---|
| SAA/DTG | Federal (FEMA) user assigned to requesting state |
| | SAA/DTG role with admin privileges assigned to requesting state |
| Subgrantee | Federal (FEMA) user assigned to requesting subgrantee |
| | SAA/DTG role with admin privileges assigned to requesting subgrantee |
| | Local role with admin privileges assigned to requesting subgrantee |

### 2.1.2 Approval Process

There are three steps to the approval process:

- FEMA Program Analysts approve at least one SAA/DTG account per state.
- The SAA/DTG user(s) with admin access approves additional users within their states at the SAA/DTG level, and must approve at least one Admin user within each subgrantee.
- Admin users login to the GRT regularly to ensure users are approved in a timely manner during the mandated reporting period. If the SAA/DTG completes reporting submissions on behalf of subgrantees, there is no need to create/assign local users.

Note: Each subgrantee will be required to have at least one user with admin privileges.

User approval occurs in the User module, which can be selected from the left navigation bar. All user information and related management tasks are contained within the three tabs available to all users within this section:

- User Management
- User Detail
- Change Password

### 2.1.2.1 Users Module - User Management Tab

The User Management tab provides a snapshot of all users within the admin realm of the logged in user. If the user is an SAA/DTG Admin user, they will see all users within their state. If the user is a Local Admin user, they will see all users within their jurisdiction. Lastly, if the user is a local user or if the user does not have admin privileges, they will only see themselves.

The following fields aid the user in reviewing the user status: Name, Grantee/Subgrantee, Account Type, Username, and Status. The User Management List Screen will only display 100 users at one time; the next 100+ users can be accessed through the 'next 'page hyperlink, which will only be active if applicable.

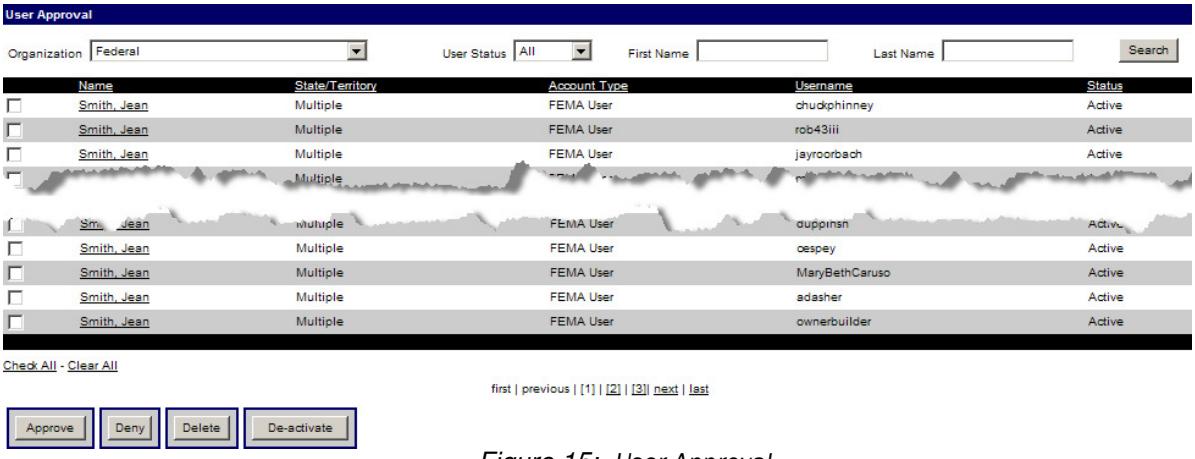



*Figure 15: User Approval*

There are four functions an approving user can perform on the User Approval page. In order to perform one of the functions, the checkbox to the left of the name must be selected before the button is clicked.

- Approve - Allows the approving user to change a user's status from 'Pending' to 'Active'
- Deny - Allows the approving user to reject a user's access request
- Delete - Allows the approving user to delete a user from the system
- De-activate - Allows the approving user to change a user's status to 'Inactive'

It is important for the approving user to carefully review the name of the registering user and the requested jurisdiction(s) to ensure that only those authorized to enter data for those grantee(s)/subgrantee(s) are approved.

### 2.1.2.2 Users Module - User Detail Tab

To review additional information regarding the user, the approving user can enter the User Detail tab by clicking a user's name. If the user wishes to view their own user information, they can click their name, or click the User Detail tab. The User Detail page will display a user's status, contact information, role, organizational assignment, and user permissions. Additionally, users can see who last activated their account by reviewing the box labeled "last activated by."

Under the User Status section of the User Detail tab, an approving user can change the status of the user. Once the status is changed, the user should click the 'Save' button to update the user's status.

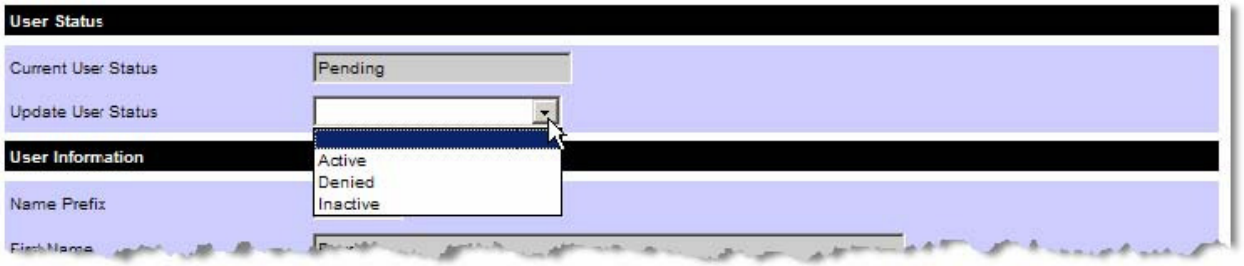
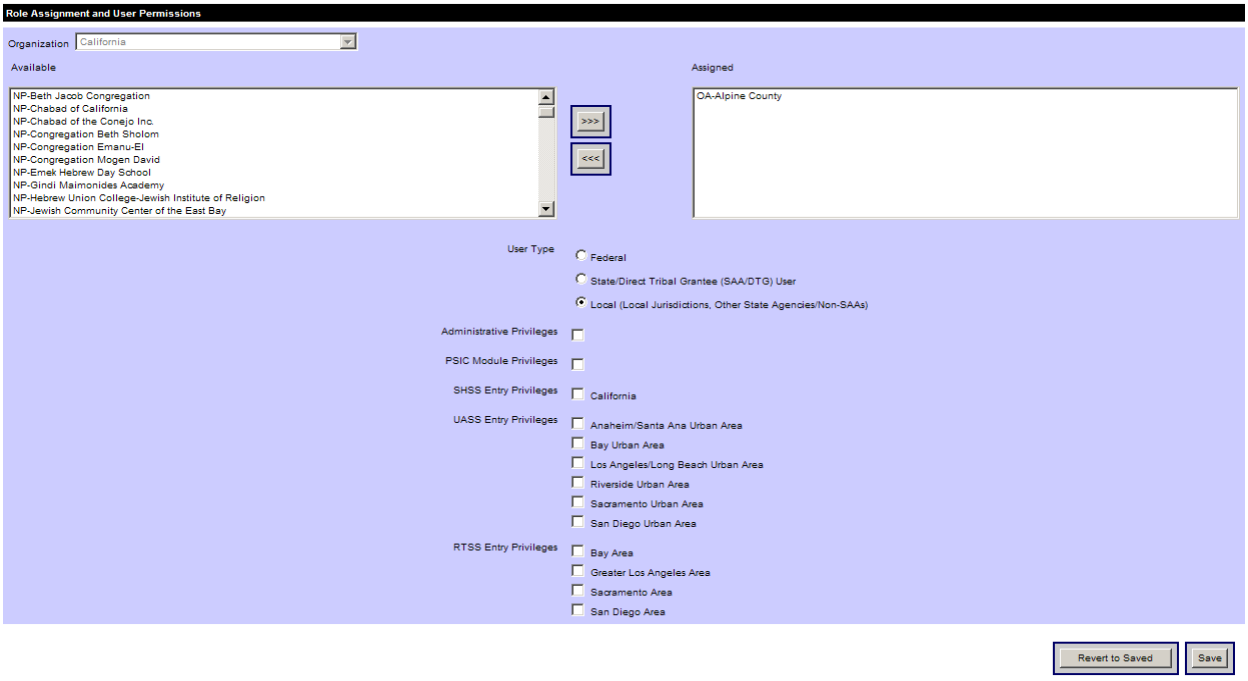



*Figure 16: User Status*

As displayed below, the approving user can assign Administrative privileges, PSIC Module privileges, or Strategy related roles to the user, In order to have state and local users accessing the PSIC module, SAA Admins will be responsible for assigning their users PSIC module privileges. Per user feedback, State, Urban Area and Regional Transit Area strategies can also be assigned directly to specific users involved in updating those strategies. Users can be given entry privileges for State Homeland Security Strategies (SHSS), Urban Area Security Strategies (UASS) and/or Regional Transit Security Strategies (RTSS).




### Strategy module Role Assignments for SHSS, UASS and RTSS

SAA or Local users seeking Strategy module privileges are asked to contact their Program Analysts with the request. Requests should include the type of entry privilege required: SHSS, UASS (by Urban Area) or RTSS (by Regional Transit Area).

All users pending approval will show 'Pending' in the status column. Once the user has been changed by their Admin user to an active status, 'Active' will appear in the status column and those users are then able to login into the GRT.

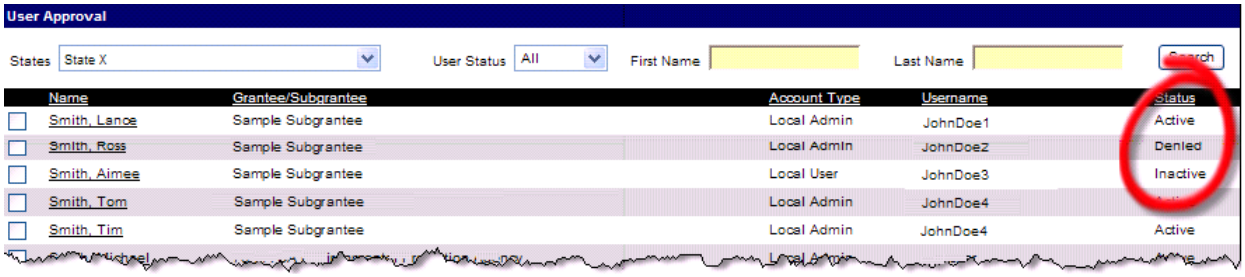



*Figure 17: User Approval – User Status*

The following tables highlight the User Roles and Rights within the GRT as it pertains to the creation and approval of users:

| User Roles | User Rights |
|---|---|
| Federal User/Admin | Review (in read-only mode) SAA submissions to FEMA |
| | Approve SAA/DTG submissions to FEMA |
| | Approve additional FEMA, SAA/DTG, and Local users |
| | Generate Reports |
| State (SAA)/ Direct Tribal Grantee (DTG) Admin User | Input, certify, and mark complete Investment Justification data |
| | Review SAA/DTG and subgrantee reports |
| | Approve SAA/DTG and subgrantee reports and submit to FEMA for approval |
| | Create and manage other SAA/DTG users |
| | Create and manage subgrantees |
| | Create and manage Local users |
| | Input Grant Funding data |
| | Enter subgrantee award(s) |
| | Generate Reports |
| State (SAA) User | Input Investment Justification data |
| | Input Grant Funding data |
| | Review (in read-only mode) subgrantee submissions to SAA/DTG |
| | Enter subgrantee award(s) |
| Local Admin User | Input Investment Justification data |
| | Input Project Funding data |
| | Review subgrantee report |
| | Submit subgrantee report to SAA/DTG for review and approval |
| | Create and manage Local users |
| Local User | Input Investment Justification data |
| | Input Project Funding data |
| IJ Scorer | Score PSIC and HSGP IJs and submit scores to FEMA |

| User Status | Definition |
|---|---|
| Active | Indicates that a user currently has login access to the system |
| Pending | Indicates that a user has recently requested access to the GRT |
| Denied | Indicates that a user account has been requested, but denied |
| Inactive | Indicates that a user account has not been used within 45 days |
| Locked | Indicates that a user account is currently inaccessible. An account may be locked because a user entered an incorrect password three or more times. Users with admin rights carry the privilege to unlock these users |

# Section 2.2 Login

The first time a user successfully logs into the system, they will receive the GRT Rules of Behavior. The Rules of Behavior remind users that they shall be held accountable for their actions related to the information resources entrusted to them. Users must comply with the rules or risk losing their privileges and/or disciplinary action for failure to comply with these responsibilities.

**General Rules of Behavior for Users of Grants Reporting Tool (GRT)**

**1.0 INTRODUCTION**

Persons with access and accounts on the Grants Reporting Tool (GRT) shall be held accountable for their actions related to the information resources entrusted to them. These personnel must comply with the following rules or risk losing their privileges and/or be subject to disciplinary action for failure to comply with these responsibilities. The Rules of Behavior apply to users at their primary workplace and at any alternative workplaces (e.g., telecommuting from home or from a satellite site). They also apply to users on official travel. These Rules of Behavior are consistent with existing DHS policies and DHS Information Technology (IT) Security directives, and are designed to enhance the awareness of each userâ€™s responsibilities.

**2.0 APPLICATION RULES**

**2.1 Official Use**

- The GRT system is a federal application to be used only in the performance of the userâ€™s official duties for grant distribution and reporting.
- The use of the GRT application and resources for unauthorized activities is prohibited and could result in the loss of privileges and/or other disciplinary action.
- By using the GRT system, the user consents to system usage monitoring to ensure appropriate usage for public safety is being observed.

**2.3 User Accounts and Passwords**

- All GRT users must have unique user account IDs which cannot be the userâ€™s social security number. To protect against unauthorized access, passwords linked to the user ID are used to identify and authenticate authorized users.
- I understand that accounts and passwords shall not be transferred or shared for any reason. Sharing of user IDs and passwords is prohibited.
- The selection of passwords must be complex and include:
  - Eight to Fifteen characters
  - Combination of upper and lower case letters
  - Numbers and special characters.
- I understand that passwords must not contain names, repetitive patterns, dictionary words, product names, personal identifying information (e.g., birthdates, SSN, phone number), and must not be the same as the user ID.
- I understand that sharing or disclosing passwords or writing passwords down on a medium that is accessible by others is prohibited.
- To prevent others from obtaining my password via "shoulder surfing," I will shield my keyboard from view as I enter my password.
- Users are required to change their passwords at least once every 90 days.
- I understand that I must promptly change a password whenever the compromise of my password is known or suspected.
- A password may only be entered incorrectly 3 times within a 24 hour time period before the account is locked. If an account is locked, the user must contact the BSIR Helpdesk for assistance.

**2.4 Integrity Controls**

- All computer workstations accessing the GRT must be protected by anti-virus software. Virus scans must be performed on a periodic basis and when notified by anti-virus software.
- I agree to comply with all software copyrights and licenses.
- I understand on computer workstations that are accessing the GRT, I will:
  - Physically protect computing devices used to access GRT
  - Protect sensitive data used on the GRT system.
  - Not use peer-to-peer (P2P) file sharing, which can provide a mechanism for spreading of viruses and put sensitive information at risk.
- I will not provide personal or official information solicited by e-mail. If I receive e-mail messages from any source requesting personal information or asking to verify accounts, I will report this to my SAA and send the questionable e-mail to the BSIR Helpdesk.
- I will protect sensitive information from disclosure to unauthorized persons or groups and will maintain control over, protect and mark sensitive Government material and resources appropriately. I agree to destroy physical documents and electronic media that may contain GRT information, Sensitive but Unclassified (SBU) or For Official Use Only (FOUO) information by physical destruction (including pulping and shredding), and degaussing or media sanitization methods which meet DoD standards.

**2.5 System Access**

- I will not attempt to access data or applications I am not authorized to access.
- I will not provide or knowingly allow other individuals to use my account credentials to login to the GRT.
- To prevent and deter others from gaining unauthorized access to sensitive GRT resources, I will log off or lock my computer workstation or will use a password-protected screensaver, whenever I step away from my work area, even for a short time; I will log off when I leave for the day.
- I will not engage in, encourage, or conceal any hacking or cracking, denial of service, unauthorized tampering, or unauthorized attempted use of (or deliberate disruption of) any data or component within the GRT.
- I will not attempt to bypass access control measures.
- I agree to inform my management when access to GRT or a particular computer resource is no longer required.
- I agree that I have completed Computer Security Awareness training prior to my initial access to GRT and that as long as I have continued access to GRT, I will complete Computer Security Awareness training on an annual basis.

**2.6 Telecommuting (Working at Home, at a Satellite Center/Office or Contractor Facility)**

- Every GRT user is responsible for remote access security as it relates to their use of the GRT application and shall abide by these Rules of Behavior.
- I will protect sensitive data at my alternate workplace. This includes properly disposing of sensitive information (e.g., by shredding).
- I agree not to use wireless connections to transmit GRT information and data unless it is encrypted end-to-end using a FIPS-validated cryptographic module. I will physically protect any laptops or PEDs I use for telecommuting when they are not in use.
- I understand and will comply with the requirement that sensitive information stored on any laptop computer used in a residence or on travel shall be encrypted using FIPS 140-2 *Security Requirements for Cryptographic Modules* approved encryption.

**2.7 Accountability**

- I understand that I have no expectation of privacy while using any services or programs provided by GRT.
- I understand that I will be held accountable for my actions while accessing and using the GRT and connected system and IT resources.

**2.8 Incident Reporting**

- I will promptly report IT security incidents, or any incidents of suspected fraud, waste or misuse of systems to the appropriate officials.

**3.0 GRT Rules of Behavior Statement of Acknowledgement**

*I have read and agree to comply with the requirements of the GRT Rules of Behavior. I understand that the terms of this agreement are a condition of my initial and continued access to the GRT and related services and that if I fail to abide by the terms of these Rules of Behavior, my access to any and all GRT information systems may be terminated and that action, up to and including legal action, may be instituted against me. I have read and presently understand the above conditions and restrictions concerning my access to the GRT.*

Agree

*Figure 18: Rules of Behavior*

Upon agreeing to the Rules of Behavior, the Welcome! page will display. The Welcome! page will be the opening page upon logging in for every subsequent login. On the Welcome! page, the user logged in will see their username displayed at the top left-hand corner of the application.

The Welcome! page is split into three sections. A welcome message is displayed at top, followed by documentation and news. The documentation section provides supporting documentation (guidance and overview documents) on using the GRT application. The drop-down list displays the Overview Documents listed below. Users may select the desired document from the appropriate drop-down. The file will open in a new window. The news section will display brief news items regarding the application. For example, if the system is scheduled for an updated release or maintenance, it will be noted in the news.

The Documentation section is split under two categories: Guidance Documents and Overview Documents. Listed below is a chart of all the available Guidance and Overview Documents.

| Guidance Documents | Overview Documents |
|---|---|
| GRT Super User's Guide (For Super Users only) | ISIP Overview |
| GRT User's Guide | Close-out Overview |
| Frequently Asked Questions | Data Ports Overview *(Fed user only)* |
| What's New in the Latest Version | Funding Overview |
| | Getting Started Overview |
| | Investment Module Overview |
| | Organization Overview |
| | Reporting Overview |
| | Welcome! News Overview *(Fed user only)* |
| | Workflow Overview |
| | Strategy Module Overview |
| | IJ Submission Module Overview |
| | PSIC Module Overview |
| | GRT Reporting Lifecycle Overview |
| | PSIC Close-Out Overview |

*Figure 19: Documentation Chart*

References for the help desk are also provided on the Welcome! page. The help desk can be reached toll-free at 1-877-612-4357 or through e-mail at help@shsasresources.com.

The examples below display the SAA view and a Subgrantee view.

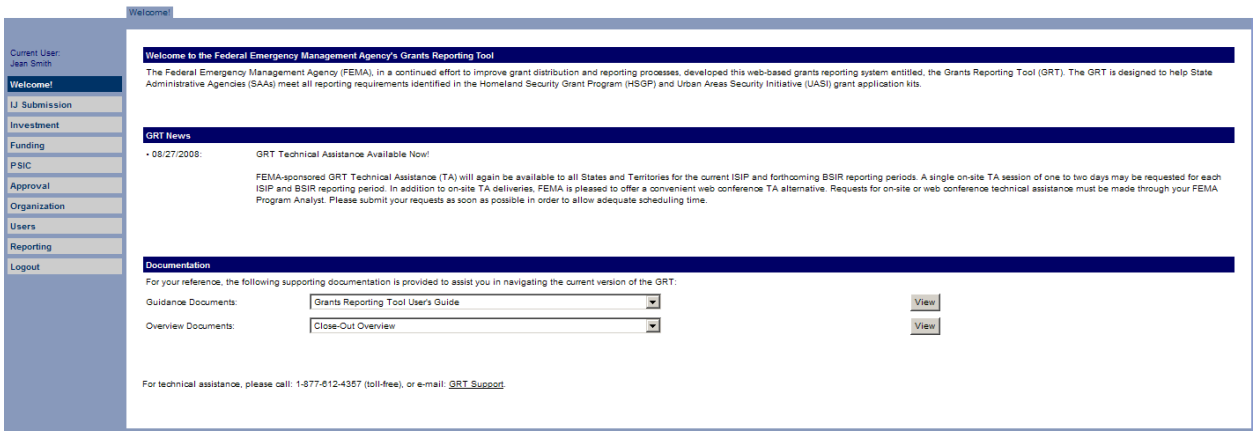



*Figure 20: SAA View*

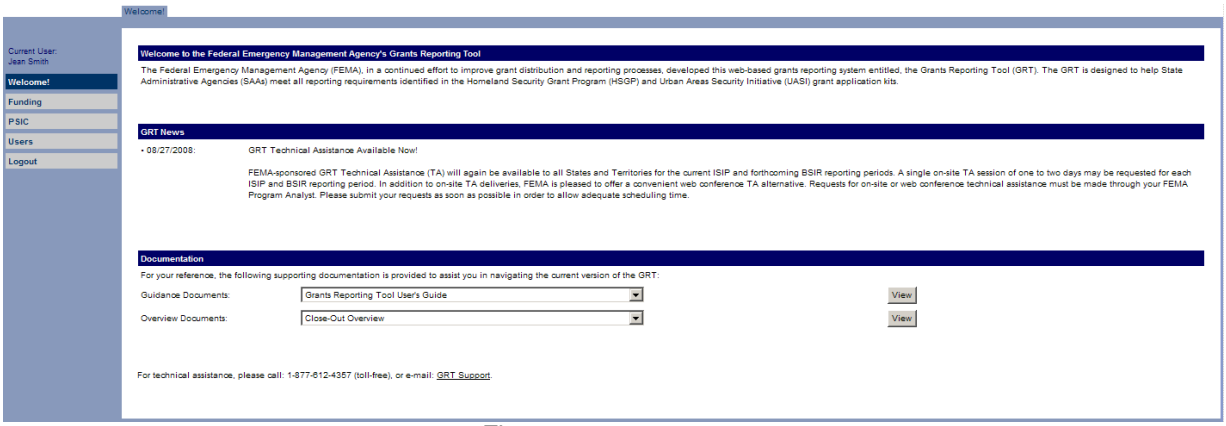



*Figure 21: Subgrantee View*

# Section 2.3 Organization

In the Organization module, SAA/DTG users define the entire grantee/subgrantee population for a specific grant-reporting period. The Organization module is divided into five tabs: Organizations, Subgrantee, Subgrantee Detail, Add Subgrantee, and Organization Options. The Organizations tab is accessible to Fed users only, and will list all the State names, as depicted below. From this point, the SAA/DTG user must click on the state name to be taken to the full list of subgrantees receiving funding for a defined reporting period.

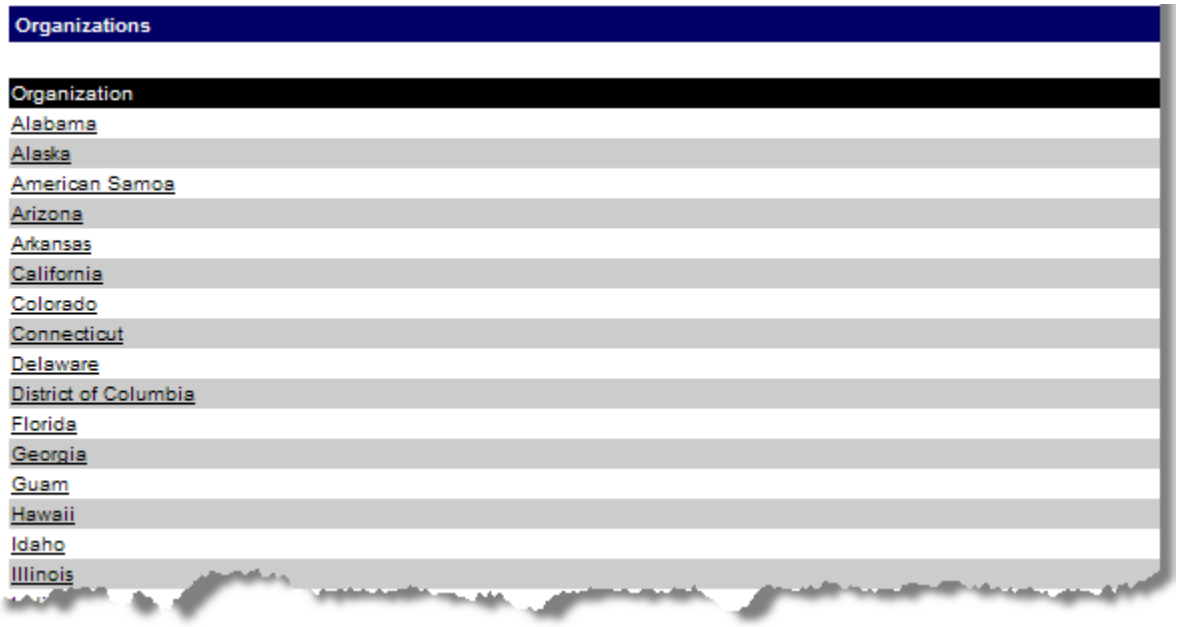



*Figure 22: Organizations Page*

Once the Fed user clicks on their state name, the Subgrantee tab opens. This tab displays all subgrantees that the SAA/DTG user may view and/or edit.

The list of state subgrantees is displayed with their grantee type, as well as the last date the subgrantee was updated. Only 100 will be displayed at one time on the Subgrantee List Screen. When there are more than 100 subgrantees, the continued list can be viewed by clicking the 'Next' hyperlink on the bottom of the page.

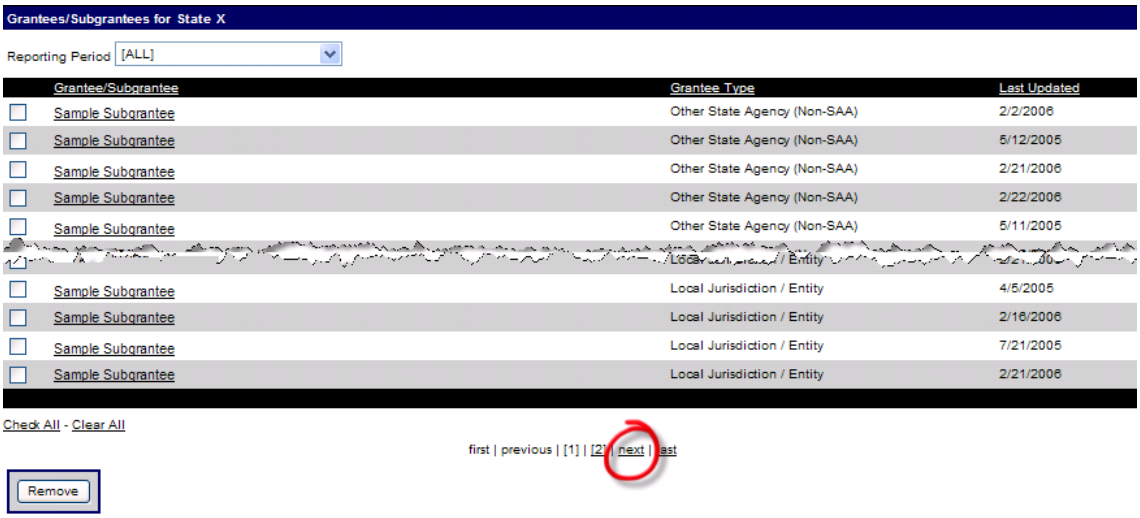



*Figure 23: Subgrantee Page*

### 2.3.1 Editing Subgrantee Information

SAA/DTG users are able to edit the contact information for each of their respective subgrantees. To access this feature, SAA/DTG users should click on the name of the subgrantee they wish to update. This will take the SAA/DTG user into the Subgrantee Detail tab. The SAA/DTG user should then update any of the fields and click 'Update' to update their changes to the system.

Any other user who has the rights to view the new subgrantee will also be able to edit the contact information. This feature is especially important to the subgrantees as they may want to edit and correct information that the state has entered on their behalf. For example, the SAA/DTG may not know the exact phrasing of a subgrantee's legal agency name or jurisdiction name and the subgrantee may wish to change it.

Within the Subgrantee Detail, there is a reporting period indicator to specify which reporting periods are relevant to the respective subgrantee. This option is available to prevent SAA/DTG users from adding and deleting the same subgrantees over the course of many reporting periods. It is often the case that one subgrantee will receive funding in FY04 but not in FY05. In this situation, the subgrantee cannot be deleted, but rather the reporting period box should be unchecked. Likewise, a new subgrantee should not be created for this reporting period. The existing subgrantee should be used, and the appropriate reporting periods marked.

If a Reporting Period is unable to be changed, it will be marked in gray. The Reporting Period selectors can be gray for one of two reasons:

- The subgrantee was funded during the reporting period.
- The state has already been approved by FEMA and the reporting period is now closed.

Subgrantees that have not submitted through review and approval may change their reporting period association.

If the subgrantee was funded in a previous reporting period but is not being funded in the current reporting period, the funding MUST be re-allocated to other subgrantees.

*Figure 24: Subgrantee Detail Page*

### 2.3.2 Adding Subgrantees

The SAA/DTG may add subgrantees as they see fit, however, a subgrantee only needs to be created once. The same subgrantee name can be used across reporting periods and fiscal years. Once the SAA/DTG user adds a new subgrantee, it will appear in the state's master list.

In order to add additional subgrantees to the system, the SAA/DTG should click the Add Subgrantee tab on the top menu of the Organization page. The SAA/DTG user will enter in the name of the new subgrantee they are creating, along with the appropriate details. If applicable, the user will also need to select the appropriate Urban Area from the Urban Area drop-down list box. Grantee/subgrantee information such as e-mail, phone, zip code, and DUNS are now being validated for accuracy in format and content.

### 2.3.3 Subgrantee Detail

Each grantee/subgrantee receiving UASI funding must be aligned to an Urban Area. This association is important because it will enable users to select the appropriate Urban Area Goals & Objectives for their projects which are allocated UASI funding. Once the Urban Area association is made, it will carry over for future reporting periods. Grantees/Subgrantees with Urban Area associations and/or those residing within the boundaries of an urban area regardless of the receipt of funding are required to select an urban area. Users needing clarification on which urban area applies to them should contact their FEMA Program Analyst.

In order to view Regional Transit Security Strategies (RTSS), a Regional Transit Area must be associated with each subgrantee inn the Subgrantee Detail tab. If a subgrantee is not associated with a Regional Transit Area, their respective SAA user can associate them with the appropriate area.

### 2.3.4 Subgrantee UA/RTA Tab

The Subgrantee UA/RTA tab allows users to assign an Urban Area and Regional Transit Area (if applicable) to each individual grantee/subgrantee. Upon selecting a grantee/subgrantee from the Subgrantee Tab, users may choose to edit the Urban Area and/or Regional Transit Area assignment for that particular grantee/subgrantee. The assigned Urban Area/Regional Transit Area will be applied for the grant award year selected in the drop-down menu.

The Urban Area and Regional Transit Area drop-down menus will appear disabled (grayed-out) if the grantee/subgrantee already has either strategy or investment data aligned to it using the selected Urban Area/Regional Transit Area. This feature was put in place to prevent data from being misaligned.

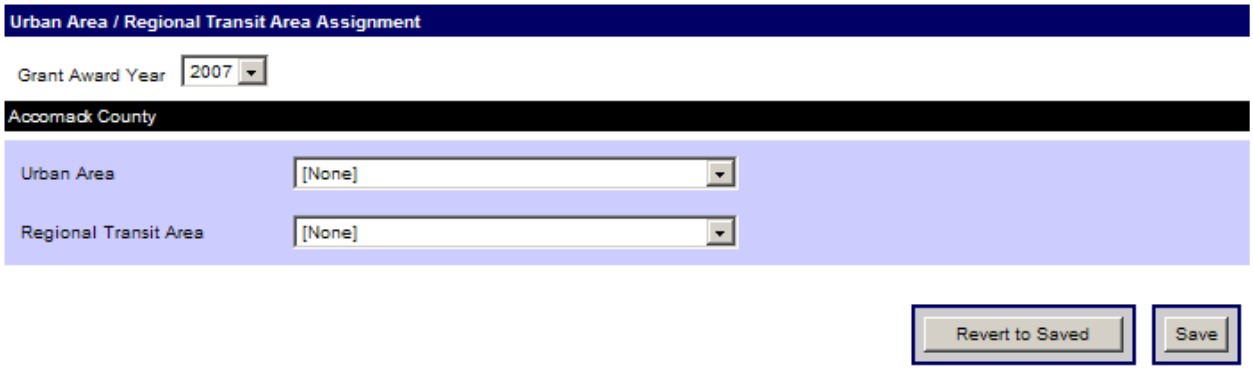



*Figure 25: Subgrantee UA/RTA Page*

### 2.3.5 Organization Options

The Organization Options tab allows for the SAA/DTG Admin users to make changes to their state's/territory's options. SAA/DTG Admin users may designate their preference as to whether or not their funding data should be captured and tracked in whole dollars or to the cents. This option can only be selected at the state/territory level and will be used consistently across all grantees within that state/territory. This will help to ensure that funding information ties out accurately. In order to set the preference for this option, users should enter preferred funding format (whole dollars vs. cents) the Organization Options tab. While it is not recommended that they make changes to a state's preferences, Fed users have the ability to make state option changes to all states/territories.

SAA/DTG Admin users may also grant local users the ability to edit grantee/subgrantee award amounts. The funding data award amount (whole dollar amounts vs. cents to two decimal places) preferences are based on the previously chosen format. By default, local users will not be enabled to edit grantee/subgrantee award amounts.

*Figure 26: Organization Options Page*

CHAPTER 3

# THE ISIP REPORTING PERIOD

## Sections


3.1 ISIP Reporting Period Introduction
3.2 Grantees/Subgrantees
3.3 Investment Module
3.4 Approval Module

# Section 3.1 ISIP Reporting Period Introduction

## 3.1.1 ISIP vs. All Other Reporting Periods

The ISIP is the first reporting period of the fiscal year grant reporting cycle. This reporting period will be followed by five additional submissions over the course of the period of performance – four Biannual Strategy Implementation Reports (BSIRs) and a final Close-out reporting period *(see figure below)*. Through the ISIP, SAA users will report planned expenditures of the newly awarded grants by the federally mandated due dates.

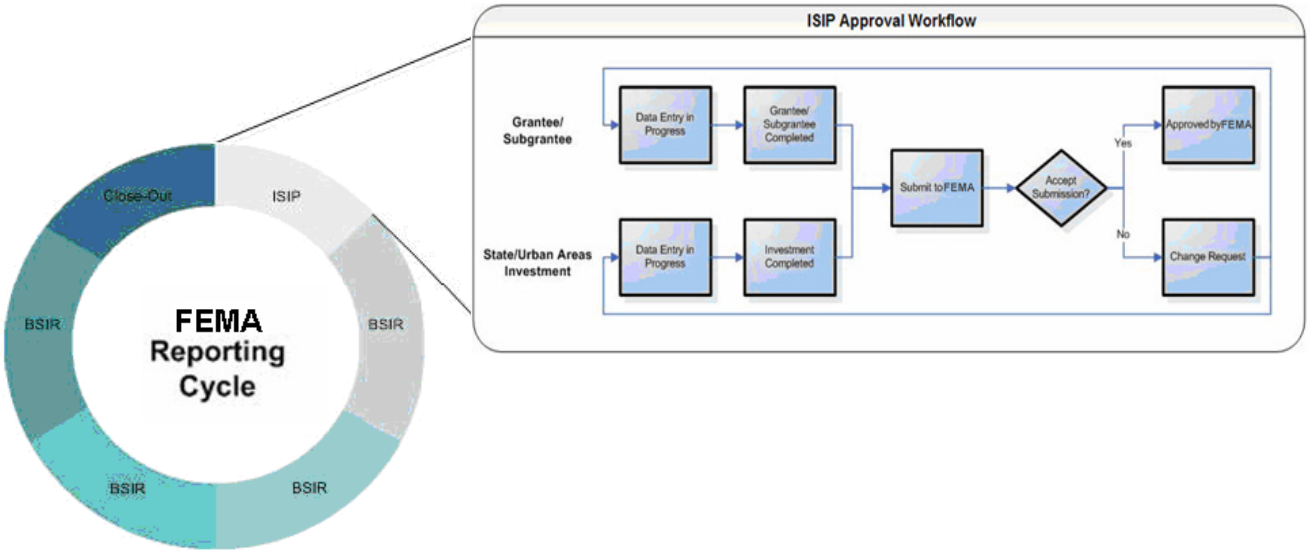



*Figure 27: ISIP Reporting Period*

## 3.1.2 ISIP Reporting Requirements

### 3.1.2.1 FEMA Grant Programs

Submission of the ISIPs satisfies the reporting requirements identified in the FEMA Grant Programs. All funds provided to the SAA through these grant programs must be accounted for and linked to one or more projects. This in turn must support specific goals and objectives in the State Homeland Security Strategy (SHSS) and where appropriate, the Urban Area Security Strategies (UASS) and Regional Transit Security Strategies.

### 3.1.2.2 ISIP Submission Requirements

The SAA user is responsible for the submission of the ISIP report to FEMA. The final submission will include an SAA-level report (if the SAA user retains a portion of funding) and one for every local jurisdiction, state agency, or non-governmental organization receiving a subgrant. Specifically, the number of ISIPs to be completed correlates to the number of subgrants awarded by the SAA user; one ISIP per subgrant must be completed in addition to one ISIP for funding retained by the SAA user.

### 3.1.2.3 SAA Roles and Responsibilities

The SAA user is responsible for providing FEMA with an ISIP to account for all HSGP, TSGP, and UASI grant funding. The submission of the ISIP will include one report that reflects funds retained by the SAA, and one for each grant made to local jurisdictions and other state agencies. Several options are available to the SAA user for ensuring that the required reports are completed. This process is illustrated in the figure below:

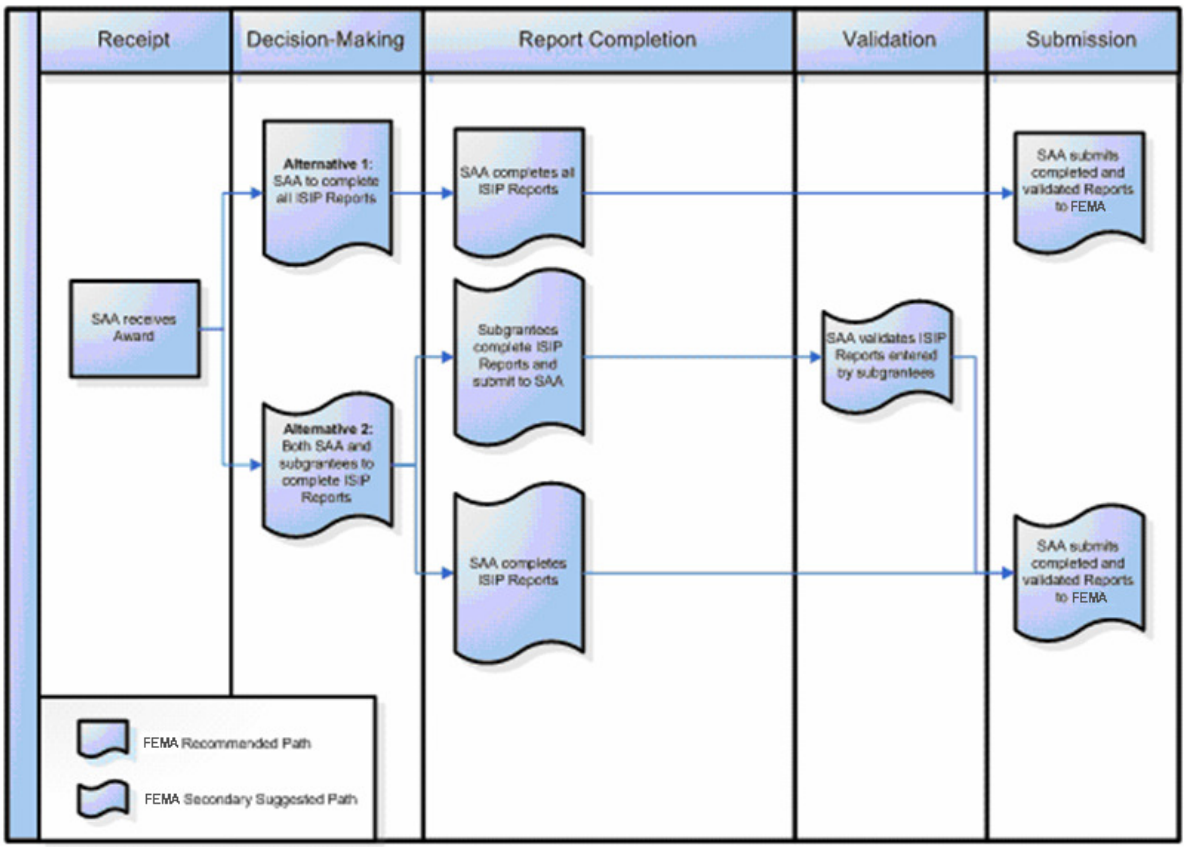



*Figure 28: Decision Matrix for the completion & submission of the ISIP*

As outlined in the FEMA Grant Programs, only SAAs and Subgrantees that received funds should complete ISIP reports. Funding from previous fiscal years or from programs other than the HSGP or UASI should not be included in these reports.

# Section 3.2 Grantees/Subgrantees

## 3.2.1 Unassigning Subgrantees

Grantees/Subgrantees can be unassigned from a reporting period in one of two ways. As discussed earlier, the grantee/subgrantee can be removed from a reporting period from the Subgrantee Detail tab of the Organization module. The grantee/subgrantee can only be unassigned from the reporting period if funding has not been allocated to this grantee/subgrantee for the selected reporting period. The reporting period must also still be open for this state (submission has not already been approved by FEMA).

From the Subgrantees tab, SAAs can select all grantees/subgrantees that they wish to remove from the reporting period (via a checkbox) and then click the 'Unassign from ISIP' button to remove these non-applicable grantees/subgrantees from the current ISIP Reporting Period.

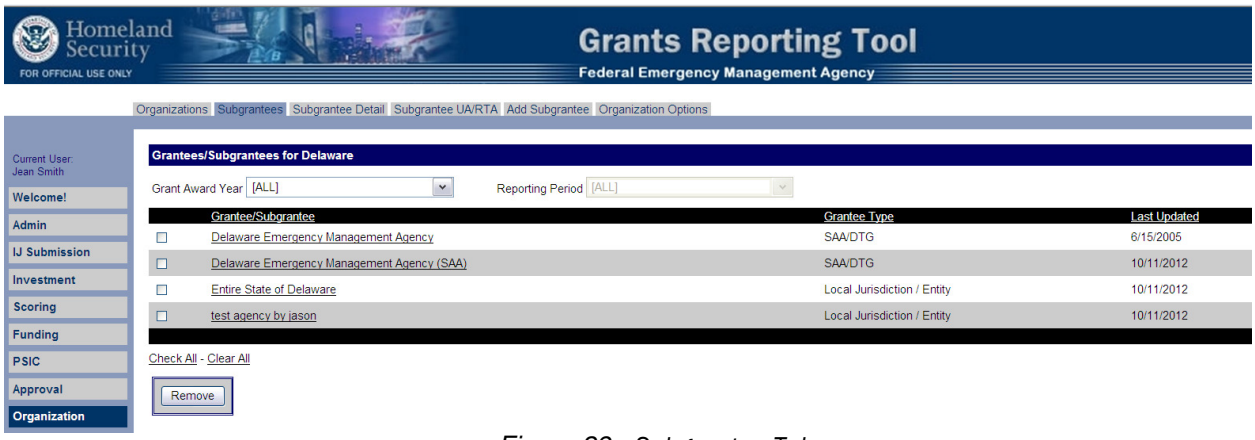



*Figure 29: Subgrantee Tab*

Note: Unassigning grantees/subgrantees from the ISIP reporting period does not remove the grantees/subgrantees permanently from the system, rather only from the reporting period.

### 3.2.2 Adding Subgrantees

If the SAA user would like to include additional subgrantees for the ISIP reporting periods, they can do so in the Organization module. If the subgrantee has never been entered for their state/territory before, they can create a new entry using the Add Subgrantee tab of the Organization module.

If the subgrantee has been used previously for the state, the user should find the subgrantee on the list from the Subgrantee tab of the Organization module, and click on the subgrantee name. The Subgrantee Detail tab will be display where the user can select the desired reporting period to add.

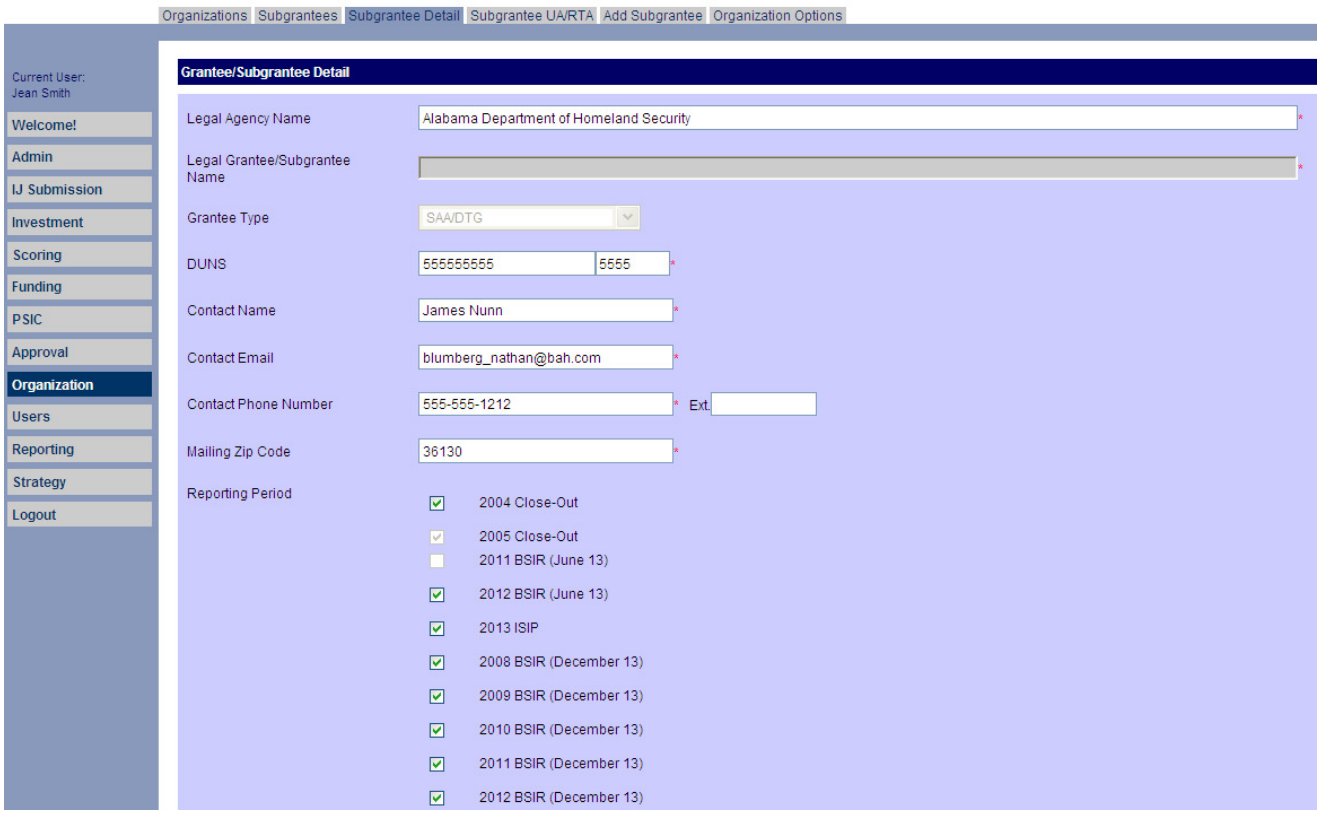



*Figure 30: Subgrantee Detail Tab*

### 3.2.3 Grantee/Subgrantee Completion

After a new subgrantee has been added, the SAA user should proceed to fund the subgrantee by entering the Funding module.

Upon entering the Funding module, the SAA user should select the ISIP reporting period from the drop-down list box and click on the newly created subgrantee from the list. This will pull the SAA user into the Award tab. Within the Award tab, the SAA user should enter the award information for the subgrantee. Upon ensuring that all self-checks and validations have been met, the SAA user can re-enter the Recipients tab and mark the grantee/subgrantee as completed. Once marked, the grantee/subgrantee status will change to 'Grantee/Subgrantee Completed'.

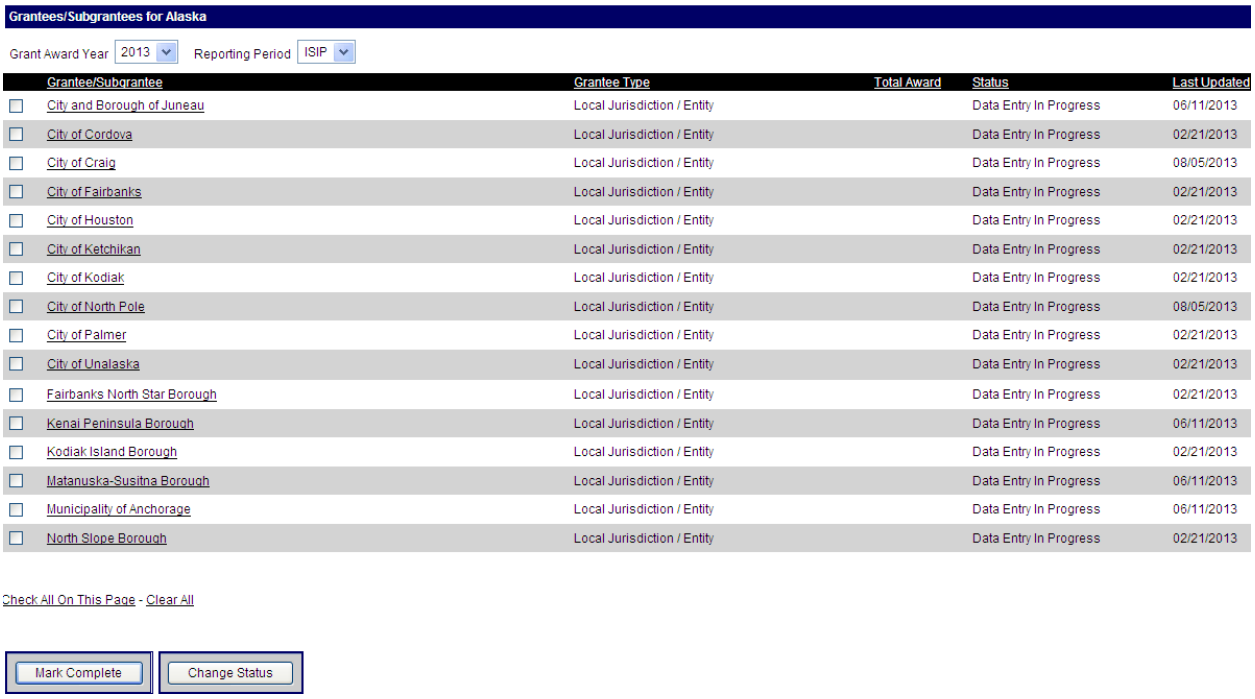



*Figure 31: Recipients Tab for 2013 ISIP*

### 3.2.4 Grantee/Subgrantee Workflow

The figure below displays an overview of the grantees/subgrantees workflow:

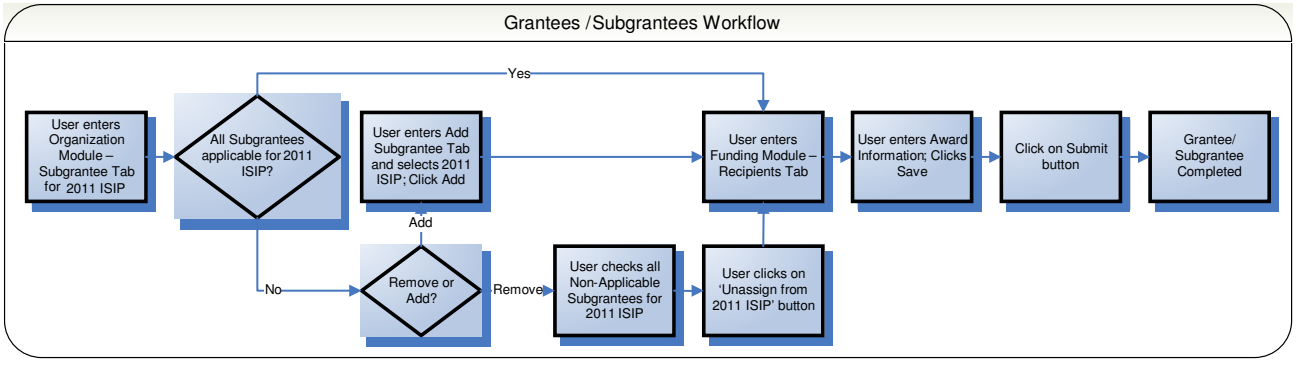



*Figure 32: Grantees/Subgrantees Workflow*

# Section 3.3 GRT Functionality – Investment Module

### 3.3.1 Investment Module Background

The purpose of the Investment module is for the SAA user to review the collected grant data. States and Urban Areas were required to submit an IJ template outlining their state/territory money allocations. All of this data was collected, compiled, and loaded into the GRT.

## 3.3.2 Investment Module Process

The Investment module allows for Post-Award analysis and state allocation of FEMA awarded funds. The figure below displays the general process that users will follow within the Investment module.

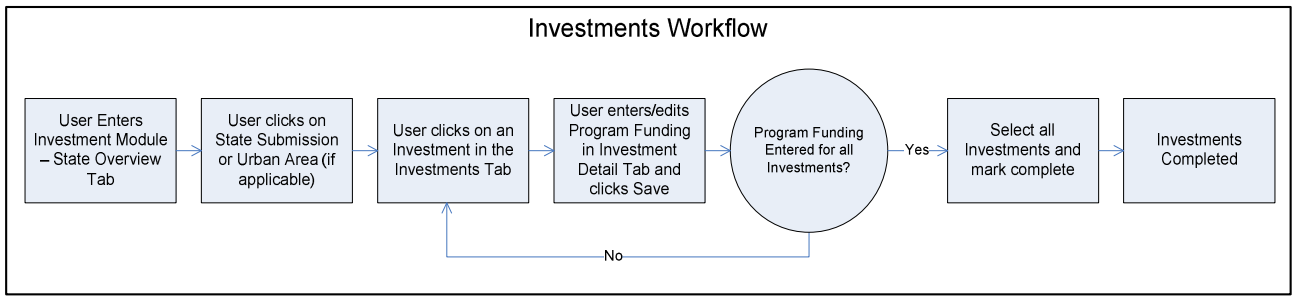



*Figure 33: 2012 ISIP Investment Module Process*

## 3.3.3 Investment Module Breakdown

In the Investment module, Fed and SAA users will examine and amend all the grant data for their respective state/territory. Once the user clicks on the link for the Investment module, the Federal Overview tab (or State Overview tab for SAA users) will display.

The Investment module tabs include the following:

- Federal Overview (Fed users only)
- State Overview
- Investments
- Investment Detail

### 3.3.3.1 Federal Overview Tab

Designed specifically for Fed users, the Federal Overview tab displays the Estimated, Awarded, and Reported amounts for all states/territories within the selected ISIP Reporting Period. The page will display the workflow and self-check statuses of the investments for all states/territories.

The Federal Overview tab displays all states/territories (as a hyperlink), the Total Requested amount, Total HSGP Awarded amount, Total HSGP Reported amount, workflow Status, and the Investments Self-Check.

If there aren't any funding/self-check errors detected, then the Investments Self-Check will reflect an 'OK' status. If the self-check is in 'ERROR' status, there is at least one self-check or validation error. To determine why the self-check is displayed in 'ERROR' status, click the state/territory name and proceed to the State Overview tab.

Federal Overview | State Overview | Investments | Investment Detail

**Federal Overview**

Reporting Period 2013 ISIP

| State/Territory | Total HSGP Proposed | Total HSGP Awarded | Total HSGP Reported | Status | Investments Self-Check |
|---|---|---|---|---|---|
| Alabama | $3,286,396.00 | $3,459,364.00 | $3,286,396.00 | Data Entry In Progress | ERROR |
| Alaska | $3,286,396.00 | $3,459,364.00 | $3,286,396.00 | Data Entry In Progress | ERROR |
| American Samoa | $751,176.00 | $790,712.00 | $751,176.00 | Data Entry In Progress | ERROR |
| Arizona | $4,401,014.00 | $9,472,417.00 | $4,401,014.00 | Data Entry In Progress | ERROR |
| California | $1,110.00 | $168,238,685.00 | $1,110.00 | Data Entry In Progress | ERROR |
| Delaware | $0.00 | $3,459,364.00 | $0.00 | Data Entry In Progress | ERROR |
| Guam | $751,035.00 | $790,712.00 | $751,035.00 | Data Entry In Progress | ERROR |
| Illinois | $2.00 | $81,950,798.00 | $2.00 | Data Entry In Progress | ERROR |
| Maryland | $30,010,000.00 | $10,825,727.00 | $30,010,000.00 | Data Entry In Progress | ERROR |
| Michigan | $5,989,935.00 | $11,289,215.00 | $5,989,935.00 | Data Entry In Progress | ERROR |
| Montana | $6,195,298.00 | $3,459,364.00 | $6,195,298.00 | Data Entry In Progress | ERROR |

*Figure 34: Federal Overview Tab*

### 3.3.3.2 State Overview Tab

The State Overview tab is the default tab within the Investment module for all SAAs. Within the page, the option exists to select different views via a drop-down list box. The different views are the Submissions and Funding Validation views.

#### *3.3.3.2.1 Submissions View*

The default view within the State Overview tab is the Submissions view. This page displays the SAA user's state and urban areas (if available), its Total HSGP Estimated amount, Total HSGP Reported amount, Status of investments, and an overall Investments Self-Check for the selected ISIP reporting period. If the Investments Self-Check is in 'OK' status, then the state/territory has no funding or self-check errors within the validation criteria for investments. If the self-check is in 'ERROR' status, there is at least one self-check or validation error. To determine why the self-check is displayed in 'ERROR' status, select State Funding Validation from the select option drop-down list box.

*Figure 35: State Overview Tab – Submission View*

#### *3.3.3.2.2 Funding Validation View*

The second view within the State Overview tab is the Funding Validation view. This page displays a chart that displays funding for all grant programs broken down by each investment and for the state and urban area submissions (if applicable). The funding total for each investment is automatically calculated in the last column while the Total HSGP Reported amount for each grant program is calculated across the bottom of the chart. The Total HSGP Reported amounts are listed in conjunction with the Total Awarded amounts below each grant program. The funding amounts are followed by self-check indicators for each grant program. In order for a grant program to display a self-check status of 'OK', the grant program total must equal the grant program award amount; otherwise, the self-check indicator will display 'ERROR'.

*Figure 36: State Overview Tab –Funding Validation View*

### 3.3.3.3 Investments Tab

The Investments tab is the main piece of the Investment module. Upon selecting a submission type from the State Overview tab, SAA users will use this page to review their investments as well as the breakdown of funding. While reviewing investment data, SAA users have the ability to enter or edit funding information. All edits are made in the Investment Detail tab which is reached by clicking the Investment Name. Fed users will only be able to view the data entered by the SAA; they will not have the ability to edit or enter data.

Once the SAA user has entered funding details for all investments and the state has no investment funding self-check errors, the SAA user can confirm completion of their investments by clicking on the 'Mark Complete' button. Upon successful submission, the investment will be in 'Investment Completed' status. Once all investments have been marked completed, then the investment portion of the ISIP package will be ready for the SAA Admin user to submit to FEMA.

*Figure 37: Investments Tab – Fed User View*

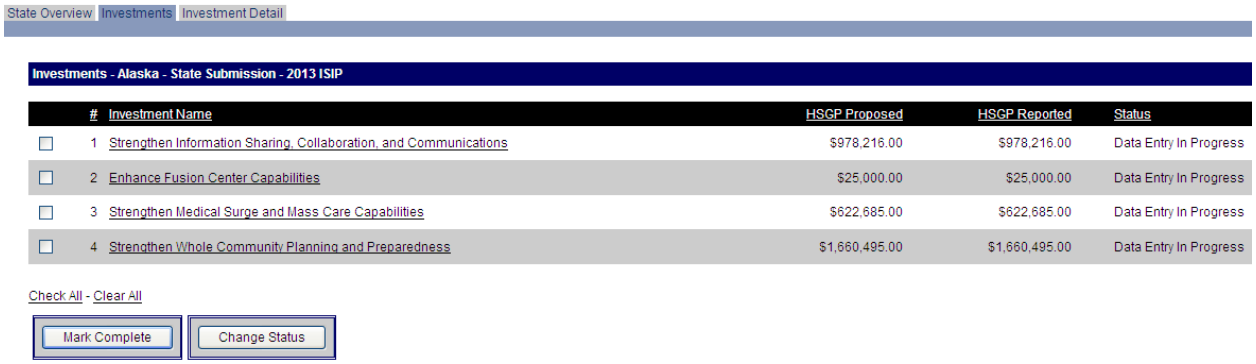



*Figure 38: Investments Tab – SAA User View*

### 3.3.3.4 Investment Detail Tab

Once a user has selected an investment, they are directed to the Investment Detail Tab. All edits are made in the Investment Detail tab which is reached by clicking the Investment Name. The system displays as read-only text the Proposed funding amounts by each POETE solution area. Users may then enter the 2012 ISIP funding amounts for each grant program by POETE solution area. This year the user will enter the M&A amount too. Fed users will only be able to view the data entered by the SAA; they will not have the ability to edit or enter data.

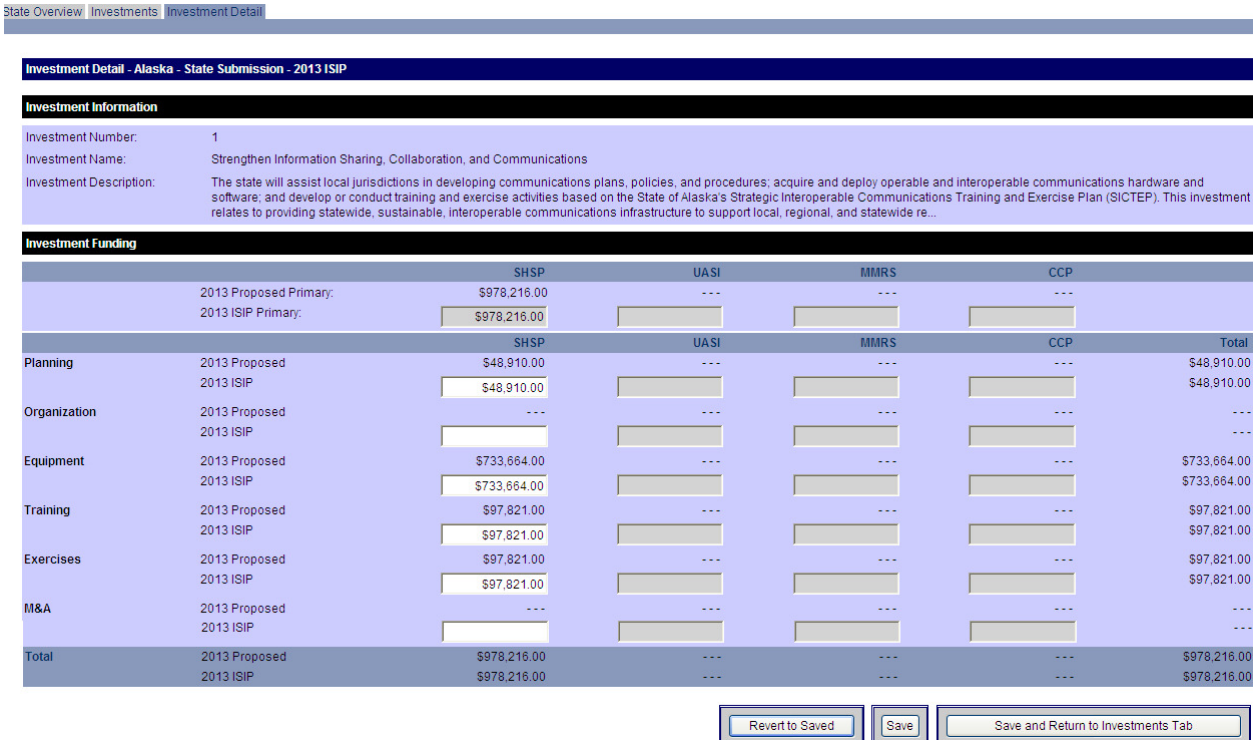



*Figure 39: Investment Detail Tab – SAA User*

# Section 3.4 GRT Functionality – Approval Module

## 3.4.1 Approval Module for ISIP's

The Approval module for the selected ISIP reporting period displays the validation self-checks and computations for both the investments and grantees/subgrantees. The Federal Approval tab will provide the Fed Admin user with the ability to approve or change request submissions by states/territories. The State Approval tab will provide SAA Admin users with three different views. These different views will allow for the submission of their respective state's ISIP package (investments and grantees/subgrantees) to FEMA, as well as other funding validation views. The figure below depicts the Modified ISIP Approval workflow.

## 3.4.2 ISIP Approval Workflow

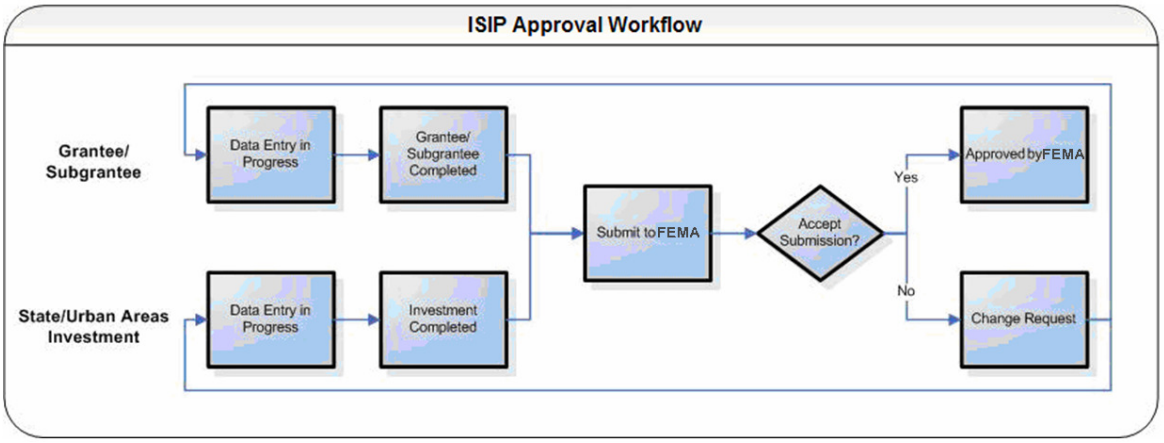



*Figure 40: Modified ISIP Approval Workflow*

In order for a state/territory to 'Submit to FEMA', both the investment and grantee/subgrantee must be in 'Completed' status and all self-checks 'OK'.

## 3.4.3 Federal Approval Tab

### 3.4.3.1 Approve or Change Request Submissions

Upon selecting the ISIP reporting period, the Fed Admin user will have the ability to Approve or Change Request submissions made by states/territories. The Federal Approval tab will display all states/territories and their respective statuses and self-checks. Fed users will also be able to view the Grantees/Subgrantees Total amount, Investments Total amount, and Federal Grant amount for each state.

### 3.4.3.2 Status Options

The status dictates what level of approval is next in the workflow process. For the SAA user, the status also dictates when the report is in read-only format. The report will always be in read-only format for the Fed users.

| Status | Definition |
|---|---|
| Data Entry in Progress | Investments and grantees/subgrantees are currently being populated and completed. |
| Investment Completed | State's investments have been completed and 'locked down'. |
| Grantee/Subgrantee Completed | State's grantee/subgrantee funding information has been completed and 'locked down'. |
| ISIP Completed | Both the state's investments and grantees/subgrantees have been completed and 'locked down'. In this stage, the state's ISIP is ready to be submitted to FEMA. |
| Submitted to FEMA | State's ISIP has been submitted by the SAA Admin user to FEMA for review and approval. |
| Approved by FEMA | State's submission to FEMA has been approved and there are no outstanding change requests. |
| Change Request | Approving user has denied the ISIP submission and requests changes be made. |

When validating a state's ISIP submission, the Fed Admin user has the ability to deny the submission and request changes to be made. When creating a change request, the approving user must enter a reason in the free-text box below the 'Change Request' button. Upon clicking on the 'Change Request' button, the system will automatically generate and send an e-mail to the SAA user. The change request comments made by the Fed user will only be available in this e-mail.

Once an approving user requests changes to be made to a state's ISIP submission, the status of both the state's investment and grantee/subgrantee will change to 'Change Request'.

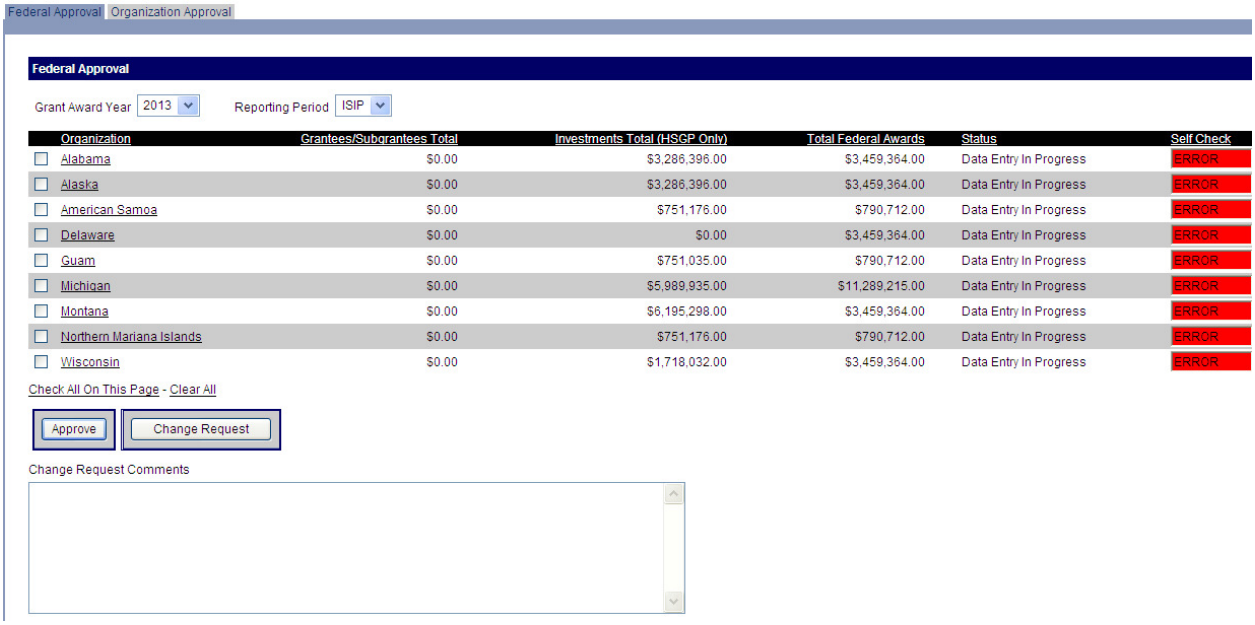



*Figure 41: Federal Approval Tab*

### 3.4.4 State Approval Tab

The State Approval tab provides the SAA Admin user with the ability to examine various validation checks for the selected ISIP reporting period. Once all data has been entered and all self-checks are in 'OK' status, the SAA Admin user will be able to submit the investment and grantee/subgrantee. The three different views within the State Approval tab include the following:

- Submission Status View
- Grantees/Subgrantees Funding Validation
- Investments Funding Validation

#### 3.4.4.1 Submission Status View

The Submission Status View is the default view within the ISIP reporting period of the State Approval tab. In this view, SAA Admin users will be able to view the two required components (investments and grantees/subgrantees), Total Awarded amount, Total Reported amount, the status of the respective component, its self-check indicators, and the state self-check indicator. SAA Admin users will be able to submit the ISIP package to FEMA by clicking the 'Submit to FEMA' button, only once both investments and grantees/subgrantees are in self-check 'OK' status and have an overall state self-check status of 'OK'.

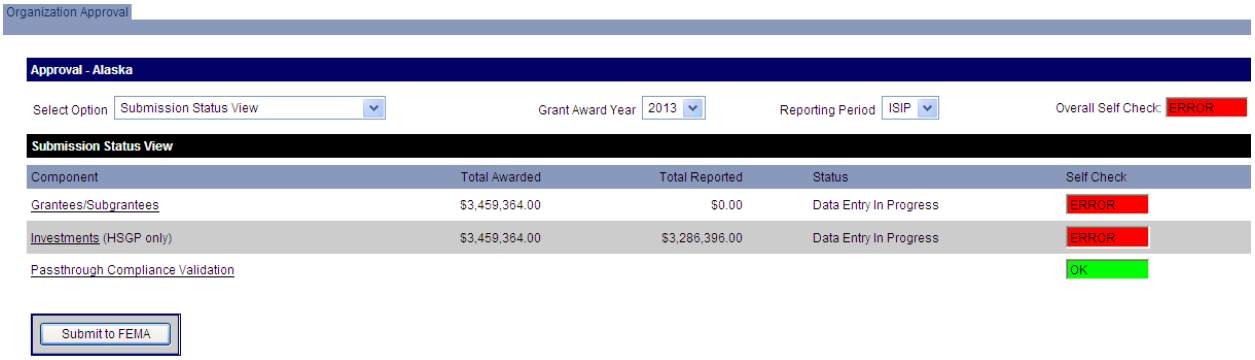



*Figure 42: State Approval – Submission Status View*

### 3.4.4.2 Grantees/Subgrantees Funding Validation

The Grantees/Subgrantees Funding Validation view displays all of the ISIP funding validation points for the user's state, broken down by grant program. This view also displays the Total Reported and Federal Award amounts. In order for the state to pass the self-check validation for each grant program, the Total Reported Amount must equal the Federal Award amount.

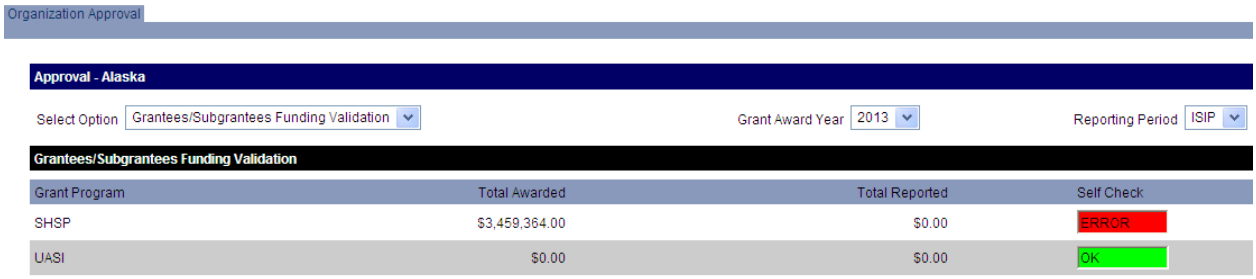



*Figure 43: State Approval – Grantees/Subgrantees Funding Validation View*

### 3.4.4.3 Investments Funding Validation

The Investments Funding Validation view displays the funding validations for all grant programs associated with the user's state. In a single snapshot, the user is able to examine all grant programs as well as their Estimated, Awarded, and Reported amounts. In order to display an 'OK' self-check, the Awarded and Reported Amounts must be equal.

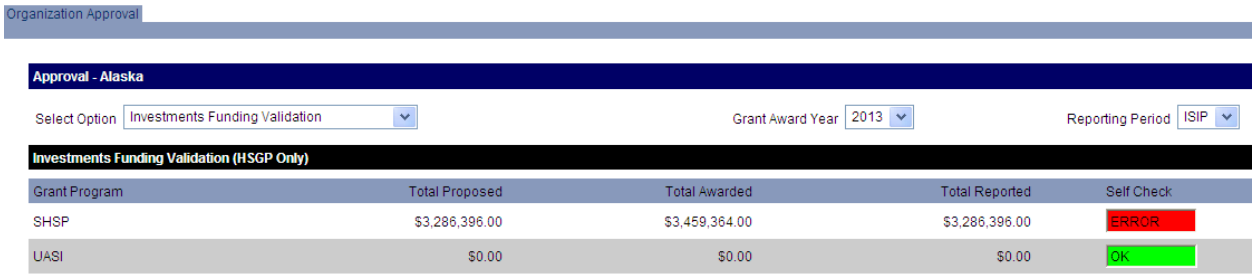



*Figure 44: State Approval – Investments Funding Validation View*

### 3.4.4.4 Passthrough Compliance Validation

This validation validates the 80/20 passthrough rule where local share needs to be a minimum of 80% of the distributed amount and state share can be a maximum of 20% of the total awarded amount.

*Figure 45: State Approval – Passthrough Compliance Validation View*

CHAPTER 4

# THE BSIR REPORTING PERIOD

## Sections


4.1 BSIR Reporting Period Introduction
4.2 SAA Reporting Process
4.3 GRT Functionality – Funding Module
4.4 GRT Functionality – Approval Module

# Section 4.1 BSIR Reporting Period Introduction

## 4.1.1 BSIR vs. All Other Reporting Periods

The BSIR serves as the reporting format for the Categorical Assistance Program Reports (CAPR), which are due every six months for the life of the award. A Close-out BSIR is due after the end date of the award period. Refer to program guidance for specific due dates.

Users should note that the PSIC BSIR, while within the same reporting period as the standard BSIR, is a distinct process that must be completed through the PSIC module. States and territories receiving grant funds from PSIC and other FEMA grant program within GRT must complete both BSIRs. For a user's guide of the PSIC module, please refer to the Appendices.

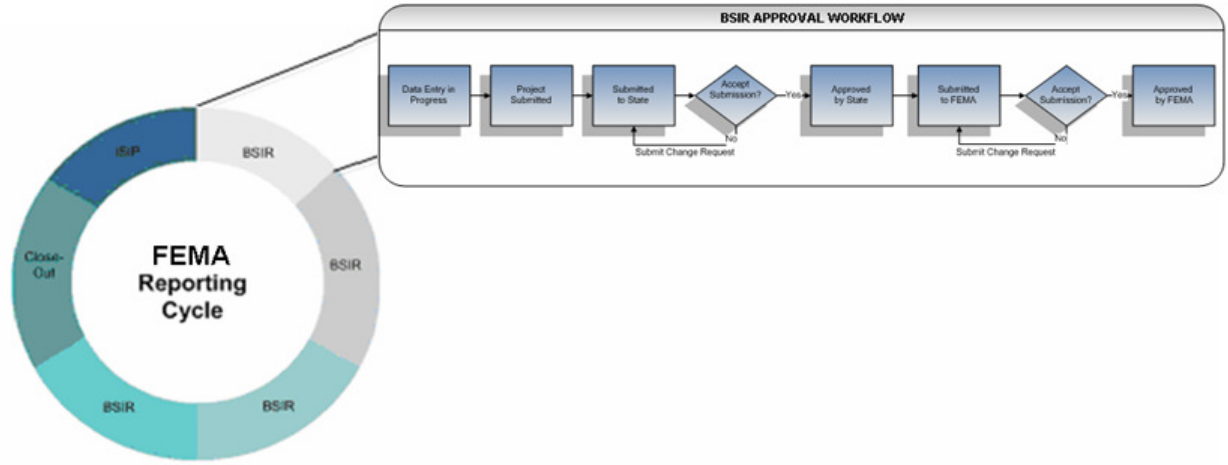



*Figure 46: BSIR Approval Workflow*

## 4.1.2 BSIR Reporting Requirements

### 4.1.2.1 Grant Application Kit Requirements

While the submission of the ISIP satisfies the planning requirements, the submission of a completed BSIR satisfies the expenditure requirements. The FEMA Grant Programs state that all funds provided to the SAA/DTG through these grant programs must be accounted for and linked to one or more projects. In return, this funding must support specific goals and objectives in the State Homeland Security Strategy and where appropriate, the Urban Area Homeland Security Strategy, and Regional Transit Security Strategy, as detailed in the special conditions of the grant award (strategy requirements not applicable to Direct Tribal Grantees).

### 4.1.2.2 BSIR Submission Requirements

The BSIR must account for all HSGP, TSGP, and UASI grant funding within the acceptable margin as published by FEMA. Submissions made outside of the one thousand dollar threshold will be evaluated by FEMA on a case-by-case basis. The BSIR should also include one SAA/DTG-level submission (if the SAA/DTG retains a portion of funding) and one GRT submission for every local jurisdiction, state agency, urban area, tribe, or non-governmental organization receiving a grant. Specifically, the number of reports submitted by the SAA/DTG through the BSIR correlates to the number of subgrantees in a state; if a subgrantee receives two separate grants, both grants should be captured in one GRT submission.

# Section 4.2 SAA/DTG Reporting Process

## 4.2.1 Roles and Responsibilities

The SAA/DTG's key roles and responsibilities include the following:

- Ensuring the timeliness and accuracy of the BSIR submission
- Approving at least one Local (subgrantee) user for each subgrantee and assigning them admin privileges (if necessary)
- Completing the SAA/DTG level report for the reporting period
- Populating the subgrantee award amounts for all subgrantees within their state per reporting period
- Reviewing and approving the SAA/DTG report
- Compliance with the appropriate passthrough requirement of each grant award to subgrantees, (Local Jurisdictions/Entities, Other State Agency (Non-SAAs), or UASIs)
- Reviewing and approving all subgrantee submission reports that have been submitted to the state from their subgrantees
- Submitting all state/territory/tribe reports to FEMA for review and approval

## 4.2.2 Process for Completing the BSIR

The SAA/DTG is responsible for providing FEMA with BSIR reports to account for all HSGP, TSGP, and UASI grant funding. This submission will include one report that reflect funds retained by the SAA/DTG and one report for all subgrants given to local jurisdictions, other state agencies, and the urban areas. Several options are available to the SAA/DTG for ensuring that the required reports are completed. These options are described below.

As the state's admin, the SAA/DTG is given access to all subgrantee reports within the GRT system. The SAA/DTG may choose to update each report with actual expenditure data and then submit the completed BSIR to FEMA.

If the SAA/DTG opts to have subgrantees complete their own BSIR, the SAA/DTG should notify the subgrantees of their participation in this process and establish deadlines, roles, and responsibilities. The SAA/DTG must approve access to subgrantees and pre-populate their award information. They should assign one individual as the approval admin for the state. Then, the SAA/DTG Admin user may grant access to an admin at the local level (Local Admin user). The Local Admin user may then grant access to other users that are apart of that subgrantees. The SAA/DTG Admin user will retain admin access to all reports and should review them for accuracy prior to final submission to FEMA.

SAA is required to communicate the goals and objectives identified in the State Homeland Security Strategy, Urban Area Security Strategy, and/or Regional Transit Security Strategy to its subgrantees completing BSIRs. Subgrantees will be unable to accurately complete their BSIR without this information as all projects must be assigned to the appropriate goals and objectives. This requirement is not applicable to Direct Tribal Grantees.

# Section 4.3 GRT Functionality – Funding Module

## 4.3.1 Funding Module Breakdown

### 4.3.1.1 Recipients Tab

The view of the Recipients tab within the Funding module will change depending on which reporting period is selected). In order to change the reporting period, simply select the desired grant year from the 'Grant Award Year' drop-down list box and then select the reporting period from the 'Reporting Period' drop-down list box to toggle the views. The 'Reporting Period' drop-down list box will update based on the grant award year selected. For FY 2014 the Grantee/Subgrantee will be populated from 2014 IJ and 2013 BSIR(December 13).

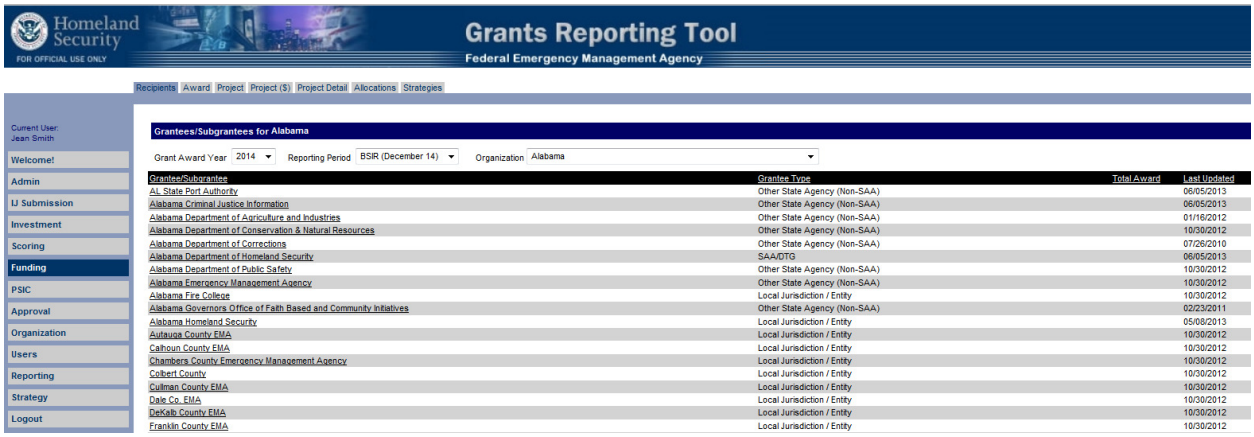



*Figure 47: Recipients Tab – Fed User*

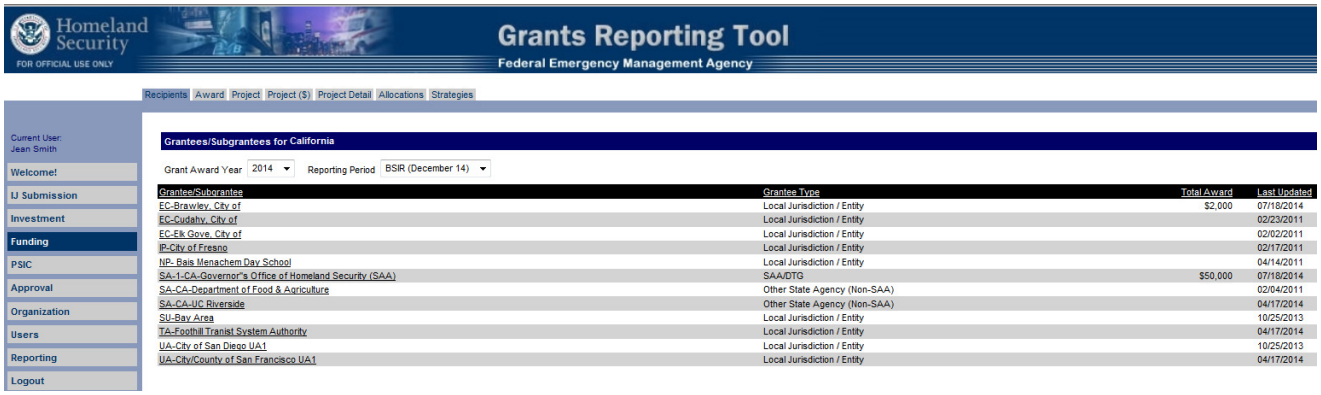



*Figure 48: Recipients Tab – SAA/DTG User*

The GRT is designed to capture each fiscal year's funding in a single report regardless of the number of grant programs being funded. The following periods are currently in the application:

2007: Close-Out, ISIP, BSIR (June 12), BSIR (December 12)

2008: Close-Out, ISIP, BSIR (June 10), BSIR (December 10), BSIR (June 11), BSIR (June 12), BSIR (December 12), BSIR (June 13), BSIR (December 13)

2009: Close-Out, ISIP, BSIR (December 09), BSIR (June 10), BSIR (December 10), BSIR (June 11), BSIR (June 12), BSIR (December 12), BSIR (June 13), BSIR (December 13), BSIR (June 14), BSIR (December 14)

2010: Close-Out, ISIP, BSIR (December 10), BSIR (June 11), BSIR (June 12), BSIR (December 12), BSIR (June 13), BSIR (December 13), BSIR (June 14), BSIR (December 14)

2011: ISIP, BSIR (June 12), BSIR (December 12), BSIR (June 13), BSIR (December 13), BSIR (June 14), BSIR (December 14)

2012: ISIP, BSIR (June 13), BSIR (June 14), BSIR (December 14)

2013: ISIP, BSIR (June 14), BSIR (December 14)

2014: BSIR (December 14)

#### 4.3.1.2 Award Tab

The Award tab within the Funding module displays the grant programs that are available for the applicable Grant Award Year.

In FY 2004, award information was divided into two solicitations, Homeland Security Grant Program (HSGP) and Urban Areas Security Initiative (UASI). The following was the breakdown of programs by solicitations:

FY 2007 Grant Programs

- Citizen Corps Program (CCP)
- Law Enforcement Training and Prevention Program (LETPP)
- State Homeland Security Program (SHSP)
- Emergency Management Performance Grant (EMPG)
- Emergency Management Performance Grant–Supplemental (EMPGSUP)
- Metropolitan Medical Response System (MMRS)
- Buffer Zone Protection Program (BZPP)
- Urban Areas Security Initiative (UASI)
- Transit Security Grant Program (TSGP)
- Transit Security Grant Program–Supplemental (TSGPSUP)
- Transit Security Grant Program–Ferry (TSGPF)
- Public Safety Interoperable Communications Grant Program (PSIC)
- UASI Nonprofit Security Grant Program (NSGP)

FY 2008 Grant Programs

- Citizen Corps Program (CCP)
- State Homeland Security Program (SHSP)
- Emergency Management Performance Grant (EMPG)
- Metropolitan Medical Response System (MMRS)
- Buffer Zone Protection Program (BZPP)
- Urban Areas Security Initiative (UASI)
- Transit Security Grant Program (TSGP)
- Intercity Passenger Rail Program (IPR)
- Operation Stonegarden Grant Program (OPSG)
- Public Safety Interoperable Communications Grant Program (PSIC)
- UASI Nonprofit Security Grant Program (NSGP)
- Interoperable Emergency Communications Grant Program (IECGP)
- Emergency Operations Center (EOC) Grant Program
- Regional Catastrophic Preparedness Grant Program (RCPGP)
- Mississippi Interoperable Communications Grant (MSICG)

FY 2009 Grant Programs

- State Homeland Security Program (SHSP)
- Urban Areas Security Initiative (UASI)
- Metropolitan Medical Response System (MMRS)
- Citizen Corps Program (CCP)
- Emergency Management Performance Grant (EMPG)
- UASI Nonprofit Security Grant Program (NSGP)
- Operation Stonegarden Grant Program (OPSG)
- Interoperable Emergency Communications Grant Program (IECGP)
- Emergency Operations Center (EOC) Grant Program
- Buffer Zone Protection Program (BZPP)
- Intercity Passenger Rail Program (IPR)
- Regional Catastrophic Preparedness Grant Program (RCPGP)

FY 2010 Grant Programs

- State Homeland Security Program (SHSP)
- Urban Areas Security Initiative (UASI)
- Metropolitan Medical Response System (MMRS)
- Citizen Corps Program (CCP)
- Emergency Management Performance Grant (EMPG)
- UASI Nonprofit Security Grant Program (NSGP)
- Operation Stonegarden Grant Program (OPSG)
- Interoperable Emergency Communications Grant Program (IECGP)
- Emergency Operations Center (EOC) Grant Program
- Buffer Zone Protection Program (BZPP)
- Intercity Passenger Rail Program (IPR)
- Regional Catastrophic Preparedness Grant Program (RCPGP)

FY 2011 Grant Programs

- State Homeland Security Program (SHSP)
- Urban Areas Security Initiative (UASI)
- Citizen Corps Program (CCP)
- Metropolitan Medical Response System (MMRS)
- Operation Stonegarden Grant Program (OPSG)
- Emergency Operations Center (EOC) Grant Program
- Emergency Management Performance Grant (EMPG)
- UASI Nonprofit Security Grant Program (NSGP)
- Intercity Passenger Rail Program (IPR)
- Regional Catastrophic Preparedness Grant Program (RCPGP)

FY 2012 - 2014 Grant Programs

- State Homeland Security Program (SHSP)
- Urban Areas Security Initiative (UASI)
- Operation Stonegarden Grant Program (OPSG)
- Emergency Management Performance Grant (EMPG)
- UASI Nonprofit Security Grant Program (NSGP)
- Intercity Passenger Rail Program (IPR)

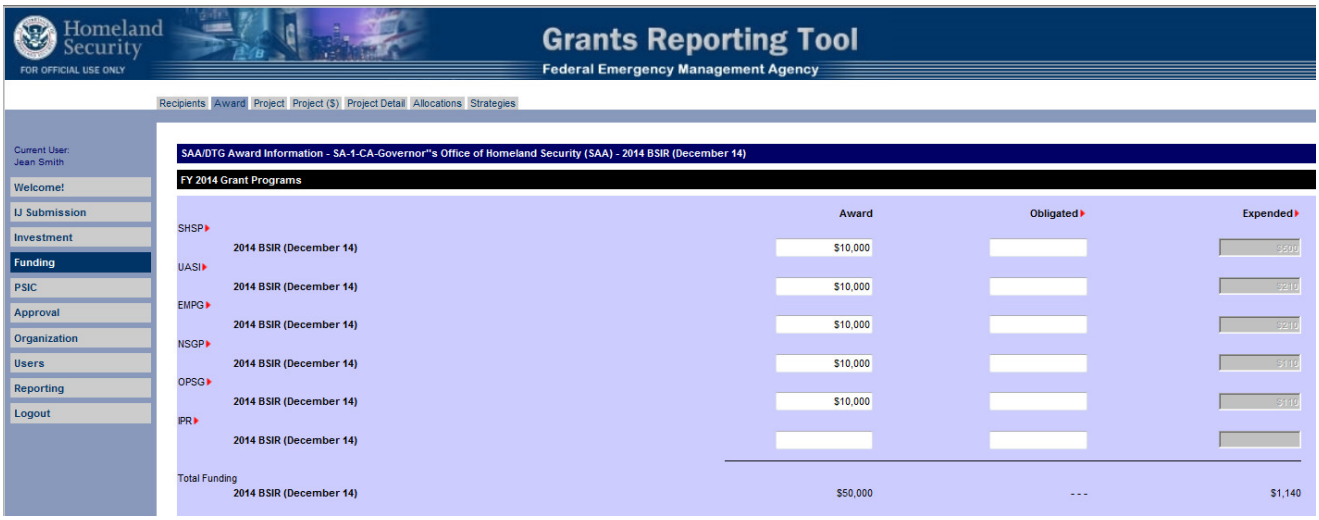



*Figure 49: Award Tab – SAA/DTG/Local User (reporting period available for edits)*

### 4.3.1.3 Project Tab

The Project tab displays project information including Project Title, Project Type, Funding Type, Signed MOU, Project Description and Project Self-Check for a Grantee/Subgrantee by selected Reporting Period. The 'Project View' drop-down list box contains options to Create Project, display the Project List, and display the Project History. For a selected Grantee/Subgrantee in a Reporting Period, the 'Self-Check View' drop-down list box displays Grant Program, Solution Area, and Project Validation views.

A user may select the checkbox to the left of the Project Title, enter Comments in the comments field, and either Submit, Change Status, or Delete the selected project.

#### *4.3.1.3.1 Project View – Create Project*

The Create Project view within the Project tab allows the user to create new projects for a grantee/subgrantee within the selected reporting period. The project description field allows the user to enter a statement up to a maximum of 1000 characters describing the details surrounding the project.

*Figure 50: Project Tab – Create Project View*

#### *4.3.1.3.2 Project View – Project List*

An ISIP requires the creation of new projects for the grant award. A BSIR is automatically populated with the list of projects from the previous reporting period. The project name, funding type, amount, and project status are all listed for the user's view. The user has the option to delete, edit, or view the details for each project listed. The user also has the option to create new projects in the lower portion of the screen.
FY 2014 the Projects will be populated from 2014 IJ.

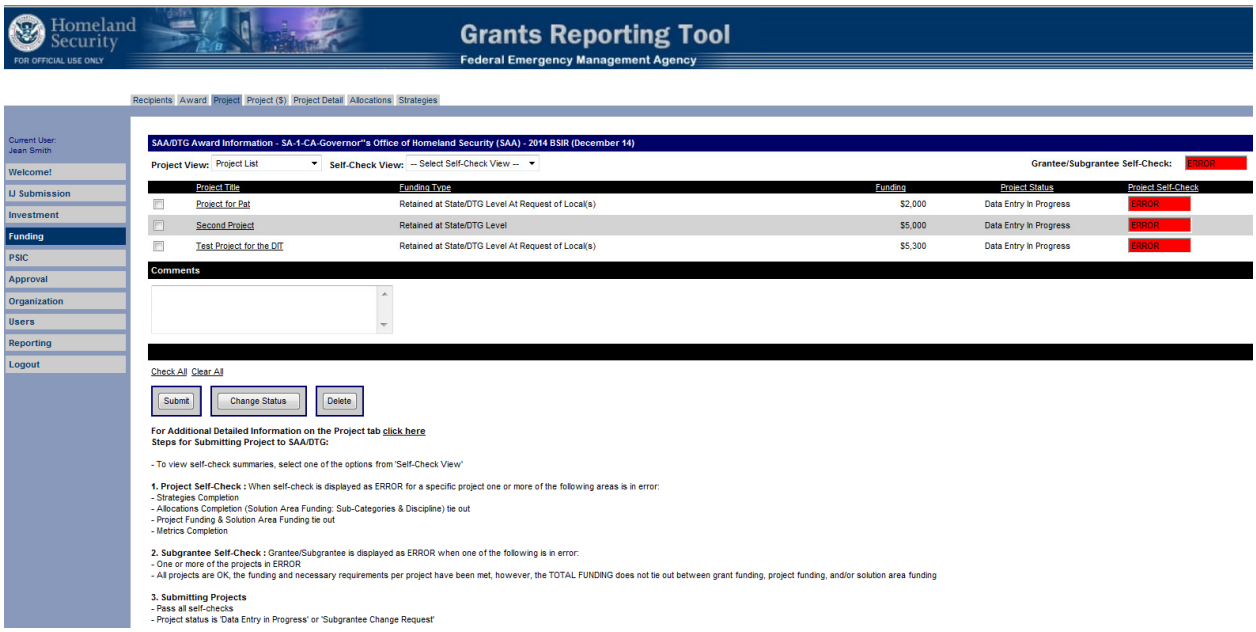



*Figure 51: Project Tab – Project List View*

#### 4.3.1.3.3 Project View – Project History

The Project History view within the Project tab displays the workflow step, last updated (date), updated by (user), comments and the grantee/subgrantee self-check.

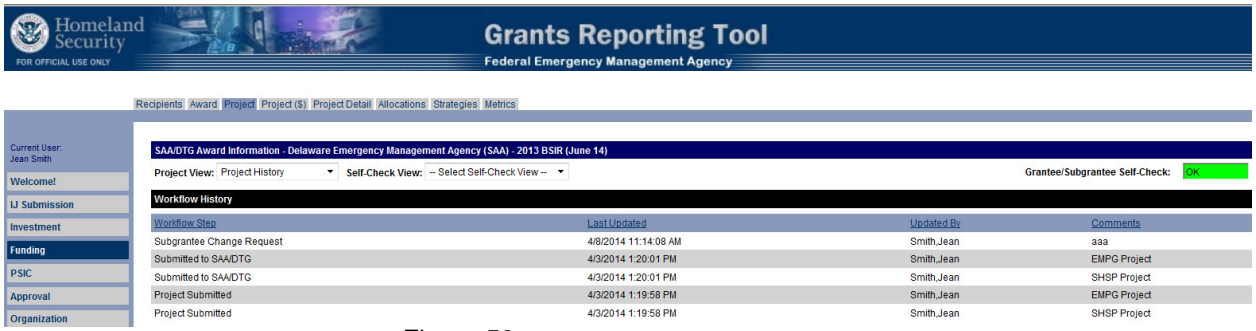



*Figure 52: Project Tab – Project History View*

#### 4.3.1.3.4 Self-Check View – Grant Program

The Grant Program self-check view displays grant program funding, totals, and self-check validations.

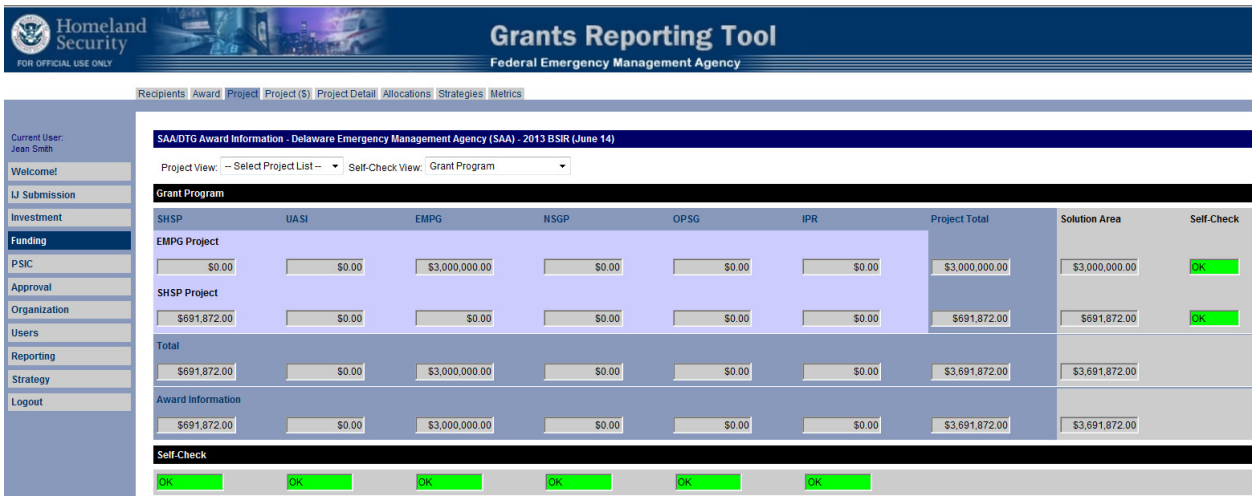



*Figure 53: Project Tab – Grant Program Self-Check View*

#### *4.3.1.3.5 Self-Check View – Solution Area*

The Solution Area self-check view displays solution area amounts, totals, and self-check validations.

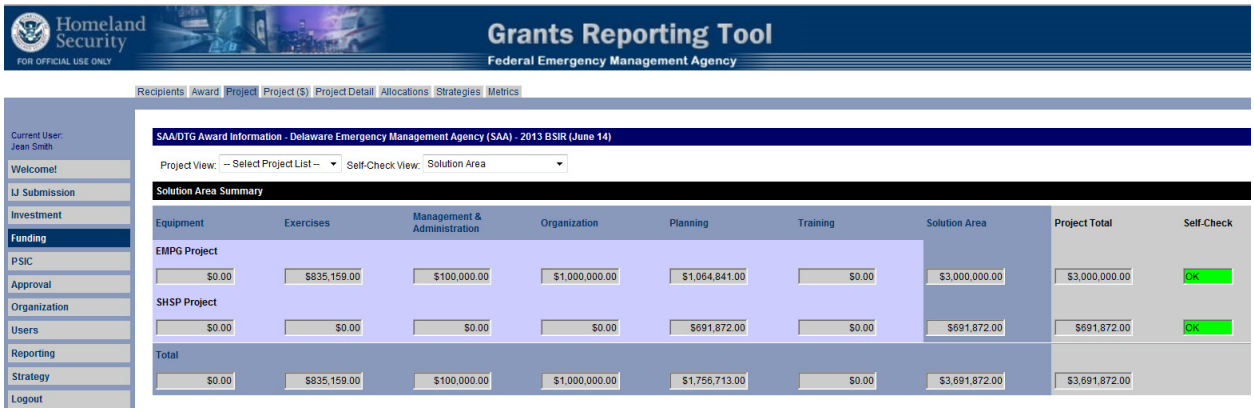



*Figure 54: Project Tab – Solution Area Self-Check View*

#### *4.3.1.3.6 Self-Check View – Project Validation*

The Project Validation self-check view displays goals & objectives, project metrics, funding impact, solution area tie-out, and self-check validations.

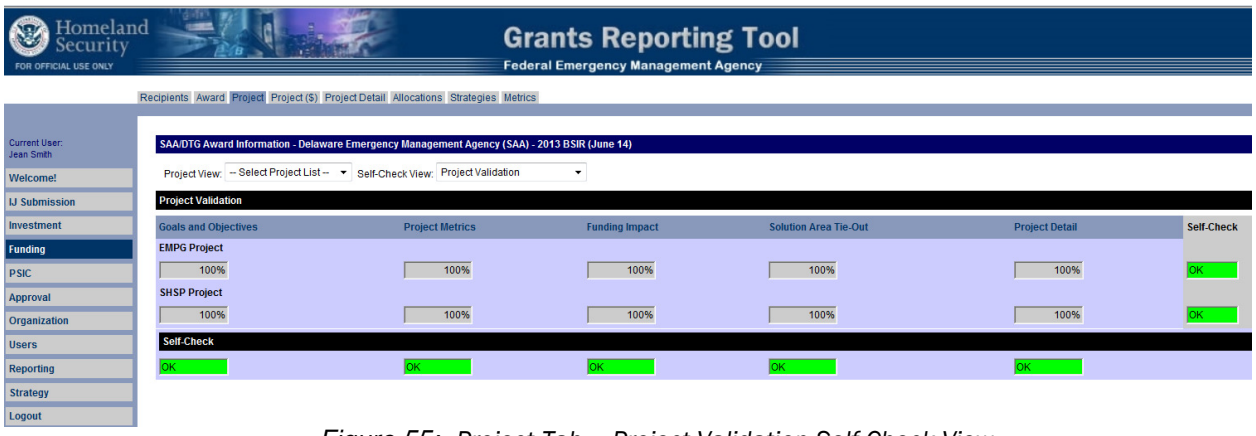



*Figure 55: Project Tab – Project Validation Self-Check View*

### 4.3.1.4 Project ($) Tab

The Project ($) tab is the section in which the user will allocate grant funding to the projects the user created under the Project tab. It is important for the user to remember that the total grant-funding amount must equal the total grant project-funding amount. Project funding allocation cannot exceed the total award funding, nor can project funding allocation fall short of total award funding. Users will be unable to submit projects that contain errors.

Therefore, once the user is satisfied that they have entered all necessary projects, they may continue to the Project ($) section for each project. In order to fund a project, the user must click the project name of the desired project. The user will then be taken to the Project ($) tab specific to the project they selected to fund.

The Project ($) tab is also the page where users can make changes to the Investment supported selected in the Create Project page.

For FY2014; user will be able to enter the Expended Amount for each Project here. The sum of the Project Expended Amount for each Grantee/Subgrantee will be displayed on the Award tab.

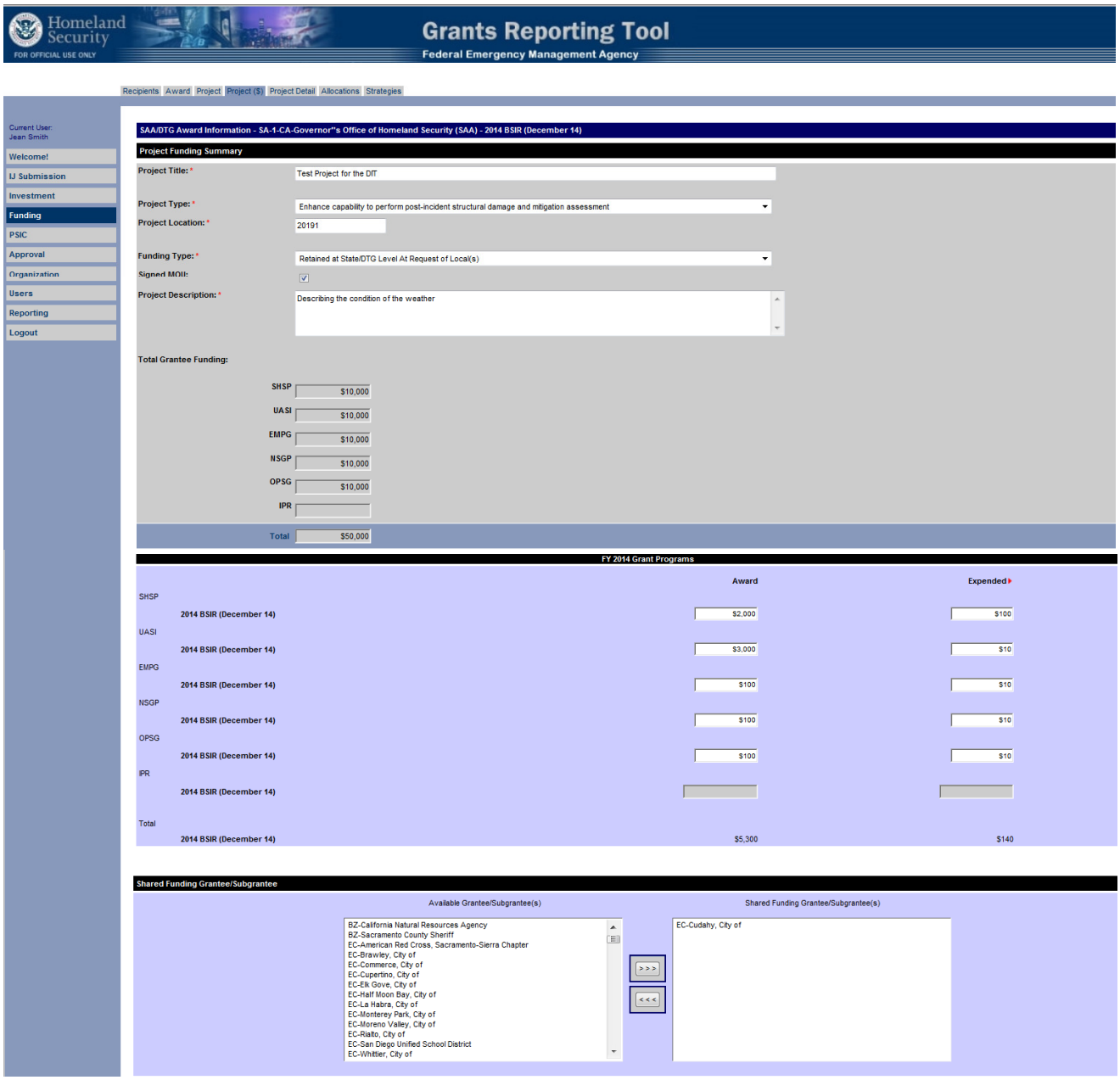



*Figure 56: Project ($) Tab*

The user will be able to edit the specific details of the project they are funding/editing. This information is identical to the information the user entered for this project on the Project tab. The total grant funding amount is also included in this view. This information is displayed to provide the user a funding reference point so they know the pool of total program funding.

#### *4.3.1.4.1 Funding Type/Pass through Compliance*

**SAAs and other State Agencies** - Using the drop-down list box, these users will identify if the project is funded by monies retained at the state/DTG level as part of the state's share or by monies retained at the request of a local jurisdiction. These two pools of funding cannot be combined under one project. If a project receives

funds from the state share and the funding retained on behalf of the local jurisdiction, two separate projects bearing the same name must be completed for each source of funding.

**Local Jurisdictions** - There will not be a drop-down list box and "Passthrough to Local" will be presented as the default in read-only format.

To view a chart that shows the passthrough compliance for the grant programs in FY, please refer to the Appendices.

States that retain funds that exceed the passthrough requirements must enter into a Memorandum of Understanding (MOU) with the local unit of government specifying the amount of funds to be retained by the SAA/DTG for expenditure. This process can only occur if the request is in writing by a local unit of government, stating that the state may retain funds on behalf of the local unit of government. SAA/DTGs must keep the request(s) and MOU(s) on file.

#### *4.3.1.4.2 Funding retained on behalf of local jurisdictions*

If the project is funded by money retained by the SAA/DTG on behalf of a local jurisdiction, use the check box to indicate whether a Memorandum of Understanding (MOU) has been executed.

If the SAA/DTG is retaining funds on behalf of a local jurisdiction, the SAA/DTG should ensure that the money is reported only once. In order to accomplish this, the SAA/DTG should include all funding that is being retained on behalf of a local jurisdiction. Subgrantees should not account for these funds in their projects.

#### *4.3.1.4.3 Project funding source(s)*

When completing the BSIR, the user may enter in the dollar amounts allocated to this project from each of the grant programs. The system will automatically total the grant program funds for this project. Examples of the Project Funding (Project $) screens are below:

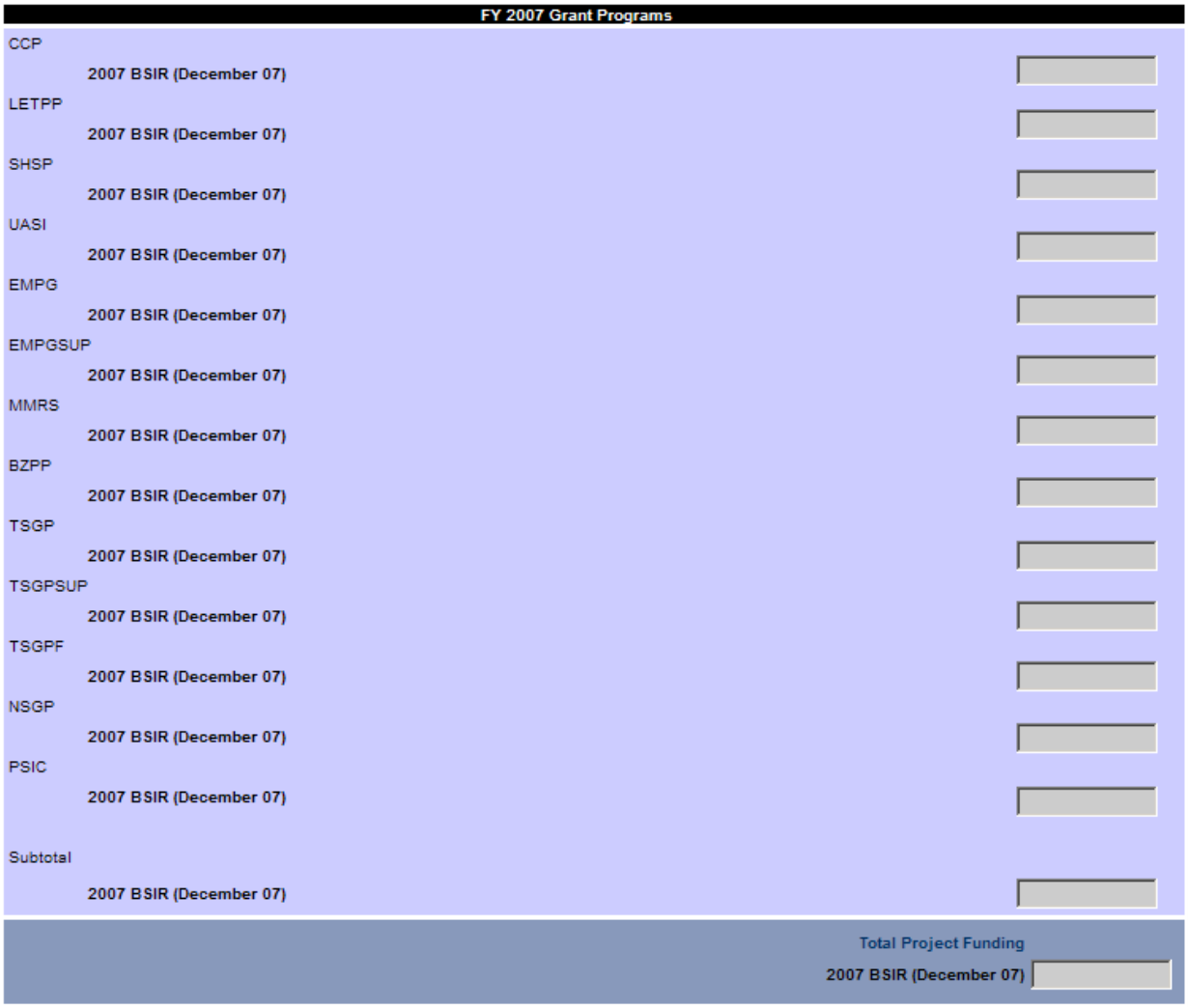



*Figure 57: Project Funding Example for FY07 Grant Programs*

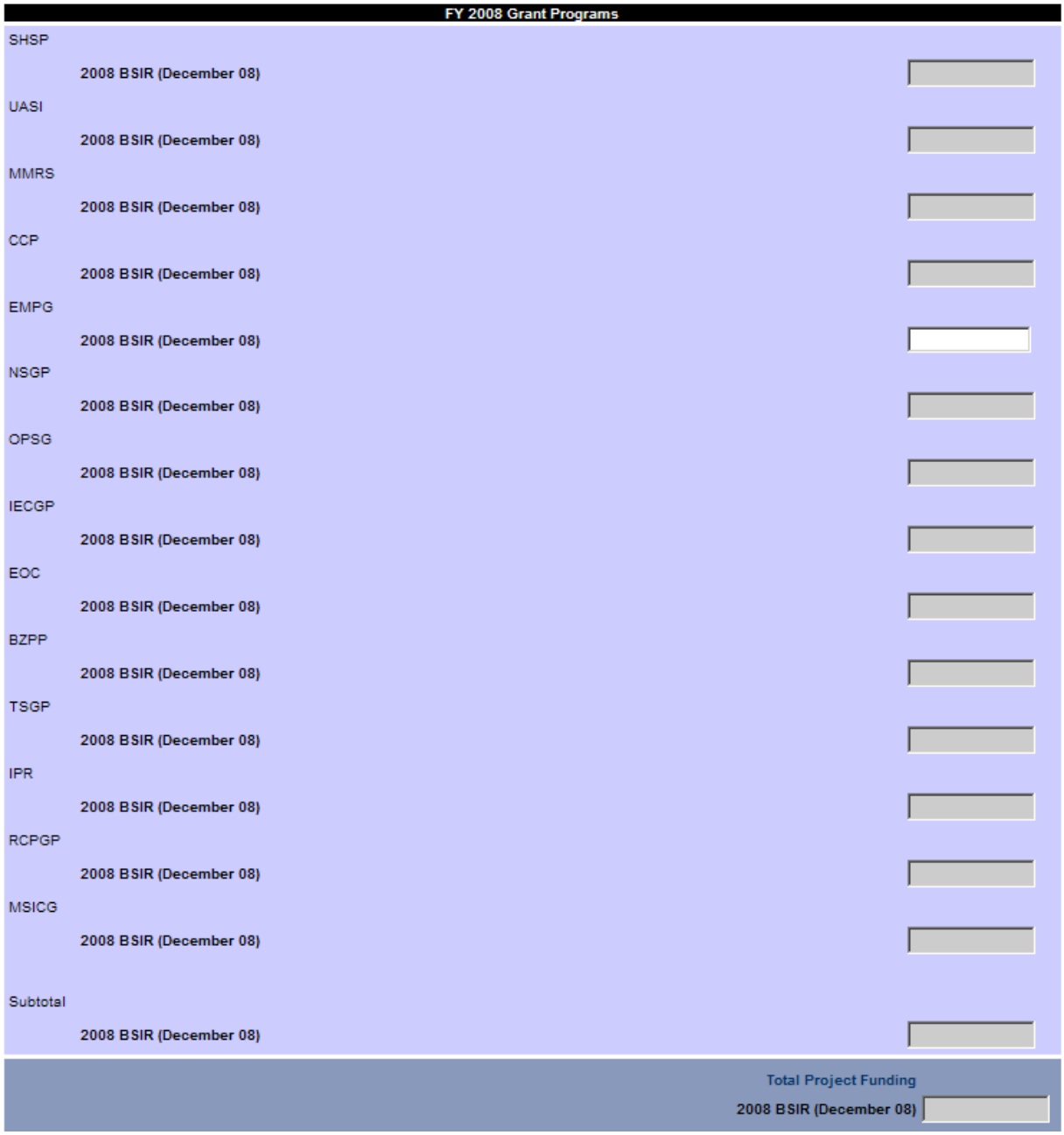



*Figure 58: Project Funding Example for FY08 Grant Programs*

*Figure 59: Project Funding Example for FY09 Grant Programs*

| FY 2010 Grant Programs | | |
|---|---|---|
| SHSP | | |
| | 2010 BSIR (December 10) | $1,469,600.00 |
| | 2010 BSIR (June 11) | $1,469,600.00 |
| UASI | | |
| | 2010 BSIR (December 10) | - - - |
| | 2010 BSIR (June 11) | - - - |
| MMRS | | |
| | 2010 BSIR (December 10) | - - - |
| | 2010 BSIR (June 11) | - - - |
| CCP | | |
| | 2010 BSIR (December 10) | $32,793.00 |
| | 2010 BSIR (June 11) | $32,793.00 |
| EMPG | | |
| | 2010 BSIR (December 10) | - - - |
| | 2010 BSIR (June 11) | - - - |
| NSGP | | |
| | 2010 BSIR (December 10) | - - - |
| | 2010 BSIR (June 11) | - - - |
| OPSG | | |
| | 2010 BSIR (December 10) | - - - |
| | 2010 BSIR (June 11) | - - - |
| IECGP | | |
| | 2010 BSIR (December 10) | - - - |
| | 2010 BSIR (June 11) | - - - |
| EOC | | |
| | 2010 BSIR (December 10) | - - - |
| | 2010 BSIR (June 11) | - - - |
| BZPP | | |
| | 2010 BSIR (December 10) | - - - |
| | 2010 BSIR (June 11) | - - - |
| IPR | | |
| | 2010 BSIR (December 10) | - - - |
| | 2010 BSIR (June 11) | - - - |
| RCPGP | | |
| | 2010 BSIR (December 10) | - - - |
| | 2010 BSIR (June 11) | - - - |
| Subtotal | | |
| | 2010 BSIR (December 10) | $1,502,393.00 |

*Figure 60: Project Funding Example for FY10 Grant Programs*

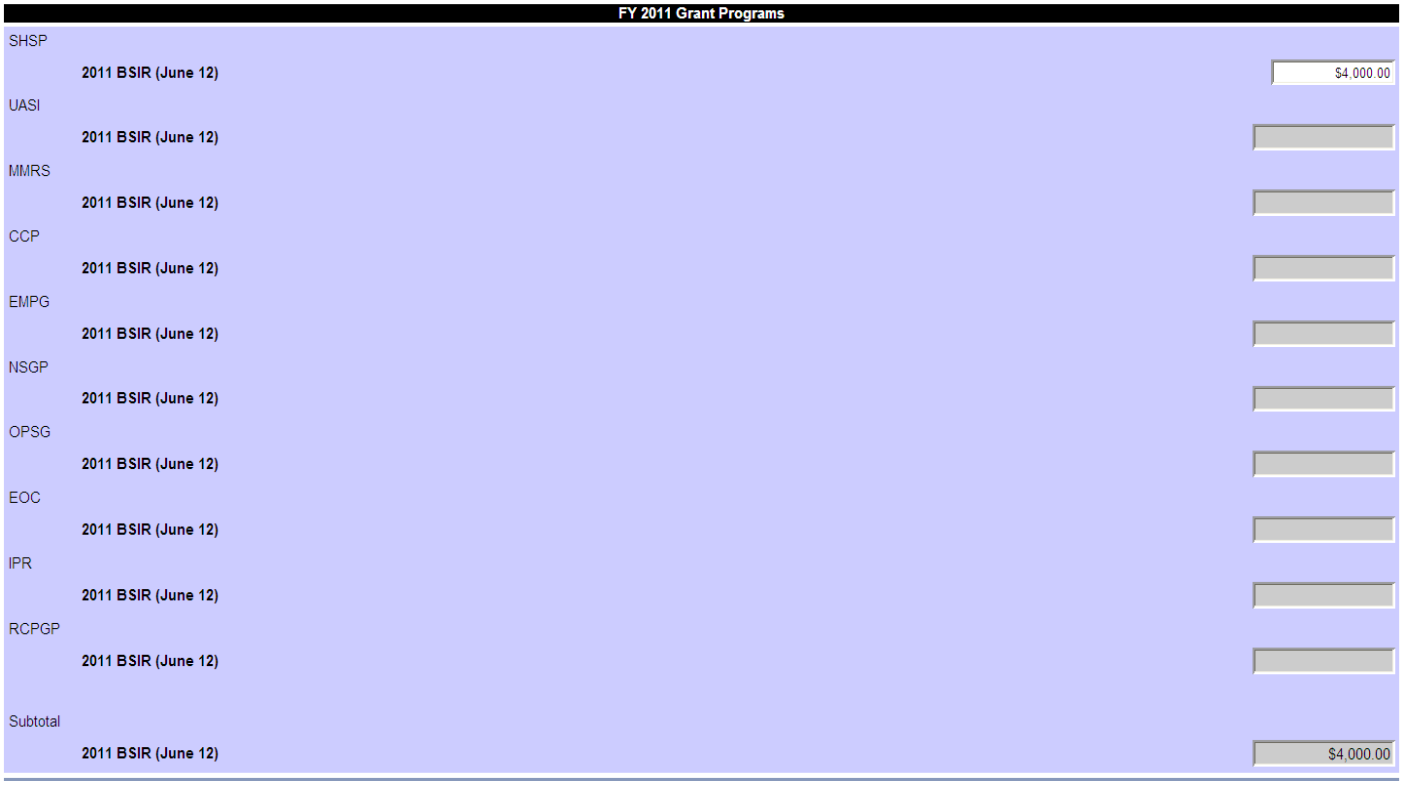



*Figure 61: Project Funding Example for FY11 Grant Programs*

*Figure 62: Project Funding Example for FY12 and FY 13 Grant Programs*

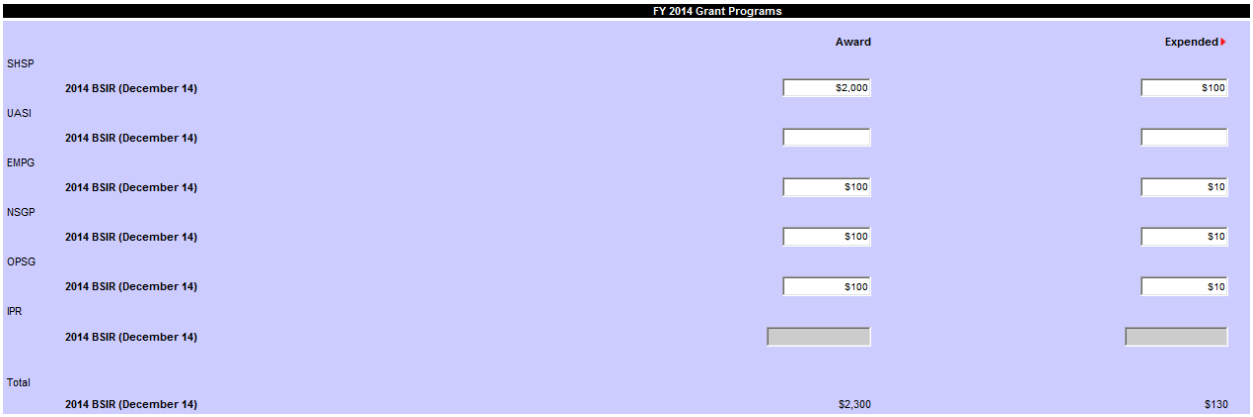



*Figure 63: Project Funding Example for FY14 Grant Programs*

Only programs with funding entered in Award Information will be active and appear 'ungrayed'; all others will be grayed out. If the subgrantee indicated in Award Information that it did not receive grant funds from a program, the program field will be 'grayed out' in Project Funding and no funds should be assigned to this program. Funding from a grant program does not need to be allocated to every project.

#### *4.3.1.4.4 Shared Funding*

Users have the option of noting, if any, other state Subgrantees that are working on the same project type. At the bottom of the page, the user may assign same state subgrantees by selecting the appropriate one(s) from the 'Available Subgrantee(s)' column and clicking on the right arrow to move them to the 'Shared Funding Subgrantee(s)' column.

After saving the data the user entered, the user may click 'Save', or continue to add the details of this project by clicking 'Save and Continue'. This will take the user to the Project Detail tab.

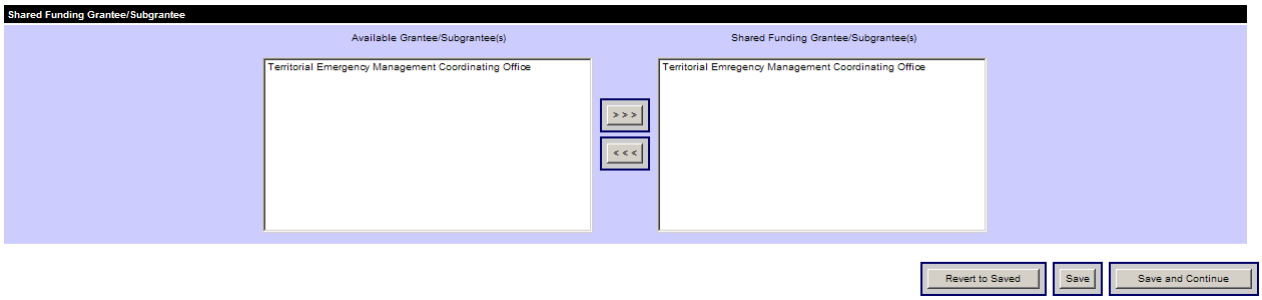



*Figure 64: Project Funding Tab – Shared Funding*

### 4.3.1.5 Project Detail Tab

The Project Detail page has been created to allow the user to choose a submission type (state or urban area submission) and the investment that is being supported. Upon selection of an investment, the page will automatically refresh and display the user selected target capabilities from the associated Investment Justification. Based on the grantee/subgrantee of the project, a list of applicable target capabilities is displayed. Users must select a primary target capability from the available list via a drop-down list box and

anywhere between zero to four secondary target capabilities. All grant programs are aligned to all target capabilities. Upon entering all the required fields, the Save button must be clicked to confirm the selections.

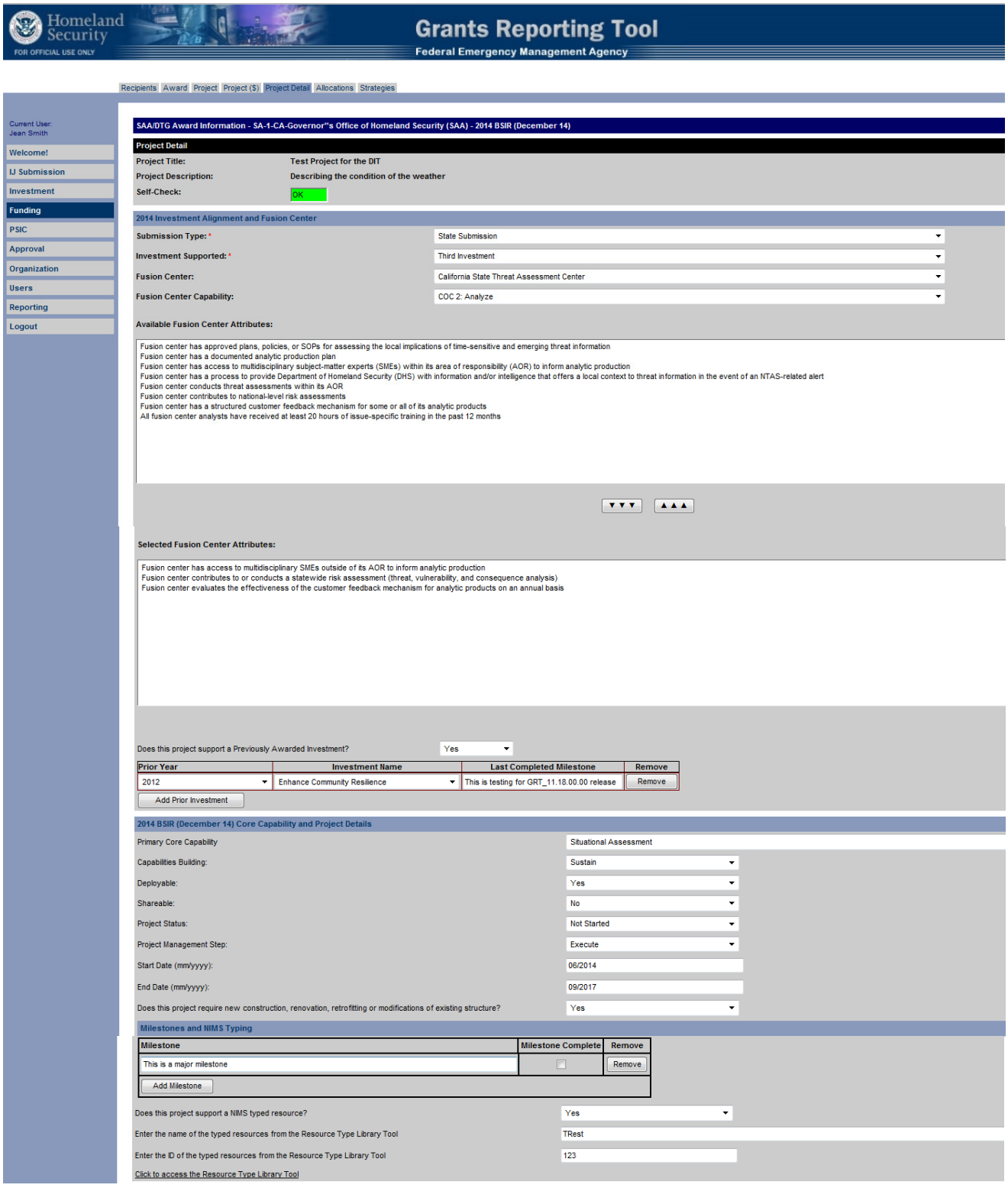



*Figure 65: Project Detail Tab*

### 4.3.1.6 Allocations Tab

The Allocations tab within the Funding module has been updated with the appropriate Fiscal Year subcategories/disciplines and their respective allowable costs by solution area. The tab was also modified to show only funded grant programs across solution area sub-categories and disciplines. Prior versions of the GRT showed all grant programs across solution area sub-category and discipline, rather than just those which were funded. For PSIC-specific projects, this tab has been deactivated.

| Solution Area Subcategories | | |
|---|---|---|
| | SHSP | Total |
| Develop, deliver and evaluate training | | |
| 2011 BSIR (June 12) | | |
| Overtime and backfill for emergency preparedness and response personnel attending FEMA-sponsored and approved training classes | | |
| 2011 BSIR (June 12) | $2,000.00 | $2,000.00 |
| Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in FEMA training | | |
| 2011 BSIR (June 12) | | |
| Training workshops and conferences | | |
| 2011 BSIR (June 12) | | |
| Certification/Recertification of Instructors | | |
| 2011 BSIR (June 12) | | |
| Full- or part-time staff or contractors/consultants | | |
| 2011 BSIR (June 12) | | |
| Travel | | |
| 2011 BSIR (June 12) | | |
| Supplies | | |
| 2011 BSIR (June 12) | | |
| Tuition for higher education | | |
| 2011 BSIR (June 12) | | |
| Other items | | |
| 2011 BSIR (June 12) | | |
| Other Authorized Personnel | | |
| 2011 BSIR (June 12) | | |
| Total Solution Area Funding | | |
| 2011 BSIR (June 12) | $2,000.00 | $2,000.00 |

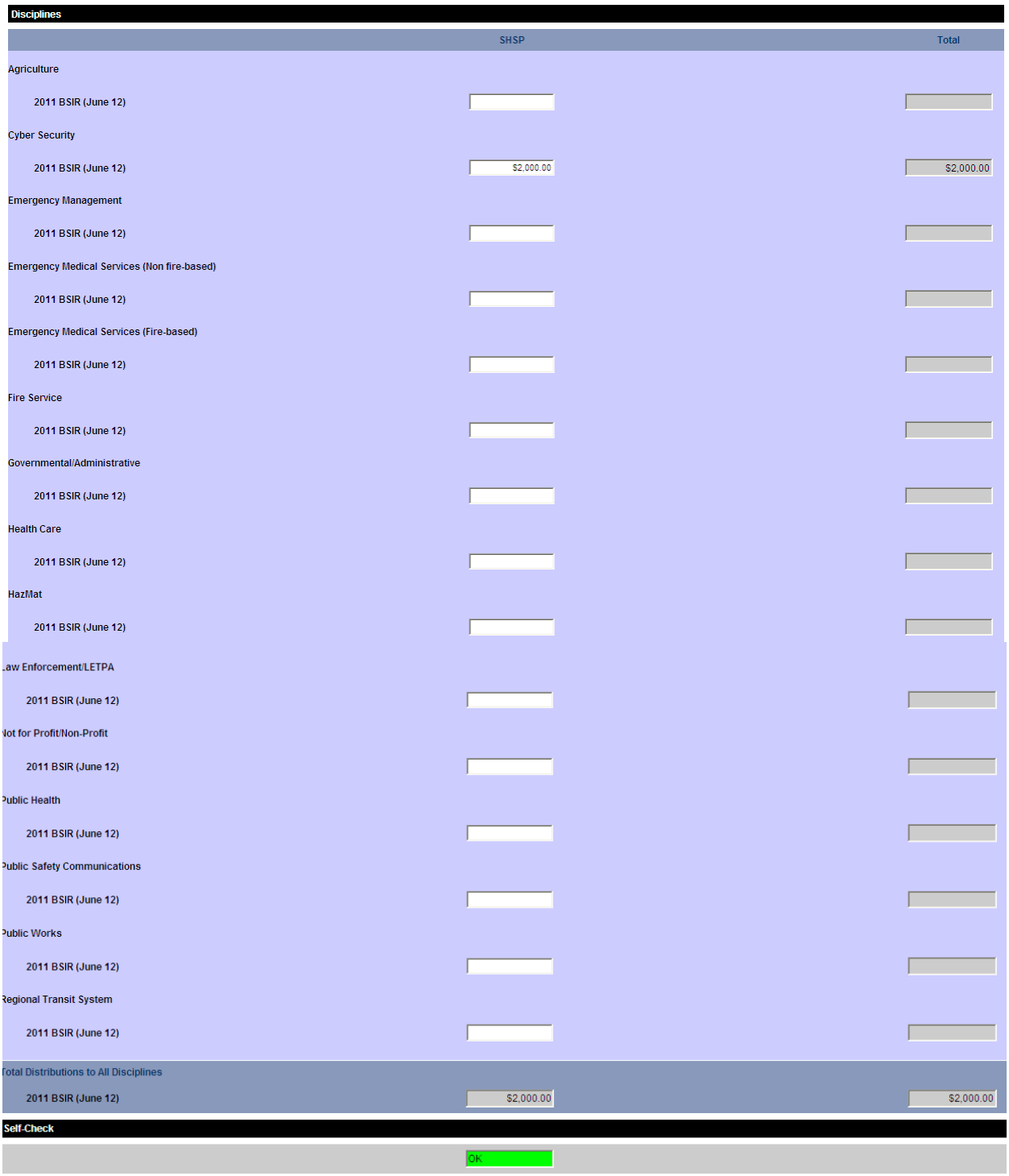



*Figure 66: Allocations Tab*

In the Allocations tab, the user assigns project funding to a series of solution areas through solution area sub-categories and disciplines. Detailed project information is displayed for the user so they know which project they are funding. Details on how to access all solution areas are found below.

#### *4.3.1.6.1 Solution Areas*

The six solution areas correspond to the strategic objectives in the State Homeland Security Strategies, Urban Area Homeland Security Strategies, and Regional Transit Security Strategies. Each project's funding must be aligned with at least one of the six solution areas:

- Planning
- Organization
- Equipment
- Training
- Exercise
- Management and Administration

For each solution area, the user will identify both solution area sub-categories and disciplines that will receive grant funding. Although the solution area sub-categories and disciplines are mutually exclusive, the totals for the funding assigned to solution area sub-categories and disciplines should be equal.

#### *4.3.1.6.2 Solution Area Sub-Categories*

A solution area sub-category is an allowable expenditure within each solution area to accomplish identified projects. The sub-categories are initially defined in the grant application kits. Sub-categories vary from one solution area to the next. The user will be asked to indicate the total funding for each solution area to a sub-category for each grant program (i.e., SHSP, LETPA, CCP, UASI, EMPG, MMRS, etc. as appropriate).

Specific subcategories within HSGP have been directly associated with the personnel cap. To ensure that the 50% cap is met, all subcategories that are identified as part of 'personnel' would be totaled and compared against the 50% threshold. Should the state/territory be over the 50% cap, an error would be thrown on the funding validation for Personnel. Those subcategories that will count towards the cap are noted with a red help carat and the following pop-up text: *Funding entered into this subcategory will count toward the Personnel cap for the grant program.*

#### *4.3.1.6.3 Disciplines*

A discipline is a generally defined group or function receiving grant funding for specific work within a solution area. The list of disciplines is the same for all solution areas. The user must identify within each solution area, which disciplines will benefit from each type of grant program funding (e.g.., SHSP, LETPA, CCP, UASI, EMPG, MMRS, TSGP, etc. as appropriate).

States are required to fund 25% of specified grant programs to the LETPA discipline. Since the 25% number is based on a variety of factors, DHS has published the minimum funding thresholds for states to meet the LETPA requirements. GRT will compare the total LETPA funding reported to the DHS requirement, if states are under the DHS-required LETPA funding amount, they will receive and error – states may overfund LETPA. The LETPA discipline funding textbox is noted with a red help carat and the following pop-up text: *Funding entered into this discipline will count toward the Law Enforcement Terrorism Prevention Activities (LETPA) minimum for the grant program*

#### *4.3.1.6.4 Self-Checks*

As shown below, the Total Solution Area Funding summary will also provide users a self-check that will identify any errors within the alignment of their sub-categories and disciplines. Per grant program, the total project funding, total sub-category funding and total discipline funding must equal each other in order for the self-check to be 'OK'.

*Figure 67: Funding – No Errors*

If, for whatever reason, the sub-category totals and discipline totals do not equal within a grant program, the system will display an error to the user.

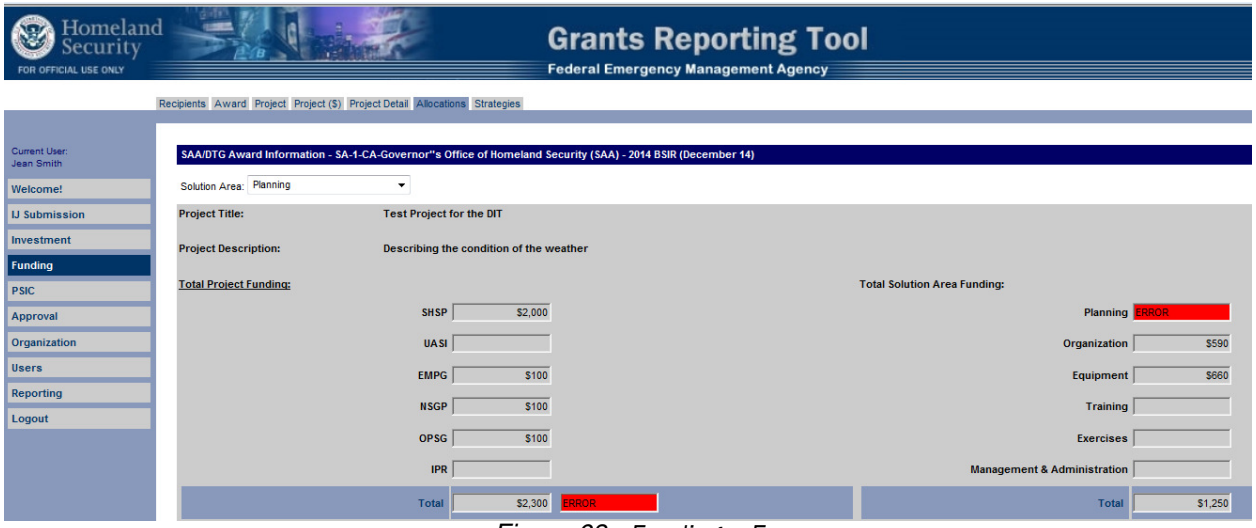



*Figure 68: Funding – Errors*

The user may save their work with an error as it is unlikely that a user will complete their BSIR in one sitting. Therefore, self-check errors may occur naturally. However, it is important to remember that the user will be unable to submit their information for approval if it contains errors.

### 4.3.1.7 Strategies Tab (not applicable to DTGs)

All projects must support specific goals and objectives in the Homeland Security Grant Program, Urban Areas Security Initiative, and/or Transit Security Grant Program. The Strategies tab displays Goals & Objectives for each State/territory. Users should refer to the strategies recently submitted to FEMA.

After creating a project and populating the project with applicable funding, the user must assign the appropriate goals and objectives.

Each goal and objective is populated in the drop-down list box under the appropriate strategy section. The description in this box is truncated. Once a goal or objective is selected, it will appear in its entirety in the box at the right for review.

Users will have the option to select "Other" from the goal and objectives drop-down list box. If a user selects this option the following text will appear:

> *You have indicated that this project is supporting a goal and objective other than those listed above. FEMA funds can only be used to support goals and objectives in the State or/and Urban Area Homeland Security Strategies approved by the SAA and FEMA, including any new or revised goals and objectives. You may proceed with selecting "Other" only if these goals and objectives have been approved by the SAA and FEMA, and will be updated in the State and/or Urban Area Homeland Security Strategy located on the DHS on-line Data Collection Tool.*

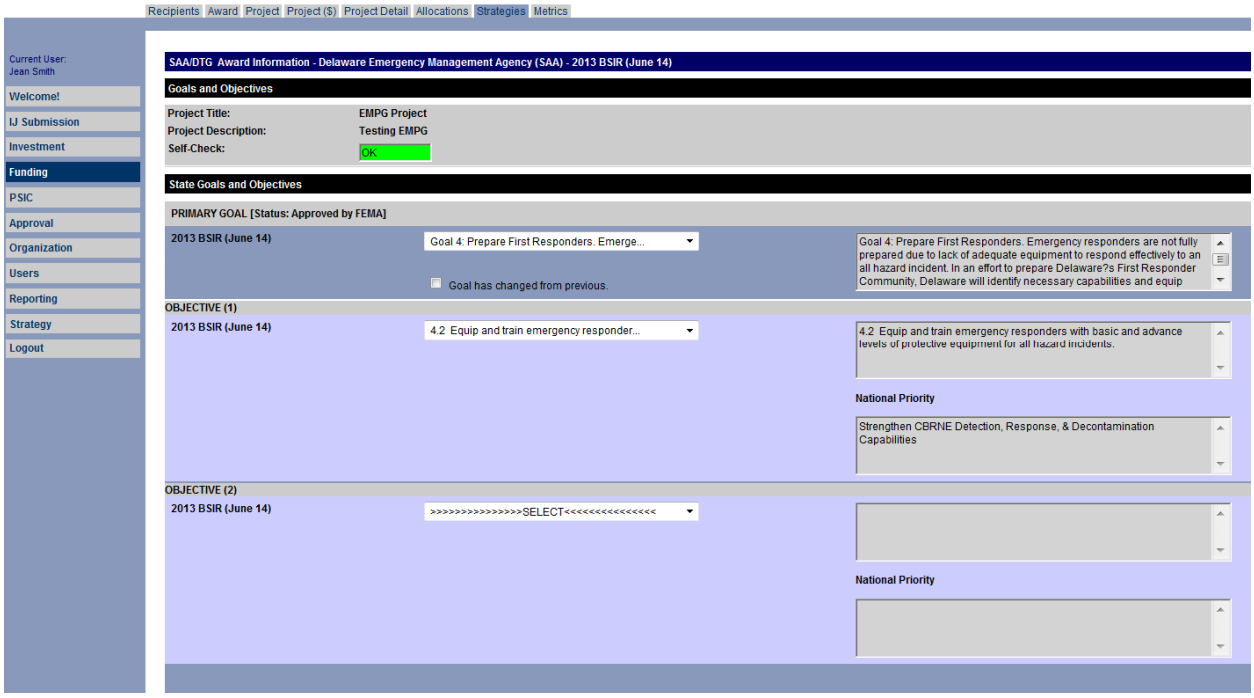



*Figure 69: Strategies Tab*

#### *4.3.1.7.1 Goals*

A goal is required if funding has been allocated for the particular grant program.

- SHSS – State Homeland Security Strategy
- UASS – Urban Area Security Strategy
- RTSS – Regional Transit Security Strategy

#### *4.3.1.7.2 Objectives*

At least one primary objective for the program supported by this project should be selected in the objectives section. Although users can supply two objectives for a Primary Goal, only one is required. Examples of the objectives screen are below.

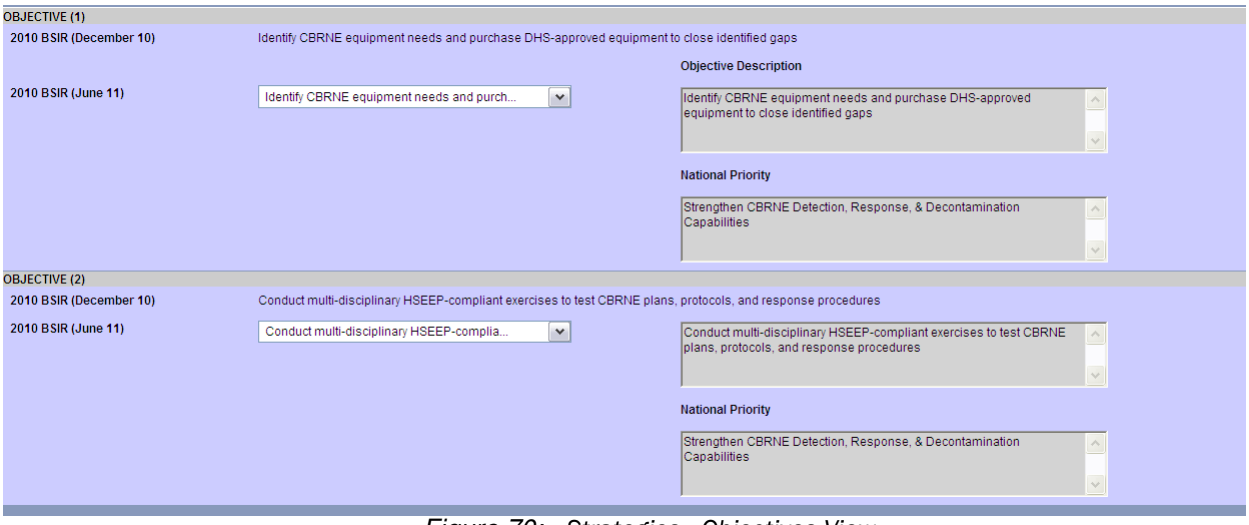



*Figure 70: Strategies - Objectives View*

Projects funded with UASI funding or grantees aligned with urban areas will be displayed as Urban Area Goals & Objectives. Projects funded with TSGP funding will be displayed as Regional Transit Security Strategy Goals & Objectives.

The goals and objectives self-check will notify the user that they have not assigned goals and objectives to a project by displaying 'ERROR'. The system will display 'OK' once goals and objectives have been assigned.

### 4.3.1.8 Metrics Tab

As of the FY 2005 Grant Award Year, Metrics are not required as part of the ISIP submission.
For FY 2014: Metrics tab will not be available.

The Metrics tab within the Funding module will be dynamically displayed so that it maps directly to the solution areas with associated funding to cover associated costs. Essentially, metrics should only be applied against the specific POETE that had funding allocated to it. The Metrics tab has been modified so that funding can be allocated to the identified POETE.

Like the solution area subcategories and disciplines, there are differences from the FY04 to FY05 project metrics. Users will see this difference in the application and are encouraged to pay close attention to the reporting period they are modifying/editing to ensure accuracy.

All projects for reporting periods after December 2005 will not require metrics, and therefore users do not have to fill out the fields in the Metrics tab. To indicate this, users must access the Metrics tab for the associated project, scroll down to the 'Metrics Exception' section, and select the checkbox next to "No metrics associated with this project". This indicates that there are no metrics captured for this project. The user should then click on the 'Save' button at the bottom of the page to save this change.

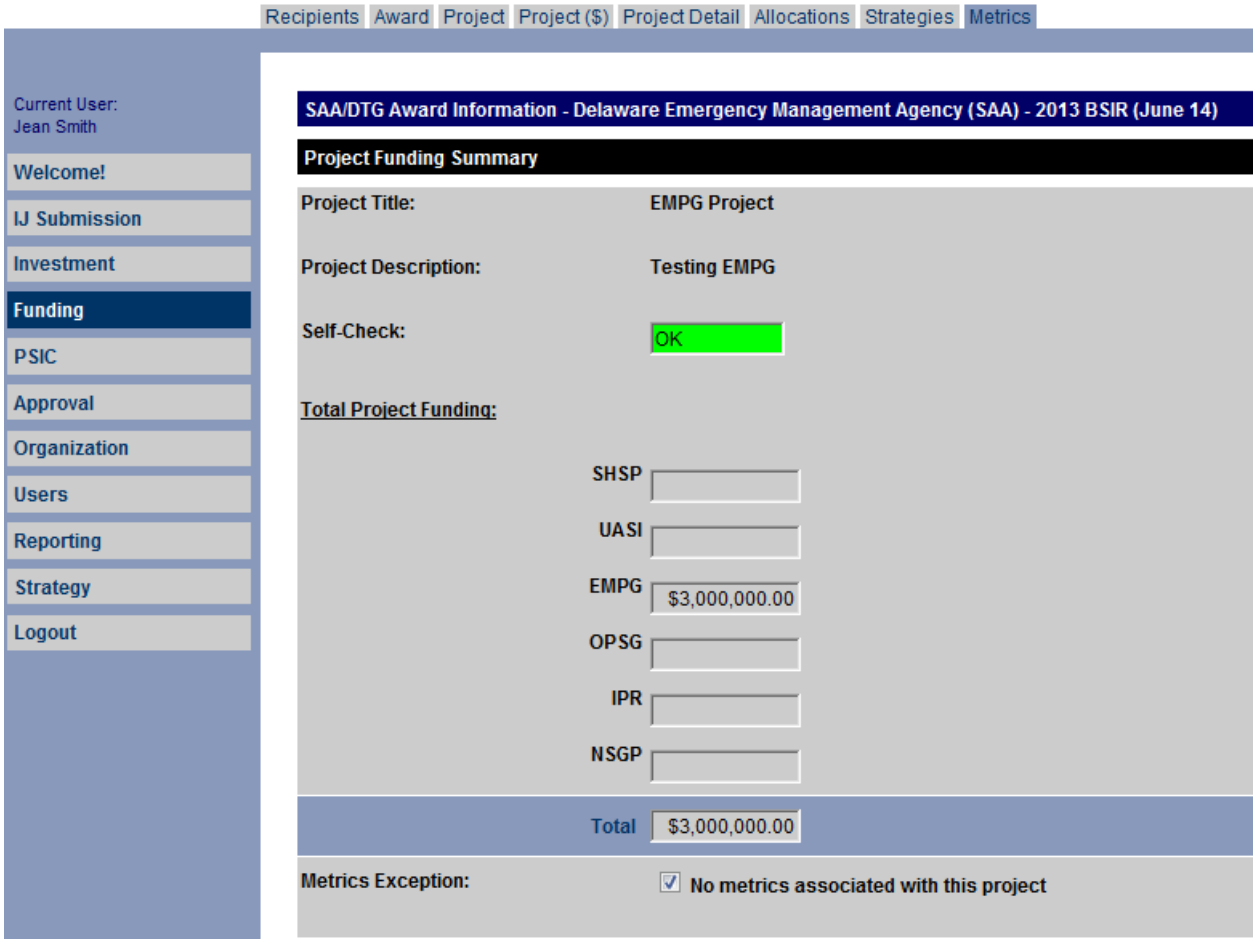



*Figure 71: Metrics Tab*

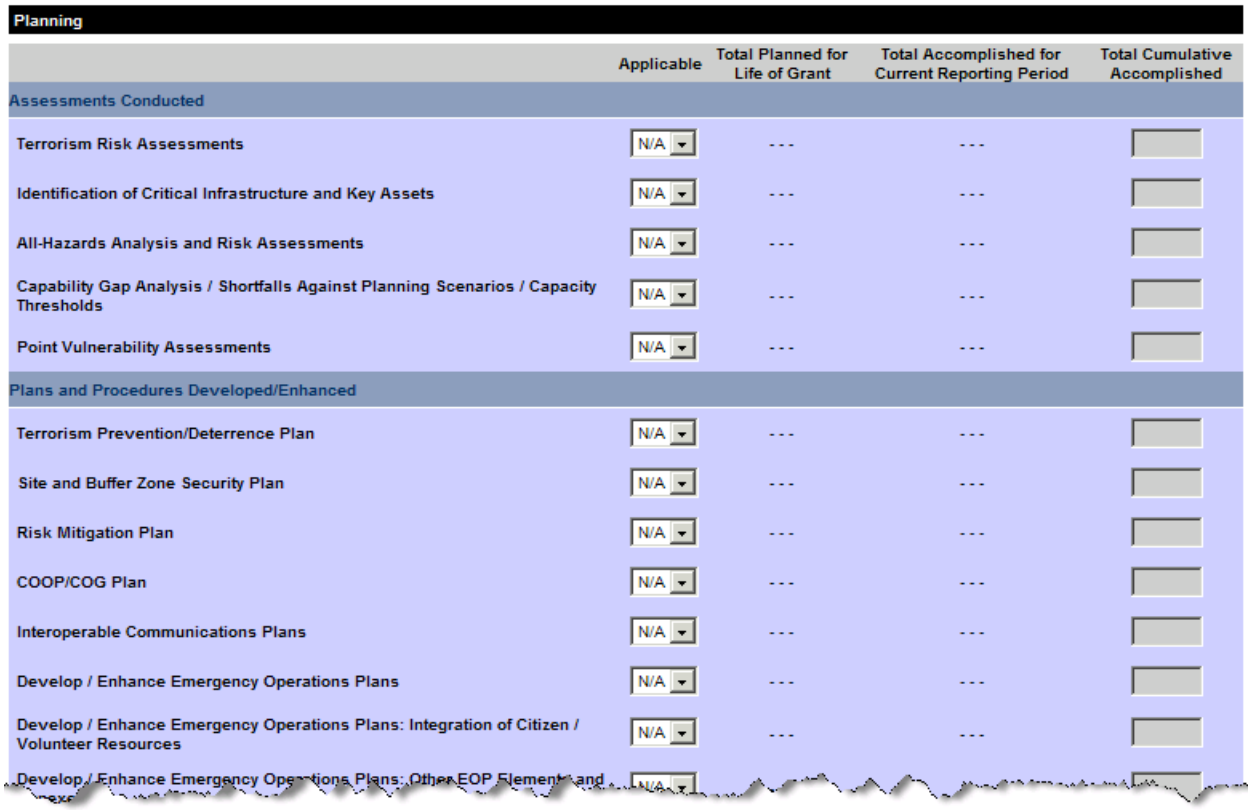
The Metrics tab contains the metric options for the six solution area categories. The metrics are either quantitative or "Yes/No" in nature. There is no text-based summary associated with the items; users must enter in numeric values or select a check box if they are indicating that a metric was satisfied.

#### 4.3.1.9 Project Completion and Submission

Once the user selects the Metrics tab, the user will see the Project Title and Project Description for that project's metrics. Below the project description is a summary of their solution area funding specific to the project. The solution area summary is displayed to remind the user of which solution areas were allocated funds for this project.

The performance metrics are found below the project summary box and the project metrics are sorted by Solution Area. The user scrolls down the page and populates the performance metrics under the funded solution areas.

The Metrics tab has a drop-down list box for each metric. The dropdown options are N/A, Yes, or No. If the metric does not apply to the project, select 'N/A'. If the metric is applicable to the project, select the appropriate 'Yes' or 'No' answer. For some metrics, a 'Yes' answer must be coupled with a numeric response in order to ensure no errors. Once all of the metrics have been addressed, the user should click 'Save'.

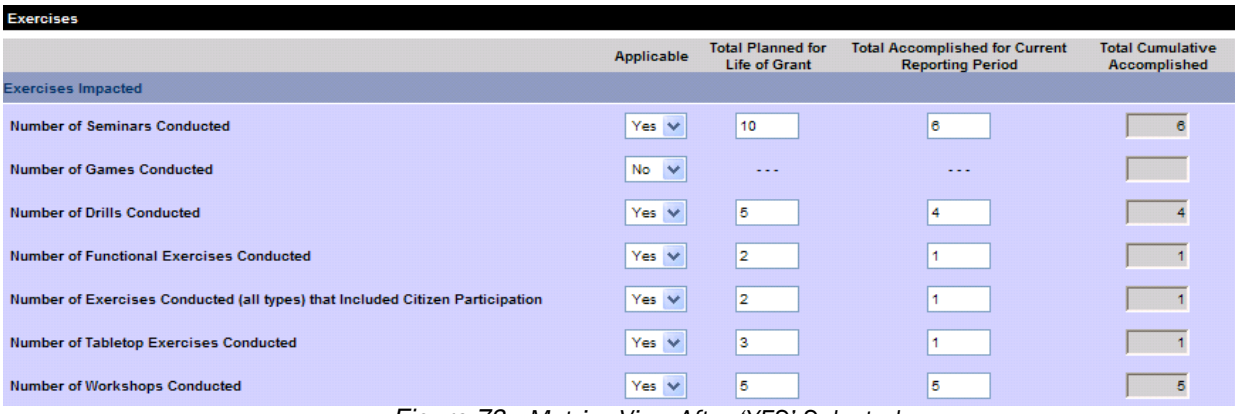


Planning

| | Applicable | Total Planned for Life of Grant | Total Accomplished for Current Reporting Period | Total Cumulative Accomplished |
|---|---|---|---|---|
| **Assessments Conducted** | | | | |
| Terrorism Risk Assessments | N/A | --- | --- | |
| Identification of Critical Infrastructure and Key Assets | N/A | --- | --- | |
| All-Hazards Analysis and Risk Assessments | N/A | --- | --- | |
| Capability Gap Analysis / Shortfalls Against Planning Scenarios / Capacity Thresholds | N/A | --- | --- | |
| Point Vulnerability Assessments | N/A | --- | --- | |
| **Plans and Procedures Developed/Enhanced** | | | | |
| Terrorism Prevention/Deterrence Plan | N/A | --- | --- | |
| Site and Buffer Zone Security Plan | N/A | --- | --- | |
| Risk Mitigation Plan | N/A | --- | --- | |
| COOP/COG Plan | N/A | --- | --- | |
| Interoperable Communications Plans | N/A | --- | --- | |
| Develop / Enhance Emergency Operations Plans | N/A | --- | --- | |
| Develop / Enhance Emergency Operations Plans: Integration of Citizen / Volunteer Resources | N/A | --- | --- | |
| Develop / Enhance Emergency Operations Plans: Other EOP Element and | N/A | | | |

*Figure 72: Metrics View Before 'YES' Selected*

After clicking 'Save', those metrics that have a 'Yes' answer will be opened to accept numerical or "check-box" responses. After all updates are made, the user should save their work.



Exercises

| | Applicable | Total Planned for Life of Grant | Total Accomplished for Current Reporting Period | Total Cumulative Accomplished |
|---|---|---|---|---|
| **Exercises Impacted** | | | | |
| Number of Seminars Conducted | Yes | 10 | 6 | 6 |
| Number of Games Conducted | No | --- | --- | |
| Number of Drills Conducted | Yes | 5 | 4 | 4 |
| Number of Functional Exercises Conducted | Yes | 2 | 1 | 1 |
| Number of Exercises Conducted (all types) that Included Citizen Participation | Yes | 2 | 1 | 1 |
| Number of Tabletop Exercises Conducted | Yes | 3 | 1 | 1 |
| Number of Workshops Conducted | Yes | 5 | 5 | 5 |

*Figure 73: Metrics View After 'YES' Selected*

After a user completes all of the applicable steps of the project created (funds project, assigns goals & objectives, funds solution areas, completes project metrics), the user may navigate back to the Project tab if they wish to create more projects or work with projects already created.

#### *4.3.1.9.1 State Level Submission*

If the user has completed all applicable steps within the Funding module, they may navigate to the Project tab and submit the projects for approval. Please refer to the 'Submitting Projects' (sec 4.4.5.1.2) section for detailed instructions.

# Section 4.4 GRT Functionality – Approval Module

## 4.4.1 Approval Module Access

The major validation self-checks and computations are contained within the Approval module. Only SAA/DTG Admin and Federal users will have access to and use of this module.

## 4.4.2 Email Notifications

All Federal and SAA/DTG Admin users will receive e-mail notifications based on the approval and/or change request status of subgrantees. If a user wants to receive e-mail notifications, their Program Analyst should contact the DHS System Administrator so they can be assigned to receive e-mail notifications by GRT. There are two major types of e-mail notifications, the Approval notification and the Change Request notification.

### 4.4.2.1 Federal Approval

#### *4.4.2.1.1 Approval Email Notification*

When the Federal user approves a state submission, the GRT system will automatically send an e-mail from grt@www.reporting.odp.dhs.gov to the active SAA/DTG Admin user specific to the approved state.

#### *4.4.2.1.2 Change Request Email Notification*

If a Federal user submits a 'State Change Request', the GRT will automatically send an e-mail from grt@www.reporting.odp.dhs.gov to the active SAA/DTG Admin user specific to the change requested state.

### 4.4.2.2 State Approval

#### *4.4.2.2.1 Submitted to FEMA Email Notification*

If an SAA/DTG Admin user submits a 'State Change Request' to FEMA, the GRT will automatically send an e-mail from grt@www.reporting.odp.dhs.gov to the active Federal and SAA/DTG Admin users assigned to the state.

## 4.4.3 Federal Approval Tab

### 4.4.3.1 Approve or Change Request State Submissions

The Federal Approval tab (available to Fed users only) displays each state assigned to the user as a hyperlink, the Reporting Period drop-down list box, the Total Reported dollars, the Federal Grant dollars, workflow Status, and the State Self-Check. If the State Self-Check is in 'OK' status, then the state has no funding or self-check errors within any of the projects or validation criteria. If the self-check is in 'ERROR' status, there is at least one self-check or validation error.

Fed Admin users are able to approve or change request states by clicking the checkbox next to the intended state/territory, and click the action button at the bottom of the page, to indicate 'Approve' or 'Change Request'.

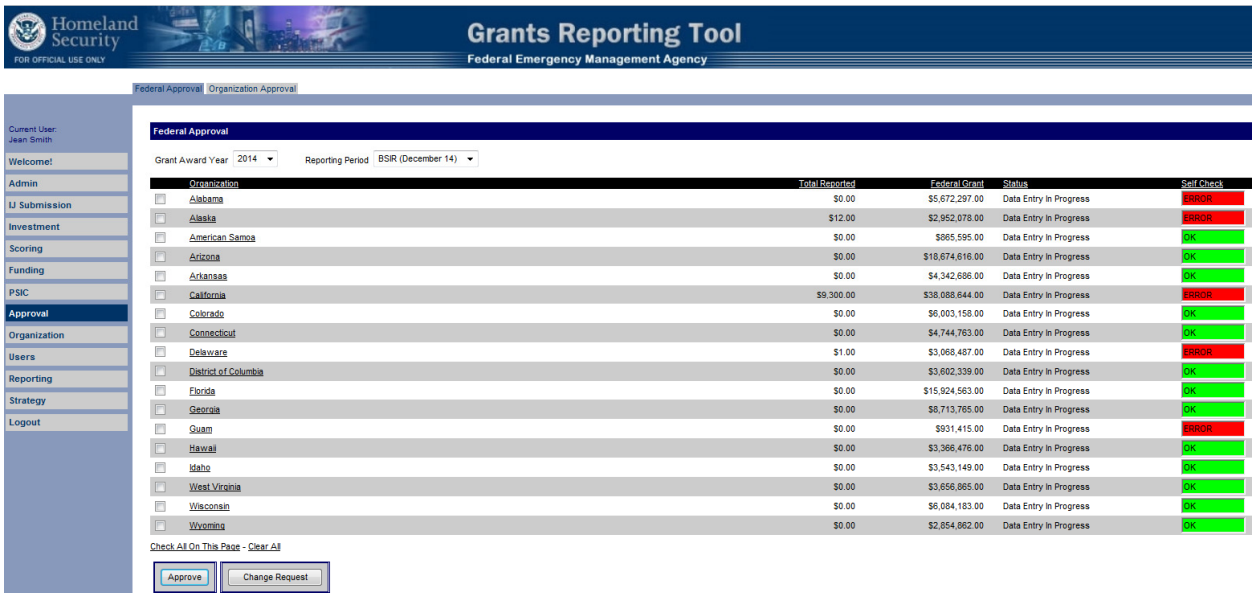



*Figure 74: Federal Approval Tab*

## 4.4.4 Organization Approval Tab

### 4.4.4.1 Self-Check Validation Views

The Organization Approval tab is the page in which the SAA/DTG Admin user will review and approve all individual grantees and subgrantees, as well as submit the state's BSIR to FEMA.

There are three drop-down list boxes available for the state:

- Select Option - State self-check validation components (individually described in this section)
- Grant Award Year – Grant Award Year selector
- Reporting Period – Reporting Period selector; populated based on Grant Award Year selected

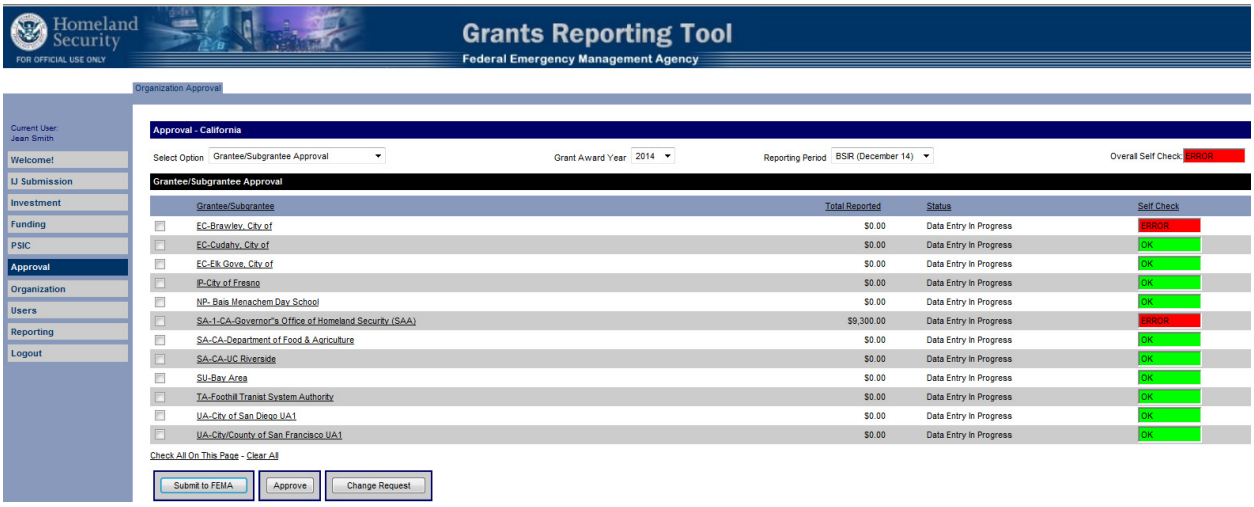


*Figure 75: Organization Approval Tab*

#### 4.4.4.1.1 Grantee/Subgrantee Approval

This is the default view in the State Approval tab. This page displays the entire list of grantees/subgrantees within the state for the specific reporting period as well as their associated self-checks.

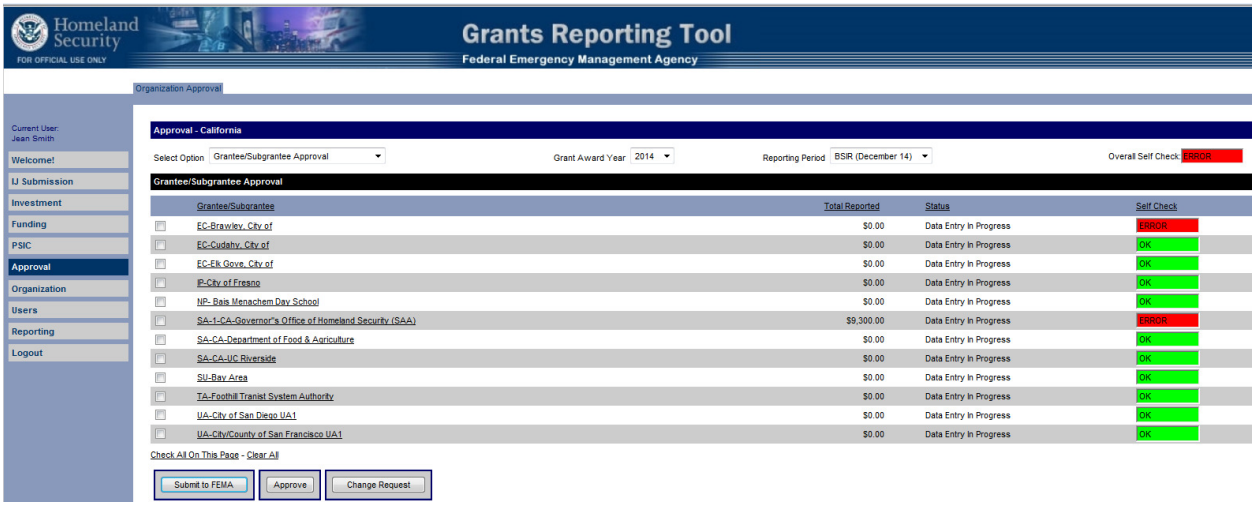



*Figure 76: Organization Approval Tab – Grantee/Subgrantee Approval View*

#### 4.4.4.1.2 State Submission

This validation page displays all of the validation points for the selected State. In one snapshot, the user is able to determine if any self-check errors exist. Specifically, the Funding, Passthrough Compliance, Management & Administration, MOU, Personnel, LETPA and Organization (Close-out - if in a Close-out period) validations are confirmed.

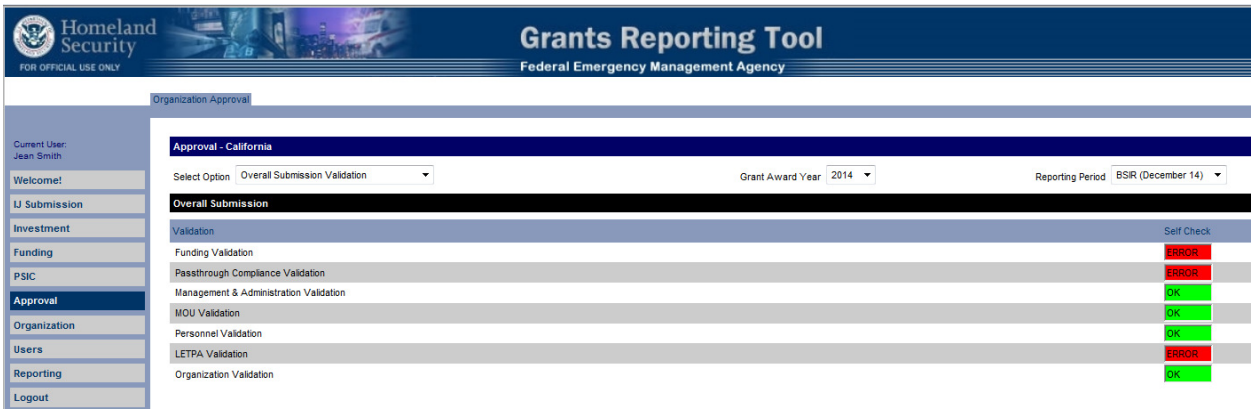



*Figure 77: Organization Approval Tab – Overall Submission Validation View*

#### *4.4.4.1.3 Funding Validation*

This validation page displays aggregate grant award funding totals at the state level. The amounts totaled are from the Award tab in the Funding module. The totals from all subgrantees from all grant programs per reporting period are displayed and compared to the Federal Grant amounts.

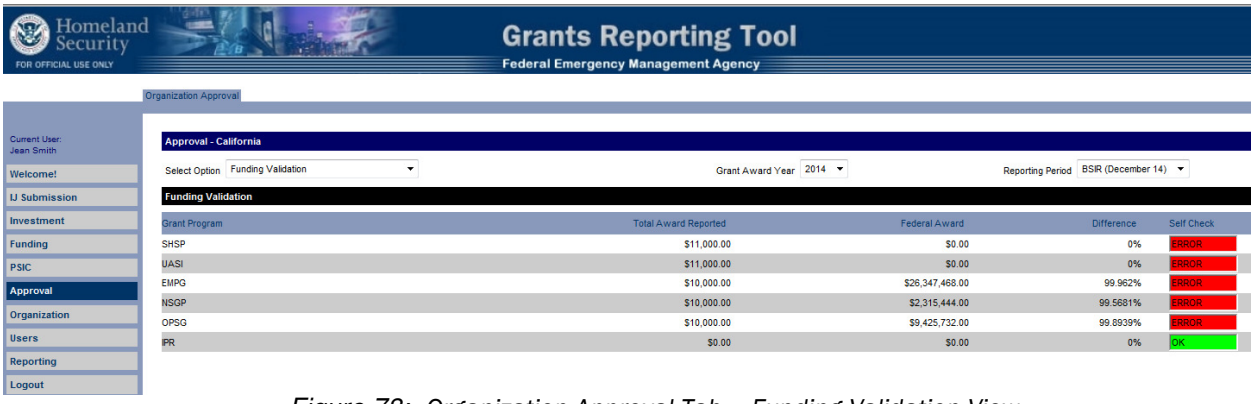



*Figure 78: Organization Approval Tab – Funding Validation View*

#### *4.4.4.1.4 Passthrough Compliance Validation*

This validation page displays the passthrough compliance validation at the state level. Passthrough amounts are broken out by grant program and subsequently by state and local funding share.

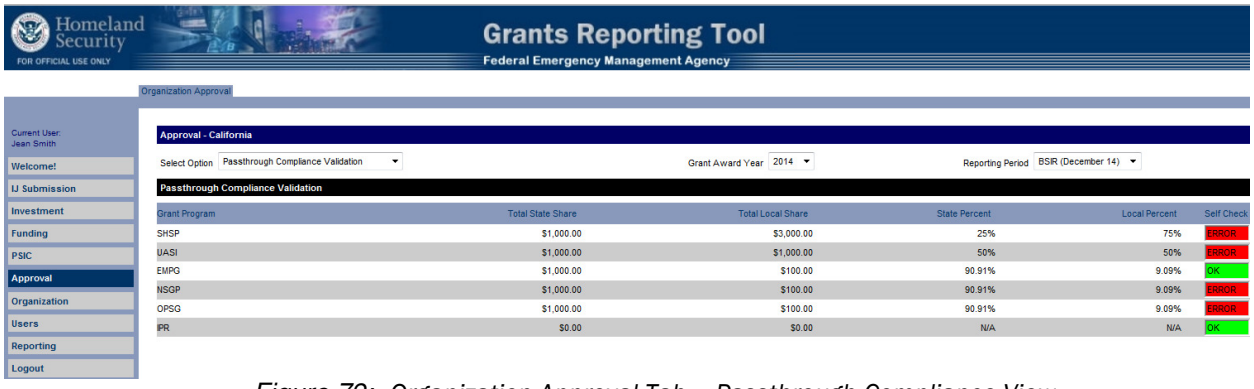



*Figure 79: Organization Approval Tab – Passthrough Compliance View*

#### *4.4.4.1.5 Management & Administration Validation*

This validation page displays the Management & Administration validation per grant program. The percent allocated to Management & Administration is displayed and compared to the allowable percentage.

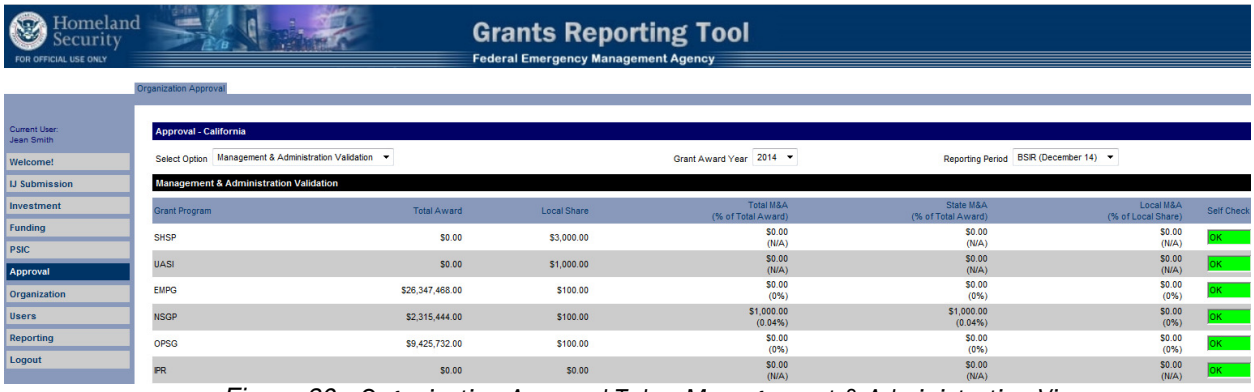



*Figure 80: Organization Approval Tab – Management & Administration View*

#### *4.4.4.1.6 Planning Validation (applicable for FY 2007 – FY 2008 grant programs)*

This validation page displays the Planning validation per grant program. The percent allocated to Planning is displayed and compared to the allowable percentage. The self-check OK and ERROR are displayed accordingly.

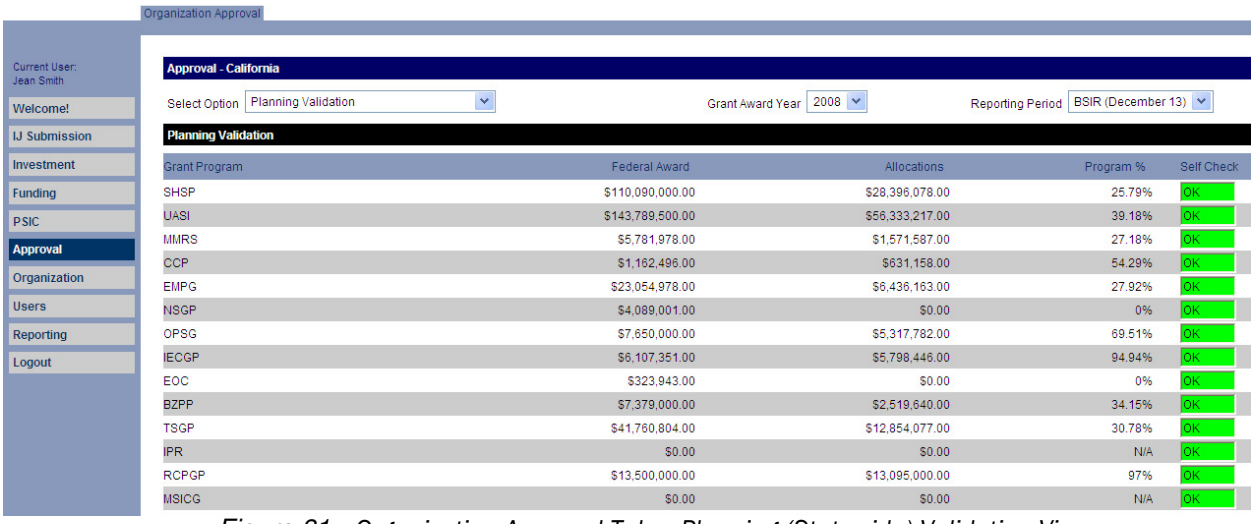



*Figure 81: Organization Approval Tab – Planning (Statewide) Validation View*

#### *4.4.4.1.7 MOU Validation*

This validation page displays the grantees/subgrantees which are retaining funding on behalf of local jurisdictions. The projects which fit this category will be listed along with a self-check confirming whether or not an MOU is in place.

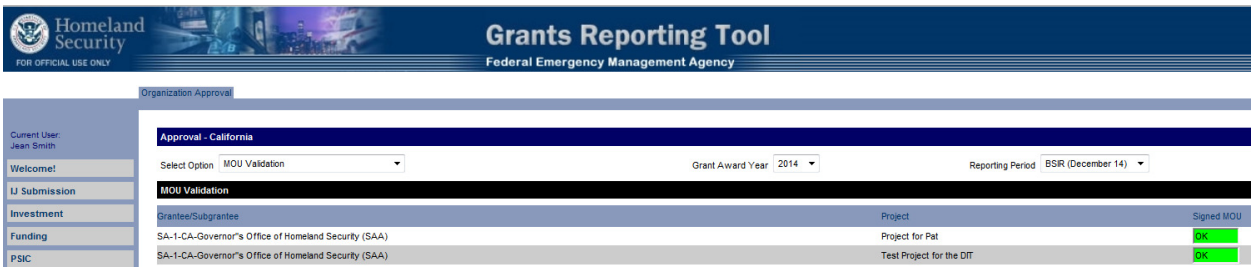



*Figure 82: Organization Approval Tab – MOU Validation View*

#### *4.4.4.1.8 LETPA Validation*

This validation page displays the LETPA validation per grant program. The minimum funding required is displayed and compared to the allocations. The self-check OK and ERROR are displayed accordingly.

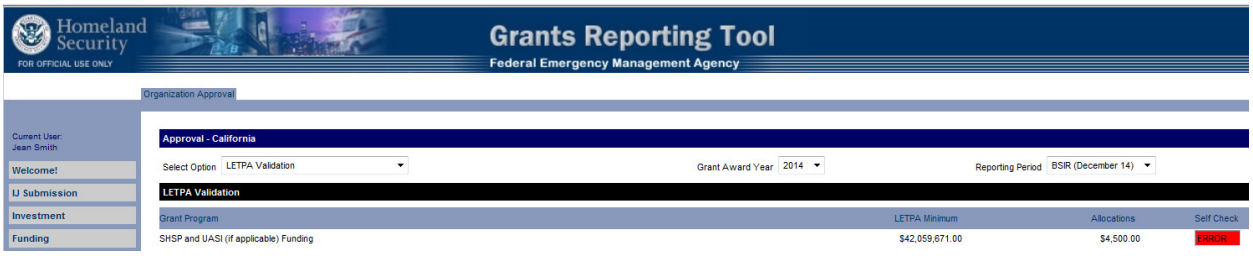



*Figure 83: Organization Approval Tab – LETPA Validation View*

#### *4.4.4.1.9 Organization Validation*

This validation page displays the Organization validation per grant program. The Federal Award, Allocations, Program % and Allowable % are displayed. The self-check OK and ERROR are displayed accordingly.

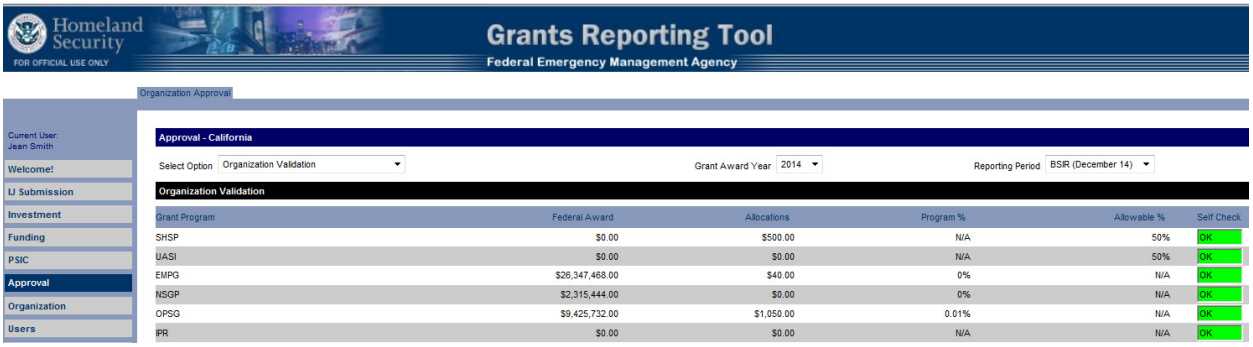



*Figure 84: Organization Approval Tab – Organization Validation View*

#### *4.4.4.1.10 Personnel Validation (not applicable for FY 2007 grant programs)*

This validation page displays the Personnel validation per grant program. The percent allocated to Personnel is displayed and compared to the allowable percentage. Allowable percentages can be found in the Appendix in Personnel pass-through requirements. The self-check OK and ERROR are displayed accordingly.

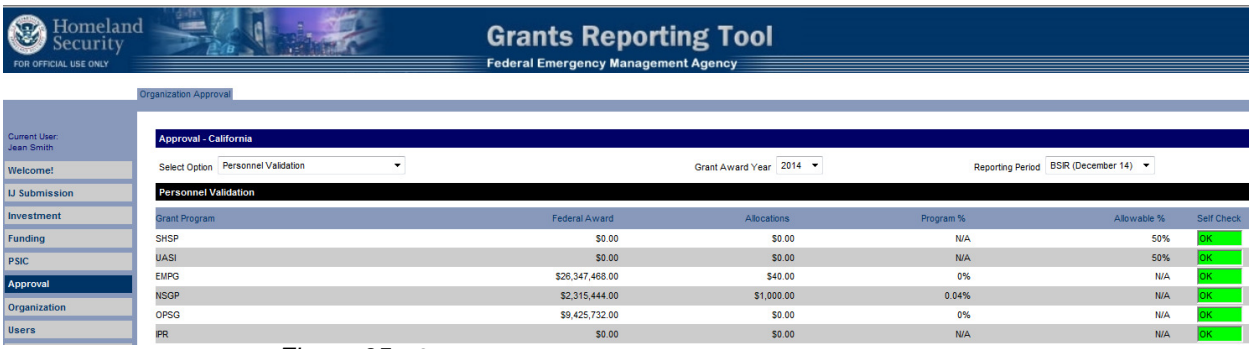


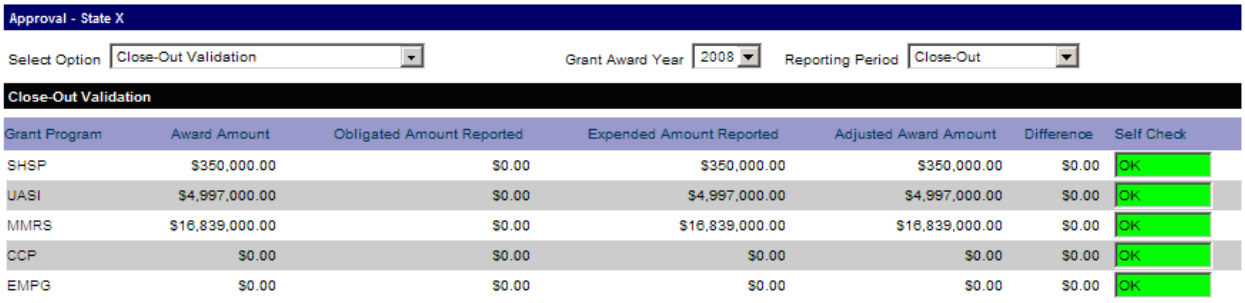

*Figure 85: Organization Approval Tab – Personnel Validation View*

#### *4.4.4.1.11 Close-out Validation*

The Close-out Validation page displays the difference between the Obligated and Expended data for the final Close-out reporting period. The user will not be able to submit to FEMA without certifying that the Close-out reporting period is accurate. In order for the Adjusted Award Amount (the original award amount minus the deobligated amounts) be changed for a specific grant program, SAAs are advised to contact their PA or the GRT Help Desk for this request.

Self-Check Status

- The user will see a self-check status of 'OK'or 'ERROR' depending on the values of the Obligated Amount Reported, Expended Amount Reported, and Adjusted Award Amount.
- A self-check status of 'OK' should be activated when the Obligated Amount Reported is $0.00. Also, the difference between Expended Amount Reported and Adjusted Amount Reported is $0.00. A self-check status of 'ERROR' should be set when the Obligated Amount Reported is not $0.00 and/or the difference between Expended Amount Reported and Adjusted Amount Reported is not $0.00.




*Organization Approval Tab – Close-out Validation View*

#### *4.4.4.1.12 Close-Out Submission*

In order for the SAA user to submit the Close-out reporting period to FEMA, the Close-out validation requirements must be satisfied. Once satisfied, the SAA/DTG admin user must certify, within the Close-out validation, that the data within this final BSIR reporting period is accurate.

The SAA Admin user will not be able to submit to FEMA without certifying that the final BSIR reporting period is accurate.

Close-out – Organization Approval

- The SAA Admin user should select the checkbox, then click 'Approve'.
- Data can only be certified if the self-check status is 'OK' and all criteria have been satisfied.

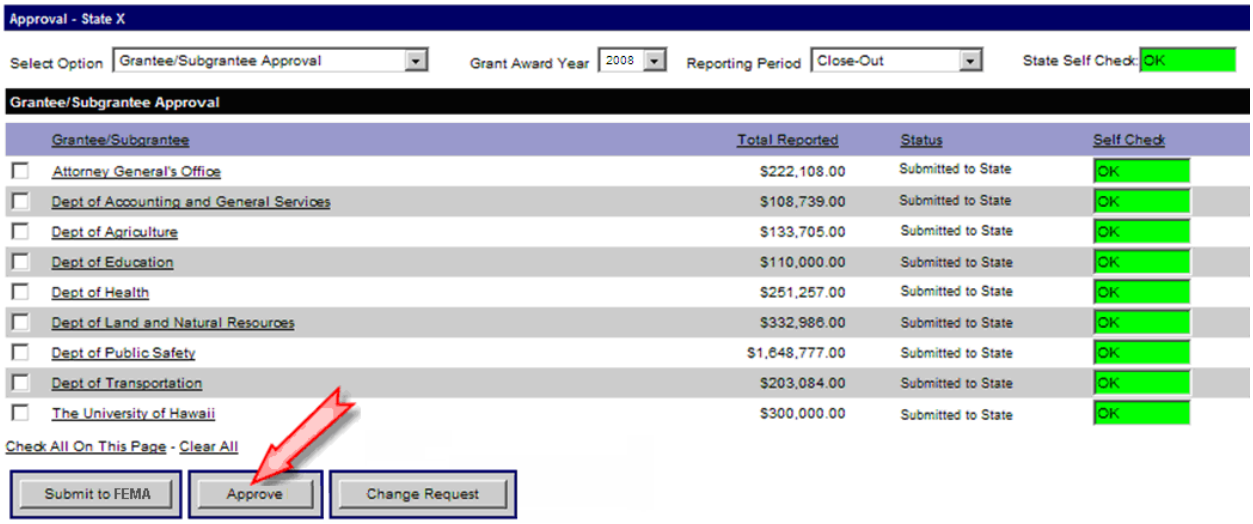



*Figure 86: Organization Approval Tab – SAA/DTG Approval*

Close-out – Submit to FEMA

- Upon approving the Close-out period at the state level, the SAA Admin user should check mark the certification box (circled below), then click 'Submit to FEMA' to submit for approval.

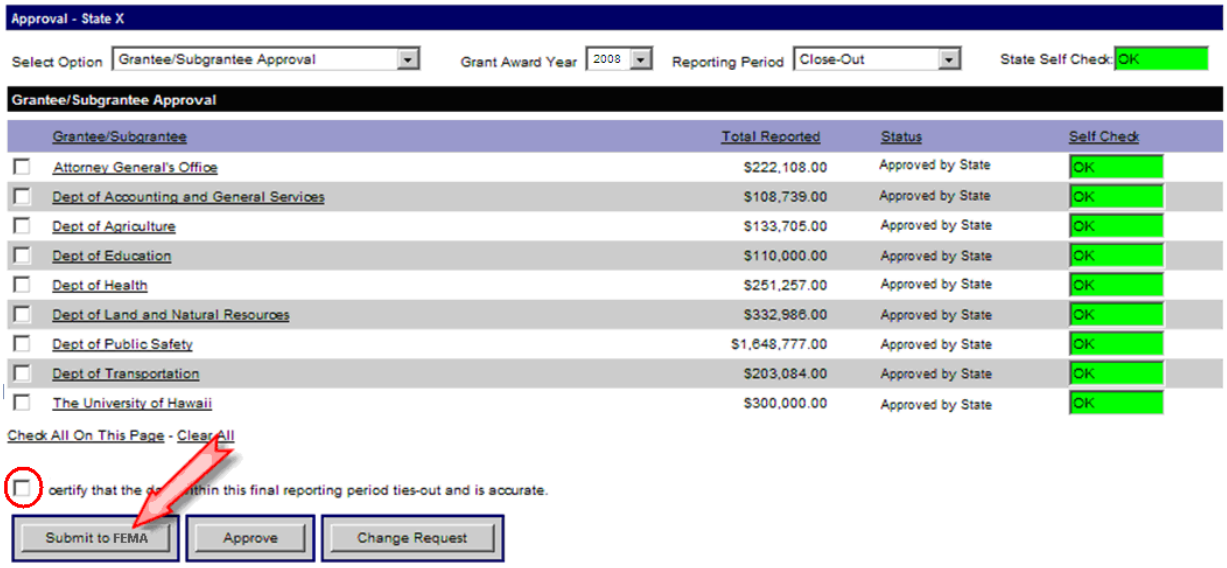



*Figure 87: Organization Approval Tab – Submit to FEMA*

### 4.4.5 Approval – SAA/DTG User

The SAA/DTG is responsible for reviewing and approving all grantees/subgrantees associated with their state. Only SAA/DTG users with admin rights can review and approve their state's grantees/subgrantees and submit them to FEMA.

The status dictates which users can review the reports, when the report is in read-only format, and what level of approval is next in the workflow process.

#### 4.4.5.1 Status and Definition

| Status | Definition |
|---|---|
| Data Entry in Progress | This status denotes that a grantees/subgrantees and related projects are currently being populated and completed. |
| Project Submitted | This status denotes that a specific project has been completed and 'locked down'. Once all of the projects are in 'Project Submitted' status, they may be sent to the next level for review and approval. |
| Submitted to State | This status denotes that the subgrantee's project(s) have been submitted and are awaiting approval by the SAA/DTG. |
| Approved by State (SAA/DTG) | This status denotes that the subgrantee's project(s) have been approved by the SAA/DTG and is/are pending submittal to FEMA. |
| Submitted to FEMA | This status denotes that grantees/subgrantees have been submitted by the SAA/DTG to FEMA for review and approval. All of the state's grantees/subgrantees must be in the 'Approved by State' status prior to FEMA approval. |
| Approved by FEMA | This status denotes that the state's submission to FEMA has been approved and there are no outstanding change requests. |
| Change Request | This status denotes that an approving user has denied the submission and requests changes be made. There are two types of change requests: 'SAA/DTG Change Request' and 'Subgrantee Change Request'. |

*Figure 88: Statuses and Definitions*

Once a subgrantee submits all of their projects and officially submits their report to the SAA/DTG for review, the SAA/DTG will receive an e-mail notification that project has been submitted to the State level and is awaiting approval. The SAA/DTG Admin user will see the status of these projects as 'Submitted to State'. The SAA/DTG Admin user can now review and approve the subgrantees with this status.

It is suggested that the SAA/DTG review and approve the subgrantee reports as they are submitted to the state. As a reminder, states can always view the status of all of their subgrantees to see who has (and has not) been approved.

After an SAA/DTG Admin user reviews each report and is confident that no changes need to be made, they should approve the report. Approving a subgrantee report at the SAA/DTG level changes the status to 'Approved by State'. Each subgrantee report must have the status 'Approved by State' in order for the entire state's submission to then be submitted to FEMA for approval.

***For example, if a state has 50 subgrantees, each subgrantee report will need to be 'Approved by State'. The SAA/DTG report flow follows the same path as the subgrantees; however, the SAA/DTG Admin user would be submitting the report to themselves (the SAA/DTG) for review and approval. The SAA/DTG report also must be 'Approved by State'.***

In order to approve the report, the SAA/DTG should click on the check box of the subgrantee they wish to approve. The SAA/DTG user should then select the 'Approve' button to approve the subgrantee.

#### 4.4.5.1.1 Approval

In order for any subgrantee to submit their report to the SAA/DTG Admin user for review and approval, the Local Admin user of that subgrantee must ensure that all projects that have been created have been allocated funds and individually submitted. The user may check the progress of all the projects under the Funding tab. The 'Project Status' column will note the status of the project: 'Data Entry In Progress' or 'Projected Submitted'. All projects need to be in the 'Project Submitted' phase in order for the projects to proceed to the next level, 'Submitted to State'.

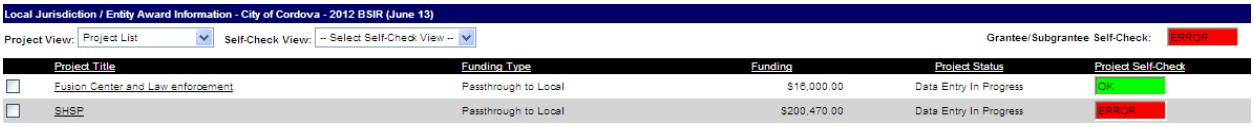



*Figure 89: Funding Module – Project Tab – Review Status*

#### 4.4.5.1.2 Submitting Projects

Each project must be individually submitted and confirmed. However, one or many project(s) in 'Data Entry in Progress' may be changed to 'Project Submitted'. This additional confirmation is put in place to ensure that all projects have been correctly addressed and that there are no funding errors. If the system does not allow a project to be submitted, the user must check to ensure that there are no data entry errors or that required fields have been correctly populated.

Each project that is created but not submitted will show the status of 'Data Entry in Progress'. To change this status to 'Project Submitted', the user should click on the check box next to the subgrantee name, and then click 'Submit'. If the user needs to change the status to 'Data Entry in Progress,' the user will click the check box, and then the 'Change Status' button. Users may select one or more projects with the same status when changing the workflow status.

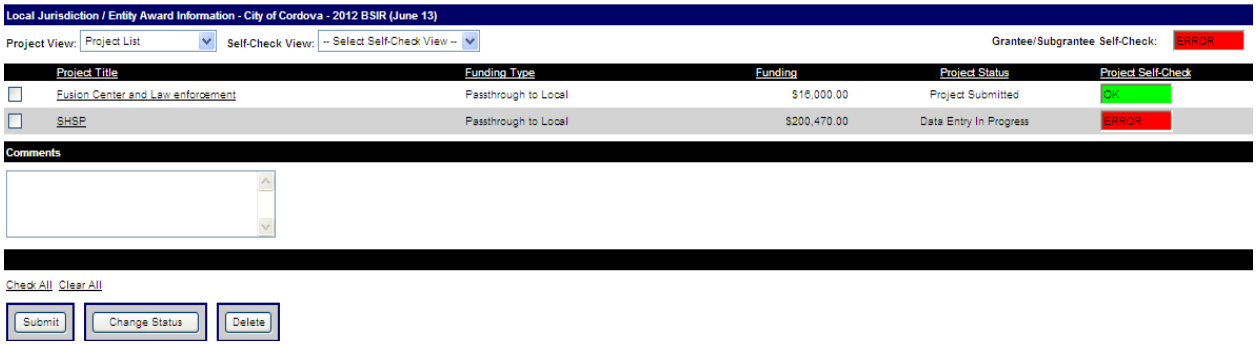



*Figure 90: Funding Module – Project Tab – Submit Projects*

#### 4.4.5.1.3 Change Request

SAA/DTG Admin users have the ability to request a change to the subgrantee's report. In order to request a change, the SAA/DTG should select the check box(es) of the appropriate grantee(s)/subgrantee(s) and then click the 'Change Request' button. The SAA/DTG will be required to enter a reason for the change request.

#### 4.4.5.1.4 Responding to Change Requests

SAA/DTG Admin users have the ability to request a change to the subgrantee's submittal. SAA/DTGs may request changes after reviewing a subgrantee's report. The subgrantees will be notified by the SAA/DTG user that a change request has been made. When a change request is made, the status of the submitted

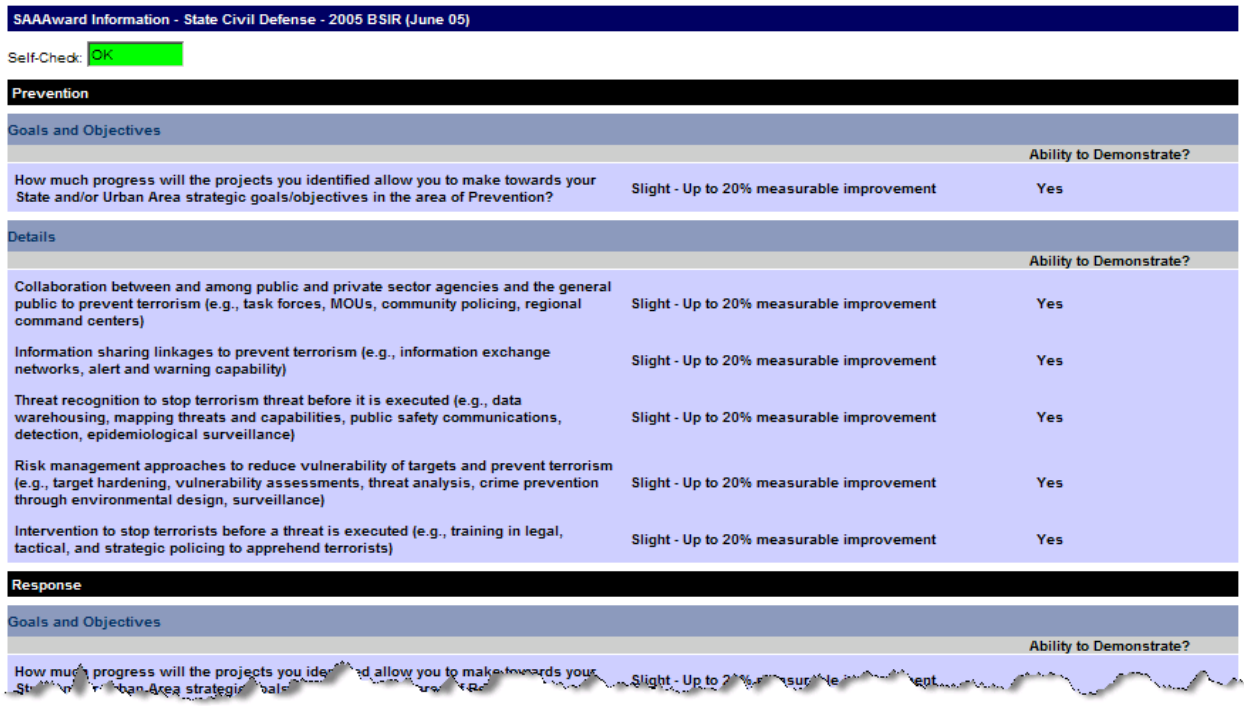
subgrantee will change to 'Change Request'. The report will no longer be in read-only mode, to allow for all necessary changes to be made.

#### *4.4.5.1.5 Impact Tab*

The Impact tab has been disabled and will only be accessible for reporting periods before December 2005.

The final step prior to submitting to the SAA for review is for the subgrantee to complete the Impact tab. This section is found as a tab under the Approval module. The Impact tab seeks to qualify the impact the grant award funding has had on the specific subgrantee's progress to date. This is completed once per reporting period.

There are three sections of questions, including: Prevention, Response, and Recovery. Each question has two types of answers. The first set of answers is on a numerical scale of 0 to 5. The other type of question is a response that will be either a 'Yes', 'No', or 'N/A'. Additional instructions on completing this section can be found on the top of the Impact tab. After completing the section the user must click on the 'Save' button.


SAAAward Information - State Civil Defense - 2005 BSIR (June 05)

Self-Check: OK

**Prevention**

Goals and Objectives

| | | Ability to Demonstrate? |
|---|---|---|
| How much progress will the projects you identified allow you to make towards your State and/or Urban Area strategic goals/objectives in the area of Prevention? | Slight - Up to 20% measurable improvement | Yes |

Details

| | | Ability to Demonstrate? |
|---|---|---|
| Collaboration between and among public and private sector agencies and the general public to prevent terrorism (e.g., task forces, MOUs, community policing, regional command centers) | Slight - Up to 20% measurable improvement | Yes |
| Information sharing linkages to prevent terrorism (e.g., information exchange networks, alert and warning capability) | Slight - Up to 20% measurable improvement | Yes |
| Threat recognition to stop terrorism threat before it is executed (e.g., data warehousing, mapping threats and capabilities, public safety communications, detection, epidemiological surveillance) | Slight - Up to 20% measurable improvement | Yes |
| Risk management approaches to reduce vulnerability of targets and prevent terrorism (e.g., target hardening, vulnerability assessments, threat analysis, crime prevention through environmental design, surveillance) | Slight - Up to 20% measurable improvement | Yes |
| Intervention to stop terrorists before a threat is executed (e.g., training in legal, tactical, and strategic policing to apprehend terrorists) | Slight - Up to 20% measurable improvement | Yes |

**Response**

Goals and Objectives

| | | Ability to Demonstrate? |
|---|---|---|
| How much progress will the projects you ide[illegible]d allow you to make towards your St[illegible]rban Area strategic [illegible] | Slight - Up to 2[illegible]ent | |

*Figure 91: Impact Tab*

## 4.4.6 Submitting Completed BSIR

To fulfill its reporting requirements to FEMA, the SAA/DTG must submit its grantees/subgrantees to FEMA. BSIR reports should be approved by the SAA/DTG and submitted to FEMA for approval. When all of the subgrantee and SAA/DTG reports have been 'Approved by State', the SAA/DTG may submit the entire state's grantee/subgrantee report to FEMA.

In order to submit the grantees/subgrantees to FEMA, the SAA/DTG must first approve all individual subgrantee reports. To approve a subgrantee, the SAA/DTG Admin user may select the check box(es) for the subgrantee(s) and click the 'Approve by State' button. After the SAA/DTG has approved ALL individual grantees/subgrantees, they can submit them to FEMA for approval by clicking on the 'Submit to FEMA' button.

The SAA/DTG Admin user may also submit a change request by selecting the check box for the subgrantee and clicking the 'Change Request' button. Comments must be entered in the comments box when submitting a change request.

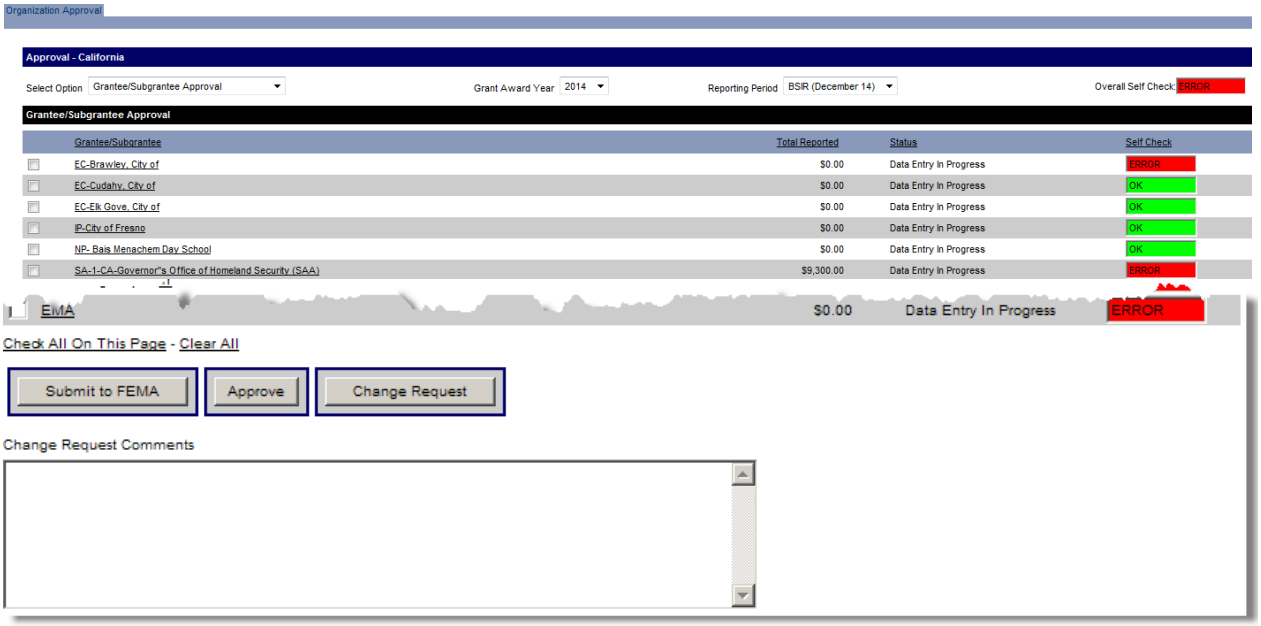



*Figure 92: Approval*

CHAPTER 5

# THE CLOSE-OUT REPORTING PERIOD

## Sections


5.1 Close-out Reporting Period Introduction
5.2 SAA User

# Section 5.1 Close-out Reporting Period Introduction

## 5.1.1 Close-Out vs. All Other Reporting Periods

The Close-out BSIR serves as the final reporting in the reporting cycle of a grant. A Close-out BSIR is due after the end date of the award period. Refer to program guidance for specific due dates. The following section will outline all differences between a regular BSIR and a Close-out BSIR reporting period. Since this is a BSIR, all previous information outlined in the BSIR chapter will be applicable to the Close-out BSIR.

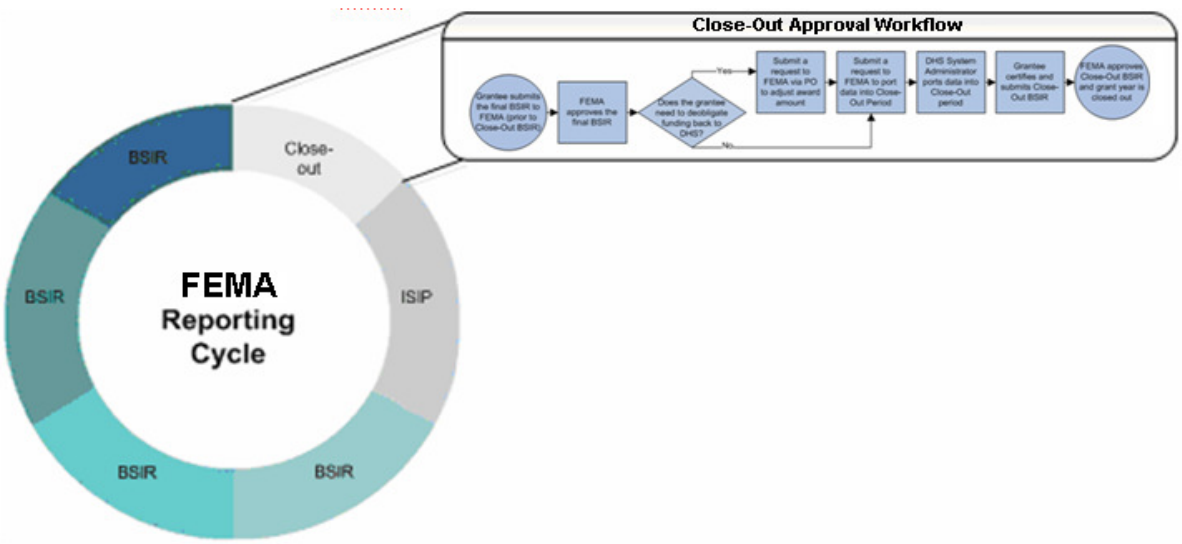



*Figure 93: Close-Out Reporting Period*

## 5.1.2 Background Information Regarding the Close-Out Reporting Period

In order for a state to be in a Close-out period, the DHS System Administrator must port the data into the respective Close-out period. The state/territory must be in an 'Approved by FEMA' status in order to be ported to the Close-out period.

## 5.1.3 Due Date

The Close-out reporting period is due after the end date of the award period. Refer to program guidance for specific due dates.

# Section 5.2 SAA User

During the Close-out reporting period, SAAs are responsible for the final funding allocations submitted during the BSIR with actual obligated, expended, and adjusted data.

## 5.2.1 Close-Out Validation View

The Close-out Validation page displays the difference between the Obligated and Expended data for the final Close-out reporting period. The user will not be able to submit to FEMA without certifying that the Close-out reporting period is accurate.

Self-Check Status

- The user will see a self-check status of 'OK'or 'ERROR' depending on the values of the Obligated Amount Reported, Expended Amount Reported, and Adjusted Award Amount.
- A self-check status of 'OK' should be activated when the Obligated Amount Reported is $0.00. Also, the difference between Expended Amount Reported and Adjusted Amount Reported is $0.00. A self-check status of 'ERROR' should be set when the Obligated Amount Reported is not $0.00 and/or the difference between Expended Amount Reported and Adjusted Amount Reported is not $0.00.

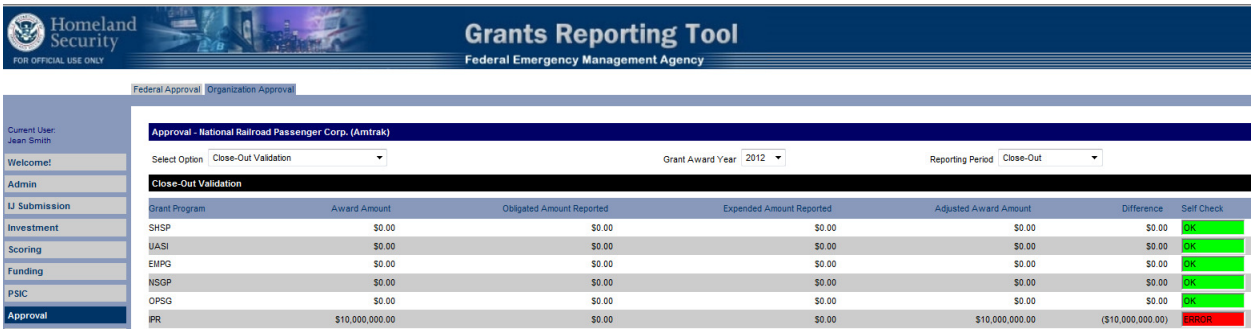



*Figure 94: State Approval Tab – Close-Out Validation View*

## 5.2.2 Submission

In order for the SAA user to submit the Close-out reporting period to FEMA, the Close-out validation requirements must be satisfied. Once satisfied, the SAA admin user must certify, within the Close-out validation, that the data within this final BSIR reporting period is accurate.

The SAA Admin user will not be able to submit to FEMA without certifying that the final BSIR reporting period is accurate and that data within this final BSIR ties-out

## 5.2.3 State Approval

The SAA Admin user should select the checkbox, and then click the 'Approve' button. Data can only be certified if the self-check status is 'OK' and all criteria have been satisfied.

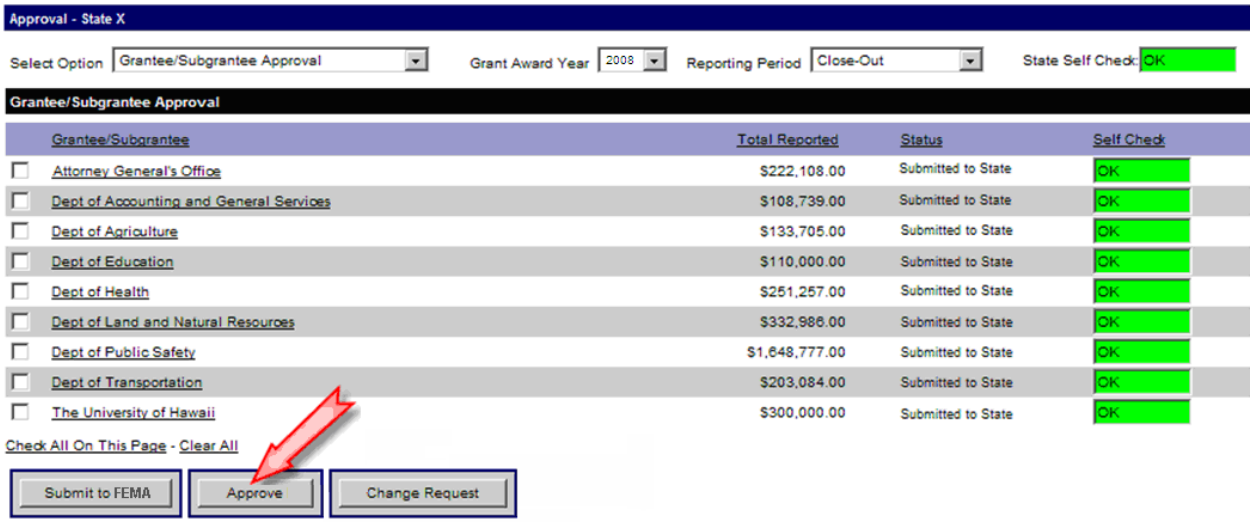



*Figure 95: State Approval Tab – State Approval*

## 5.2.4 Certification

Upon approving the Close-out period at the state level, the SAA Admin user should check mark the certification box (circled below), then click 'Submit to FEMA' to submit for approval.

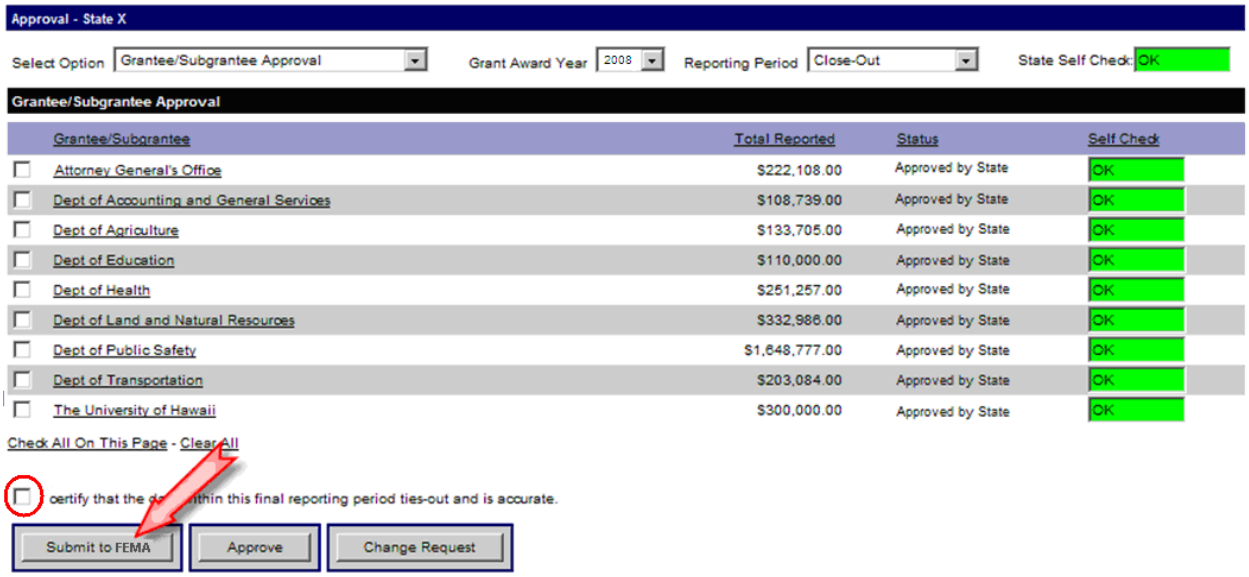



*Figure 96: State Approval Tab – Submit to FEMA*

### 5.2.4.1 Data Certification Requirements

Obligated Amount must equal $0.00, AND the difference between the Expended and Adjusted amounts must equal $0.00. If these two requirements are not satisfied, the user will have to refer back to the funding section to correct or Change Request all errors. In order for the Adjusted Award Amount (the original award amount minus the deobligated amounts) be changed for a specific grant program, SAAs are advised to contact their PO or the GRT Help Desk for this request.

## 5.2.5 Close-Out Completion

At the completion of the Close-out reporting period, the GRT will be used to update the grant-funding allocation through the life of the grant.

CHAPTER 6

# STATE, URBAN AREA AND REGIONAL TRANSIT SECURITY STRATEGIES

## Sections

6.1 Strategy Module

# Section 6.1 Strategy Module

The GRT Strategy module will enable users to add and update State/territory strategy-related information including Goals and Objectives. This module was specifically designed for SAA users to create and update State Homeland, Urban Area, and Regional Transit Security Strategies. With the built-in submittal and approval workflow component, SAA/DTG users are able to submit their strategies to FEMA for approval. Per user feedback, State, Urban Area and Regional Transit Area strategies can now be assigned directly to specific users involved in updating those strategies. This enhancement will allow certain users access to their specific State's, Urban Area's or Regional Transit Area's strategy data.

The Strategy module is comprised of five tabs: Strategy tab, Intro tab, Goals & Objectives tab, Evaluation Plan tab and Update Summary tab.

## 6.1.1 Strategy

This is the first tab within the Strategy module and is available to all applicable users. The tab allows users to view the list of their specific state/territory strategies. Click on the applicable state, urban area or regional transit area in order to continue.

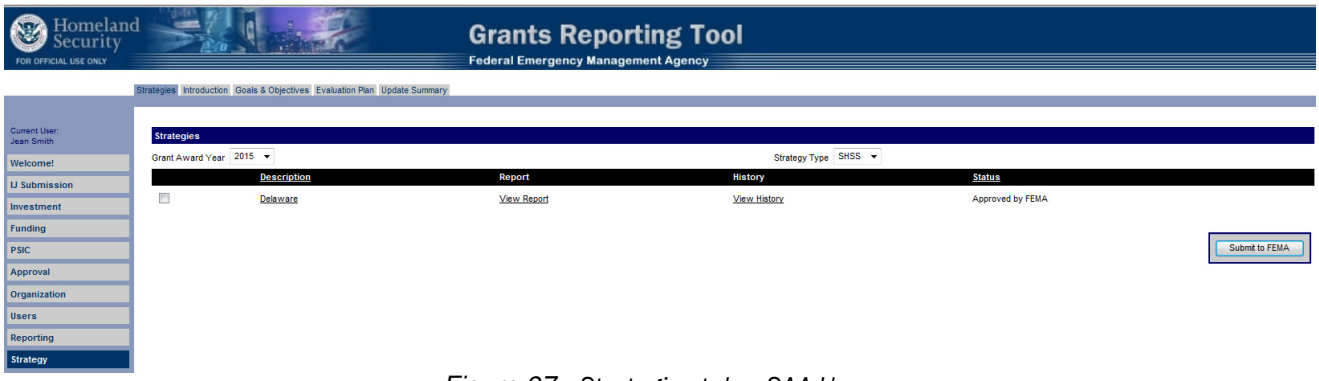



*Figure 97: Strategies tab – SAA User*

In order to see the history of past Goals & Objectives that have been approved or change requested, click on the 'View History' link. Below is a sample of the link that demonstrates the Goal & Objective history.

*Figure 98: Strategies tab (View History) – SAA User*

## 6.1.2 Intro

This tab is available to all applicable users and allows SAA users to update or add their strategy-related answers for the strategy selected on the previous tab. Users are asked to update their information and then click 'Save and Continue' to continue within the Strategy module.

*Figure 99: Intro tab – SAA User*

### 6.1.3 Goals & Objectives

This tab allows SAA users to create, update, and remove their goals and objectives for their selected State/territory/Urban Area/Regional Transit Area. Once goals and objectives are updated, the user should click on the next tab name, 'Evaluation Plan', or whatever tab is next during the update process.

### 6.1.3.1 Goals & Objectives Page

This Page allows users to sort goals, add goals, edit previously existing goals and to delete goals. This page also allows users to sort objectives, add objectives, edit previously existing objectives and delete objectives.

- Sort Goals: To sort goals, please assign a sort order number next to each goal.
- Sort Objective: To sort objectives within each goal, please assign a sort order number next to each objective.
- Save New Sort Order: Users must select "Save Goal Sort Orders" button to save the new goal sort orders and select "Save Objective Sort Orders" button to save the new objective sort orders in that goal.
- Edit Goals/Objectives: To edit a goal/objective, click the hyperlinked “Description” text to update the text. Users will be directed to the appropriate text .
- Delete Goals/Objectives: Click the Delete hyperlink to delete the desired Goal/Objective. Users will be presented with a confirmation dialog box to confirm their intent.

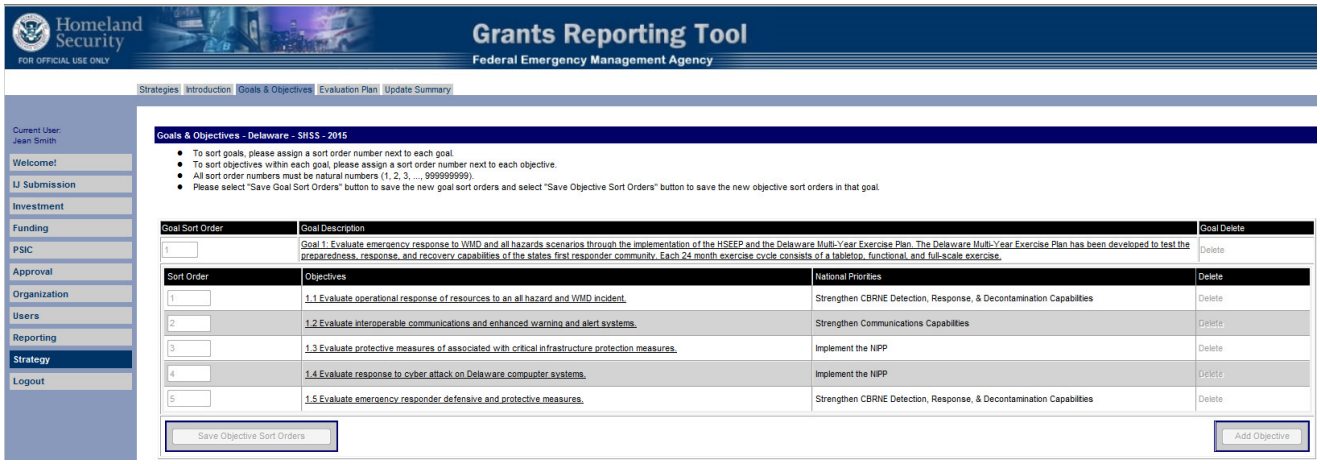



*Figure 100: Goals & Objectives tab – SAA User*

### 6.1.3.2 Adding a Goal – Click ‘Add Goal’ on Goals & Objectives Page

If the user clicks the “Add Goal” function on the Goals & Objectives Page, they will be directed to a new Goals & Objectives page with an editable textbox. Users may enter the description of their goal and then click “Save”. Once saved, the user’s information will be recorded. The user should then click the “Return to Goals & Objectives Page” function to be directed back to the original Goals & Objectives Page.

*Figure 101: Adding a Goal – SAA User*

### 6.1.3.3 Editing a Goal – Click on Goal Description

If the user clicks the on the hyperlinked goal text, they will be directed to a new Goals & Objectives page with an editable textbox. Users may enter/update/edit the description of their goal and then click "Save". Once saved, the user's information will be recorded. The user should then click the "Return to Goals & Objectives Page" function to be directed back to the original Goals & Objectives Page.

*Figure 102: Editing a Goal – SAA User*

### 6.1.3.4 Adding an Objective – Click 'Add Objective' (within specific goal)

If the user clicks the "Add Objective function on the Goals & Objectives Page, they will be directed to a new Goals & Objectives page with an editable textbox. Users may enter the description of their objective and then click "Save". Once saved, the user's information will be recorded. The user should then click the "Return to Goals & Objectives Page" function to be directed back to the original Goals & Objectives Page.

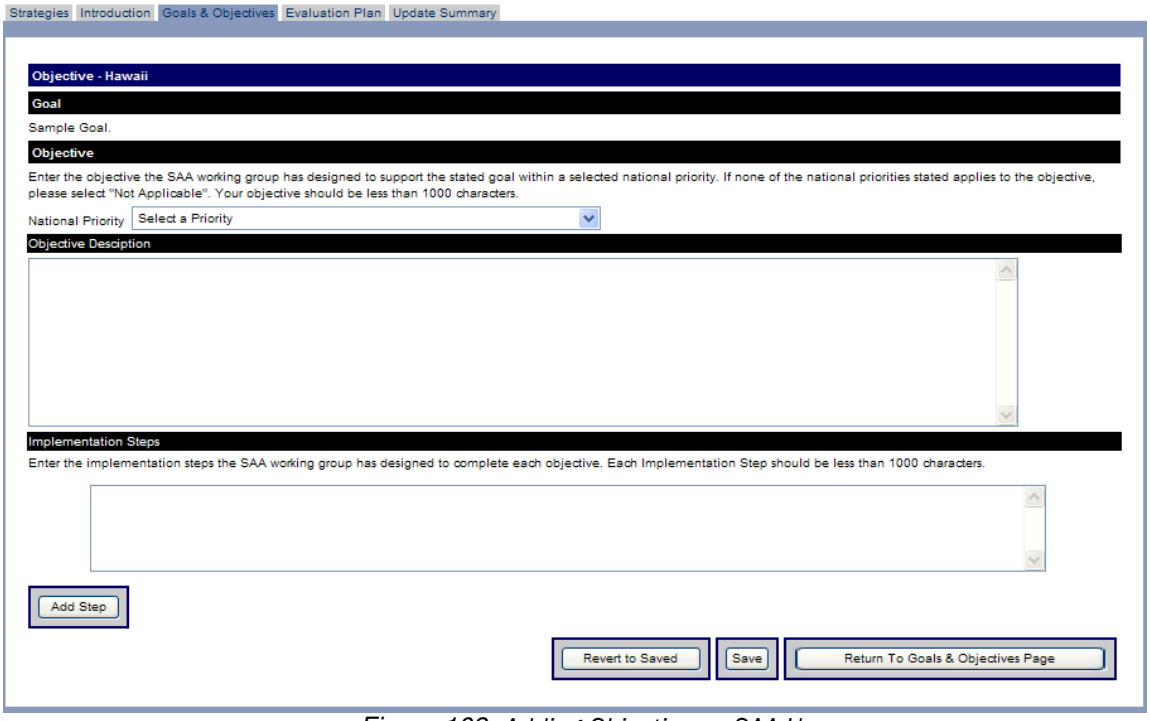



*Figure 103: Adding Objectives – SAA User*

### 6.1.4 Evaluation Plan

This tab allows SAA users to edit and adjust their evaluation plan answers for the selected strategy. Users are asked to update their information and then click 'Save and Continue' to continue within the Strategy module

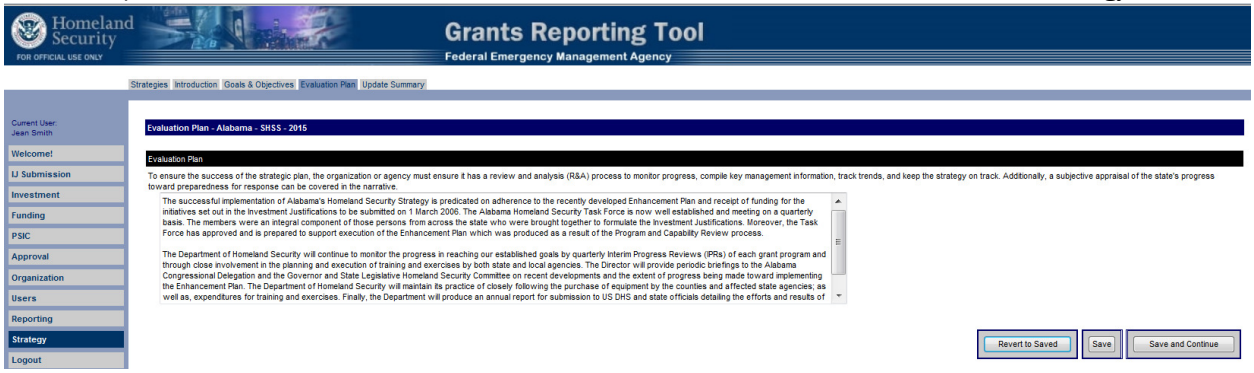



*Figure 104: Evaluation Plan – SAA User*

### 6.1.5 Update Summary

This tab gives SAA users the ability to monitor and track changes made to their strategy data before each submission to FEMA. Users are asked to update their information and then click 'Save and Return to Strategies Page' to continue within the Strategy module

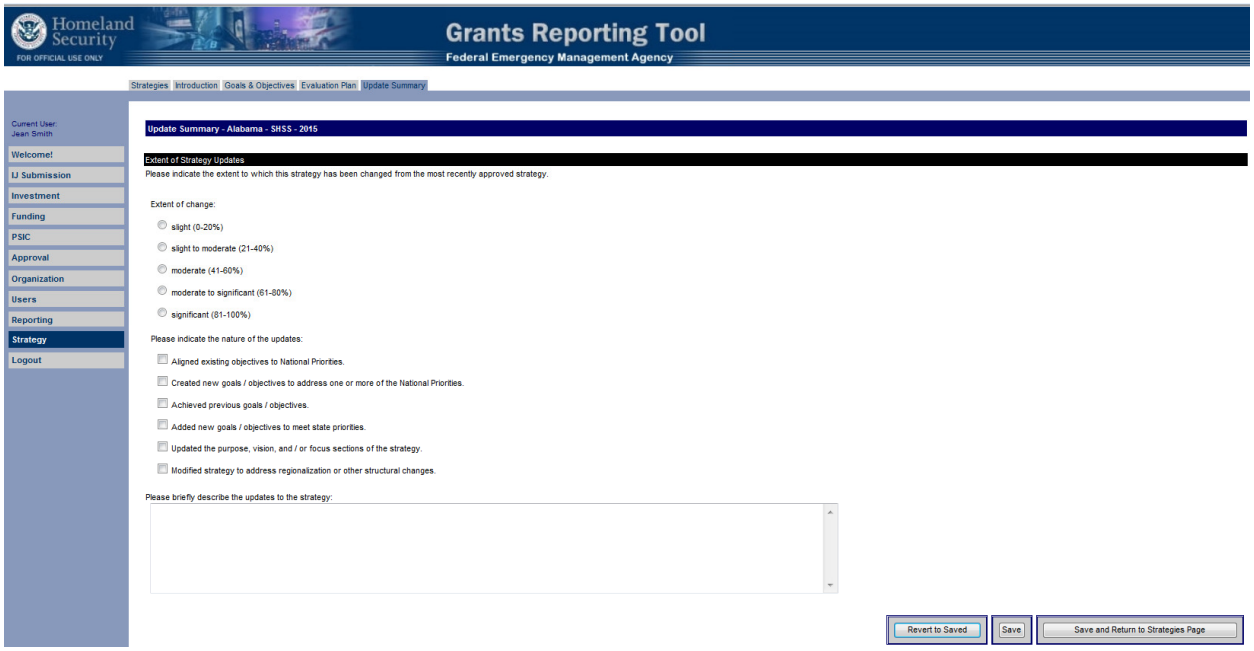



*Figure 105: Update Summary – SAA User*

CHAPTER 7

# REPORTING

## Sections

7.1 Reporting Module

# Section 7.1 Reporting Module

The Reporting module is specific to Federal and State Admin accounts and provides key reports to FEMA based on users' roles. Reports provided in this section range in detail from high-level grant funding to detailed solution area and discipline allocations.

## 7.1.1 Reporting Module Tabs

The Reporting module is arranged in tabular format. The tabs are: Funding, Investment, Historical, Trend Analysis and Administrative. The following details the data displayed for each report tab:

- Funding – funding module data
- Investment – investment module data
- Historical – FY 2002 and FY 2003 grant award data
- Trend Analysis – FY 2002 through present grant award data trends
- Administrative – submission and audit data (available for Fed users only)
- Executive – Super Users only
- IJ Scoring
- PSIC – PSIC Data for FY 2007

### 7.1.1.1 Funding

The funding reports are generated based on data contained within the Funding module. All reports can be generated at either the Federal or State/territory level. Options include:

- Federal
  - Funding Distribution
  - Grant Award
  - Grant Award by FEMA Region
  - Management & Administration
  - Obligated & Expended
  - Solution Area
  - Solution Area by FEMA Region
  - Solution Area Discipline
  - Solution Area Sub-Category
  - Fusion Center by State
  - Fusion Center by POETE
  - Maintenance & Sustainment Summary
  - Maintenance & Sustainment by State

- State/territory
  - Funding Distribution
  - Grant Award
  - Management & Administration
  - Obligated & Expended
  - Personnel
  - Project Detail by Grantee/Subgrantee
  - Project Detail by Project Type
  - Solution Area
  - Solution Area Discipline
  - Solution Area Sub-Category

### 7.1.1.2 Investment

The investment reports are generated based on data contained within the Investment module. Reports can be generated at either the Federal or State/territory level. Options include:

- Federal
    - Grant Program Funding
    - Grant Program Funding by Submission
    - Primary Target Capability Funding
    - Solution Area Funding
    - Solution Area Funding by Submission
- State/territory
    - Grant Program Funding by Submission
    - Investment Funding Totals
    - Investment Funding Totals with Summary Description
    - National Priorities
    - Primary Target Capability Funding
    - Solution Area Funding
    - Solution Area Funding by Submission
    - Target capabilities

#### 7.1.1.3 Historical[1]

The historical reports are generated based on data contained within the Historical Grants Database (HGDB). All reports can be generated at either the Federal or State/territory level. Options include:

- Grant Program Funding Distribution
- Solution Area Breakdown
- Solution Area Funding by Grant Program
- Solution Area Funding by UASI (FY 2003 only)
- Solution Area Funding Chart
    - UASI Breakdown (FY 2003 only)

#### 7.1.1.4 Trend Analysis[2]

The trend analysis reports are generated based on reports ranging from the FY 2002 through FY 2006 fiscal years. Reports can be generated at either the Federal or State/territory level. Options include:

- Funding Distribution for a Solution Area
- Funding Distribution Across all Solution Areas
- Solution Area Funding Distribution
- Item Level Expenditure for a Solution Area
- Item Level Distribution by Solution Area
- Item Level Cumulative Distribution

#### 7.1.1.5 IJ Scoring

The IJ scoring reports are generated based on data contained within the IJ Scoring Module. Options include:

- Investment Scores
- Investment Notes
- Investment Status
- Portfolio Scores
- Portfolio Notes
- Portfolio Status
- Synchronization Investment Scores
- Synchronization Investment Notes

[1] *Please note, all Trend and Historical reports will be available to users in early 2007. Reports must go through final data verification and approval before going Live. Notifications to all users will be sent once the reports are available in the GRT.*

[2] *Please note, all Trend and Historical reports will be available to users in early 2007. Reports must go through final data verification and approval before going Live. Notifications to all users will be sent once the reports are available in the GRT.*

- Synchronization Investment Status
- Scorers Who Have Not Begun Scoring
- Overall Submission Status for IJ Panels
- Overall Submission Status for Multi-Applicant Panels
- Facilitator Report
- Reviewer Report

#### 7.1.1.6 Administrative

The administrative reports are available to the Fed user only. The tab will not appear for other users. All reports can be generated at either the Federal or State/territory level. Options include:

- Federal
  - Submission Status
  - Grantee-level Audit
  - States Status Export
- State/territory
  - Submission Status
  - Grantee-level Audit

#### 7.1.1.7 PSIC

The PSIC reports are generated based on data contained within the PSIC module. Reports can be generated at either the Federal or State/territory level. Options include:

- Federal
  - BSIR Submission Status
  - State-Level Federal Funding
  - State-Level Non-Federal Match
- State/territory
  - Investment Submission Status
  - Investment Federal Funding
  - Investment Non-Federal Match
  - Project Federal Funding
  - Project Non-Federal Match
  - Project Metrics
  - Project Disciplines

#### 7.1.1.8 Executive

The executive reports are available to the Executive user only. The tab will not appear for other users. All reports can be generated at the Federal level. Options include:

- IED Funding – HSGP Programs
- Planning Funding – HSGP Programs
- LETPP Operational Overtime Costs – This is for 2007 only
- Overall Solution Area Funding
- Personnel Funding by Grant Program
- Personnel Funding by Solution Area

### 7.1.2 Using the Reporting Module

Each tab in the Reporting module operates in the same manner. A series of dropdown menus are available allowing users to select the desired reporting criteria. The dropdown menus include:

- State/territory (available for Fed users only; select the desired jurisdiction, either National or a specific state/territory)

- ❖ Grant Award Year (options updated based on the state selected; select the desired grant award year)
- ❖ Reporting Period (options updated based on grant award year selected; select the desired reporting period)
- ❖ Report Type (options updated based on the reporting period selected; select the desired report type)
- ❖ Report Format (select to generate the report as either a PDF or CSV file)

*Figure 106: Reports Module – Fed User*

*Figure 107: Reports Module – SAA User*

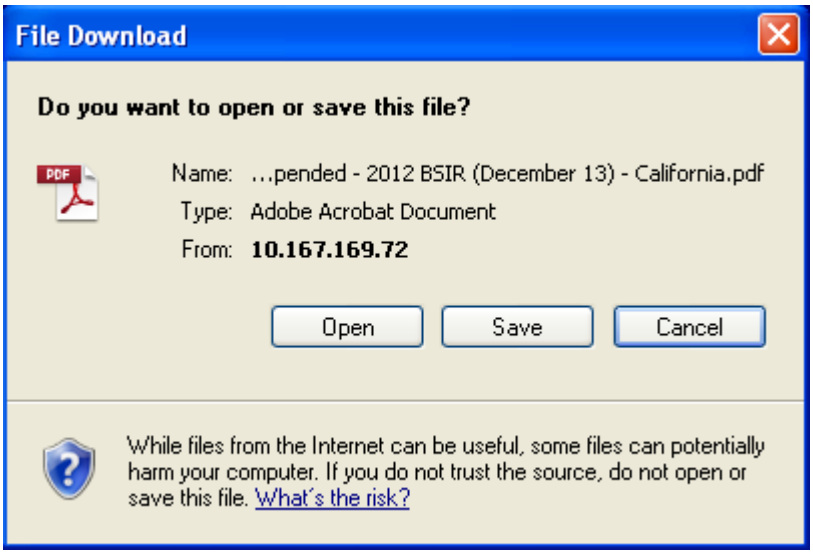



*Figure 108: PDF Download Prompt*

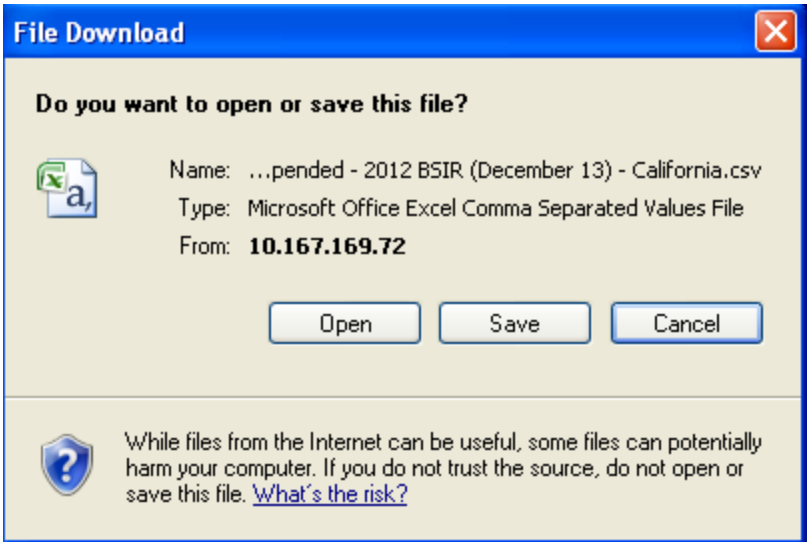



*Figure 109: CSV Download Prompt*

## G&T Grant Funding - United States - 2005 ISIP

FOR OFFICIAL USE ONLY

| State/Territory | SHSP | LETPP | CCP | UASI | EMPG | MMRS | BZPP | TSGP | Total |
|---|---|---|---|---|---|---|---|---|---|
| Sample State | $17,688,796.00 | $6,432,289.00 | $224,559.00 | | $2,896,617.00 | $910,368.00 | | | $28,152,629.00 |
| Sample State A | $9,368,592.00 | $3,406,760.00 | $118,934.00 | | $1,529,911.00 | $455,184.00 | | | $14,879,381.00 |
| Sample State B | $2,779,462.00 | $1,010,713.00 | $35,285.00 | | $454,033.00 | | | | $4,279,493.00 |
| Sample State C | $20,021,731.00 | $7,280,630.00 | $254,176.00 | $9,996,463.00 | $3,241,450.00 | $910,368.00 | | | $41,704,818.00 |
| Sample State D | $13,854,701.00 | $5,038,072.00 | $175,885.00 | | $2,264,789.00 | $227,592.00 | | | $21,561,039.00 |
| Sample State E | $84,613,815.00 | $30,768,660.00 | $1,074,172.00 | $148,278,663.00 | $13,790,111.00 | $4,096,656.00 | | | $282,622,077.00 |
| Sample State F | $17,796,658.00 | $6,471,512.00 | $225,929.00 | $8,718,395.00 | $2,903,630.00 | $682,775.00 | | | $36,798,899.00 |
| Sample State G | $15,491,248.00 | $5,633,181.00 | $196,661.00 | | $2,531,746.00 | $227,592.00 | | | $24,080,428.00 |
| Sample State H | $9,732,926.00 | $3,539,246.00 | $123,559.00 | | $1,588,053.00 | | | | $14,983,784.00 |
| Sample State I | $9,184,053.00 | $3,339,656.00 | $116,591.00 | $82,000,000.00 | $1,503,840.00 | | | | $96,144,140.00 |
| Sample State J | $44,728,449.00 | $16,264,891.00 | $567,828.00 | $30,885,716.00 | $7,244,714.00 | $1,593,144.00 | | | $101,284,742.00 |
| Sample State K | $26,726,187.00 | $9,718,613.00 | $339,289.00 | $13,333,567.00 | $4,345,323.00 | $455,184.00 | | | $54,918,163.00 |
| Sample State L | $2,990,093.00 | $1,087,307.00 | $37,959.00 | | $590,228.00 | | | | $4,705,587.00 |
| Sample State M | $10,683,582.00 | $3,884,939.00 | $135,628.00 | $6,454,763.00 | $1,743,745.00 | $227,592.00 | | | $23,130,249.00 |
| Sample State N | $10,918,426.00 | $3,970,337.00 | $138,610.00 | | $1,777,897.00 | | | | $16,805,270.00 |

*Figure 110: Example PDF Report – 2005 ISIP – National*

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | STATE/TERRITORY | CCP | LETPP | SHSP | UASI | EMPG | MMRS | BZPP | TSGP |
| 2 | Sample State | 224559 | 6432289 | 17688796 | 0 | 2896617 | 910368 | 0 | 0 |
| 3 | Sample State A | 118934 | 3406760 | 9368592 | 0 | 1529911 | 455184 | 0 | 0 |
| 4 | Sample State B | 35285 | 1010713 | 2779462 | 0 | 454033 | 0 | 0 | 0 |
| 5 | Sample State C | 254176 | 7280630 | 20021731 | 9996463 | 3241450 | 910368 | 0 | 0 |
| 6 | Sample State D | 175885 | 5038072 | 13854701 | 0 | 2264789 | 227592 | 0 | 0 |
| 7 | Sample State E | 1074172 | 30768660 | 84613815 | 148278663 | 13790111 | 4096656 | 0 | 0 |
| 8 | Sample State F | 225929 | 6471512 | 17796658 | 8718395 | 2903630 | 682775 | 0 | 0 |
| 9 | Sample State G | 196661 | 5633181 | 15491248 | 0 | 2531746 | 227592 | 0 | 0 |
| 10 | Sample State H | 123559 | 3539246 | 9732926 | 0 | 1588053 | 0 | 0 | 0 |
| 11 | Sample State I | 116591 | 3339656 | 9184053 | 82000000 | 1503840 | 0 | 0 | 0 |
| 12 | Sample State J | 567828 | 16264891 | 44728449 | 30885716 | 7244714 | 1593144 | 0 | 0 |
| 13 | Sample State K | 339289 | 9718613 | 26726187 | 13333567 | 4345323 | 455184 | 0 | 0 |
| 14 | Sample State L | 37959 | 1087307 | 2990093 | 0 | 590228 | 0 | 0 | 0 |
| 15 | Sample State M | 135628 | 3884939 | 10683582 | 6454763 | 1743745 | 227592 | 0 | 0 |
| 16 | Sample State N | 138610 | 3970337 | 10918426 | 0 | 1777897 | 0 | 0 | 0 |
| 17 | Sample State O | 257567 | 7377769 | 20288866 | 15253865 | 3318388 | 455184 | 0 | 0 |

*Figure 111: Example CSV Report – 2005 ISIP – National*

CHAPTER 8

# APPENDICES

## Appendix


8.1 Glossary
8.2 Frequently Used Acronyms
8.3 Grant Programs within GRT
8.4 Pre-defined Projects
8.5 FY 11 Percentage Requirements Validation
8.6 FY 12 Percentage Requirements Validation
8.7 FY 13 & FY 14 Percentage Requirements Validation
8.8 Reporting Options by Reporting Period
8.9 Urban Areas
8.10 Historical Allowable Data
8.11 FY13 PSIC Module User's Guide
8.12 FY13 IJ Submission Module User's Guide

# Section 8.1 Glossary

**Account Type**
There are multiple account types that exist within GRT, as explained in the table below:

| Role | Description | Account Type |
|---|---|---|
| Federal | DHS FEMA and other Federal Government Representatives | Federal Admin User |
| | | Federal User |
| | | Federal Guest User |
| State (SAA/DTG) | State users and Direct Tribal Grantee users | State (SAA/DTG) Admin User |
| | | State (SAA/DTG) User |
| Local | All other users including Subgrantees, Local Jurisdictions, Other State Agencies/Non-SAAs, and Urban Areas | Local Admin User |
| | | Local User |

**Adjusted Award Amount**
The Adjusted Award Amount is based on the Award amount minus the amount of de-obligated funds. Through the Close-out BSIR report, SAAs ensure that the Adjusted Award Amount (due to the de-obligation of funds) equals the obligated and expended amounts.

**Administrative Privileges**
Users with administrative privileges will serve as the approving user for other users within their organization. This privilege is granted above and beyond their user role.

**Award (Award Amount)**
The amount of funding provided to a grantee/subgrantee is referred to as the award (also seen as grant award or award amount).

**Biannual Strategy Implementation Report**
Represents multiple reporting periods throughout the fiscal year grant reporting cycle. Through the BSIR, SAA/DTG users will report submission of a completed BSIR, satisfying expenditure requirements of FEMA.

**Budget Detail Worksheet**
BDWs require budgets to be completed to the line item level. The BDW accounts for funding through line item reporting, and goes deeper than the ISIP and BSIR solution area requirements. The BDW requires the grantee to report on the type, name, number, and unit cost of items purchased (such as equipment).

**Change Request**
When reviewing a submission component (grantee/subgrantee funding or investment data), the approving user (SAA/DTG or Fed) may determine that a change is required. If the data requires modification, a change request is submitted by marking the submission with a change request status. The status will update to 'Change Request'.

**Close-out**
The Close-out reporting period is the final reporting period of the fiscal year grant reporting cycle. During the Close-out reporting period, SAAs are responsible for the final funding allocations submitted during the BSIR with actual obligated, expended, and adjusted data. At the completion of the Close-out reporting period, the GRT will be used to update the grant-funding allocation through the life of the grant. Submission of the Close-out is due 120 days after the end date of the award period.

**CSV**
CSV refers to a comma separated values file. This file type downloads data from the GRT database and converts it to a user-friendly format. It can contain multiple records of data which are designated by a line break. Multiple fields can also be included, and each field is separated by the comma character. CSV files can be easily read using MS Excel or most other spreadsheet applications.

### Data Port
The process of moving data from a previously completed reporting period (source reporting period) to a current reporting period (destination reporting period).

### Destination Reporting Period
The reporting period to which you want to upload the data from the data port.

### Discipline
A general defined group or function receiving grant funding for specific work in a solution area. e.g. Fire Service, Emergency Management, Public Works, etc.

### Direct Tribal Grantee (DTG)
Direct tribal grant recipient.

### DUNS
The DUNS number is the Data Universal Numbering System. It is a unique number that exists for each SAA. A DUNS number is either 9 or 14 (for DUNS +4) characters in length.

### Expended
An outlay of funds to fulfill an obligation (for example, paying salaries or vendors). Once obligated funding has been disbursed to the vendor, the funding should be removed from the Obligated column and added to the Expended column. At no point should the same money be accounted for in both the Obligated and Expended columns. As such, the sum of the two aforementioned columns should at no point be greater than the Awarded column amount. At the closeout of the grant period, the Expended amount should be equal to the adjusted Award amount. **Example 1.** Funding that has been removed from state or local accounts as payment to suppliers or vendors. **Example 2.** The amount of the salary paid using grant funding (mostly for M&A Expenses).

### Federal Grant
The total amount of money awarded to the state by FEMA.

### Funding
The amount of money allocated to the project.

### Funding Type
There are several categories (funding types) of which a grant award can be a part. The various funding types include:

- Passthrough to Local (part of 80 percent)
- Retained at State Level - At Request of Local Jurisdiction(s)
- Retained at State Level - Part of State Share

### Funding with Two Decimals
The decimal option checkbox is referred to as 'Funding with Two Decimals'. This feature can be found in the Organization Options tab of the Organization module. This option allows users to make a preference as to whether or not their funding data should be captured and tracked in whole dollars or to the cents. All reports will still display two decimal values. If the organization has not selected to report to the decimal place, the numbers will trail with zeros (i.e., $100.00). If the subgrantee has selected to report to the decimal place, the user entered values will display (i.e., $100.50).

### Grant Award Year
A period of time for which a grant award applies. The grant award years are congruent with calendar years.

### Grantee
An agency or organization that has been awarded financial assistance under one or more of the Department's grant programs. A grantee can have numerous subgrantees within their agency/organization.

### Grantee Type
The category to which a grantee belongs. Options include:
- Local Jurisdiction / Entity
- Other State Agency (Non-SAA)
- SAA/DTG

### Guest Role
User role providing limited responsibilities and privileges within GRT.

### Initial Strategy Implementation Plan
The first reporting period of the fiscal year grant reporting cycle. Through the ISIP, SAA users will report planned expenditures of the newly awarded grants by the federally mandated due dates.

### Investment Name
The name given to the particular investment. This value cannot be edited within GRT.

### Investment Rank
The rank assigned to the investment by FEMA. This value cannot be edited within GRT.

### Investment Self-Check
The Investment Self-Check will help determine if the investments are ready to be submitted. If the total investment funding reported within each grant program equals the amount of funding awarded to each grant program, the self-check is OK.

### Legal Agency Name
The Official chartered name of an agency. The Legal Agency Name should match what was entered by the jurisdiction into the Data Collection Toolkit (DCT) or submitted to FEMA along with its assessment data and should be spelled out completely. e.g. Pennsylvania Emergency Management Agency should be not be entered as PEMA or Los Angeles Police Department should not be entered as L.A.P.D.

### Legal Grantee/Subgrantee
The Official chartered name of grantee or subgrantee. The Legal Grantee/Subgrantee name does not have to be unique. The Legal Grantee/Subgrantee Name should match what was entered by the jurisdiction into the Data Collection Toolkit (DCT) and should be spelled out completely. e.g. New York City should not be entered as NYC or Prince George's County should not be entered as P.G. County.

### Legal Jurisdiction Name
The Official chartered name of a city, county, parish, etc. The Legal Jurisdiction Name should match what was entered by the jurisdiction into the Data Collection Toolkit (DCT) and should be spelled out completely. e.g. New York City should not be entered as NYC or Prince George's County should not be entered as P.G. County.

### Metric
A parameter against which a project can be measured. Examples include: Interoperable Communications Plans, Recovery Plans and Risk Mitigation Plan.
*Note that as of the FY 2005 Grant Award Year, Metrics are not required as part of the ISIP submission.*

### Obligated
A legal liability to pay, and/or contract determinable sums for services or goods incurred at the time of the ISIP or BSIR filing. Obligated does not refer to the required passthrough of funds from the SAA/DTG to local subgrantees. Compliance with the passthrough requirement is met with the filing of the ISIP. Obligated funding has been legally designated to be expended for a particular purchase or purpose; however, funds have yet to exchange hands from the purchaser (grantee or subgrantee) to the supplier or vendor. Once obligated funds have been disbursed to the supplier or vendor, the Obligated amount should be removed from the Obligated column and added to the column for Expended funding. At the closeout of the grant period, the Obligated column should equal "$ 0.00". Example 1. A check that has been drawn for the purchase of a piece of

equipment, however the equipment has yet to be delivered. As such, the check has not been cashed by the equipment supplier. Example 2. A purchase order that has been cut where funds have not been paid out and the equipment not delivered, results in no exchange of funds. Example 3. The amount of the salary paid through grant funding that is delegated for that particular 6 month BSIR period (mostly for M&A Expenses).

**Organizational Assignment**
The user's represented state, territory or agency. The organizational assignment selected will determine the list of available grantees/subgrantees assigned to that state, territory or agency.

**PDF**
Reports can be generated as portable document format (PDF) files. In order to open a PDF file, you must have Adobe Reader software installed on your computer. If you need this tool, please navigate to http://www.adobe.com/products/acrobat/readstep2.html and download the latest free version.

**Program**
A specific source of funding for projects that represent the FEMA Grant Programs. e.g. State Homeland Security Program (SHSP), Law Enforcement Terrorism Prevention (LETPP), Citizen Corps Program (CCP), Urban Areas Security Initiative Program (UASI), etc.

**Project**
An organized set of activities designed to achieve defined objectives or tasks resulting in specific identifiable improvements within a given budget and grant period. These should all start with an action word. e.g. Stand up an emergency operations center in the Town of Smith, Develop a public health surveillance system for the City of Jones, Develop a state-wide sustainable training system, Create a terrorism information-sharing network for Jane County, etc.

**Project Title**
The title of the project.

**Project Type**
The type of project. Examples include: Establish/enhance Citizen Corps Councils, Establish/enhance cyber security program, and Establish/enhance emergency operations center.

**Regional Transit Area**
A geographic area within the state/territory. Not available for all states/territories.

**Report Type**
The title of the report. It serves as a brief description of the type of data to be included in the report. The types of reports available are detailed below:

- Funding Reports (National only)
  - Funding Distribution
  - Grant Award
  - Grant Award by FEMA Region
  - Management & Administration
  - Obligated & Expended
  - Solution Area
  - Solution Area by FEMA Region
  - Solution Area Discipline
  - Solution Area Sub-Category
  - Fusion Center by State
  - Fusion Center by POETE
  - Maintenance & Sustainment Summary
  - Maintenance & Sustainment by State
- Funding Reports (State/territory)
  - Funding Distribution
  - Grant Award

  - Management & Administration
  - Obligated & Expended
  - Personnel
  - Project Detail by Grantee/Subgrantee
  - Project Detail by Project Type
  - Solution Area
  - Solution Area Discipline
  - Solution Area Sub-Category
- Investment Reports (National Only)
  - Grant Program Funding
  - Grant Program Funding by Submission
  - Solution Area Funding
  - Solution Area Funding by Submission
- Investment Reports (State/territory)
  - Grant Program Funding by Submission
  - Investment Funding Totals
  - Investment Funding Totals with Summary Description
  - National Priorities
  - Overall Effectiveness Scores
  - Solution Area Funding
  - Solution Area Funding by Submission
  - Target Capabilities
- Administrative Reports (National or State/territory)
  - Submission Status
- Executive
  - IED Report
  - Planning Report
  - Overtime Report
  - Overall Solution Area Report
  - Planning Report (1)
  - Planning Report (2)

**Reporting Period**
The period of time within the grant reporting timeline for which you would like to review data.

**State Administrative Agencies (SAA)**
Governing body for the state.

**Self-Check**
An automatic check established by the system to determine if an item meets all requirements. A valid item will have a status of OK and be marked in green. An invalid item will have a status of ERROR and be marked in red.

**Shared Funding**
Funding that is shared between subgrantees of the same state. This may occur when two or more subgrantees are working n the same project.

**Slick Sheet**
Slick sheets are one to two page documents that provide module/task specific directions. The slick sheets were designed to provide users with details on some of the most commonly asked questions and scenarios.

**Solution Area**
A means of categorizing objectives developed in the strategy process (POETE). Solution Areas are associated with the State or Urban Areas Homeland Security Assessment and Strategy. e.g. Planning, Organization, Equipment, Training, Exercise, Management & Administration.

**Solution Area Sub-Category**
Categories of allowable expenditures within each solution area to accomplish identified projects. e.g. For Solution Area – Equipment, associated Solution Area Sub-Categories would be: Personal Protective Equipment and Planning Develop or Conduct Assessments.

**Source Reporting Period**
The reporting period from which you are copying data during a data port. The data selected from the source reporting period will be copied to the destination reporting period.

**State Submission**
Investment package specific to the state.

**Status**
The position of an item within its workflow.

**Strategic Goal**
A target that the state wants to achieve regarding an improved level of capability. For the ISIP, the target should come directly from the State's individual SHSS and/or Urban Area Homeland Security Strategy. e.g. Develop a regional response capability to ensure incident response coverage in areas not currently covered, etc.

**Strategic Objective**
A specific statement of desired achievement that supports the goal. For the ISIP, this statement should come directly from the state's individual SHSS and/or Urban Area Homeland Security Strategy and should be tied to a goal from the same strategy. e.g. Planning: Develop a statewide terrorism incident regional response plan by Oct. 2006. Organizing: Develop the organization structure for three regions by Oct. 2006. Equipping: Equip three regional response teams by Dec. 2006. Training: Train three regional response teams by March 2007. Exercising: Conduct a full-scale exercise to validate the operations of one regional response team by May 2007.

**Subgrant**
A portion of a grant that is awarded by a grantee to an eligible subgrantee as financial assistance.

**Subgrantee**
A sub-agency or organization that has been awarded financial assistance under one or more of the Department's grant programs; a subgrantee is part of a grantee.

**Total Awarded**
The actual amount of grant money allocated by FEMA to that state/territory.

**Total Reported**
The adjusted amount of grant money, based upon the grant award.

**Total Requested**
The original amount of grant money request by the state/territory.

**Urban Area**
A geographic area within a state. Each grantee/subgrantee receiving UASI funding must be aligned to an urban area. This association is important because it will enable users to select the appropriate urban area goals & objectives for their projects which are allocated UASI funding. Users needing clarification on which urban area applies to them should contact their FEMA Program Analyst.

**Urban Area Submission**
Investment Package specific to an urban area. This will apply to a state/territory if an urban area exists.

**User Status**

| User Status | Definition |
|---|---|
| Active | Indicates that a user currently has login access to the system |
| Pending | Indicates that a user has recently requested access to the GRT |
| Denied | Indicates that an account has been requested, but denied |
| Inactive | Indicates that a user account has not been used within 45 days |
| Locked | Indicates a user's account is currently inaccessible. An account may be locked because a user entered an incorrect password three or more times. Users with admin rights carry the privilege to unlock these users |

**User Roles**

| User Roles | User Rights |
|---|---|
| FEMA User/Admin | Review (in read-only mode) SAA/DTG submissions to FEMA |
| | Approve SAA/DTG submissions to FEMA |
| | Approve additional FEMA, SAA/DTG, and Local users |
| | Generate Reports |
| State/ Direct Tribal Grantee (SAA//DTG) Admin User | Review SAA/DTG and subgrantee reports |
| | Approve SAA/DTG and subgrantee reports and submit to FEMA for approval |
| | Create and manage other SAA/DTG users |
| | Create and manage subgrantees |
| | Create and manage Local users |
| | Input Grant Funding data |
| | Enter subgrantee award(s) |
| State/ Direct Tribal Grantee (SAA/DTG) User | Input Grant Funding data |
| | Review (in read-only mode) subgrantee submissions to SAA/DTG |
| | Enter subgrantee award(s) |
| Local Admin User | Input Project Funding data |
| | Review subgrantee report |
| | Submit subgrantee report to SAA/DTG for review and approval |
| | Create and manage Local users |
| Local User | Input Project Funding data |

**Workflow Step**

The specific point within the process where the project resides. Options include:

- Project Submitted
- Submitted to State
- Approved by State
- Submitted to FEMA
- Approved by FEMA

## Section 8.2 Frequently Used Acronyms

**AAR** – After Action Reports

**ACH** – Automated Clearing House

**AEL** – Authorized Equipment List

**AFG** – Assistance to Firefighters Grants

**AHRQ** – Agency for Healthcare Research and Quality

**ANSI** – American National Standards Institute

**ASAP** – Automated Standard Application for Payments

**BDW** – Budget Data Worksheet

**BSIR** – Biannual Strategy Implementation Report

**BZPP** – Buffer Zone Protection Program

**CAPR** – Categorical Assistance Program Reports

**CBP** – Customs and Border Protection

**CBRNE** – Chemical, Biological, Radiological, Nuclear, and Explosive

**CCP** – Citizen Corps Program

**CCR** – Central Contractor Registry

**CCTV** – Closed-Circuit Television

**CDC** – Centers for Disease Control and Prevention

**CERT** – Community Emergency Response Teams

**CFA** – Capability Focus Area

**CFDA** – Catalog of Federal Domestic Assistance

**CFR** – Code of Federal Regulations

**CI/KR** – Critical Infrastructure/Key Resources

**CIP** – Critical Infrastructure Protection

**CMIA** – Cash Management Improvement Act

**COOP/COG** – Continuity of Operations/Continuity of Government

**CO-OP** – Cooperative Training Outreach Program

**CRI** – Cities Readiness Initiative

**CSID –** Centralized Scheduling and Information Desk

**D&B –** Dun and Bradstreet

**DHS –** Department of Homeland Security

**DLA –** Defense Logistics Agency

**DNDO –** Domestic Nuclear Detection Office

**DOJ –** Department of Justice

**DOT –** Department of Transportation

**DTG –** Direct Tribal Grantee

**DUNS –** Data Universal Numbering System

**EDAP –** Excess Delivery Acquisition Program

**EEG –** Exercise Evaluation Guide

**ELO –** Enabling Learning Objectives

**EMAC –** Emergency Management Assistance Compact

**EMI –** Emergency Management Institute

**EMPG –** Emergency Management Performance Grant

**EMS –** Emergency Medical Services

**EOC –** Emergency Operations Center

**EOP –** Emergency Operations Plan

**EPAP –** Equipment Purchase Assistance Program

**ESF –** Emergency Support Function

**FAR –** Federal Acquisition Regulations

**FBI –** Federal Bureau of Investigation

**FEMA –** Federal Emergency Management Agency

**FOIA –** Freedom of Information Act

**FSR –** Financial Status Report

**FTE –** Full-Time Equivalent

**GAN –** Grant Adjustment Notices

**GAO –** Government Accountability Office

**GMS –** Grants Management System

**GPRA –** Government Performance and Results Act

**GRT** – Grants Reporting Tool

**FEMA –** Federal Emergency Management Agency

**HAZMAT –** Hazardous Materials

**HDER –** Homeland Defense Equipment Reuse

**HHS –** Health and Human Services

**HRSA –** Health Resources and Services Administration

**HSA –** Homeland Security Advisor

**HSC –** Homeland Security Council

**HSEEP –** Homeland Security Exercise and Evaluation Program

**HSGP –** Homeland Security Grant Program

**HSIN** – Homeland Security Information Network

**HSPD –** Homeland Security Presidential Directive

**HSPTAP** – Homeland Security Preparedness Technical Assistance Program

**IAFIS –** Integrated Automated Fingerprint Identification System

**IALEIA –** International Association of Law Enforcement Intelligence Analysts

**IBSGP –** Intercity Bus Security Grant Program

**ICS –** Incident Command System

**ICTAP –** Interoperable Communications Technical Assistance Program

**IP –** Improvement Plan

**IPP** – Infrastructure Protection Program

**IPRSGP –** Inter-City Passenger Rail Security Grant Program

**ISIP** – Initial Strategy Implementation Plan

**IV&V –** Independent Verification & Validation

**JTTF** – Joint Terrorism Task Force

**LAP –** Lesson Administration Page

**LEP** – Limited English Proficient

**LETPP –** Law Enforcement Terrorism Prevention Program

**LLEA –** Lead Law Enforcement Agency

**LLIS** – Lessons Learned Information Sharing

**LOCES –** Letter of Credit Electronic Certification System

**M&A** – Management & Administration

**MEEMCN –** Minimum Essential Emergency Medical Communications Network

**MIPT** – National Memorial Institute for the Prevention of Terrorism

**MMRS –** Metropolitan Medical Response System

**MOA** – Memorandum of Agreement

**MOU –** Memorandum of Understanding

**MRC –** Medical Reserve Corps

**MS&G –** Models, Simulations, and Games

**NBHPP –** National Bioterrorism Hospital Preparedness Program

**NCIC –** National Crime Information Center

**NCR –** National Capital Region

**NDPC –** National Domestic Preparedness Consortium

**NEPA –** National Environmental Policy Act

**NFA** – National Fire Academy

**NGO –** Non-Governmental Organization

**NIC** – NIMS Integration Center

**NIEM –** National Information Exchange Model

**NIMS** – National Incident Management System

**NIPP –** National Infrastructure Protection Plan

**NRP** – National Response Plan

**NSGIC –** National States' Geographic Information Council

**NSSE** – National Special Security Event

**OC –** Office of the Comptroller

**ODP** – Office for Domestic Preparedness

**OIC –** Office for Interoperability and Compatibility

**OGO –** Office of Grant Operations

**OJP –** Office of Justice Programs

**OMB –** Office of Management and Budget

**OSHA –** Occupational Safety and Health Administration

**PAPRS –** Phone Activated Paperless Request System

**PHEP –** Public Health Emergency Preparedness

**POC –** Point of Contact

**POETE –** Planning, Organization, Equipment, Training, and Exercises

**POI –** Point of Instruction

**PPE –** Personal Protective Equipment

**PSGP –** Port Security Grant Program

**RDT&E –** Research, Development, Testing, and Evaluation

**RKB** – Responder Knowledge Base

**RTSS** – Regional Transit Security Strategies

**RTSWG –** Regional Transit Security Working Group

**SAA –** State Administrative Agency

**SEL –** Standardized Equipment List

**SHSEEP –** State Homeland Security Exercise and Evaluation Program

**SHSP –** State Homeland Security Program

**SHSS –** State Homeland Security Strategy

**SNS –** Strategic National Stockpile

**SOP** - Standard Operating Procedure

**SPOC –** Single Point of Contact

**SRM** – Service Reference Model

**STE –** Secure Terminal Equipment

**T&EPW** – Training and Exercise Planning Workshop

**TA –** Technical Assistance

**TCL** – Target Capabilities List

**TLO –** Terminal Learning Objectives

**TOPOFF –** Top Officials Exercise

**TPOC –** Training Point of Contact

**TSGP –** Transit Security Grant Program

**TSP –** Transit Security Program

**UASI –** Urban Areas Security Initiative

**UASS** – Urban Area Security Strategies

**UAWG –** Urban Area Working Group

**UHF –** Ultra High Frequency

**USDA –** U.S. Department of Agriculture

**VIPS –** Volunteers in Police Service

**VTEP –** Voluntary Training Enhancement Program

**WMD –** Weapons of Mass Destruction

**XML –** Extensible Markup Language

# Section 8.3 Grant Programs

The following grant programs are found within the GRT.

| FY2007 | FY2008 | FY 2009 | FY2010 | FY2011 | FY2012 | FY2013 | FY2014 |
|---|---|---|---|---|---|---|---|
| State Homeland Security Program (SHSP) | State Homeland Security Program (SHSP) | State Homeland Security Program (SHSP) | State Homeland Security Program (SHSP) | State Homeland Security Program (SHSP) | State Homeland Security Program (SHSP) | State Homeland Security Program (SHSP) | State Homeland Security Program (SHSP) |
| Law Enforcement Terrorism Prevention Program (LETPP) | | | | | | | |
| Citizen Corps Program (CCP) | Citizen Corps Program (CCP) | Citizen Corps Program (CCP) | Citizen Corps Program (CCP) | Citizen Corps Program (CCP) | | | |
| Urban Area Security Initiative (UASI) | Urban Area Security Initiative (UASI) | Urban Area Security Initiative (UASI) | Urban Area Security Initiative (UASI) | Urban Area Security Initiative (UASI) | Urban Area Security Initiative (UASI) | Urban Area Security Initiative (UASI) | Urban Area Security Initiative (UASI) |
| Metropolitan Medical Response System (MMRS) | Metropolitan Medical Response System (MMRS) | Metropolitan Medical Response System (MMRS) | Metropolitan Medical Response System (MMRS) | Metropolitan Medical Response System (MMRS) | | | |
| Emergency Management Performance Grant (EMPG) | Emergency Management Performance Grant (EMPG) | Emergency Management Performance Grant (EMPG) | Emergency Management Performance Grant (EMPG) | Emergency Management Performance Grant (EMPG) | Emergency Management Performance Grant (EMPG | Emergency Management Performance Grant (EMPG | Emergency Management Performance Grant (EMPG |
| Emergency Management Performance Grant – Supplemental (EMPGSUP) | | | | | | | |
| Buffer Zone Protection Plan (BZPP) | Buffer Zone Protection Plan (BZPP) | Buffer Zone Protection Plan (BZPP) | Buffer Zone Protection Plan (BZPP) | | | | |
| Transportation Security Grant Program (TSGP) | Transportation Security Grant Program (TSGP) | | | | | | |
| Transit Security Grant Program – Supplemental (TSGPSUP) | | | | | | | |

| FY2007 | FY2008 | FY 2009 | FY2010 | FY2011 | FY2012 | FY2013 | FY2014 |
|---|---|---|---|---|---|---|---|
| Transit Security Grant Program – Ferry (TSGPF) | | | | | | | |
| | Intercity Passenger Rail Program (IPR) | Intercity Passenger Rail Program (IPR) | Intercity Passenger Rail Program (IPR) | Intercity Passenger Rail Program (IPR) | Intercity Passenger Rail Program (IPR) | Intercity Passenger Rail Program (IPR) | Intercity Passenger Rail Program (IPR) |
| | Operation Stonegarden (OPSG) | Operation Stonegarden (OPSG) | Operation Stonegarden (OPSG) | Operation Stonegarden (OPSG) | Operation Stonegarden (OPSG) | Operation Stonegarden (OPSG) | Operation Stonegarden (OPSG) |
| | Regional Catastrophic Preparedness Grant Program (RCPGP) | Regional Catastrophic Preparedness Grant Program (RCPGP) | Regional Catastrophic Preparedness Grant Program (RCPGP) | Regional Catastrophic Preparedness Grant Program (RCPGP) | | | |
| Public Safety Interoperable Communications Grant Program (PSIC) | | | | | | | |
| UASI Nonprofit Security Grant Program (NSGP) | UASI Nonprofit Security Grant Program (NSGP) | UASI Nonprofit Security Grant Program (NSGP) | UASI Nonprofit Security Grant Program (NSGP) | UASI Nonprofit Security Grant Program (NSGP) | UASI Nonprofit Security Grant Program (NSGP) | | |
| | Interoperable Emergency Communications Grant Program (IECGP) | Interoperable Emergency Communications Grant Program (IECGP) | Interoperable Emergency Communications Grant Program (IECGP) | | | | |
| | MS Interoperable Communications Grant (MSICG) | | | | | | |
| | Emergency Operations Center (EOC) | Emergency Operations Center (EOC) | Emergency Operations Center (EOC) | Emergency Operations Center (EOC) | | | |

[1] - only for New York

# Section 8.4 Pre-defined Projects

| PROJECT | FY07 | FY08 | FY09 | FY10 | FY11 | FY12 | FY13 | FY14 |
|---|---|---|---|---|---|---|---|---|
| Assess vulnerability of and/or harden/protect critical infrastructure and key assets | X | X | X | X | X | X | X | X |

| PROJECT | FY07 | FY08 | FY09 | FY10 | FY11 | FY12 | FY13 | FY14 |
|---|---|---|---|---|---|---|---|---|
| Adopt and implement NIMS to include integration of core concepts into plans and procedures | X | X | X | X | X | X | X | X |
| Administer and manage the Homeland Security Grant Program | X | X | X | X | X | X | X | X |
| Build/enhance a pharmaceutical stockpile and/or distribution network | X | X | X | X | X | X | X | X |
| Develop/enhance interoperable communications systems | X | X | X | X | X | X | X | X |
| Develop/enhance plans, procedures, and protocols | X | X | X | X | X | X | X | X |
| Develop/enhance homeland security/emergency management organization and structure | X | X | X | X | X | X | X | X |
| Develop/enhance state and local geospatial data system/Geographic Information System (GIS) | X | X | X | X | X | X | X | X |
| Enhance capability to support international border and waterway security | X | X | X | X | X | X | X | X |
| Establish/enhance a public health surveillance system | X | X | X | X | X | X | X | X |
| Establish/enhance a terrorism intelligence/early warning system, center, or task force | X | X | X | X | X | X | X | X |
| Establish/enhance agro-terrorism preparedness capabilities | X | X | X | X | X | X | X | X |
| Establish/enhance Citizen Corps Councils | X | X | X | X | X | X | X | X |
| Establish/enhance cyber security program | X | X | X | X | X | X | X | X |
| Establish/enhance emergency operations center | X | X | X | X | X | X | X | X |
| Establish/enhance explosive ordnance disposal units/bomb squads | X | X | X | X | X | X | X | X |
| Establish/enhance public-private emergency preparedness program | X | X | X | X | X | X | X | X |
| Establish/enhance regional response teams | X | X | X | X | X | X | X | X |
| Establish/enhance sustainable homeland security exercise program | X | X | X | X | X | X | X | X |
| Establish/enhance sustainable homeland security training program | X | X | X | X | X | X | X | X |
| Establish/enhance sustainable Homeland Security Planning Program | X | X | X | X | X | X | X | X |
| Establish/enhance citizen awareness of emergency preparedness, prevention, and response measures | X | X | X | X | X | X | X | X |
| Establish/enhance citizen/volunteer initiatives | X | X | X | X | X | X | X | X |
| Enhance integration of metropolitan area public health/medical and emergency management capabilities | X | X | X | X | X | X | X | X |
| Establish / enhance mass care shelter and alternative medical facilities operations | X | X | X | X | X | X | X | X |
| Establish/Enhance emergency plans and procedures to reflect the National Response Plan | X | X | X | X | X | X | X | X |
| Enhance capabilities to respond to all-hazards events | X | X | X | X | X | X | X | X |
| Establish/enhance fusion center | X | X | X | X | X | X | X | X |
| Enhance capabilities to recover from all-hazards events | X | X | X | X | X | X | X | X |
| Enhance capability to perform post-incident structural damage and mitigation assessment | X | X | X | X | X | X | X | X |
| Enhance capability to restore lifelines post-incident | X | X | X | X | X | X | X | X |
| Enhance capability to support economic and | X | X | X | X | X | X | X | X |

| PROJECT | FY07 | FY08 | FY09 | FY10 | FY11 | FY12 | FY13 | FY14 |
|---|---|---|---|---|---|---|---|---|
| community recovery | | | | | | | | |
| Manage, update and/or implement the State Homeland Security Strategy | X | X | X | X | X | X | X | X |
| Manage, update and/or implement the Urban Area Homeland Security Strategy | X | X | X | X | X | X | X | X |
| Manage, update and/or implement the Regional Transit Security Strategy | X | X | X | X | X | X | X | X |
| Transit Security Grant Program - RAIL | X | X | X | X | X | X | X | X |
| Transit Security Grant Program – FERRY | X | X | X | X | X | X | X | X |
| Transit Security Grant Program - BUS | X | X | X | X | X | X | X | X |

## Section 8.5 FY 11 Percentage Requirements Validation

The SAA has a responsibility to obligate a minimum percentage of the Federal Award to the local jurisdictions/subgrantees. The requirements vary by grant program and by fiscal year. The table below illustrates the required percentage distribution of grant funding between state and local jurisdictions.

| | SHSP | CCP | UASI | MMRS | OPSG | EOC | NSGP | EMPG | RCPGP | IPR |
|---|---|---|---|---|---|---|---|---|---|---|
| **Min. Pass-through Percent** | 80% | N/A | 80% | 95% | 100% | 95% | 95% | N/A | 95% | N/A |
| **Max. M&A Percent - Overall** | N/A | N/A | N/A | N/A | N/A | N/A | 5% | N/A | N/A | 5% |
| **Max. M&A Percent - State Share** | 5% | 5% | 5% | 5% | 0% | 5% | N/A | 5% | N/A | N/A |
| **Max. M&A Percent - Local Share** | 5% | 5% | 5% | 5% | 5% | 5% | N/A | 5% | N/A | N/A |
| **Max Organization % for states with UASIs** | 50% | N/A | 50% | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| **Max Organization % for states without UASIs** | 50% | N/A | 50% | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| **Max. Personnel Percent** | 50% | N/A | 50% | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| **Max. Planning Percent** | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| **Max. Statewide Planning Percent** | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

## Section 8.6 FY 12 Percentage Requirements Validation

The SAA has a responsibility to obligate a minimum percentage of the Federal Award to the local jurisdictions/subgrantees. The requirements vary by grant program and by fiscal year. The table below illustrates the required percentage distribution of grant funding between state and local jurisdictions.

| | SHSP | UASI | OPSG | NSGP | EMPG | IPR |
|---|---|---|---|---|---|---|
| **Min. Pass-through Percent** | 80% | 80% | 100% | 95% | N/A | N/A |
| **Max. M&A Percent - Overall** | N/A | N/A | N/A | 5% | N/A | 5% |
| **Max. M&A Percent - State Share** | 5% | 5% | 0% | N/A | 5% | N/A |
| **Max. M&A Percent - Local Share** | 5% | 5% | 5% | N/A | 5% | N/A |
| **Max Organization % for states with UASIs** | 50% | 50% | N/A | N/A | N/A | N/A |
| **Max Organization % for states without UASIs** | 50% | 50% | N/A | N/A | N/A | N/A |
| **Max. Personnel Percent** | 50% | 50% | N/A | N/A | N/A | N/A |
| **Max. Planning Percent** | N/A | N/A | N/A | N/A | N/A | N/A |
| **Max. Statewide Planning Percent** | N/A | N/A | N/A | N/A | N/A | N/A |

## Section 8.7 FY 13 & FY 14 Percentage Requirements Validation

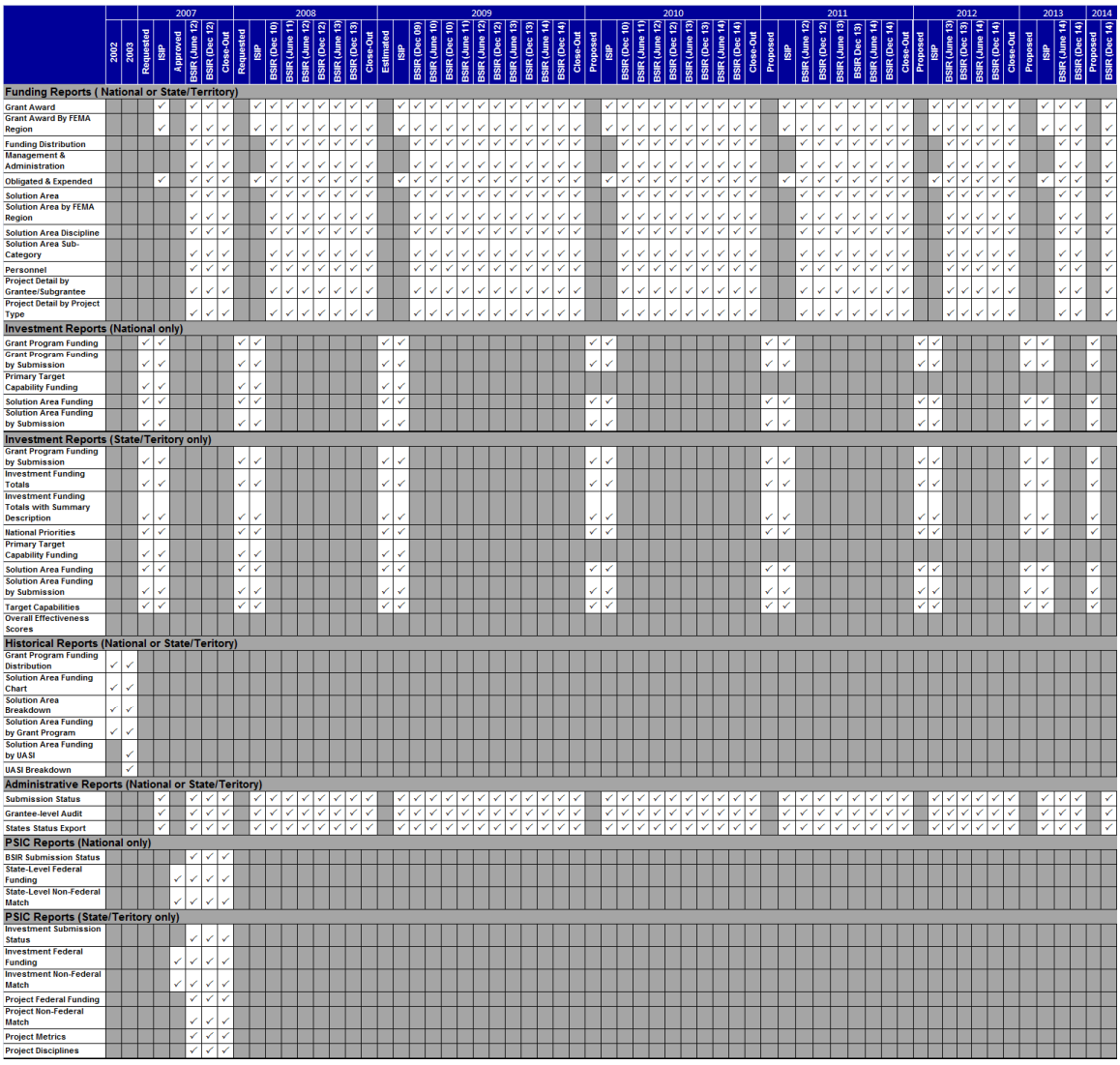
The SAA has a responsibility to obligate a minimum percentage of the Federal Award to the local jurisdictions/subgrantees. The requirements vary by grant program and by fiscal year. The table below illustrates the required percentage distribution of grant funding between state and local jurisdictions.

| | SHSP | UASI | OPSG | NSGP | EMPG | IPR |
|---|---|---|---|---|---|---|
| **Min. Pass-through Percent** | 80% | 80% | 100% | 95% | N/A | N/A |
| **Max. M&A Percent - Overall** | N/A | N/A | N/A | 5% | N/A | 5% |
| **Max. M&A Percent - State Share** | 5% | 5% | 0% | N/A | 5% | N/A |
| **Max. M&A Percent - Local Share** | 5% | 5% | 5% | N/A | 5% | N/A |
| **Max Organization % for states with UASIs** | 50% | 50% | N/A | N/A | N/A | N/A |
| **Max Organization % for states without UASIs** | 50% | 50% | N/A | N/A | N/A | N/A |
| **Max. Personnel Percent** | 50% | 50% | N/A | N/A | N/A | N/A |
| **Max. Planning Percent** | N/A | N/A | N/A | N/A | N/A | N/A |
| **Max. Statewide Planning Percent** | N/A | N/A | N/A | N/A | N/A | N/A |

# Section 8.8 Reporting Options by Reporting Periods

The following table contains all reports and their applicable reporting periods found within the Reporting module of the application.

### Available Reports per Reporting Period [3]



| | 2002 | 2003 | 2007 Requested | 2007 ISP | 2007 Approved | 2007 BSIR (June 12) | 2007 BSIR (Dec 12) | 2007 Close-Out | 2008 Requested | 2008 ISP | 2008 BSIR (Dec 10) | 2008 BSIR (June 11) | 2008 BSIR (June 12) | 2008 BSIR (Dec 12) | 2008 BSIR (June 13) | 2008 BSIR (Dec 13) | 2008 Close-Out | 2009 Estimated | 2009 ISP | 2009 BSIR (Dec 09) | 2009 BSIR (June 10) | 2009 BSIR (Dec 10) | 2009 BSIR (June 11) | 2009 BSIR (Dec 11) | 2009 BSIR (June 12) | 2009 BSIR (Dec 12) | 2009 BSIR (June 13) | 2009 BSIR (Dec 13) | 2009 BSIR (June 14) | 2009 BSIR (Dec 14) | 2009 Close-Out | 2010 Proposed | 2010 ISP | 2010 BSIR (Dec 10) | 2010 BSIR (June 11) | 2010 BSIR (Dec 11) | 2010 BSIR (June 12) | 2010 BSIR (Dec 12) | 2010 BSIR (June 13) | 2010 BSIR (Dec 13) | 2010 BSIR (June 14) | 2010 BSIR (Dec 14) | 2010 Close-Out | 2011 Proposed | 2011 ISP | 2011 BSIR (June 12) | 2011 BSIR (Dec 12) | 2011 BSIR (June 13) | 2011 BSIR Dec 13) | 2011 BSIR (June 14) | 2011 BSIR (Dec 14) | 2011 Close-Out | 2012 Proposed | 2012 ISP | 2012 BSIR (June 13) | 2012 BSIR (Dec 13) | 2012 BSIR (June 14) | 2012 BSIR (Dec 14) | 2012 Close-Out | 2013 Proposed | 2013 ISP | 2013 BSIR (June 14) | 2013 BSIR (Dec 14) | 2014 Proposed | 2014 BSIR (Dec 14) |
|---|---|---

The following table contains all states and their applicable urban areas from FY04 to FY15.

| State | Urban Area | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Alabama** | | | | | | | | | | | | | |
| **Alaska** | | | | | | | | | | | | | |
| **American Samoa** | | | | | | | | | | | | | |
| **Arizona** | Phoenix Area | X | X | X | X | X | X | X | X | X | X | X | X |
| | Tucson Area | - | - | - | X | X | X | X | - | - | - | - | - |
| **Arkansas** | | | | | | | | | | | | | |
| **California** | Anaheim/Santa Ana Area | - | - | X | X | X | X | X | X | X | X | X | X |
| | Bakersfield | - | - | - | - | - | - | X | - | - | - | - | - |
| | Bay Urban Area | - | - | X | X | X | X | X | X | X | X | X | X |
| | Fresno Area | X | X | - | - | - | - | - | - | - | - | - | - |
| | Long Beach Area | X | X | - | - | - | - | - | - | - | - | - | - |
| | Los Angeles Area | X | X | - | - | - | - | - | - | - | - | - | - |
| | Los Angeles/Long Beach Urban Area | - | - | X | X | X | X | X | X | X | X | X | X |
| | Oakland Area | X | X | - | - | - | - | - | - | - | - | - | - |
| | Riverside Urban Area | - | - | - | - | X | X | X | X | X | X | X | X |
| | Sacramento Area | X | X | X | X | X | X | X | - | - | - | X | X |
| | San Diego Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| | San Jose Area | X | X | - | - | - | - | - | - | - | - | | |
| | San Francisco Area | X | X | - | - | - | - | - | - | - | - | | |
| | Santa-Ana/Anaheim Area | X | X | - | - | - | - | - | - | - | - | | |
| **Colorado** | Denver Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| **Connecticut** | Bridgeport Area | - | - | - | - | X | X | X | - | - | - | - | - |
| | Hartford Area | - | - | - | - | X | X | X | - | - | - | - | - |
| | New Haven Area | X | X | - | - | - | - | - | - | - | - | - | - |
| | New York Area | X | X | - | - | - | - | - | - | - | - | - | - |
| **Delaware** | Philadelphia Area | X | X | - | - | - | - | - | - | - | - | - | - |
| **District of Columbia** | National Capital Region Urban Area | X | X | X | X | X | X | - | X | X | X | X | X |
| **Florida** | Ft. Lauderdale Area | - | - | X | X | X | X | X | - | - | - | | |

| State | Urban Area | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jacksonville Area | X | X | X | X | X | X | X | - | - | - | | |
| | Miami Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| | Orlando Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| | Tampa Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| **Georgia** | Atlanta Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| **Guam** | | | | | | | | | | | | | |
| **Hawaii** | Honolulu Area | X | X | X | X | X | X | X | - | - | - | X | X |
| **Idaho** | | | | | | | | | | | | | |
| **Illinois** | Chicago Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| | St. Louis Area | X | X | - | - | - | - | - | - | - | - | - | - |
| **Indiana** | Chicago Area | X | X | - | - | - | - | - | - | - | - | - | - |
| | Indianapolis Urban Area | X | X | X | X | X | X | X | - | X | X | X | X |
| **Iowa** | | | | | | | | | | | | | |
| **Kansas** | Kansas City Area | X | X | - | - | - | - | - | - | - | - | - | - |
| **Kentucky** | Cincinnati Area | X | X | - | - | - | - | - | - | - | - | - | - |
| | Louisville Area | X | X | - | - | - | - | - | - | - | - | - | - |
| **Louisiana** | Baton Rouge Area | X | X | X | - | - | - | - | - | - | - | - | - |
| | New Orleans Urban Area | X | X | X | X | X | X | X | - | X | X | X | X |
| **Maine** | | | | | | | | | | | | | |
| **Maryland** | Baltimore Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| | National Capital Regional Area | X | X | - | - | - | - | - | - | - | - | - | - |
| **Massachusetts** | Boston Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| **Michigan** | Detroit Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| **Minnesota** | St. Paul/Minneapolis Area | X | X | - | - | - | - | - | - | - | - | - | - |
| | Twin Cities Urban Area | - | - | X | X | X | X | X | X | X | X | X | X |
| **Mississippi** | | | | | | | | | | | | | |
| **Missouri** | Kansas City Urban Area | X | X | X | X | X | X | X | - | X | X | X | X |
| | St. Louis Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |

| State | Urban Area | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Montana** | | | | | | | | | | | | | |
| **Nebraska** | Omaha | X | X | X | X | X | X | X | - | - | - | - | - |
| **Nevada** | Las Vegas Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| **New Hampshire** | | | | | | | | | | | | | |
| **New Jersey** | Jersey City | X | X | - | - | - | - | - | - | - | - | - | - |
| | Jersey City/Newark Urban Area | - | - | X | X | X | X | X | X | X | X | X | X |
| | New York Area | X | X | - | - | - | - | - | - | - | - | - | - |
| | Newark Area | X | X | - | - | - | - | - | - | - | - | - | - |
| | Philadelphia Area | X | X | - | - | - | - | - | - | - | - | - | - |
| **New Mexico** | | | | | | | | | | | | | |
| **New York** | Albany Area | X | X | - | - | - | - | - | - | - | - | - | - |
| | Buffalo Area | X | X | X | X | X | X | X | - | - | - | - | - |
| | New York Area | X | X | - | - | - | - | - | - | - | - | - | - |
| | New York City Urban Area | - | - | X | X | X | X | X | X | X | X | X | X |
| **North Carolina** | Charlotte Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| **North Dakota** | | | | | | | | | | | | | |
| **Northern Mariana Islands** | | | | | | | | | | | | | |
| **Ohio** | Cincinnati Area | X | X | X | X | X | X | X | X | - | - | X | X |
| | Cleveland Area | X | X | X | X | X | X | X | X | - | - | X | X |
| | Columbus Area | X | X | X | X | X | X | X | - | - | - | X | X |
| | Toledo Area | X | X | X | X | X | X | X | - | - | - | - | - |
| **Oklahoma** | Oklahoma City Area | X | X | X | X | X | X | X | - | - | - | - | - |
| **Oregon** | Portland Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| **Pennsylvania** | Philadelphia Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| | Pittsburgh Area | X | X | X | X | X | X | X | X | - | - | X | X |
| **Puerto Rico** | | | | | | | | | | | | | |
| **Rhode Island** | Providence Area | - | - | - | X | X | X | X | - | - | - | - | - |
| **South Carolina** | | | | | | | | | | | | | |
| **South Dakota** | | | | | | | | | | | | | |

| State | Urban Area | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Tennessee** | Memphis Area | X | X | X | X | X | X | X | - | - | - | - | - |
| | Nashville Area | - | - | - | - | X | X | X | - | - | - | - | - |
| **Texas** | Austin Area | - | - | - | - | X | X | X | - | - | - | - | - |
| | Dallas Area | X | X | - | - | - | - | - | - | - | - | - | - |
| | Dallas/Forth Worth /Arlington Urban Area | - | - | X | X | X | X | X | X | X | X | X | X |
| | El Paso Area | - | - | - | X | X | X | X | - | - | - | - | - |
| | Houston Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| | San Antonio Urban Area | X | X | X | X | X | X | X | - | X | X | X | X |
| **U.S. Virgin Islands** | | | | | | | | | | | | | |
| **Utah** | Salt Lake City Urban Area | - | - | - | - | - | - | - | - | - | - | X | X |
| **Vermont** | | | | | | | | | | | | | |
| **Virginia** | National Capital Region Area | X | X | - | - | - | - | - | - | - | - | - | - |
| | Norfolk Area | - | - | - | X | X | X | X | X | - | - | - | - |
| | Richmond Area | X | X | - | - | - | - | - | - | - | - | - | - |
| | Hampton Roads Urban Area | - | - | - | - | - | - | - | - | - | - | X | X |
| **Washington** | Portland Area | X | - | - | - | - | - | - | - | - | - | - | - |
| | Seattle Urban Area | X | X | X | X | X | X | X | X | X | X | X | X |
| **West Virginia** | | | | | | | | | | | | | |
| **Wisconsin** | Milwaukee Area | X | X | X | X | X | X | X | - | - | - | - | - |
| **Wyoming** | | | | | | | | | | | | | |

# Section 8.10 Historical Allowable Data

## Historical Planning Categories

| Planning Costs | FY 2003 | | | | FY 2004 | | | | FY 2005 | | | | | | FY 2006 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | SHSGP | SHSGP II | UASI | UASI II | SHSP | LETPP | CCP | UASI | SHSP | UASI | LETPP | CCP | EMPG | MMRS | SHSP | UASI | LETPP | CCP | MMRS |
| Implementing and managing programs for equipment acquisition, training, and exercises | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Develop and enhance plans and protocols | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Develop or conduct assessments | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Establish and/or enhance Citizen Corps Councils to include planning and evaluation | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Develop and implement homeland security support programs and adopt ongoing DHS national initiatives | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Materials and Meeting Related Expenses | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Hiring of full or part-time staff or contractors/consultants to assist with any related planning activities (not for the purpose of hiring public safety personnel) | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |

## Historical Equipment Costs

| Authorized Equipment List Categories | FY 2003 | | | | FY 2004 | | | | FY 2005 | | | | | | FY 2006 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | SHSGP | SHSGP II | UASI | UASI II | SHSP | LETPP | CCP | UASI | SHSP | UASI | LETPP | CCP | EMPG | MMRS | SHSP | UASI | LETPP | CCP | MMRS |
| Personal Protective Equipment | X | X | X | X | X | X | X | X | X | X | X | | | X | X | X | X | | X |
| Explosive Device Mitigation and Remediation Equipment | X | X | X | X | X | X | | X | X | X | X | | | | X | X | X | | |
| CBRNE Operational and Search & Rescue Equipment | X | X | X | X | X | | | X | X | X | | | | X | X | X | X | | X |
| Information Technology | | | | | | | | | X | X | X | | X | X | X | X | X | X | X |
| Cyber Security Enhancement Equipment | | | | | X | X | | X | X | X | X | | | X | X | X | X | X | X |
| Interoperable Communications Equipment | X | X | X | X | X | X | | X | X | X | X | | | X | X | X | X | | X |
| Detection Equipment | X | X | X | X | X | | | X | X | X | | | | X | X | X | | | X |
| Decontamination Equipment | X | X | X | X | X | | | X | X | X | | | | X | X | X | | | X |
| Medical Supplies and Limited Types of Pharmaceuticals | X | X | X | X | X | | | X | X | X | | | | X | X | X | | X | X |
| Power Equipment | | | | | | | | | X | X | X | | | X | X | X | X | X | X |
| CBRNE Reference Materials | X | X | X | X | X | X | | X | X | X | X | X | X | X | X | X | X | X | X |
| CBRNE Incident Response Vehicles | X | X | X | X | X | X | | X | X | X | X | | | | X | X | X | | X |
| Terrorism Incident Prevention Equipment | X | X | X | X | X | X | | X | X | X | X | | | | X | X | X | | |
| Physical Security Enhancement Equipment | X | X | X | X | X | X | | X | X | X | X | | | | X | X | X | | |
| Inspection and Screening Systems | | | | | | | | | X | X | X | | | | X | X | X | | X |
| Agricultural Terrorism Prevention, Response and Mitigation Equipment | | | | | X | | | X | X | X | | | | | X | X | | | X |
| CBRNE Prevention and Response Watercraft | | | | | X | X | | X | X | X | X | | | | X | X | X | | |
| CBRNE Aviation Equipment | | | | | X | | | X | X | X | | | | | X | X | | | |
| CBRNE Logistical Support Equipment | X | X | X | X | X | X | | X | X | X | X | | | X | X | X | X | | X |
| Intervention Equipment | | | | | X | X | | X | X | X | X | | | | X | X | X | | |

| Authorized Equipment List Categories | FY 2003 | | | | FY 2004 | | | | FY 2005 | | | | | | FY 2006 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | SHSGP | SHSGP II | UASI | UASI II | SHSP | LETPP | CCP | UASI | SHSP | UASI | LETPP | CCP | EMPG | MMRS | SHSP | UASI | LETPP | CCP | MMRS |
| Other Authorized Equipment | | | | | X | X | | X | X | X | X | X | X | X | X | X | X | X | X |

## Historical Training Costs

| Training Costs | FY 2003 | | | | FY 2004 | | | | FY 2005 | | | | | | FY 2006 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | SHSGP | SHSGP II | UASI | UASI II | SHSP | LETPP | CCP | UASI | SHSP | UASI | LETPP | CCP | EMPG | MMRS | SHSP | UASI | LETPP | CCP | MMRS |
| Establishment of CBRNE training capacities | X | X | X | X | X | X | | X | X | X | X | | X | X | X | X | X | X | X |
| Training workshops and conferences | | | | | X | X | | X | X | X | X | X | X | X | X | X | X | X | X |
| Overtime and backfill funding for emergency preparedness and response personnel attending FEMA-sponsored and approved training classes | | *X** | X | X | X | X | X | X | X | X | X | | X | X | X | X | X | X | X |
| Full of part-time staff or contractors/consultants | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Creation and maintenance of student databases | | | | | | | X | | | | | | | | | | | | |
| Travel | | | X | X | X | X | | X | X | X | X | X | X | X | X | X | X | X | X |
| Supplies | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |

* - O/T only

## Historical Management & Administrative Costs

| Management & Administrative Costs | FY 2003 | | | | FY 2004 | | | | FY 2005 | | | | | | FY 2006 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | SHSGP | SHSGP II | UASI | UASI II | SHSP | LETPP | CCP | UASI | SHSP | UASI | LETPP | CCP | EMPG | MMRS | SHSP | UASI | LETPP | CCP | MMRS |
| Conduct training sessions ensure accurate completion of the needs assessment | X | X | | | | | | | | | | | | | | | | | |
| Updating and refining Statewide Homeland Security Strategic plans | X | X | | | | | | | | | | | | | | | | | |
| Conducting local or regional strategy implementation meetings | X | X | X | X | | | | | | | | | | | | | | | |
| Meeting-related expenses | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Development of operating plans for information collection and processing necessary to respond to FEMA data calls | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X |
| Implementing and managing programs for equipment acquisition, training and exercise | X | X | | | | | | | | | | | | | | | | | |
| Hiring part-time staff or contractors/consultants to assist with management, implementation and administration | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Overtime and backfill | | | | | | | | | X | X | X | X | X | X | X | X | X | X | X |
| Travel | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Leasing and/or renting of office space for newly hired personnel | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc. (allowable only within the period of performance of the grant program) | | | | | X | X | X | | X | X | X | X | X | X | X | X | X | X | X |
| Acquisition of authorized office equipment (includes personal computers, laptops, printers, LCD projectors and | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |

| Management & Administrative Costs | FY 2003 | | | | FY 2004 | | | | FY 2005 | | | | | | FY 2006 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | SHSGP | SHSGP II | UASI | UASI II | SHSP | LETPP | CCP | UASI | SHSP | UASI | LETPP | CCP | EMPG | MMRS | SHSP | UASI | LETPP | CCP | MMRS |
| other equipment or software which may be required to support implementation of the State strategy) | | | | | | | | | | | | | | | | | | | |
| The percentage of the program that may be used for M&A | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 5 % | 5 % | 5 % | 5 % | 5 % |
| Percentage of grant program that may be sub-awarded from the State for local M&A purposes | | | | | | | | | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % | 3 % |
| Passthrough Requirements | >= 80 % | >= 80 % | >= 80 % | >= 80 % | >= 80 % | >= 80 % | >= 80 % | >= 80 % | >= 80 % | >= 80 % | >= 80 % | No min | 100 % | >= 80 % | >= 80 % | >= 80 % | >= 80 % | No min | >= 80 % |

## Historical Exercise Costs

| Exercise Costs | FY 2003 | | | | FY 2004 | | | | FY 2005 | | | | | | FY 2006 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | SHSGP | SHSGP II | UASI | UASI II | SHSP | LETPP | CCP | UASI | SHSP | UASI | LETPP | CCP | EMPG | MMRS | SHSP | UASI | LETPP | CCP | MMRS |
| Design, development, conduct and evaluation of exercises | X | X | X | X | X | X | X[1] | X | X | X | X | X[1] | X | X | | | | | |
| Expenses related to Exercise Planning Workshops | X | X | X | X | X | X | | X | X | X | X | X | X | X | X | X | X | X | X |
| Costs Related to the Implementation of the HSEEP | X | X | X | X | X | X | | X | X | X | X | X | X | X | | | | | |
| Hiring of full or part-time staff or contractors / consultants | X | X | X | X | X | X | | X | X | X | X | X | X | X | X | X | X | X | X |
| Overtime | X | X | X | X | X[2] | X[2] | X[2] | X[2] | X[2] | X[2] | X[2] | X[2] | X[2] | X[2] | X[2] | X[2] | X[2] | X[2] | X[2] |

| Exercise Costs | FY 2003 | | | | FY 2004 | | | | FY 2005 | | | | | | FY 2006 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | SHSGP | SHSGP II | UASI | UASI II | SHSP | LETPP | CCP | UASI | SHSP | UASI | LETPP | CCP | EMPG | MMRS | SHSP | UASI | LETPP | CCP | MMRS |
| Travel | X | X | X | X | X | X | | X | X | X | X | X | X | X | X | X | X | X | X |
| Supplies | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |

[1] - for citizens

[2] - denotes that "backfill" is also allowed

# Section 8.11 GRT FY13 PSIC Module User's Guide

## PSIC Module Overview

The Public Safety Interoperable Communications (PSIC) Grant Program is designed to assist public safety agencies in the acquisition of, deployment of, or training for the use of interoperable communications systems that utilize - or enable interoperability with communications systems that can utilize - reallocated 700 MHz spectrum for radio communications. Each public safety agency receiving PSIC funds is required to meet and document a 20 percent statutory match requirement for each project during the period of performance of the grant.

In order to have state and local users accessing the PSIC module, SAA Admins will be responsible for assigning their users PSIC module privileges. State and local users must either create a GRT user account or use their existing active GRT account. Admin users are asked to grant permissions to all applicable state and local users that need access to the PSIC module.

Below is the workflow process for all applicable users to follow when completing the PSIC BSIR. Throughout the module, red help carat will be noted on specific question to provide additional guidance to users. Move your mouse over the red triangle in order to activate the help carat text; the text will remain onscreen until the mouse is moved away from the icon.

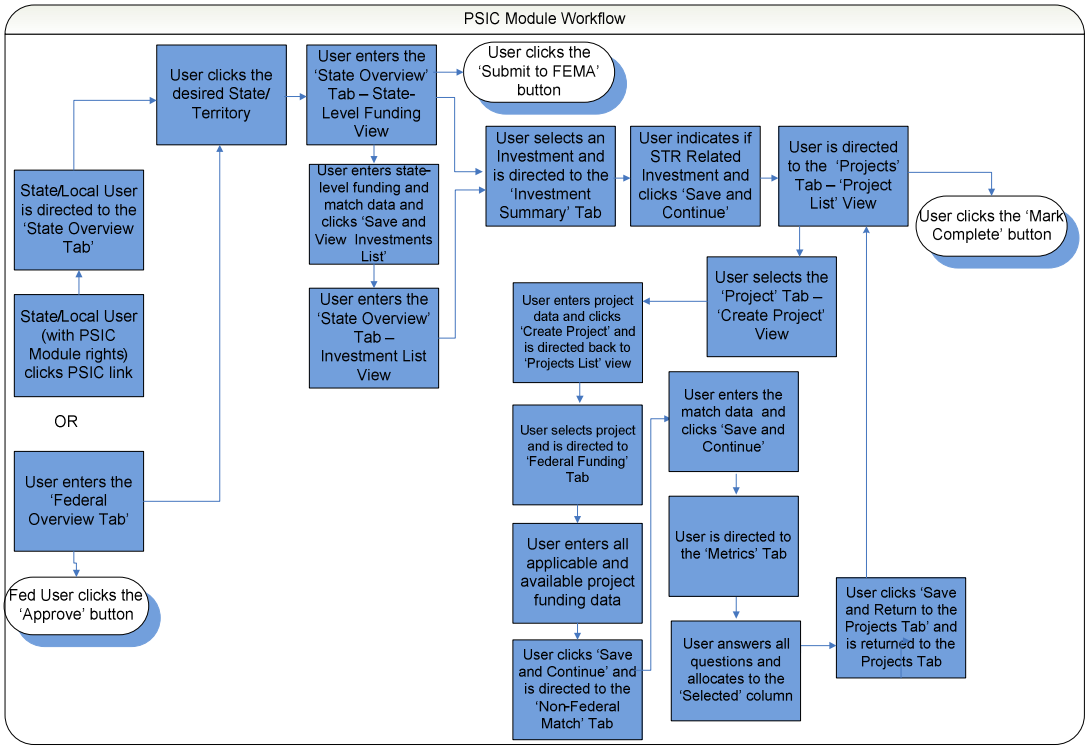



*Figure 1: PSIC Module Workflow*

Upon entering the PSIC module, an SAA and Local user will be directed to the State Overview tab. For Federal Users, the first page of the module is the Federal Overview tab, Federal Users can approve the PSIC BSIR from this tab. The PSIC module is comprised of seven individual pages. These pages include Federal Overview, State Overview, Investment Summary, Projects, Federal Funding, Non-Federal Match, and Metrics.

Below is an illustration of the PSIC module tabs:

*Figure 2: PSIC Module Tab View*

Listed below are brief descriptions of the various pages found in the PSIC module. They include the following:

- **Federal Overview** –The Federal Overview Tab is the first page within the PSIC module. This page is available to Fed users only and allows Fed users to see a list of available States/territories and either Approve or Change the Status of the States/territories.

- **State Overview** – The State Overview tab is the second page within the PSIC module and is available to Fed, SAA and Local users. Users will be able to select the Investment List view to review the list of Investments imported from the PSIC IJs, along with the approved budget, current budget, acquisition/deployment funds and non-federal match for each Investment. By selecting the State-Level Funding view, users will view the total PSIC award and total minimum match required. and enter the State-Level Federal Funding and State-Level Non-Federal Match Funding amounts.

- **Investment Summary –** The Investment Summary tab is the third page within the PSIC module. By selecting an Investment, the user will proceed to the investment summary for that Investment. The user will select whether or not the Investment is an STR-Related Investment and review the Investment funding data. The user may then select 'Save and Continue' or click on the Projects Tab to proceed.

- **Projects –** The Projects tab is the fourth page within the PSIC module. For each Investment, the user will view the projects aligned to the Investment and can either create, delete, mark complete or change the status of a project(s). It is important to note that there is no limit to the number of projects that can be created.

- **Federal Funding –** The Federal Funding tab is the fifth page within the PSIC module. By selecting a project from the Project tab, the user will enter, review and edit the details of the project funding for acquisition, deployment, planning/coordination and training.

- **Non-Federal Match –** The Non-Federal Match tab is the sixth page within the PSIC module. In this page, the user will be able to enter, review and edit the match amount per the match fund source for the selected project.

- **Metrics –** The Metrics tab is the seventh page within the PSIC module. In this page, the user will select answers to questions regarding Project Metrics and Outcome Metrics. Once complete, the user will return to the Projects tab and repeat the Federal Funding, Non-Federal Match, and Metrics tab for each project.

# Completing the PSIC BSIR

### 8.11.1.1 Federal Overview

Upon entering the PSIC module, Fed users will have access to a list of all State and territory submissions.

- **Step 1** – User enters the Federal Overview page
- **Step 2** – User selects one or more States and/or territories
- **Step 3** – User can view, approve, or change request a State or territory

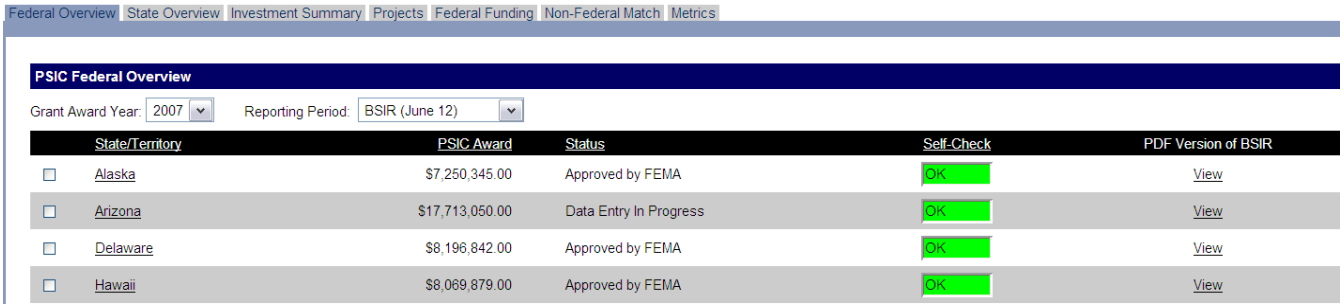



*Figure 3: Federal Overview Tab*

### 8.11.1.2 State Overview – State-Level Funding View

The State Overview tab is the second page within the PSIC module. This view allows SAA Admin users and all SAA and Local users who have PSIC module privileges assigned to them (in the user's module) to view the total PSIC award and total minimum match required, and the State-Level Federal Funding and State-Level Non-Federal Match Funding amounts. This view is only editable to SAA users.

- **Step 1** – User enters the State Overview page
- **Step 2** – User selects State-Level Funding view
- **Step 3** – User enters Budget, Obligated, and Expended funding amounts for State-Level Federal Funding, and Budget and Expended funding amounts for State-Level Non-Federal Match Funding
- **Step 4** – User saves and views Investments List

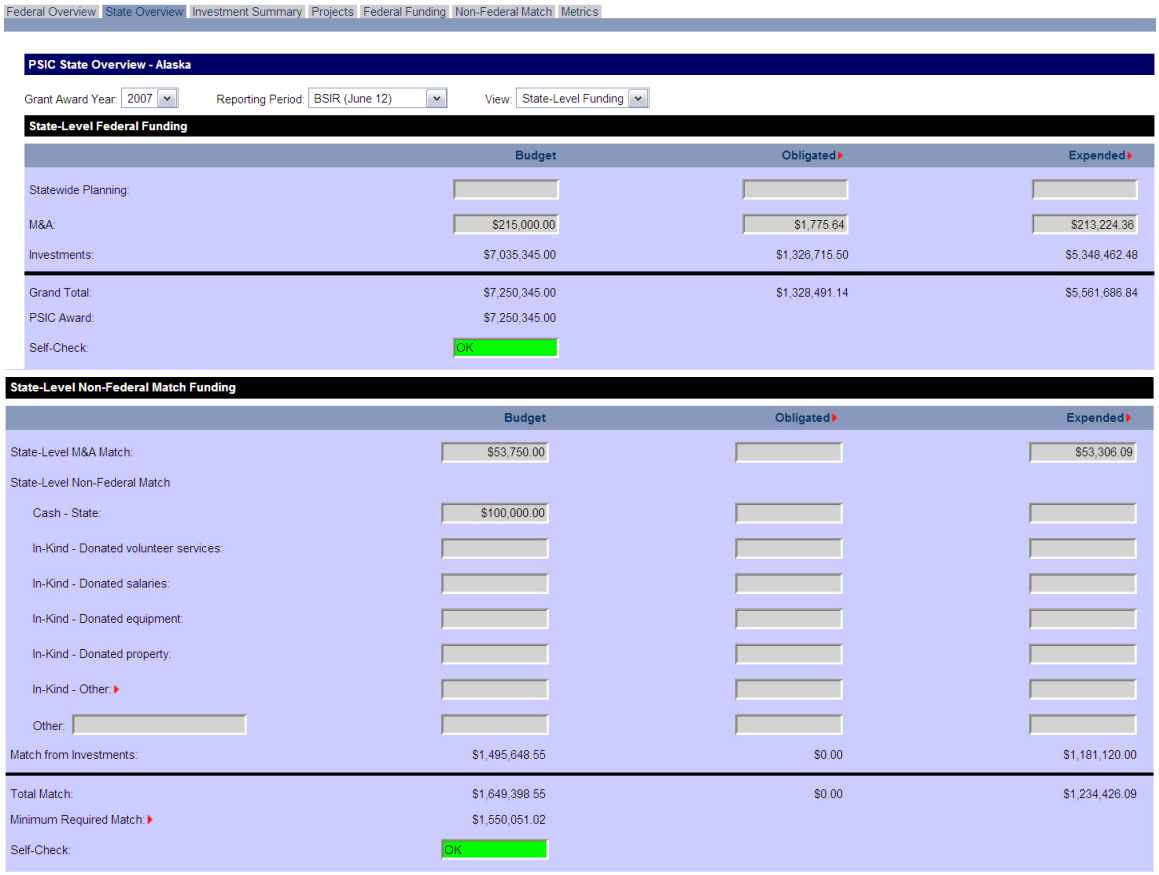



*Figure 4: State Overview Tab – State-Level Funding*

### 8.11.1.3 State Overview – Investments List View

By selecting 'Investments List' from the View menu, users see a list of Investments and their related status. On this page, users have the ability to select an Investment, and view the status, Approved and Current Budgets, Acquisition and Deployment, and Non-Federal Match. Users will later return to this page to certify and submit the PSIC BSIR to FEMA.

- **Step 1** – User enters the State Overview page
- **Step 2** – User selects Investments List view
- **Step 3** – User selects an Investment from Investment list
- **Step 4** – User proceeds to Investment Summary

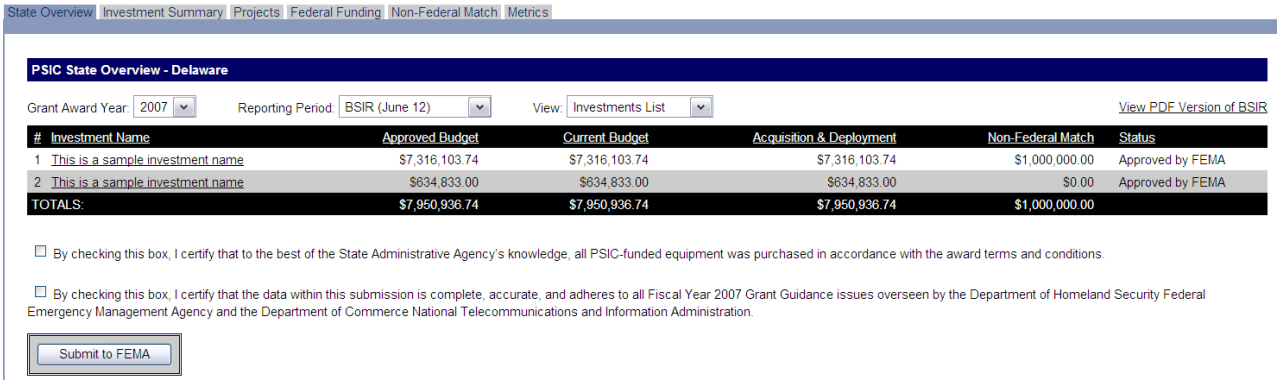



*Figure 5: State Overview Tab – Investments List*

### 8.11.1.4 Investment Summary

The Investment Summary tab displays the 2007 Approved funding and 2007 BSIR (December 08) funding by solution area for the selected Investment. The user also indicates whether or not the Investment is STR related.

- **Step 1 –** User enters Investment Summary page
- **Step 2 –** User selects Yes/No to indicate if Investment is STR related
- **Step 3 –** User saves and continues to Projects tab

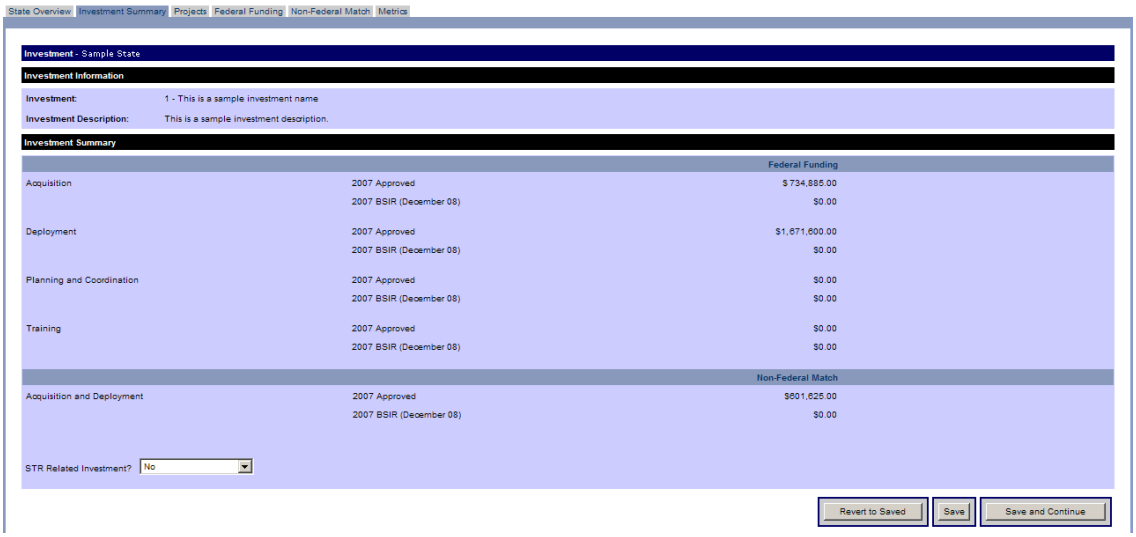



*Figure 6: Investment Summary Tab*

### 8.11.1.5 Projects – Create Projects

The Projects tab is the third page within the PSIC module. On this page, users have the ability to select from a drop-down the following choices: Create Project or Projects List. The default selection is 'Projects List'. By selecting the 'Create Project' view, users can create projects for each Investment. Once a project has been created, the project will appear in the Projects list.

- **Step 1** – User enters the Projects page
- **Step 2** – User selects 'Create Project' from the drop-down menu

- **Step 3** – User enters the project name
- **Step 4** – User enters project description
- **Step 5** – User clicks 'Create Project' and returns to the Projects List

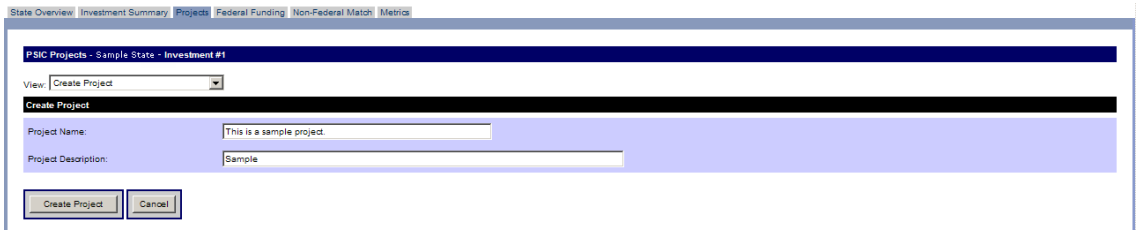



*Figure 7: Projects Tab – Create Project*

### 8.11.1.6 Projects – Projects List

By creating a project, or selecting 'Projects List' from the drop-down menu, users see a list of Investments and their related status. Users can select a project by clicking on the project name in order to advance to the next tab.

- **Step 1** – User enters the Projects page
- **Step 2** – User selects a project from the list of projects
- **Step 3** – User is directed to the Federal Funding page

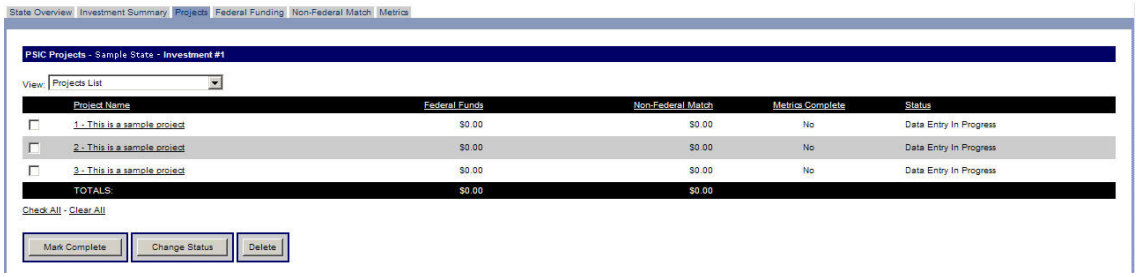



*Figure 8: Projects Tab – Project List*

### 8.11.1.7 Federal Funding

The Federal Funding tab is the only page in which users can modify the project name or description. Once the user saves this page, the project name and description will be read-only. Users can return to the Federal Funding tab to edit information at any time while the project is in 'Data Entry in Progress' status.

- **Step 1 –** User enters Federal Funding page from Projects tab
- **Step 2 –** User edits project name and description
- **Step 3 –** User enters Budget, Obligated, and Expended funding amounts for each solution area for the project
- **Step 4 –** User saves and continues to Non-Federal Match tab

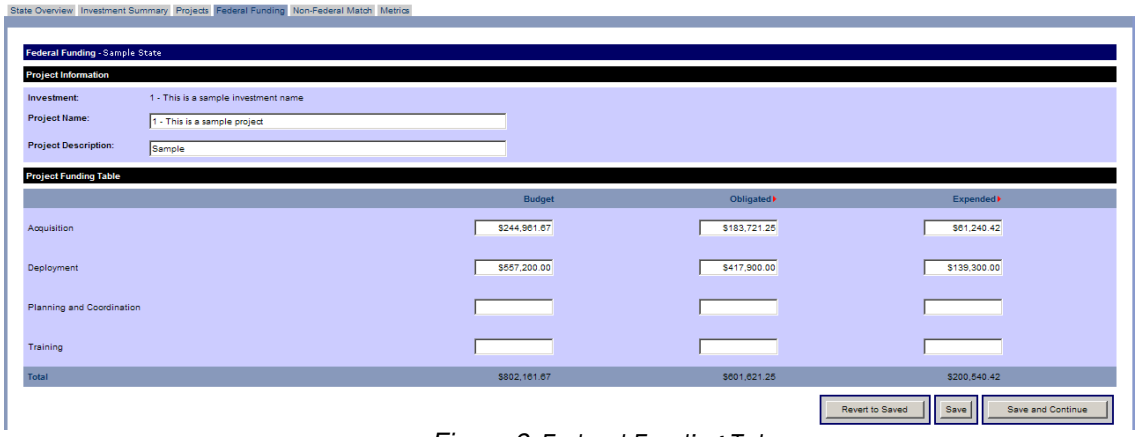



*Figure 9: Federal Funding Tab*

Users are advised to save as they proceed through the module; striking the 'enter' key will not save all information. User must click 'Save' or 'Save and Continue' before proceeding off the page.

### 8.11.1.8 Non-Federal Match

The Non-Federal Match page allows the user to enter the match amount per the match fund source for the selected project.

- **Step 1 –** User enters Non-Federal Match page from the Federal Funding page
- **Step 2 –** User enters match amount per the match fund source for Acquisition and Deployment solution areas
- **Step 3** – User enters match fund source and amount in other category, as needed
- **Step 4** – User saves and continues to Metrics page

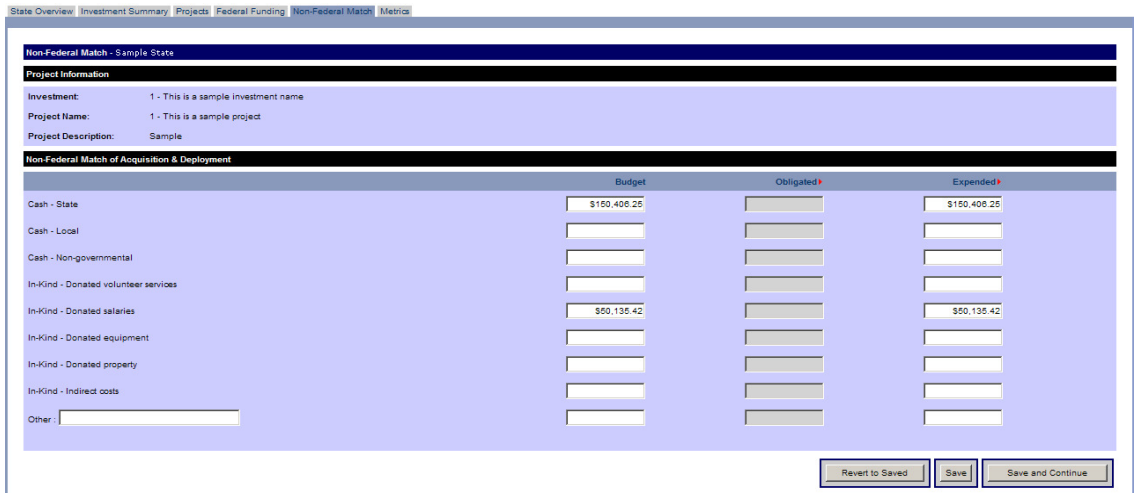



*Figure 10: Non-Federal Match Tab*

### 8.11.1.9 Metrics

The Metrics tab is the seventh and final page within the PSIC module. In this page, the user will select answers to questions regarding the selected project.

- **Step 1 –** User selects from a drop-down the number of jurisdictions impacted
- **Step 2 –** User selects Yes/No to indicate if State Public Safety Agencies are impacted
- **Step 3 –** User selects Yes/No to indicate if Local Public Safety Agencies are impacted
- **Step 4 –** User selects Yes/No to indicate if UASI(s) are impacted
- **Step 5 –** User selects Yes/No to indicate if Tier I UASI(s) are impacted
- **Step 6 –** User selects Yes/No to indicate if NGOs are impacted
- **Step 7 –** User selects Yes/No to indicate if Tribal Organizations are impacted
- **Step 8 –** User selects disciplines impacted by moving selections from the left box to the right
- **Step 9 –** User selects Yes/No to indicate answers to eight Outcome Metrics questions
- **Step 10 –** User selects the primary focus outcome.
- **Step 11 –** User saves and returns to Projects tab

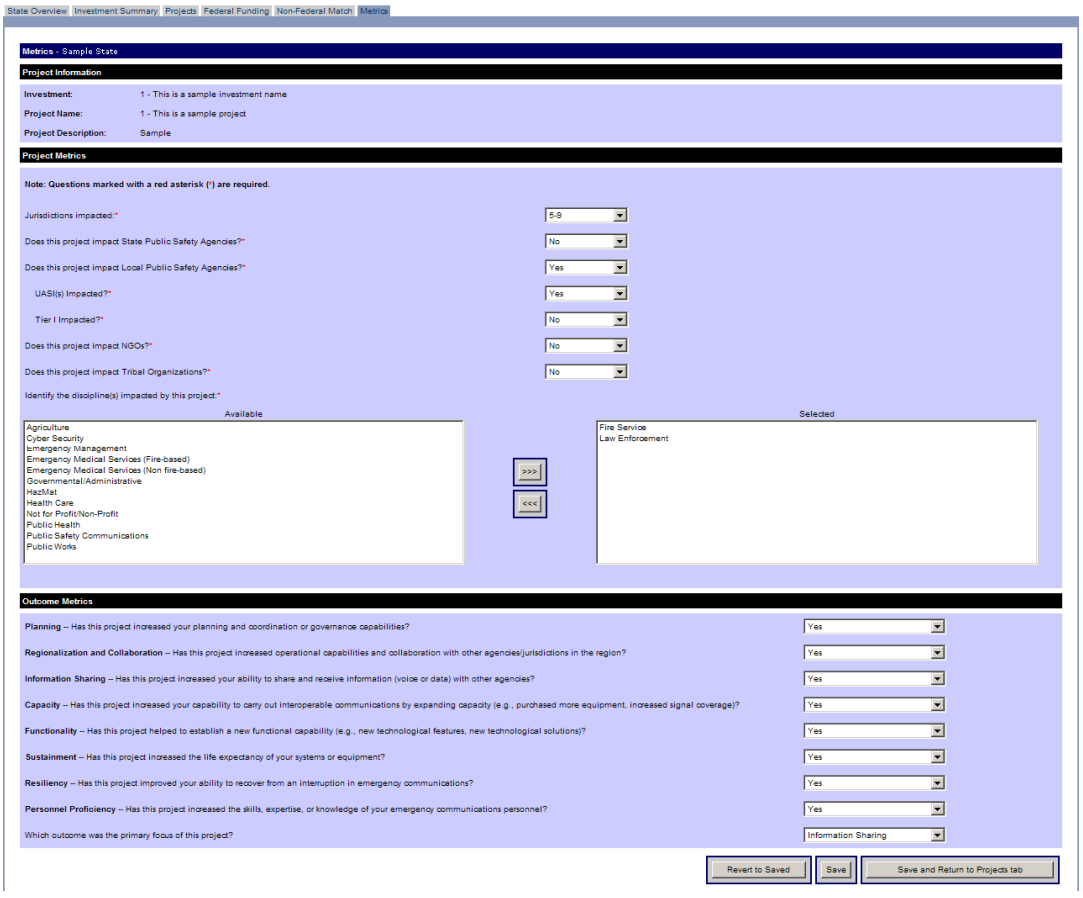


*Figure 11: Metrics Tab*

### 8.11.1.10 Projects

Once a user completes both Federal Funding and Non-Federal Match Funding tabs for a project, the user will return to the Projects tab. From this page, users may mark a project complete, change status of a project, or proceed to Federal Funding page. Once all projects within an Investment are marked complete, that Investment's status will change to 'Complete' on the State Overview page.

- **Step 1 –** User selects the check box next to a finished project
- **Step 2 –** User selects 'Mark Complete' to change project status from 'Data Entry in Progress' to 'Complete'

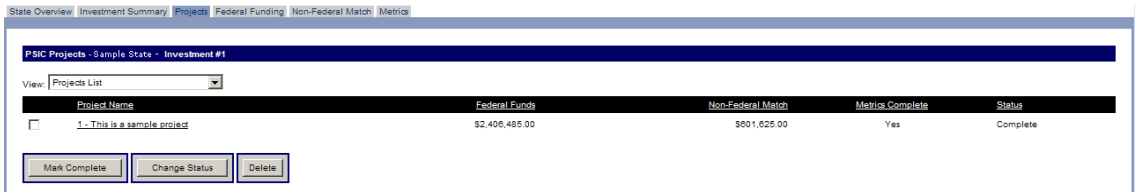



*Figure 12: Projects Tab – Marking a Project Complete*

### 8.11.1.11 State Overview Tab – Submitting to FEMA

Once all projects within an Investment are marked complete, that Investment's status will read 'Complete' in the Investments List. Once all Investments are complete, the SAA may certify and submit the PSIC BSIR to FEMA.

- **Step 1 –** User will select the check box to certify that all PSIC-funded equipment was purchased in accordance with the award terms and conditions.
- **Step 2 –** User will select the check box to certify that the data within the submission is complete, accurate, and adheres to all Fiscal Year 2007 Grant Guidance issues overseen by the DHS FEMA and the Department of Commerce National Telecommunications and Information Administration.
- **Step 3 –** User will submit PSIC BSIR to FEMA

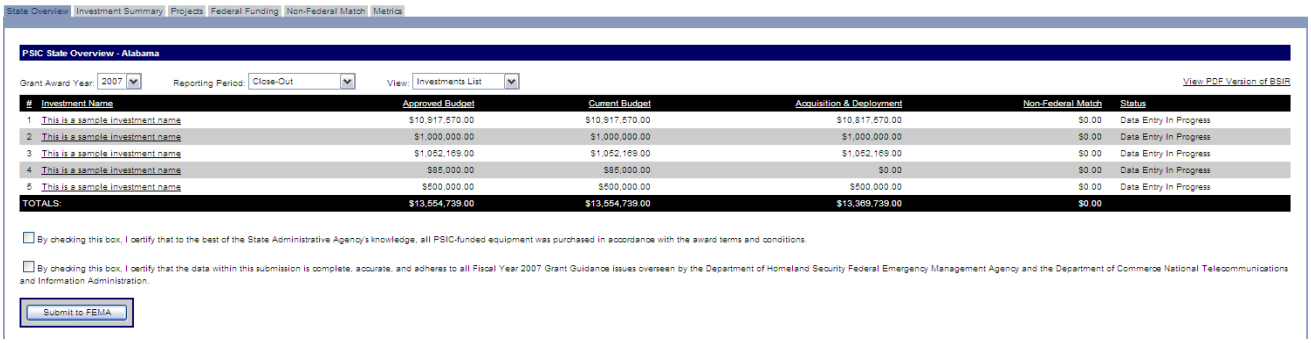



*Figure 13: State Overview Tab – Submitting to FEMA*

# Section 8.12 GRT FY 2015 IJ Submission Module User's Guide

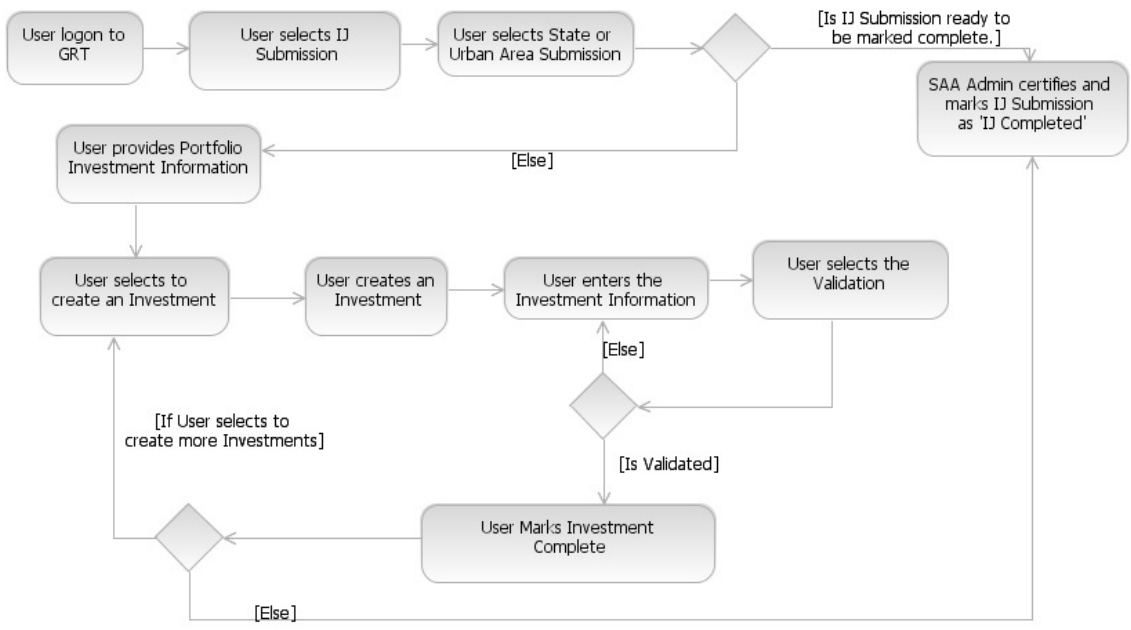
### 8.12.1.1 IJ Submission Module Overview

The FY 2015 Investment Justification (IJ) for the Homeland Security Grant Program (HSGP) will be compiled online by State, territory and Urban Area users through the IJ Submission module in the GRT (similarly to the FY 2014 HSGP IJ).

The purpose of this module is to provide users the ability to compile their FY 2015 Investment Justification online and without the use of an excel template. Users may create up to 10 Investments per Urban Area IJ submission. For state/territory IJ Submissions, users may create up to 10 Investments.

Upon completion of all Investments, SAA Admin users will mark each final Investment Justification submission as complete. To complete the Investment Justification submission process, an official copy of the final Investment Justification must be submitted as described in the grant guidance. The official copy of the Investment Justification that must accompany the complete HSGP application package will be available in the GRT.

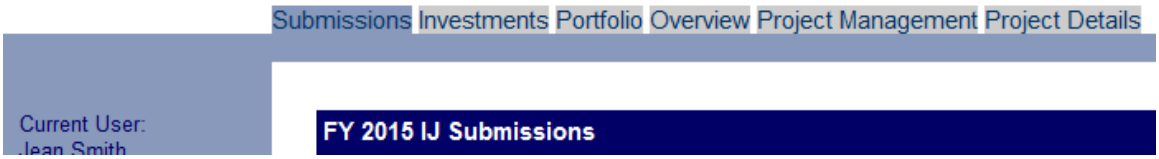
Throughout the module, some questions will be marked with a red help carat to provide additional guidance to users. The IJ Submission Module process is detailed in the flow chart below:




*IJ Submission Module Process*

Upon entering the IJ Submission module, the user will be directed to the first tab of the module, the Submissions tab. The IJ Submission module is comprised of eight individual tabs. These tabs include Submissions, Investments, Portfolio, Overview, Project Management, and Project Details.

Below is an illustration of the IJ Submission module tabs:




*IJ Submission Module Tabs*

Listed below are brief descriptions of the various tabs found in the IJ Submission module. They include the following:

- **Submissions** – The Submissions tab is the first tab within the IJ Submission module. This tab is available to Fed, State and Local users and it allows users to see a list of available States/territories and urban areas. Depending on the user, certain features of this tab will be read-only. The SAA marks the final IJ submission complete on this tab.

- **Investments –** The Investments tab is the second tab within the IJ Submission module. By selecting 'Investment List', users see a list of Investments and status. Users have the ability to create Investments via the Create Investments View, view Investments on the View Investments View and view a validation of Investments on the Validation View page. Users will mark their Investments complete on the Investments tab.

- **Portfolio:** The Portfolio tab is the third tab within the IJ Submission module. In this tab user can provide the overall Investment Justification and provide the M&A Amount for SHSP or UASI depending on the submission type – state (SHSP) or urban area (UASI) submission.

- **Overview:** The Overview tab is the fourth tab within the IJ Submission module. In this tab, user provides Investment description. User selects the Funding Program and enters Funding Amount. User must provide the Investment description, LETPA Amount. User must answer if this is consolidated Fusion Center Investment.

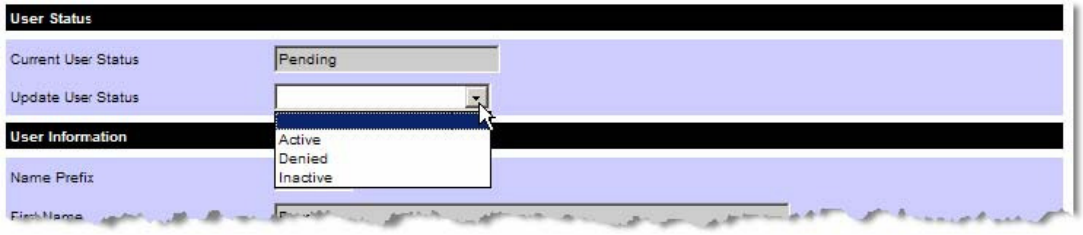
- **Project Management –** The Project Management is the fifth tab within the IJ Submission module. The Project Management provides users to create up to thirty Projects associated with the Investment.

- **Project Details:** This is the last tab in the IJ Submission Module. In this tab user provides the details regarding each Project. User provides the Name, Description, Location, Subgrantee, Promary Core Capability, Project Management Step, Start Date and End Date of the Project.

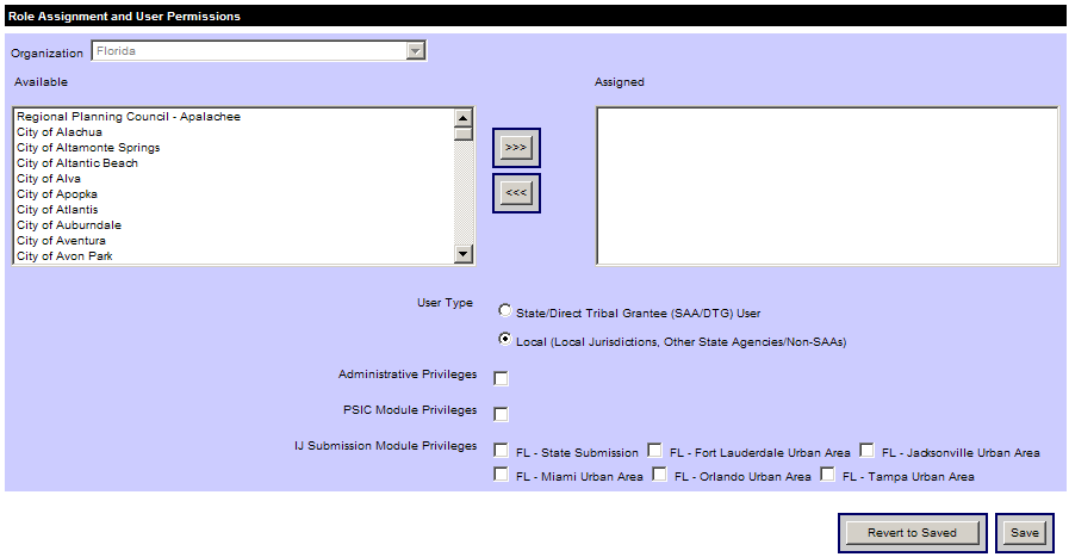
### 8.12.1.2 User's Module – Assigning Users to the IJ Submission Module

To review additional information regarding the user, the approving user can enter the User Detail tab by clicking on a user's name. If the user wishes to view their own user information, they can click their name, or click the User Detail tab. The User Detail tab will display a user's status, contact information, role, organizational assignment, and user permissions. Additionally, users can see who last activated their account by reviewing the box labeled "last activated by."

Under the User Status section of the User Detail tab, an approving user can change the status of the user. Once the status is changed, the user should click the 'Save' button to update the user's status.

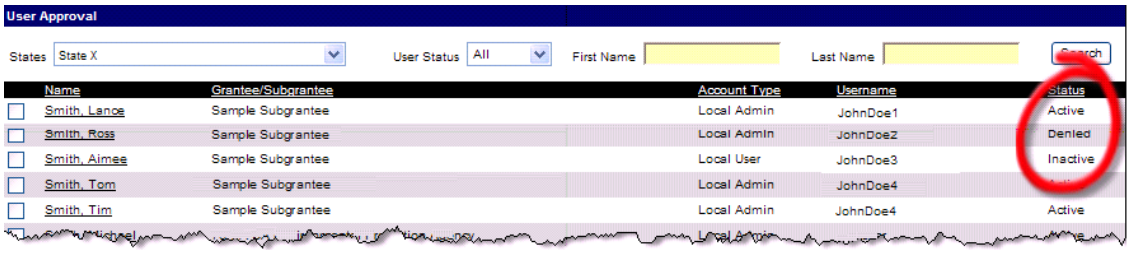



In order to have State and local users accessing the IJ Submission module, SAA Admins will be responsible for assigning their users IJ Submission module privileges. State and local users must either create a GRT user account or use their existing active GRT account. If their account is currently locked-out or inactive, they will need to get their account in an "active" state before they are permitted into the IJ Submission module. In order to get permission into the IJ Submission module, State and local users must seek permission from their SAA Admin to edit and complete the information found in the Investment Justification. SAA Admin users are asked to grant permissions to all applicable State and local users that need access to the IJ Submission module. If you are a SAA Admin responsible for the completion and submission of your Investment Justification and do not have a GRT account, please contact your preparedness officer.




*User Assignments for IJ Submission Module*

All users pending approval will show 'Pending' in the status column. Once the user has been changed by their Admin user to an active status, 'Active' will appear in the status column and those users are then able to login into the GRT.




*User Approval – User Status*

The following table highlights the User statuses within the GRT as it pertains to the creation and approval of users:

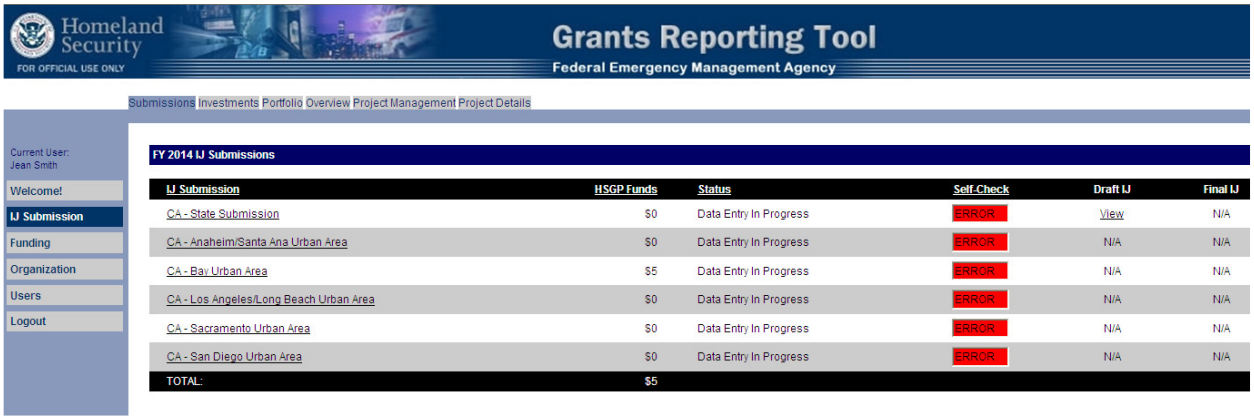
| User Status | Definition |
|---|---|
| Active | Indicates that a user currently has login access to the system |
| Pending | Indicates that a user has recently requested access to the GRT |
| Denied | Indicates that a user account has been requested, but denied |
| Inactive | Indicates that a user account has not been used within 45 days |
| Locked | Indicates that a user account is currently inaccessible. An account may be locked because a user entered an incorrect password three or more times. Users with admin rights carry the privilege to unlock these users |

# Compiling the Investment Justification

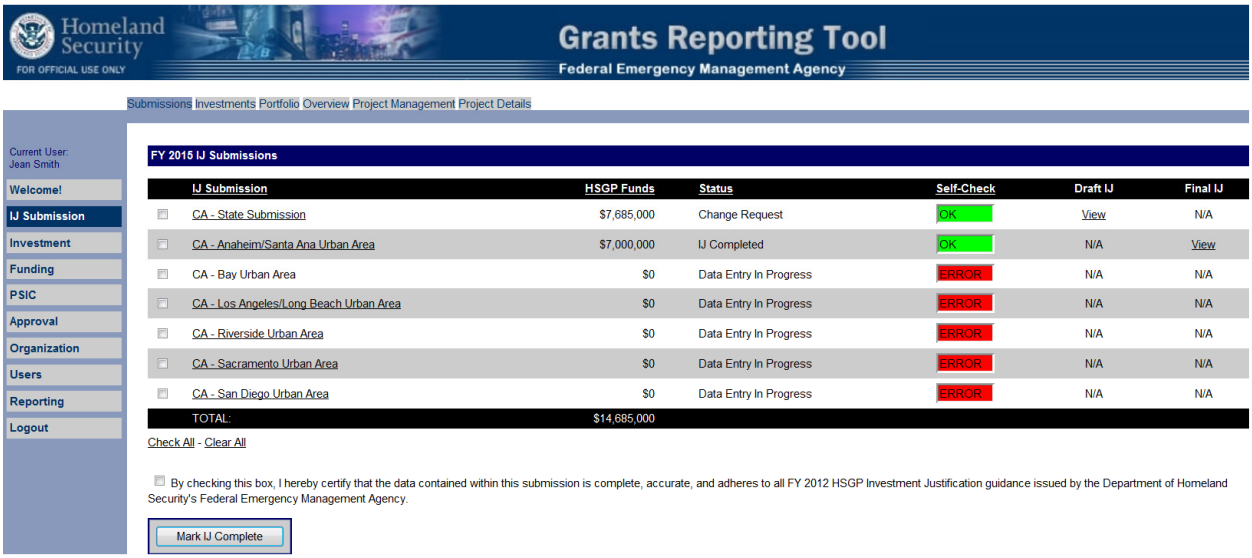
## 8.12.1.3 Submissions

Upon entering the IJ Submission module, users will have access to their designated State/ territory/ Urban Area submission as granted by the SAA Admin.

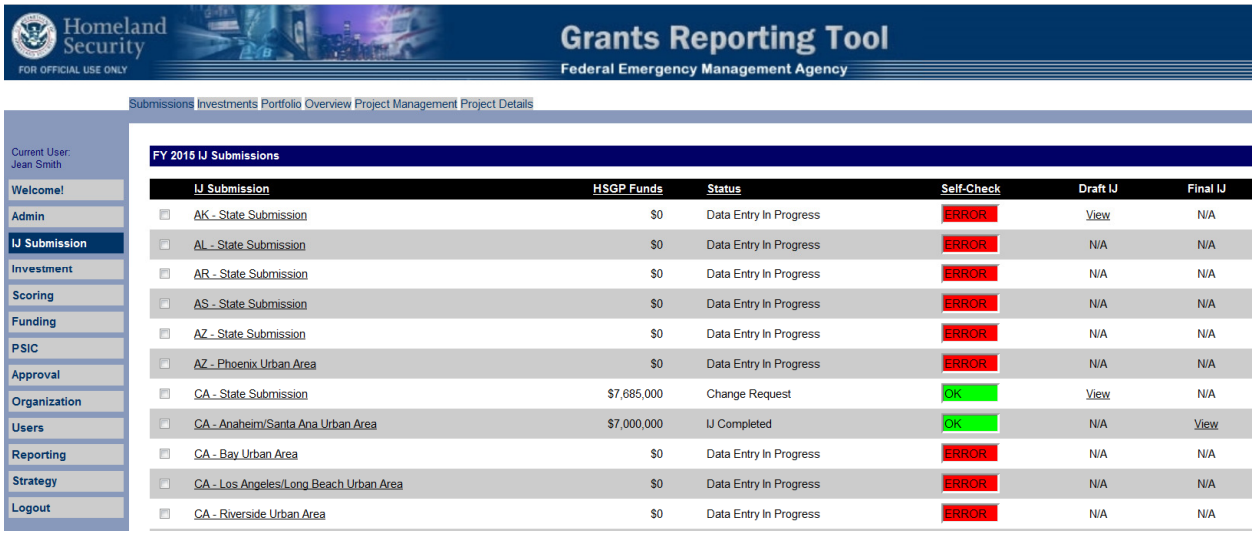
- **Step 1** – User enters the Submissions tab
- **Step 2** – User selects IJ Submission
- **Step 3** – User is directed to Investments tab for that particular submission




IJ Submission Tab (Local User View)




*IJ Submission Module (SAA Admin View)*




| | IJ Submission | HSGP Funds | Status | Self-Check | Draft IJ | Final IJ |
|---|---|---|---|---|---|---|
| | AK - State Submission | $0 | Data Entry In Progress | ERROR | View | N/A |
| | AL - State Submission | $0 | Data Entry In Progress | ERROR | N/A | N/A |
| | AR - State Submission | $0 | Data Entry In Progress | ERROR | N/A | N/A |
| | AS - State Submission | $0 | Data Entry In Progress | ERROR | N/A | N/A |
| | AZ - State Submission | $0 | Data Entry In Progress | ERROR | N/A | N/A |
| | AZ - Phoenix Urban Area | $0 | Data Entry In Progress | ERROR | N/A | N/A |
| | CA - State Submission | $7,685,000 | Change Request | OK | View | N/A |
| | CA - Anaheim/Santa Ana Urban Area | $7,000,000 | IJ Completed | OK | N/A | View |
| | CA - Bay Urban Area | $0 | Data Entry In Progress | ERROR | N/A | N/A |
| | CA - Los Angeles/Long Beach Urban Area | $0 | Data Entry In Progress | ERROR | N/A | N/A |
| | CA - Riverside Urban Area | $0 | Data Entry In Progress | ERROR | N/A | N/A |

*IJ Submission Module (Fed Admin View)*

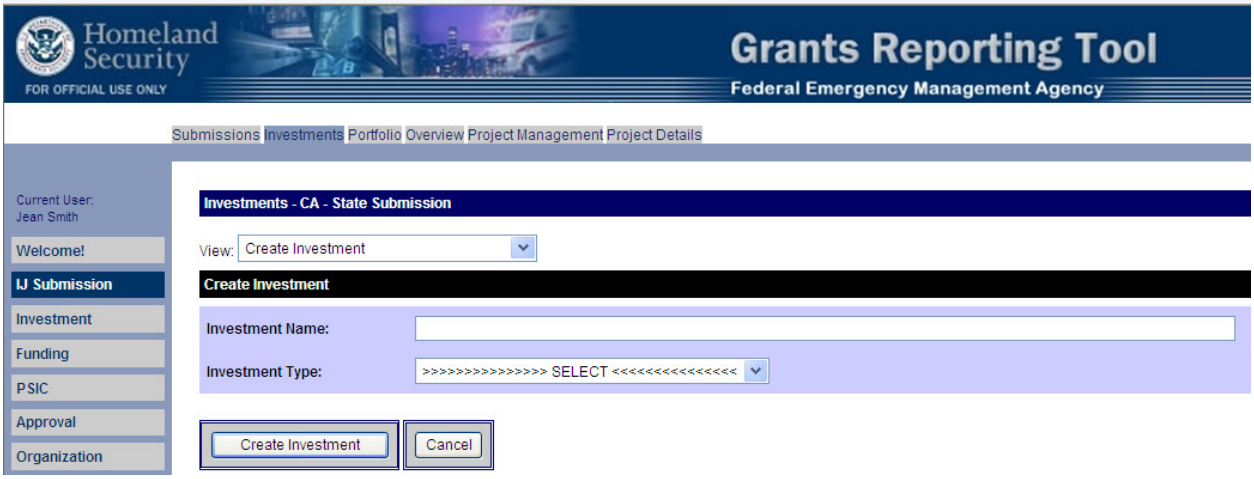
### 8.12.1.4 Investments

The Investments tab is the second tab within the IJ Submission module. By selecting 'Investment List', users see a list of Investments and their related status. On this tab, users have the ability to select a view from a drop-down list box the following choices: Investments List, Create Investment and Validation. The default selection is Investment List. *Please note, that if the maximum number of investments have already been created for a submission type, the "Create Investment" will not be available.*

The user may begin creating Investments using the Create Investment View.

#### Create Investment

- **Step 1 –** User selects 'Create Investment' from the 'Investment View' drop-down menu
- **Step 2 –** User enters the Investment name
- **Step 3** – User selects Investment Type ('Competitive' or 'NonOCompetitive')
- **Step 4 -** The user clicks 'Create Investment' and is returned to the Investment List View




*Investments Tab (Create Investment)*

### 8.12.1.5 Investment List

Once a user creates an Investment, the Investment will appear in the Investment tab under the Investment List view. On this tab, Portfolio Investment will be the first Investment which will be present under each submission by default. From this tab, users may mark an Investment complete, check the validation of the Investment and click on an individual Investment to populate it with data.

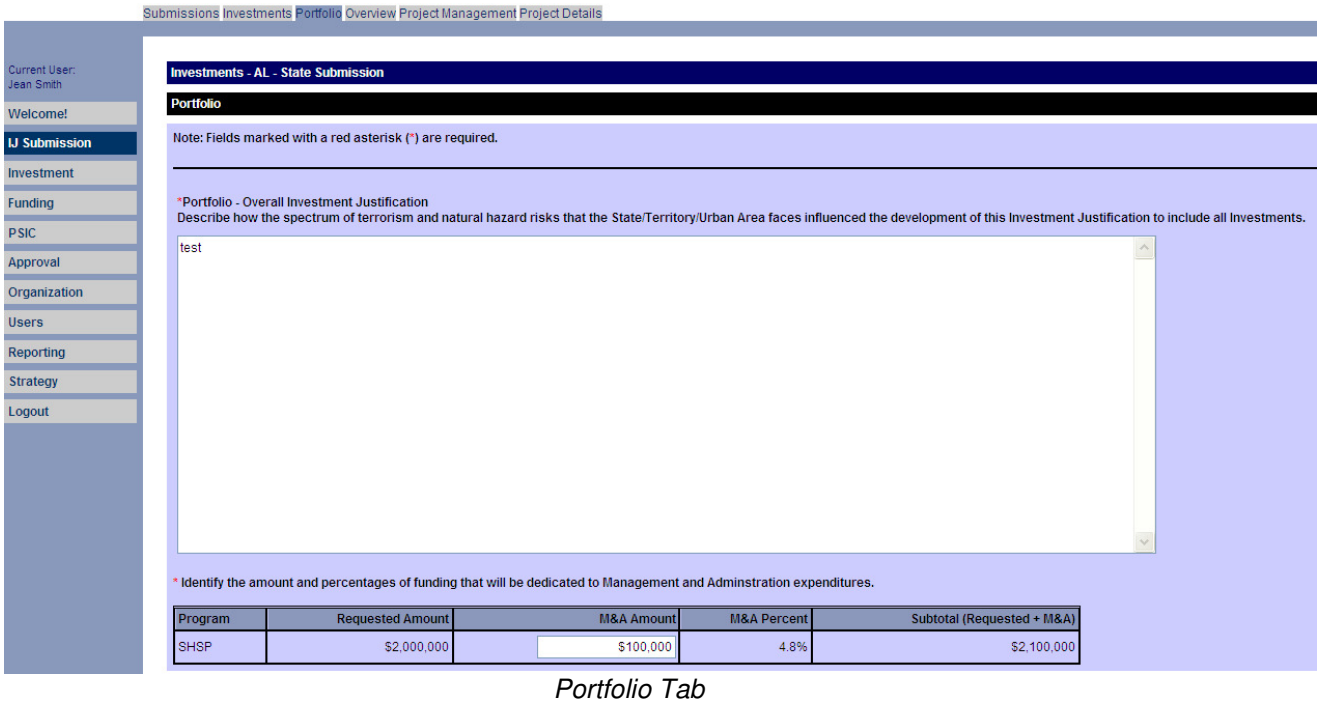
- **Step 1 –** User selects an Investment from Investment List by clicking the Investment name (hyperlink)
- **Step 2 –** User select Portfolio Investment and this will direct the user to Portfolio tab.
- **Step 3 –** User is directed to the Overview tab to begin answering Investment questions for the Investment which are created by the user.

*Investment Tab (Investment List View)*

### 8.12.1.6 Portfolio

In this tab user can enter the Portfolio data.

- **Step 1 –** User enters Portfolio tab from Investments List
- **Step 2 –** User enters Overall Investment Justification.
- **Step 3 –** User enters M&A Amount for SHSP or UASI for the submission.




*Portfolio Tab*

Users are advised to save as they proceed through the module; striking the 'enter' key will not save all information. User must click 'Save' or 'Save and Continue' before proceeding off the tab.

### 8.12.1.7 Overview

The User is directed to this tab once the Investment is selected from the Investments tab. This tab is the only tab in which users can modify the Investment Name and Investment Phase. Once the user saves this tab, the Investment Name and Investment Phase information will only be editable on the Overview Tab and while the Investment has a "Data Entry in Progress' status.

- **Step 1 –** User edits Investment name or Investment type, if applicable
- **Step 3 –** User enter Funding Amount
- **Step 4 –** User selects if this is a Fusion center Investment
- **Step 5 –** User enter the funding amount towards LETPA.
- **Step 6 –** User Provides Investment Description
- **Step 7 –** User saves and continues to Project Management Tab

*Overview Tab*

### 8.12.1.8 Project Management

The Project Management tab is the fifth tab within the IJ Submission Module. The Project Management tab provides users to create several projects.

- **Step 1 –** User selects to add the Project.

*Project Management Tab*

### 8.12.1.9 Project Details Tab

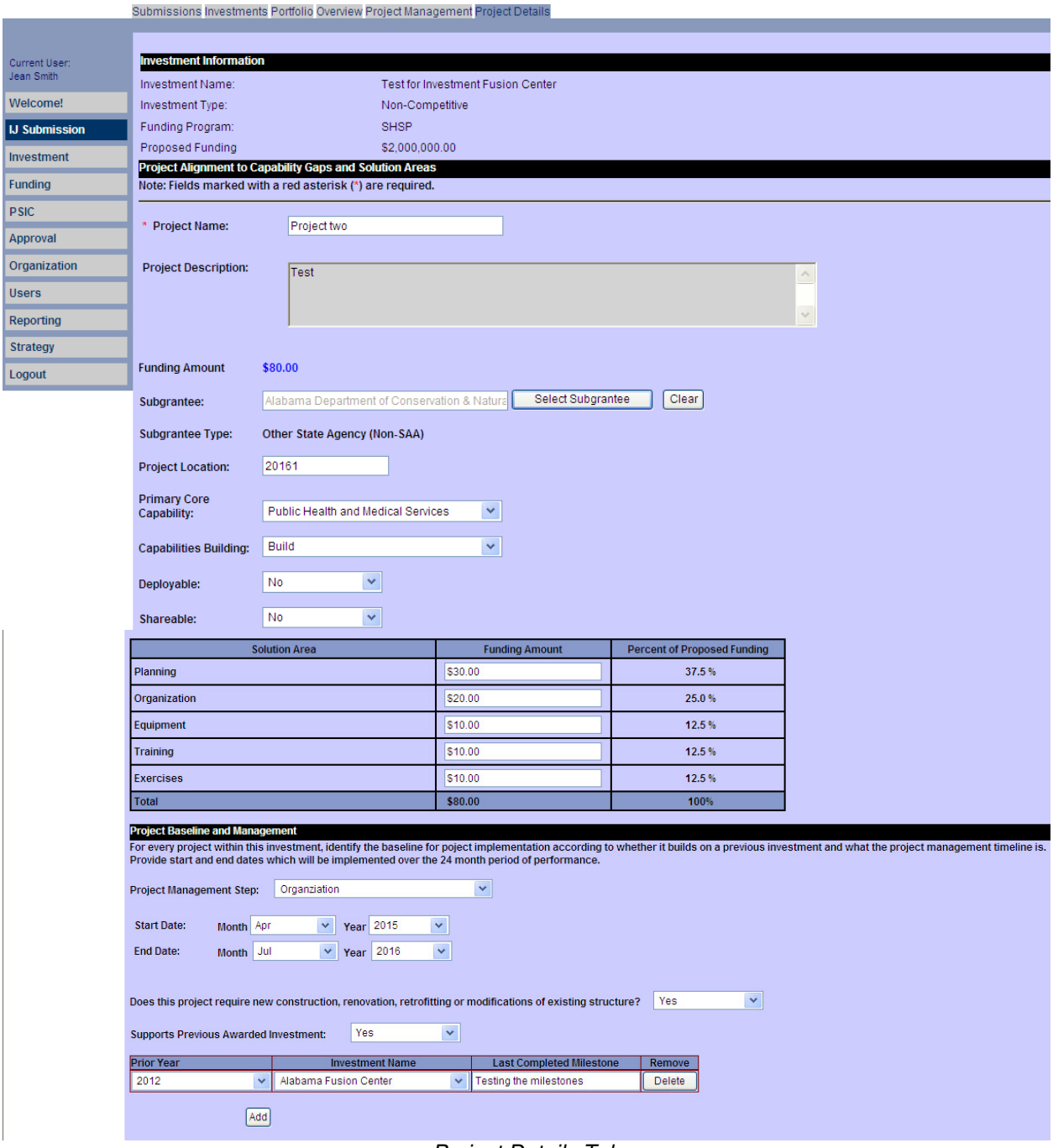
In this tab, user provides the details regarding the project and allocates funding to POETE and select core capability

- **Step 1 –** User provides the Project Name.
- **Step 2 –** User enters the Project Description
- **Step 3 –** User select the Subgrantee, system populates the Subgrantee Type
- **Step 4 –** User enters the project location (ZIP)
- **Step 5 –** User selects the Primary Core Capabilities from the drop down list
- **Step 6 –** User selects the Capability Building from the drop down list. (Sustain or Build)
- **Step 7 –** User selects the if the Project is Depolyable
- **Step 8 –** User selects the if the Project is Shareable
- **Step 9 –** User enters proposed funding amounts by Solution Area (Planning, Organization, Equipment, Training, and Exercises)
  - The associated percentages will populate automatically once the user saves the enteries.
- **Step 10 –** User selects the step of the Project from the Drop down list.
- **Step 11 –** User enters Project Start Date
- **Step 12 –** User enters Project End Date
- **Step 13 –** User selects Yes or No from a drop-down list to answer: Does this project require new construction or renovation, retrofitting, or modification of existing structures?

- **Step 14 –** User selects Yes or No from a drop-down list to answer: Supports Previous Awarded Investment. If the answer is 'Yes' then

    - User Selects the Award Year from the drop down list, system provides the list of the Investments from the selected Award Year
    - User selects the Investment from the drop down list
    - User provides the Last Completed Milestone

- **Step 15 –** User clicks Save and Continue and is directed to the Project Management tab.




*Project Details Tab*

# Completing the Investment/IJ Submission

## 8.12.1.10 Marking Investment(s) Complete

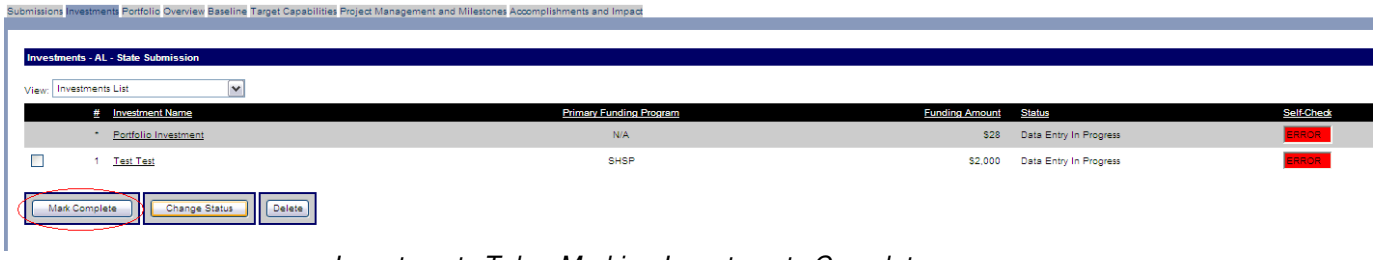
Once the user has entered all applicable information from the Overview tab through the Project Deatils tab, they may mark the Investment complete.

- **Step 1 –** On the Investments Tab – Investment List View, the user will select the check box to the left of the applicable Investment that is ready to be 'Marked Complete'

- **Step 2 –** If self-check status is GREEN, user will click 'Mark Complete' to track which Investments are completed; if self-check is RED, please refer to the 'Validation' View.

- **Step 3 –** Once the Investment is marked complete, user can select the next Investment to compile and repeat all data entry steps

Please note that if an Investment in 'Investment Completed' status needs to be edited, user can select 'Change Status' to change the status of the Investment from 'Investment Completed' to 'Data Entry in Progress'



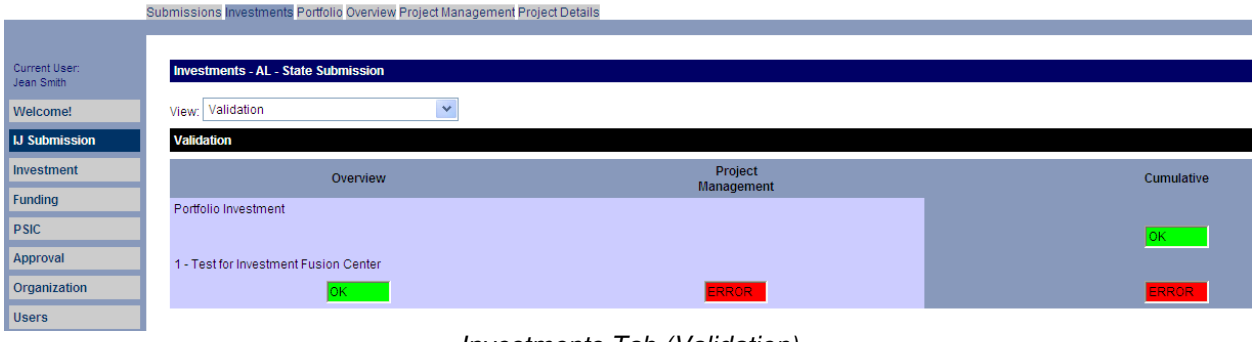

*Investments Tab – Marking Investments Complete*

## 8.12.1.11 Validation View

The Validation option allows the user to view a matrix displaying the self-check status of all tabs for all Investments. If the user has skipped over critical questions and/or the total funding amount that was proposed does not 'tie-out' with all the allocation , then an 'ERROR' indicator will appear in the corresponding tab for that Investment. If all critical and/or required questions have been answered, the indicator box will read 'OK'.

If there are any errors within an Investment (within any of the tab), the Cumulative column will display an 'ERROR' indicator for that Investment.

It is recommended that users should return to the Validation view each time after completing an Investment. Investments may not be marked complete until all validations for the Investment are 'OK'.

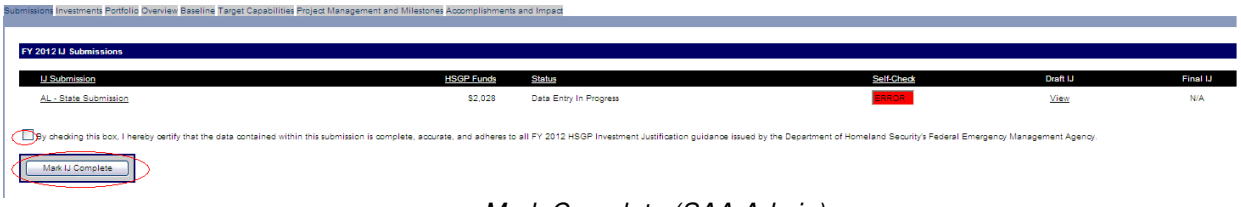



*Investments Tab (Validation)*

### 8.12.1.12 Marking IJ Submission Complete

Once the user has entered all applicable information from the Overview tab through the Accomplishments and Impacts tab, they will mark the Investment as complete. Once all Investments and the Portfolio Investment have been marked complete and no errors exist for the Investment Justification, the SAA Admin can proceed in marking the entire Investment Justification complete.

- **Step 1 –** On the Submissions Tab, the SAA Admin will select all check boxes to the left of the IJ Submissions
- **Step 2 –** SAA Admin will click the check box certification
- **Step 3 –** SAA Admin will click the 'Mark IJ Complete' button
- **Step 4 –** A pop-up message box appears for confirming this action.
- **Step 5 –** SAA Admin will click "View" under the Final IJ column in order to view and safe a final copy of the Investment Justification; it is this Investment Justification that will be uploaded in the portable document (PDF) format according to the grant guidance on application submission requirements by the SAA Admin




*Mark Complete (SAA Admin)*