FEDERAL EMERGENCY MANAGEMENT AGENCY

User's Guide – Grants Reporting Tool



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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 Closeout 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 backgrounds, while unselected 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:

<	Recipients Award Project Project (\$) Project Detail Allocations	Strategies Metrics	
Current User:	Grantees/Subgrantees for Stare X		
John Doe	Grant Award Year 2008 💌 Reporting Period BSIR (December	ber 06) 🔽	
Welcome!	Grantee/Subgrantee	Grantee Type	Total Award Last Updated
Investment	Territorial Office of Homeland Security	SAA	\$4,695,210.00 08/15/2006
Funding	Tabs		
Approval			
Organization			
Users	Modules		
Reporting			
Logout	warman to not a company of the second second second second	- marken and a second	and the second

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.

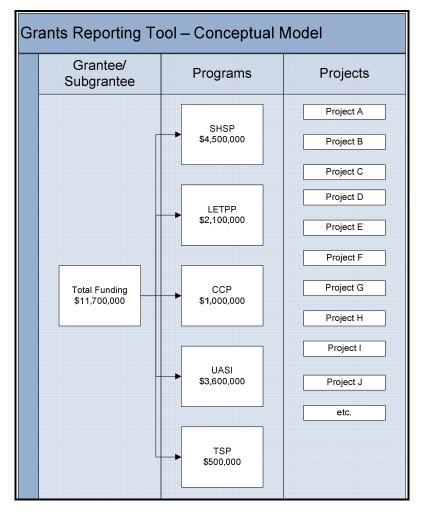


Figure 2: Illustration of how ISIP captures the funding grant programs

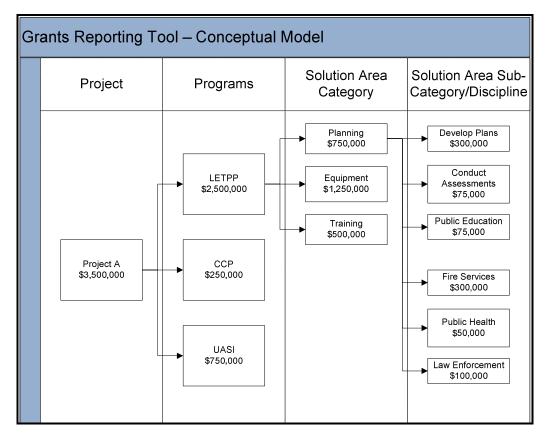


Figure 3: Illustration of project funding allocations broken down to the Solution Area Sub-Category and Discipline levels

1.4.1.2 Features of the GRT

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

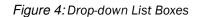
1.4.1.2.1 Drop-down list boxes

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 dropdown field.

Report Type:	Funding Distribution	~
	Funding Distribution	
	Grant Award	
	Management & Administration	
	Obligated & Expended	
	Solution Area	
	Solution Area Discipline	
	Solution Area Sub-Category	



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.

Local Jurisdiction / Entity Award Information - Sample County X - 2007 I	SIP
FY 2007 Homeland Security Grant Program	
Date Subgrant Awarded: 09/01/2007 * [mm/dd/yyyy]	
Aw	ard Obligated Expended
	Header displays grantee/subgrantee type, name, and the currrent reporting period dsplayed.

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.

SAA Award Information - MT Disaster & Emergency Services - 2006 BSIR (June 07)				
Project View: Project List Self-Check View	r: Select Self-Check View 💌	Grantee/Si	ubgrantee Self-Chec	k: OK
Project Title	Funding Type	Funding	Project Status	Project Self-Check
This is the sample project title for the GRT project.	Retained at State Level - Part of State Share	\$396,495.00	Project Submitted	ок
This is the sample project title for the GRT project.	Retained at State Level - Part of State Share	\$694,049.00	Project Submitted	ок
	Figure 6: Hyperlinks			

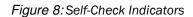
To select multiple items, the user can select multiple checkboxes and then click a command button. This is illustrated in the following example:

	Grantee/Subgrantee	Grantee Type	Last Updated
~	Department of Agriculture & Industries	Other State Agency (Non-SAA)	10/18/2006
	Department of Conservation & Natural Resources	Other State Agency (Non-SAA)	10/18/2006
~	Department of Homeland Security	SAA	10/18/2006
	Department of Public Health	Other State Agency (Non-SAA)	10/18/2006
~	Department of Public Safety	Other State Agency (Non-SAA)	10/18/2006
	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.

WORKIOW				
Subgrantee	Total Reported	Status	Superan. S	elf Check
Sample Subgrantee	\$400.00	Data Entry In Program	ERROR	
Sample Subgrantee	\$100,000.00	Data Entry In Progress	ок	
Sample Subgrantee	\$100,000.00	Data Entry In Progress	ок	
Sample Subgrantee	\$38,165.00	Data Entry In Progra	A ALLOW A COM	h





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



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.

Registration Form - Step 1			
Please fill out the following fields and press "Next" when complete. Please make sure this information is correct and current. Fields marked with an asterisk (*) are required. All electronic correspondence will be sent to the point of contact e-mail address, so please make certain this address is correct. If you do not have a permanent e-mail address, you will be required to establish one.			
If you need assistance registering, please <u>dic</u>	<u>k here</u> for a PDF tutorial.		
User Information			
Name Prefix	Select a Prefix 💌		
First Name	·		
Last Name	·		
Address Line 1	·		
Address Line 2			
City	·		
State	Select a State		
Zip Code	•		
Phone Number	• Ext.		
Fax Number			
E-mail address	ŀ		
	Clear		

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.

Organizational Assignment
State X

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.

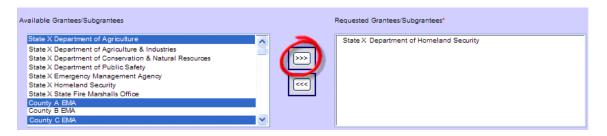


Figure 13: User Registration – Step Two – Grantee/Subgrantee Selection



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'.

Registration Form - Step 3			
Please fill out the following fields and press "Submit" when complete. Plea	ase make sure this information is correct and current. Fields marked with an asteriak (") are required.		
User ID, Password, and Hint			
Please assign a User ID and Password to yourself.			
	mix of the following: uppercase (A-Z), lowercase (a-Z), numeric (0-8), and special characters (_#S). Passwords cannot start with a number (0-8) or a special character (_#S). Passwords must not include simple keyboard patterns se, dd, (GG), and cannot include the username or the username separated by special characters.		
User ID			
Password			
Confirm Password			
Searet Question	Select a Secret Question		
Secret Answer	· · ·		
Are you a U.S. Citizen?	© Yes ◯ No		
	Clar Basi Sumi		

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.

Organiz	ation Federal	User Status All	First Name	Last Name	Search
	Name	State/Territory	Account Type	Username	Status
1	Smith, Jean	Multiple	FEMA User	chudkphinney	Active
	Smith, Jean	Multiple	FEMA User	rob43iii	Active
1	Smith, Jean	Multiple	FEMA User	jayroorbach	Active
1	A server a server a	Multiple	and second products	mandale and and	da di tanan ing
	Sm. Jean	-wutuple	FEMA User	duppinsh	Active
1	Smith, Jean	Multiple	FEMA User	oespey	Active
	Smith, Jean	Multiple	FEMA User	MaryBethCaruso	Active
1			Exception of the second s	adasher	Active
1	Smith, Jean	Multiple	FEMA User	adastiel	

Check All - Clear All

first | previous | [1] | [2] | [3] next | last

```
Approve Deny Delete De-activate
```

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
- \checkmark 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.

User Status		
Current User Status	Pending	
Update User Status	Ę	
User Information	Active	
Name Prefix	Denied Inactive	
Einshlama	and the second second second	and all the second

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).

Role Assignment and User Permissions	
Organization California	
Available	Assigned
NP-Beth Jacob Congregation Image: Congregation NP-Chabad of California Image: Congregation Earth Sholom NP-Congregation Earth Sholom Image: Congregation Earth Sholom NP-Congregation Mogen David Image: Congregation Earth Sholom NP-Congregation Earth Sholom Image: Congregation Earth Sholom NP-Congregation Earth Sholom Image: Congregation Earth Sholom NP-Levid Mogen David Image: Congregation Earth Sholom NP-Levid Mogen David Image: Congregatio	OA-Alpine County
User Type	C Federal
	C State/Direct Tribal Grantee (SAA/DTG) User
	C Local (Local Jurisdictions, Other State Agencies/Non-SAAs)
Administrative Privileges	n
PSIC Module Privileges	
SHSS Entry Privileges	California
UASS Entry Privileges	🗌 Anaheim/Santa Ana Urban Area
	Eay Urban Area
	Los Angeles/Long Beach Urban Area
	C Riverside Urban Area
	Sacramento Urban Area San Diego Urban Area
RTSS Entry Privileges	L bay Alea
	Greater Los Angeles Area Sacramento Area
	San Diego Area
	Revert to Saved Save

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.

User Approval				
States State X	Vuser Status All V	First Name	Last Name	Corret
Name	Grantee/Subgrantee	Account Type	Username	Status
Smith, Lance	Sample Subgrantee	Local Admin	JohnDoe1	Active
Smith, Ross	Sample Subgrantee	Local Admin	JohnDoez	Denled
Smith, Aimee	Sample Subgrantee	Local User	JohnDoe3	Inactive
Smith, Tom	Sample Subgrantee	Local Admin	JohnDoe4	
Smith, Tim	Sample Subgrantee	Local Admin	JohnDoe4	Active
mmonidrel	Municerse interesting i grand the and a second	man Logel Artis	A - Amora -	man

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	Input, certify, and mark complete Investment Justification data
Grantee (DTG) Admin	Review SAA/DTG and subgrantee reports
User	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.

eneral Rules of Behavior for Users of Grants Reporting Tool (GRT)

.0 INTRODUCTION

ersons 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 user'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 user'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 user's social security number. To protect against unauthorized access, passwords linked to the user ID are used to identify and authenticate
- Indextand that accounts and passwords shall not be transferred or shared for any reason. Sharing of user IDs and passw
 The selection of passwords must be complex and include:
 O Eight to Fifteen characters
- Commission or upper and lower case letters
 Numbers and special characters.
 I understand that passwords must not occutain 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.
 Iunderstand on comply with all software copyrights and licenses.
 Iunderstand on computer workstations that are accessing the GRT, I will:
 O Physically protect computing devices used to access GRT
 O Protect sensitive data used on the GRT system.

 - O Not use peer-to-peer (P2P) file sharing, which can provide a mechanism for spreading of viruses and out 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
- I min to provide personal to once an uniformation solution by entail. If receive entail messages non-any solute requesting personal momentum on asking to entry accounts, i will report this to my dock 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 destroution from disclosure to 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 oredentials 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.

- work area, even to a short time, i will do in when reave to use day. I will not attempt to bypass access control measures. I agree to holform 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.
 Iwill 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 Idoubles 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 tems 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 tems of these Rules of Behavior, my access to any and all GRT information systems may be teminated 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.



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.

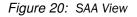
Guidance Documents	Overview Documents
GRT Super User's Guide (For Super Users only)	ISIP Overview
GRT User's Guide	Close-out Overview
Frequently Asked Questions	Data Ports Overview (Fed user only)
What's New in the Latest Version	Funding Overview
	Getting Started Overview
	Investment Module Overview
	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 <u>help@shsasresources.com</u>.

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

	Welcome!	
Current User: Jean Smith		metgency Management Agency's Grants Reporting Tool anagement Agency (FEMA), in a continued effort to improve grant distribution and reporting processes, developed this web-based grants reporting system entitled, the Grants Reporting Tool (GRT). The GRT is designed to help State
Welcome!		and generative paging (incomp) may contract the interporting generating process, and the process of the process
IJ Submission		
Investment	GRT News	
Funding		SRT Technical Assistance Available Nov!
PSIC		
Approval	1	FENA-approximate GRT Technical Asistance (TA) will again be available to all States and Territories for the current ISIP and forthooming BSIR reporting periods. A langle on-alte TA assistion of one to two days may be requested for each ISIP and BSIR reporting periods. A langle inclusion technical assistance must be made through your FEMA
Organization	F	Program Analyst. Please submit your requests as soon as possible in order to allow adequate scheduling time.
Users		
Reporting		
Logout	Documentation	
	For your reference, the follo	owing supporting documentation is provided to assist you in navigating the current version of the GRT:
	Guidance Documents:	Grants Reporting Tool User's Guide View
	Overview Documents:	Close-Out Overview View
	For technical assistance, plea	ase call: 1-377-612-4367 (toll-free), or e-mail: <u>GRT Support</u>



	Welcome!	
Current User: Jean Smith	Welcome to the Federa	al Emergency Management Agency's Grants Reporting Tool
		cy Management Agency (FEMA), in a continued effort to improve grant distribution and reporting processes, developed this web-based grants reporting system entitled, the Grants Reporting Tool (GRT). The GRT is designed to help State
Welcome!	Administrative Agencies	is (SAAs) meet all reporting requirements identified in the Homeland Security Grant Program (HSGP) and Urban Areas Security Initiative (UASI) grant application kits.
Funding		
PSIC		
Users	GRT News	
	• 08/27/2008:	GRT Technical Assistance Available Now!
Logout		FEMA-sconsored GRT Technical Assistance (TAI will again be available to all States and Territories for the current ISIP and forthcoming BSIR reporting periods. A single on-site TA session of one to two days may be requested for each
		Envespondered or in reorman assistance (ray minigram be available to an obsess and remotes on the current on a domocriming both reporting periods, a single onsite in a session or one to wo days may be requested to a site of the current of the cur
		Program Analyst. Please submit your requests as soon as possible in order to allow adequate scheduling time.
	Documentation	
	For your reference, the f	following supporting documentation is provided to assist you in navigating the current version of the GRT:
	Guidance Documents:	Grants Reporting Tool User's Guide View
	Overview Documents:	Close-Out Overview View
	For the back of the back of the second	. please call: 1-877-612-4367 (toll-free), or e-mail: GRT Support.
	For technical assistance,	, prease call: 1-67/-012-4357 (toll-mee), or e-mail: <u>OKT Support</u> .
		Figure 21, Subgrantas 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.

Organizations
Organization
Alabama
Alaska
American Samoa
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
District of Columbia
Florida
Georgia
Guam
Hawaii
Idaho
Illinois

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.

	Grantee/Subgrantee		<u>Grantee Type</u> Other State Agency (Non-SAA)	Last Updated 2/2/2006
	Sample Subgrantee		Other State Agency (Non-SAA)	5/12/2005
	Sample Subgrantee		Other State Agency (Non-SAA)	2/21/2006
	Sample Subgrantee		Other State Agency (Non-SAA)	2/22/2008
	Sample Subgrantee		Other State Agency (Non-SAA)	5/11/2005
2	C X Contraction	to a the second and t	- /Loanen _ real / Entity	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
	Sample Subgrantee		Local Jurisdiction / Entity	4/5/2005
	Sample Subgrantee		Local Jurisdiction / Entity	2/16/2006
	Sample Subgrantee		Local Jurisdiction / Entity	7/21/2005
	Sample Subgrantee		Local Jurisdiction / Entity	2/21/2006

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.

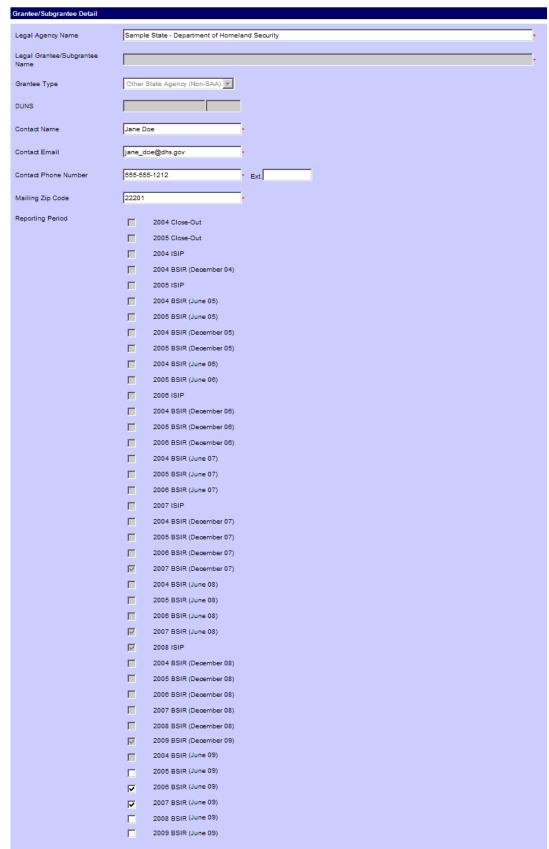


Figure 24: Subgrantee Detail Page

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.

Urban Area / Regional Transit A	rea Assignment			
Grant Award Year 2007 💌				
Accomack County				
Urban Area	[None]	-		
Regional Transit Area	[None]	•		
			Revert to Saved	Save

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.

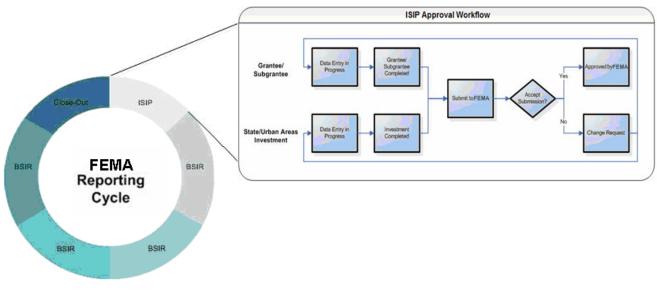


Figure 27: ISIP Reporting Period

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:

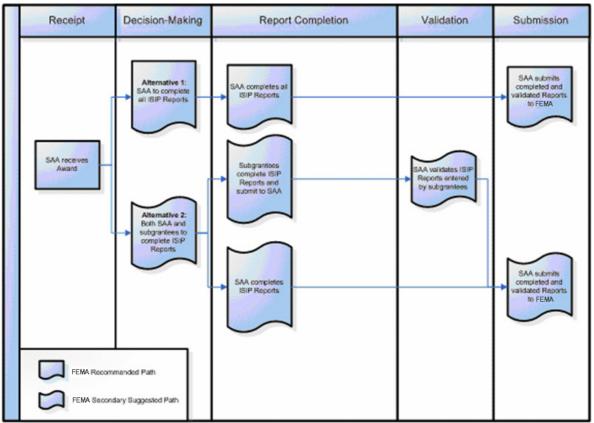


Figure 28: Decision Matrix for the completion & submission of the ISIP



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.

FICIAL USE ONLY	Federal	nts Reporting Tool Emergency Management Agency	
(Organizations Subgrantees Subgrantee Detail Subgrantee UA/RTA Add Subgrantee Organi	zation Options	
Jser: ith	Grantees/Subgrantees for Delaware		
ne!	Grant Award Year [ALL] Reporting Period [ALL]	v.	
	Grantee/Subgrantee	<u>Grantee Type</u>	Last Updated
nission	Delaware Emergency Management Agency	SAA/DTG	6/15/2005
	Delaware Emergency Management Agency (SAA)	SAA/DTG	10/11/2012
nent	Entire State of Delaware	Local Jurisdiction / Entity	10/11/2012
9	test agency by jason	Local Jurisdiction / Entity	10/11/2012
g			
	Check All - Clear All		
al	Remove		





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.

	organizationa ouogranicea ouogr	rantee Detail Subgrantee OARTA Aud Subgr	antee organizati	on opu	
Current User:	Grantee/Subgrantee Detail				
Jean Smith					
Welcome!	Legal Agency Name	Alabama Department of Homeland Secu	urity		
Admin	Legal Grantee/Subgrantee				
IJ Submission	Name	, 			
Investment	Grantee Type	SAA/DTG 🗸			
Scoring	DUNS	55555555 5555	*		
Funding			- -		
PSIC	Contact Name	James Nunn	ľ		
Approval	Contact Email	blumberg_nathan@bah.com	*		
Organization	Contact Phone Number	555-555-1212			
Users	Contact Phone Number	000-000-1212	* Ext.		
Reporting	Mailing Zip Code	36130			
Strategy	Reporting Period	2004 Close-Out			
Logout					
		 2005 Close-Out 2011 BSIR (June 13) 			
		2012 BSIR (June 13)			
		 2013 ISIP 			
		 2013 ISIN 2008 BSIR (December 13) 			
		2009 BSIR (December 13)			
		 2010 BSIR (December 13) 			
		2011 BSIR (December 13)			
		 2012 BSIR (December 13) 			

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.

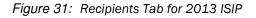
Upon entering the Funding module, the SAA user should select the ISIP reporting period from the drop-down list box and click on the newly created subgrantee from the list. This will pull the SAA user into the Award tab. Within the Award tab, the SAA user should enter the award information for the subgrantee. 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'.

Grant Award Year 2013 💙 Reporting Period ISIP 💌			
Grantee/Subgrantee	Grantee Type	Total Award Status	Last Update
City and Borough of Juneau	Local Jurisdiction / Entity	Data Entry In Progress	06/11/2013
City of Cordova	Local Jurisdiction / Entity	Data Entry In Progress	02/21/2013
City of Craig	Local Jurisdiction / Entity	Data Entry In Progress	08/05/2013
City of Fairbanks	Local Jurisdiction / Entity	Data Entry In Progress	02/21/2013
City of Houston	Local Jurisdiction / Entity	Data Entry In Progress	02/21/2013
City of Ketchikan	Local Jurisdiction / Entity	Data Entry In Progress	02/21/2013
City of Kodiak	Local Jurisdiction / Entity	Data Entry In Progress	02/21/2013
City of North Pole	Local Jurisdiction / Entity	Data Entry In Progress	08/05/2013
City of Palmer	Local Jurisdiction / Entity	Data Entry In Progress	02/21/2013
City of Unalaska	Local Jurisdiction / Entity	Data Entry In Progress	02/21/2013
Eairbanks North Star Borough	Local Jurisdiction / Entity	Data Entry In Progress	02/21/2013
Kenai Peninsula Borough	Local Jurisdiction / Entity	Data Entry In Progress	06/11/2013
Kodiak Island Borough	Local Jurisdiction / Entity	Data Entry In Progress	02/21/2013
Matanuska-Susitna Borough	Local Jurisdiction / Entity	Data Entry In Progress	06/11/2013
Municipality of Anchorage	Local Jurisdiction / Entity	Data Entry In Progress	06/11/2013
North Slope Borough	Local Jurisdiction / Entity	Data Entry In Progress	02/21/2013

Check All On This Page - Clear All

intees/Subgrantees for Alaska

Mark Complete Change Status



3.2.4 Grantee/Subgrantee Workflow

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

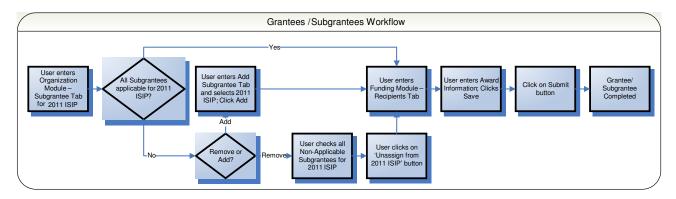


Figure 32: Grantees/Subgrantees Workflow

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.

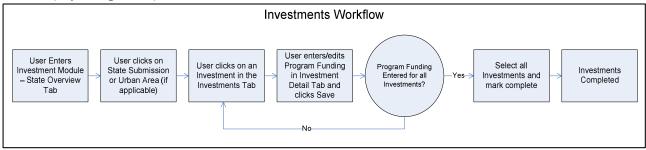


Figure 33: 2012 ISIP Investment Module Process

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.

deral Overview State Overview Investr	ments Investment Detail				
Federal Overview					
Reporting Period 2013 ISIP 👻					
State/Territory	Total HSGP Proposed	Total HSGP Awarded	Total HSGP Reported	Status	Investments Self-Che
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
<u>Michigan</u>	\$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

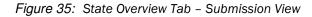
3.3.3.2 State Overview Tab

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.

deral Overview State Overview Investm	investment Detail			
State Overview - California				
Reporting Period 2013 ISIP 👻	View Submissions			Investments Self-Check ERROR
Submissions				
Submission	Total HSGP Proposed	Total HSGP Reported	Status	
State Submission	\$10.00	\$10.00	Data Entry In Progress	
Sacramento Urban Area	\$1,100.00	\$1,100.00	Data Entry In Progress	



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'.

tate Overview - Alabama			
eporting Period 2013 ISIP View Funding Validation			
unding Validation			
Investment Name	SHSP	UASI	
tate Submission			
Alabama Fusion Center	\$450,000.00		\$450,0
Information Sharing Program	\$400,000.00		\$400,0
Statewide Interoperable Communications	\$346,364.00		\$346,3
Regional Prevention and Emergency Response Program	\$2,090,032.00		\$2,090,0
otal HSGP Reported	\$3,286,396.00		\$3,286,3
otal HSGP Awarded	\$3,459,364.00		\$3,459,3
elf-Check			

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.

Federal Overview State Overview Investments Investment Detail

/estr	nents - Alabama - State Submission - 2013 ISIP			
<u>#</u>	Investment Name	HSGP Proposed	HSGP Reported	Status
1	Alabama Fusion Center	\$450,000.00	\$450,000.00	Data Entry In Progress
2	Information Sharing Program	\$400,000.00	\$400,000.00	Data Entry In Progress
3	Statewide Interoperable Communications	\$346,364.00	\$346,364.00	Data Entry In Progress
4	Regional Prevention and Emergency Response Program	\$2,090,032.00	\$2,090,032.00	Data Entry In Progress

Figure 37: Investments Tab - Fed User View

State Overview Investments Investment Detail

# Investment Name	HSGP Proposed	HSGP Reported	<u>Status</u>
1 Strengthen Information Sharing, Collaboration, and Communications	\$978,216.00	\$978,216.00	Data Entry In Progress
2 Enhance Fusion Center Capabilities	\$25,000.00	\$25,000.00	Data Entry In Progress
3 Strengthen Medical Surge and Mass Care Capabilities	\$622,685.00	\$622,685.00	Data Entry In Progress
4 Strengthen Whole Community Planning and Preparedness	\$1,660,495.00	\$1,660,495.00	Data Entry In Progress

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.

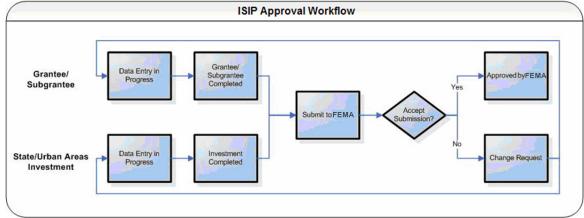
nvestment Information						
nvestment Number:	1	A 1997 M 1998 - 1998 - 1997				
nvestment Name:	-	Collaboration, and Communications				
nvestment Description:	software; and develop or conduct	tions in developing communications p training and exercise activities based stainable, interoperable communication	on the State of Alaska's Strate	gic Interoperable Communication		
westment Funding			10.200 A			
		SHSP	UASI	MMRS	ССР	
	2013 Proposed Primary: 2013 ISIP Primary:	\$978,216.00				
	2013 ISIP Primary.	\$978,216.00				
		SHSP	UASI	MMRS	CCP	To
anning	2013 Proposed	\$48,910.00				\$48,910
	2013 ISIP	\$48,910.00				\$48,910
rganization	2013 Proposed					
	2013 ISIP					
quipment	2013 Proposed	\$733,664.00				\$733,664
	2013 ISIP	\$733.664.00				\$733,664
raining	2013 Proposed	\$97.821.00				\$97.821
	2013 ISIP	\$97.821.00				\$97,821
kercises	2013 Proposed	\$97,821.00				\$97.821
kercises	2013 Proposed 2013 ISIP					\$97,821
		\$97,821.00				007,021
&A	2013 Proposed					
	2013 ISIP					
otal	2013 Proposed	\$978,216.00				\$978,216
	2013 ISIP	\$978,216.00				\$978,216

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'.

	od ISIP 👻				
Organization Gra Alabama	antees/Subgrantees Total \$0.00	Investments Total (HSGP Only) \$3,286,396.00	Total Federal Awards \$3,459,364.00	<u>Status</u> Data Entry In Progress	Self Che
Alaska	\$0.00	\$3,286,396.00	\$3,459,364.00	Data Entry In Progress	ERROR
American Samoa	\$0.00	\$751,176.00	\$790,712.00	Data Entry In Progress	ERROF
Delaware	\$0.00	\$0.00	\$3,459,364.00	Data Entry In Progress	ERROF
Guam	\$0.00	\$751,035.00	\$790,712.00	Data Entry In Progress	ERROF
Michigan	\$0.00	\$5,989,935.00	\$11,289,215.00	Data Entry In Progress	ERROF
Montana	\$0.00	\$6,195,298.00	\$3,459,364.00	Data Entry In Progress	ERROF
Northern Mariana Islands	\$0.00	\$751,176.00	\$790,712.00	Data Entry In Progress	ERROF
Wisconsin	\$0.00	\$1,718,032.00	\$3,459,364.00	Data Entry In Progress	ERROF
Approve Change Request					
nange request comments					

Figure 41: Federal Approval Tab

3.4.4 State Approval Tab

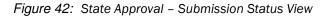
The State Approval tab provides the SAA Admin user with the ability to examine various validation checks for the selected ISIP reporting period. Once all data has been entered and all self-checks are in 'OK' status, the SAA Admin user will be able to submit the investment and grantee/subgrantee. The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

rganization Approval				
Approval - Alaska				
Select Option Submission Status View	✓ Grant Award	Year 2013 💌	Reporting Period ISIP 💌	Overall Self Check: ERROR
Submission Status View				
Component	Total Awarded	Total Reported	Status	Self Check
Grantees/Subgrantees	\$3,459,364.00	\$0.00	Data Entry In Progress	ERROR
Investments (HSGP only)	\$3,459,364.00	\$3,286,396.00	Data Entry In Progress	ERROR
Passthrough Compliance Validation				ОК
Submit to FEMA				



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.

ganization Approval			
Approval - Alaska			
Select Option Grantees/Subgrantees Funding	g Validation 💌	Grant Award Year 2013 🗸	Reporting Period ISIP 💌
Grantees/Subgrantees Funding Validation			
Grant Program	Total Awarded	Total Reported	Self Check
SHSP	\$3,459,364.00	\$0.00	ERROR
UASI	\$0.00	\$0.00	ОК

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.

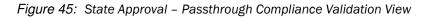
ganization Approval				
Approval - Alaska				
Select Option Investments Funding Validation	*	Grant Award Year	013 🗸	Reporting Period ISIP 💌
Investments Funding Validation (HSGP Only)				
Grant Program	Total Proposed	Total Awarded	Total Reported	Self Check
SHSP	\$3,286,396.00	\$3,459,364.00	\$3,286,396.00	ERROR
UASI	\$0.00	\$0.00	\$0.00	ОК



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.

anization Approval					
Approval - Alaska					
Select Option Passthrough Cor	mpliance Validation		Grant Award Year 2013 💙	Reporting	Period ISIP 👻
Passthrough Compliance Valida	tion				
Grant Program	Total State Share	Total Local Store	State Percent	Local Percent	Self Check
UASI	\$0.00	\$0.00	N/A	N/A	OK
SHSP	\$0.00	\$0.00	N/A	N/A	OK





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.

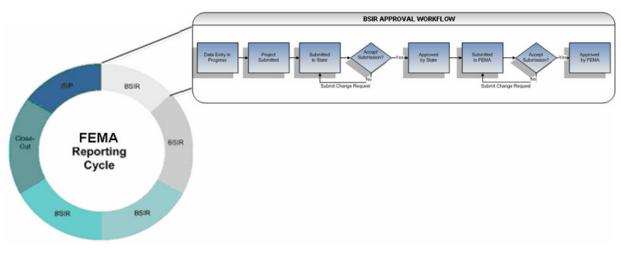


Figure 46: BSIR Approval Workflow

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.

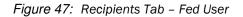
Section 4.3 GRT Functionality – Funding Module

4.3.1 Funding Module Breakdown

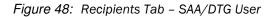
4.3.1.1 Recipients Tab

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).

FOR OFFICIAL USE ONLY	Grants Reportin Federal Emergency Management		
	Recipients Award Project (Project (\$) Project Detail Allocations Strategies		
Current User: Jean Smith	Grantees/Subgrantees for Alabama		
Welcome!	Grant Award Year 2014 V Reporting Period BSIR (December 14) V Organization Alabama	•	
Admin	Grantee/Subgrantee	Grantee Type	Total Award Last Updated
Aumin	AL State Port Authority	Other State Agency (Non-SAA)	06/05/2013
J Submission	Alabama Criminal Justice Information	Other State Agency (Non-SAA)	06/05/2013
	Alabama Department of Agriculture and Industries	Other State Agency (Non-SAA)	01/16/2012
nvestment	Alabama Department of Conservation & Natural Resources	Other State Agency (Non-SAA)	10/30/2012
Scoring	Alabama Department of Corrections	Other State Agency (Non-SAA)	07/26/2010
-	Alabama Department of Homeland Security	SAA/DTG	06/05/2013
unding	Alabama Department of Public Safety	Other State Agency (Non-SAA)	10/30/2012
PSIC	Alabama Emergency Management Agency	Other State Agency (Non-SAA)	10/30/2012
- 310	Alabama Fire College	Local Jurisdiction / Entity	10/30/2012
Approval	Alabama Governors Office of Faith Based and Community Initiatives	Other State Agency (Non-SAA)	02/23/2011
	Alabama Homeland Security	Local Jurisdiction / Entity	05/08/2013
Organization	Autauga County EMA	Local Jurisdiction / Entity	10/30/2012
Isers	Calhoun County EMA	Local Jurisdiction / Entity	10/30/2012
	Chambers County Emergency Management Agency	Local Jurisdiction / Entity	10/30/2012
Reporting	Colbert County	Local Jurisdiction / Entity	10/30/2012
Strategy	Cullman County EMA	Local Jurisdiction / Entity	10/30/2012
strategy	Dale Co. EMA	Local Jurisdiction / Entity	10/30/2012
Logout	DeKab County EMA	Local Jurisdiction / Entity	10/30/2012
	Franklin County EMA	Local Jurisdiction / Entity	10/30/2012



Homelan Security	d State	Grants Reporting Tool Federal Emergency Management Agency	
	Recipients Award Project Project (\$) Project Detail Allocations Strategies		
Current User: Jean Smith	Grantees/Subgrantees for California	_	
Welcome!	Grant Award Year 2014 • Reporting Period BSIR (December 14) •		
IJ Submission	Grantee/Subgrantee	Grantee Type Total	
Investment	EC-Brawley, City of EC-Cudahy, City of	Local Jurisdiction / Entity Local Jurisdiction / Entity	2,000 07/18/2014 02/23/2011
Funding	EC-Ek Gove, City of IP-City of Fresno	Local Jurisdiction / Entry Local Jurisdiction / Entry	02/02/2011 02/17/2011
PSIC	NP- Bais Menachem Day School	Local Jurisdiction / Entity	04/14/2011
Approval	SA-1-CA-Governor's Office of Homeland Security (SAA) SA-CA-Department of Food & Agriculture	SAA/DTG St Other State Agency (Non-SAA)	02/04/2011 02/04/2011
Organization	SU-Bay Area	Other State Agency (Non-SAA) Local Jurisdiction / Entity	04/17/2014 10/25/2013
Users	TA-Foothill Tranist System Authority	Local Jurisdiction / Entity	04/17/2014
Reporting	UA-City of San Diego UA1 UA-City/County of San Francisco UA1	Local Jurisdiction / Entity Local Jurisdiction / Entity	10/25/2013 04/17/2014
Logout			



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)

Homeland Security	Grants Repo			
	Recipients Award Project Project (\$) Project Detail Allocations Strategies			
Current User: Jean Smith	SAA/DTG Award Information - SA-1-CA-Governor''s Office of Homeland Security (SAA) - 2014 BSIR (December	r 14)		
Welcome!	FY 2014 Grant Programs			
IJ Submission	SHSP	Award	Obligated >	Expended
Investment	2014 BSIR (December 14)	\$10,000		SEDO
Funding	UASI			
PSIC	2014 BSIR (December 14) EMPG >	\$10,000		5210
Approval	2014 BSIR (December 14)	\$10,000		5210
Organization	NSGP 2014 BSIR (December 14)	\$10,000		S111
Reporting	OPSG	310,000		5115
Logout	2014 BSIR (December 14)	\$10,000		\$110
	2014 BSIR (December 14)			
	Total Funding 2014 BSIR (December 14)	\$50,000		\$1,140

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.

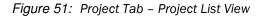


Figure 50: Project Tab – Create Project View

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.

Homeland Security OFFICIAL USE ONLY		Grants Reporting Tool Federal Emergency Management Agency			
	Recipients Award Project Project (\$) Project Deta	i Allocations Strategies			
User:	SAA/DTG Award Information - SA-1-CA-Gov	rnor"s Office of Homeland Security (SAA) - 2014 BSIR (December 14)			
ith ic!		If-Check View: Select Self-Check View		Grantee/Subgra	ntee Self-Check: ERF
ission	Project Title	Funding Type	Funding	Project Status	Project Self-Check
ent	Project for Pat	Retained at State/DTG Level At Request of Local(s)	\$2,000	Data Entry In Progress	ERROR
	Second Project	Retained at State/DTG Level	\$5,000	Data Entry In Progress	ERROR
	Test Project for the DIT	Retained at State/DTG Level At Request of Local(s)	\$5,300	Data Entry In Progress	ERROR
	Comments				
ion		A			
		-			
	Check All Clear All				
		ete			
	- To view self-check summaries, select one of th	antions from 'Salf. Chark Viaw'			
		aved as ERROR for a specific project one or more of the following areas is in error:			
	- One or more of the projects in ERROR	e is displayed as ERROR when one of the following is in error: requirements per project have been met, however, the TOTAL FUNDING does not tie out between grant fun	nding, project funding, and/or solution area funding		
	3. Submitting Projects - Pass all self-checks - Project status is 'Data Entry in Progress' or 'Sub	yrantee Change Request'			



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.

FOR OFFICIAL USE ONLY	nd	Grants Reporting Tool Federal Emergency Management Agency		
	Recipients Award Project Project (\$) Project Detail Allo	ocations Strategies Metrics		
Current User: Jean Smth Welcome!	SAAIDTG Award Information - Delaware Emergency M Project View: Project History Self-Check	lanagament Agency (SAA) - 2013 BSIR (June 14) K View; — Select Self-Check View — ▼		Grantee/Subgrantee Self-Check: OK
IJ Submission	Workflow History			
Investment	Workflow Step	Last Updated	Updated By	Comments
Funding	Subgrantee Change Request	4/8/2014 11:14:08 AM	Smith, Jean	aaa
	Submitted to SAA/DTG	4/3/2014 1:20:01 PM	Smith,Jean	EMPG Project
PSIC	Submitted to SAA/DTG	4/3/2014 1:20:01 PM	Smith, Jean	SHSP Project
Approval	Project Submitted	4/3/2014 1:19:58 PM	Smith,Jean	EMPG Project
Organization	Project Submitted	4/3/2014 1:19:58 PM	Smith,Jean	SHSP Project

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.

Homela Securit	and State								
FOR OFFICIAL USE UNLY	Recipients Award Project	Project (\$) Project Detail A	2.76		gement Agency				
urrent User: an Smith	SAA/DTG Award Inform	nation - Delaware Emergency	Management Agency (SAA)	- 2013 BSIR (June 14)					
/elcome!	Project View: Select	t Project List - 🔻 Self-Che	ck View: Grant Program	-					
Submission	Grant Program								
vestment	SHSP	UASI	EMPG	NSGP	OPSG	IPR	Project Total	Solution Area	Self-Che
Inding	EMPG Project								
SIC	\$0.00	\$0.00	\$3,000,000.00	\$0.00	\$0.00	\$0.00	\$3,000,000.00	\$3,000,000.00	ОК
proval	SHSP Project								
ganization	\$691,872.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$691,872.00	\$691,872.00	ОК
ers	Total								
porting	\$691,872.00	\$0.00	\$3,000,000.00	\$0.00	\$0.00	\$0.00	\$3,691,872.00	\$3,691,872.00	
ategy gout	Award Information								
9001	\$691,872.00	\$0.00	\$3,000,000.00	\$0.00	\$0.00	\$0.00	\$3,691,872.00	\$3.691.872.00	
	Self-Check							,	
	Sen-Check		_	_					
	ОК	JOK	JOK	JOK	ок	ОК			

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.

Homela Security	y <u>Pea</u> s		Fed	eral Emergency Mana	orting Too	1			
	Recipients Award Project	Project (\$) Project Detail A	llocations Strategies Metri	CS					
urrent User: an Smith	SAA/DTG Award Inform	mation - Delaware Emergency	Management Agency (SAA) - 2013 BSIR (June 14)					
elcome!	Project View: Selec	ct Project List - 🔻 Self-Cher	k View: Solution Area	•					
Submission	Solution Area Summa	ny							
vestment	Equipment	Exercises	Management & Administration	Organization	Planning	Training	Solution Area	Project Total	Self-Chec
nding	EMPG Project		Administration				-		
с									
oroval	\$0.00	\$835,159.00	\$100,000.00	\$1,000,000.00	\$1,064,841.00	\$0.00	\$3,000,000.00	\$3,000,000.00	ОК
anization	SHSP Project								
ers	\$0.00	\$0.00	\$0.00	\$0.00	\$691,872.00	\$0.00	\$691,872.00	\$691,872.00	ОК
orting	Total								
itegy	\$0.00	\$835,159.00	\$100,000.00	\$1.000.000.00	\$1,756,713.00	\$0.00	\$3,691,872.00	\$3.691.872.00	
out								1	

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.

FOR OFFICIAL USE ONLY		Children I.	ants Reportir			
	Recipients Award Project (\$)	Project Detail Allocations Strategies Metric	S			
Current User: lean Smith	SAA/DTG Award Information - Delaw	vare Emergency Management Agency (SAA)	- 2013 BSIR (June 14)			
Velcome!	Project View: Select Project List -	- Self-Check View: Project Validation	-			
J Submission	Project Validation					
nvestment	Goals and Objectives	Project Metrics	Funding Impact	Solution Area Tie-Out	Project Detail	Self-Check
unding	EMPG Project					
SIC	100%	100%	100%	100%	100%	ОК
pproval	SHSP Project					
rganization	100%	100%	100%	100%	100%	OK
sers	Self-Check					
eporting	ОК	ОК	OK	ОК	ОК	
trategy						
ogout						

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.

	Recipients Award Project Project (\$) Proj	iect Detail Allocations Strategies		
Current User: Jean Smith	SAA/DTG Award Information - SA-1-0	CA-Governor"'s Office of Homeland Security (SAA) - 2014 BSIR (December	14)	
Welcome!	Project Funding Summary			
IJ Submission	Project Title: *	Test Project for the DIT		
Investment	Project Type: *		assessment V	
Funding	Project Location: *	Enhance capability to perform post-incident structural damage and mitigation a 20191	assessment	
PSIC				
Approval	Funding Type: *	Retained at State/DTG Level At Request of Local(s)	•	
Organization	Signed MOII:	V		
Reporting	Project Description: *	Describing the condition of the weather	^	
Logout			-	
	Total Grantee Funding:			
	SH	sn		
		310,000		
		\$10,000		
	EMI	510,000		
	NSO	1 \$10,000		
	OP	SG \$10,000		
		PR		
	Tot	tal \$50,000		
			FY 2014 Grant Programs	
			Award	Expended >
	SHSP 2014 BSIR (December 14)		\$2,000	\$100
	UASI		32,000	
	2014 BSIR (December 14)		\$3,000	\$10
	EMPG			
	2014 BSIR (December 14) NSGP		\$100	\$10
	2014 BSIR (December 14)		\$100	\$10
	OPSG			
	2014 BSIR (December 14)		\$100	\$10
	IPR 2014 BSIR (December 14)			
			,	,
	Total 2014 BSIR (December 14)		\$5,300	\$140
	2014 DSik (December 14)		00,00	-3140
	Shared Funding Grantee/Subgrantee			
	onarea ranang orantoo oabgrance	Available Grantee/Subgrantee(s)	Shared Funding Grantee/Subgra	ntee(s)
		BZ-California Natural Resources Agency	EC-Cudahy, City of	
		BZ-Sacramento County Sheriff EC-American Red Cross, Sacramento-Sierra Chapter		
		EC-American Red Cross, Sacramento-Sierra Chapter EC-Brawley, City of EC-Commerce - City of		
		EC-American Red Cross, Sacramento-Sierra Chapter EC-Brawley, City of EC-Commerce - City of		
		EC-American Red Cross, Sacramento-Sierra Chapter EC-Bravley, C/ty of EC-Commerce, Chy of EC-Cupertino, Chy of EC-EIK Gove, Chy of EC-LaH Moon Bay, Chy of EC-LaH Hara, Chy of EC-La Hara, Chy of EC-La Hara, Chy of		
		EC-American Red Cross, Sacramento-Sierra Chapter EC-Bravley, C/ty of EC-Commerce, C/ty of EC-Cupertino, C/ty of EC-EIK Gove, C/ty of EC-LaH Manon Bay, Clty of EC-LaH Manon Bay, Clty of EC-LaHath Coon Bay, Clty of EC-Monterey Park, Clty of EC-Montere Valley, Clty of EC-Montero Valley, Clty of		
		EC-American Red Cross, Sacramento-Sierra Chapter EC-Bravley, City of EC-Commerce, City of EC-Cat, Groys City of EC-ER, Groys City of EC-ER, Groys City of EC-La Haban, City of EC-American City of EC-Monterey Park, City of EC-Monterey Park, City of		

Grants Reporting Tool

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

Homeland Security

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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:

	FY 2007 Grant Programs	
CCP		
	2007 BSIR (December 07)	
LETPP		
	2007 BSIR (December 07)	
SHSP		
	2007 BSIR (December 07)	
UASI		
	2007 BSIR (December 07)	
EMPG		
	2007 BSIR (December 07)	
EMPGS		
	2007 BSIR (December 07)	
MMRS		
	2007 BSIR (December 07)	
BZPP		
	2007 BSIR (December 07)	
TSGP		
	2007 BSIR (December 07)	
TSGPSU		
	2007 BSIR (December 07)	
TSGPF	2007 D0/D (D h 07)	
NECE	2007 BSIR (December 07)	
NSGP	2007 BSIR (December 07)	
PSIC	2007 Dark (December 07)	
Paro	2007 BSIR (December 07)	
Subtotal		
Subiotal		
	2007 BSIR (December 07)	
		Total Project Funding
		2007 BSIR (December 07)

Figure 57: Project Funding Example for FY07 Grant Programs

	FY 2008 Grant Program	ns
SHSP		
	2008 BSIR (December 08)	
UASI		
	2008 BSIR (December 08)	
MMRS		
	2008 BSIR (December 08)	
CCP		
	2008 BSIR (December 08)	
EMPG		
	2008 BSIR (December 08)	
NSGP		
0000	2008 BSIR (December 08)	
OPSG	2000 D010 (D	
IECGP	2008 BSIR (December 08)	
IECOP	2008 BSIR (December 08)	
EOC		J
200	2008 BSIR (December 08)	
BZPP	,	· · · · ·
	2008 BSIR (December 08)	
TSGP		,
	2008 BSIR (December 08)	
IPR		
	2008 BSIR (December 08)	
RCPGP		
	2008 BSIR (December 08)	
MSICG		
	2008 BSIR (December 08)	
Subtotal		
	2008 BSIR (December 08)	
		Total Project Funding
		2008 BSIR (December 08)

Figure 58: Project Funding Example for FY08 Grant Programs

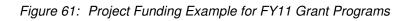
	FY 2009 Grant Programs	
SHSP		
	2009 BSIR (December 09)	\$1,430,000.00
UASI		
	2009 BSIR (December 09)	
MMRS		,
	2009 BSIR (December 09)	
CCP		,
	2009 BSIR (December 09)	\$38,284.00
EMPG		
	2009 BSIR (December 09)	
NSGP		
	2009 BSIR (December 09)	
OPSG		
	2009 BSIR (December 09)	
IECGP		
	2009 BSIR (December 09)	
EOC		
	2009 BSIR (December 09)	
BZPP		
	2009 BSIR (December 09)	
IPR		
	2009 BSIR (December 09)	
RCPGP		
	2009 BSIR (December 09)	
OPSGS		
	2009 BSIR (December 09)	
Subtotal		
	2009 BSIR (December 09)	\$1,468,284.00

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

	FY 2011 Grant Programs	
SHSP		
	2011 BSIR (June 12)	\$4,000.00
UASI		
	2011 BSIR (June 12)	
MMRS		
	2011 BSIR (June 12)	
CCP		
	2011 BSIR (June 12)	
EMPG		
	2011 BSIR (June 12)	
NSGP		
	2011 BSIR (June 12)	
OPSG		
	2011 BSIR (June 12)	
EOC		
	2011 BSIR (June 12)	
IPR		
	2011 BSIR (June 12)	
RCPGP		
	2011 BSIR (June 12)	
Subtotal		
	2011 BSIR (June 12)	\$4,000.00



_		FY 2012 Grant Programs	
SHSP)	r i zorz dram r rojpanis	
	2012 BSIR (June 13)	_	\$200,470.00
UASI			
	2012 BSIR (June 13)		
EMP		-	
EWIF	2012 BSIR (June 13)		
NSG			
	2012 BSIR (June 13)		
OPS			
	2012 BSIR (June 13)		
IPR			
	2012 BSIR (June 13)		
Subt			
	2012 BSIR (June 13)		\$200,470.00
		Total Project Funding	
		2012 BSIR (June 13)	\$200,470.00

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

		FY 2014 Grant Programs	
		Award	Expended >
SHSP			
	2014 BSIR (December 14)	\$2,000	\$100
UASI			
	2014 BSIR (December 14)		
EMPG			
	2014 BSIR (December 14)	\$100	\$10
NSGP			
	2014 BSIR (December 14)	\$100	\$10
OPSG			
	2014 BSIR (December 14)	\$100	\$10
IPR			
	2014 BSIR (December 14)		
Total	2014 PSID (December 14)	005 53	\$130
	2014 BSIR (December 14)	\$2,300	\$130

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.

Shared Funding Grantee/Subgrantee						
	Available Grantee/Subgrantee(s)		Shared Funding Grantee/Subgrantee(s)			
	Territorial Emergency Management Coordinating Office		Territorial Emregency Management Coordinating Office			
		>>>				
		< < <				
						_
			Revert to	Save Save	Save and Continue]

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.

Homeland Security		Grants Reporting Tool Federal Emergency Management Agency		
R	<page-header></page-header>			
Surrent User:				
lean Smith				
Velcome!		DIT		
set al solution Subject Subjec				
Investment	Self-Check: OK			
Funding				
SIC	Submission Type: *	State Submission 👻		
pproval	Investment Supported: *	Third Investment		
ganization	Fusion Center:	California State Threat Assessment Center		
ers	Fusion Center Capability:	COC 2: Analyze		
orting				
out	Available Fusion Center Attributes:			
	Fusion center has a access to multidisciplinary subject-matter experts Fusion center has a process to provide Department of Homeland Se Fusion center conducts threat assessments within its AOR Fusion center contributes to national-level risk assessments Fusion center has a structured customer feedback mechanism for s	ecurity (DHS) with information and/or intelligence that offers a local context to threat information in the event of an NTAS-related alert some or all of its analytic products		
	Fusion center has access to multidisciplinary SMEs outside of its A	AOR to inform analytic production		
	Does this project support a Previously Awarded Investment?			
	Prior Year Investmen	Int Name Last Completed Milestone Remove		
	2012 Enhance Community Resilie	ience This is testing for GRT_11.18.00.00 release Remove		
	<form></form>			
	2014 BSIR (December 14) Core Capability and Project Details	s		
	Capabilities Building:	Sustain		
	Deployable:	Yes 🔻		
	Shareable:	No		
	Project Status:	Not Started		
		Execute		
		06/2014		
		or modifications or existing suructure? Yes		
		L Kemove		
	Add Milestone			
	Does this project support a NIMS typed resource?	Yes 🔻		
		rary Tool TRest		

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.

FOR OFFICIAL USE ONLY		Anna A	Grants Reporting Too Federal Emergency Management Agency		
	Recipients Award Project Project (\$)	Project Detail Allocations Strategies			
Current User: Jean Smith	SAA/DTG Award Information - SA	A-1-CA-Governor''s Office of Homela	id Security (SAA) - 2014 BSIR (December 14)		
Welcome!	Solution Area: Planning	•			
IJ Submission	Project Title:	Test Project for the DIT			
Investment	Project Description:	Describing the condition of t	e weather		
Funding PSIC	Total Project Funding:			Total Solution Area Funding:	
Approval		SHSP \$2,	000	Planning	\$1,050
Organization		UASI		Organization	\$590
Users		EMPG \$	100	Equipment	\$660
Reporting		NSGP S	00	Training	
Logout		OPSG S	00	Exercises	
			_	Management & Administration	
			300 <mark>ок</mark>	Total	\$2,300

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							

Disciplines		
	SHSP	Total
Agriculture		
2011 BSIR (June 12)		
Cyber Security		
2011 BSIR (June 12)	\$2,000.00	\$2,000.00
Emergency Management		
2011 BSIR (June 12)		
Emergency Medical Services (Non fire-based)		
2011 BSIR (June 12)		
Emergency Medical Services (Fire-based)		
2011 BSIR (June 12)		
Fire Service		
2011 BSIR (June 12)		
Governmental/Administrative		
2011 BSIR (June 12)		
Health Care		
2011 BSIR (June 12)		
HazMat		
2011 BSIR (June 12)		
.aw Enforcement/LETPA		
2011 BSIR (June 12)		
Vot for Profit/Non-Profit		
2011 BSIR (June 12)		
Public Health		
2011 BSIR (June 12)		
Public Safety Communications		
2011 BSIR (June 12)		
Public Works		
2011 BSIR (June 12)		
Regional Transit System		
2011 BSIR (June 12)		
Fotal Distributions to All Disciplines		
2011 BSIR (June 12)	\$2,000.00	\$2,000.00
Self-Check		
	ОК	

Figure 66: Allocations Tab

In the Allocations tab, the user assigns project funding to a series of solution areas through solution area subcategories 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 selfcheck to be 'OK'.

FOR OFFICIAL USE ONLY		hand	Grants Repo			
	Recipients Award Project Project (\$)	Project Detail Allocations Strategies				
Current User: Jean Smith	SAA/DTG Award Information - SA	A-1-CA-Governor"s Office of Homelan	d Security (SAA) - 2014 BSIR (Decem	ber 14)		
Welcome!	Solution Area: Planning	•				
IJ Submission	Project Title:	Test Project for the DIT				
Investment Funding	Project Description:	Describing the condition of th	e weather			
PSIC	Total Project Funding:			т	otal Solution Area Funding:	
Approval		SHSP \$2,0	100		Planning	\$1,050
Organization		UASI			Organization	\$590
Users		EMPG \$	00		Equipment	\$660
Reporting		NSGP \$	00		Training	
Logout		OPSG S	00		Exercises	
		IPR			Management & Administration	
		,			-	
			ок ок	No Errors	Total	\$2,300

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.

\$590
\$660
\$1,250

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.

Recipients Award F	roject Project (\$) Project Detail	Allocations Strategies Metrics		
SAA/DTG Award	nformation - Delaware Emergen	cy Management Agency (SAA) - 2013 BSIR (June 14)		
Goals and Object	ves			
		urt.		
Self-Check:	OK			
		_		
State Goals and	bjectives			
PRIMARY GOAL	Status: Approved by FEMA]			
2013 BSIR (June	14)	Goal 4: Prepare First Responders. Emerge	•	Goal 4: Prepare First Responders. Emergency responders are not
_				all hazard incident. In an effort to prepare Delaware?s First Respon
_		Goal has changed from previous.		Community, Delaware will identify necessary capabilities and equi
OBJECTIVE (1)				
2013 BSIR (June	14)	4.2 Equip and train emergency responder	-	4.2 Equip and train emergency responders with basic and advance
				levels of protective equipment for all hazard incidents.
				National Priority
				Strengthen CBRNE Detection, Response, & Decontamination
				Capabilities
OBJECTIVE (2)				
State Goals and Objectives PRIMARY GOAL [Status: Approved by FEMA] 2013 BSIR (June 14) Goal 4: Prepare First Responders. Emerge • Goal has changed from previous. Goal 4: Prepare First Responders and equip OBJECTIVE (1)				
				National Priority

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.

OBJECTIVE (1)		
2010 BSIR (December 10)	Identify CBRNE equipment needs and purchase DHS-approved equipment	t to close identified gaps
		Objective Description
2010 BSIR (June 11)	Identify CBRNE equipment needs and purch	Identify CBRNE equipment needs and purchase DHS-approved equipment to close identified gaps
		National Priority
		Strengthen CBRNE Detection, Response, & Decontamination
OBJECTIVE (2)		
2010 BSIR (December 10)	Conduct multi-disciplinary HSEEP-compliant exercises to test CBRNE plan	is, protocols, and response procedures
2010 BSIR (June 11)	Conduct multi-disciplinary HSEEP-complia	Conduct multi-disciplinary HSEEP-compliant exercises to test CBRNE
		National Priority
		Strengthen CBRNE Detection, Response, & Decontamination

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.

	Recipients Award Project Project Detail Anocations Strategies Metrics
Current User: Jean Smith	SAA/DTG Award Information - Delaware Emergency Management Agency (SAA) - 2013 BSIR (June 14
Welcome!	Project Funding Summary
IJ Submission	Project Title: EMPG Project
Investment	Project Description: Testing EMPG
Funding	Self-Check:
PSIC	Self-Cneck: OK
Approval	Total Project Funding:
Organization	
Users	SHSP
Reporting	UASI
Strategy	EMPG \$3,000,000.00
Logout	OPSG
	IPR
	NSGP
	Total \$3,000,000.00
	Metrics Exception: 🗹 No metrics associated with this project

Recipients Award Project Project (\$) Project Detail Allocations Strategies Metrics

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 Flement and	· WALT	and the second s	A June mark	and the second second

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	8	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 email 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'.

Homeland ecurity		Grants Reporting Tool Federal Emergency Management Agency				
Fe	deral Approval Organization Approval					
	Federal Approval					
	Grant Award Year 2014 Reporting Period BSIR (Dec	mber 14) 🔻				
	Organization		Total Reported	Federal Grant	Status	
ion	Alabama		\$0.00	\$5,672,297.00	Data Entry in Progress	
	Alaska		\$12.00	\$2,952,078.00	Data Entry In Progress	
	American Samoa		\$0.00	\$865,595.00	Data Entry In Progress	I
	Arizona		\$0.00	\$18,674,616.00	Data Entry in Progress	I
	Arkansas		\$0.00	\$4,342,686.00	Data Entry In Progress	ĺ
	California		\$9,300.00	\$38,088,644.00	Data Entry In Progress	i i
	Colorado		\$0.00	\$6,003,158.00	Data Entry In Progress	I
1	Connecticut		\$0.00	\$4,744,763.00	Data Entry In Progress	
	Delaware		\$1.00	\$3,068,487.00	Data Entry In Progress	
	District of Columbia		\$0.00	\$3,602,339.00	Data Entry In Progress	
	Elorida Elorida		\$0.00	\$15,924,563.00	Data Entry In Progress	
	Georgia		\$0.00	\$8,713,765.00	Data Entry In Progress	
	Guam		\$0.00	\$931,415.00	Data Entry In Progress	
	Hawaii		\$0.00	\$3,366,476.00	Data Entry In Progress	
	lidaho lidaho		\$0.00	\$3,543,149.00	Data Entry In Progress	
	West Virginia		\$0.00	\$3,656,865.00	Data Entry In Progress	
	Wisconsin		\$0.00	\$6,084,183.00	Data Entry in Progress	
	Wyoming		\$0.00	\$2,854,862.00	Data Entry In Progress	
	Check All On This Page - Clear All					



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

Homelan Security		arants Reporting Tool			
	Organization Approval				
ent User: 1 Smith	Approval - California				
elcome!	Select Option Grantee/Subgrantee Approval	Grant Award Year 2014 💌	Reporting Period BSIR (December 14	4) 💌	Overall Self Check: ER
Submission	Grantee/Subgrantee Approval				
nvestment	Grantee/Subgrantee		Total Reported	Status	Self Check
nding	EC-Brawley, City of		\$0.00	Data Entry In Progress	ERROR
с	EC-Cudahy, City of		\$0.00	Data Entry In Progress	ОК
proval	EC-Elk Gove, City of		\$0.00	Data Entry In Progress	ОК
ganization	P-City of Fresno		\$0.00	Data Entry In Progress	ок
ers	NP- Bais Menachem Day School		\$0.00	Data Entry In Progress	OK .
	SA-1-CA-Governor's Office of Homeland Security (SAA)		\$9,300.00	Data Entry In Progress	ERROR
oorting	SA-CA-Department of Food & Agriculture		\$0.00	Data Entry In Progress	OK
jout	SA-CA-UC Riverside		\$0.00	Data Entry In Progress	ок
	SU-Bay Area		\$0.00	Data Entry In Progress	OK
	TA-Foothill Tranist System Authority		\$0.00	Data Entry In Progress	ОК
				Data Entry In Progress	OK
	UA-City of San Diego UA1		\$0.00	Data Entry In Progress	low.

	\$0.00	Data Entry In Progress	ERROR
Check All On This Page - Clear All			
Submit to FEMA Approve Change Request			
Change Request Comments			
×			

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.

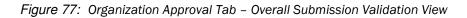
Homelar Security OR OFFICIAL USE ONLY		rants Reporting Tool			
	Organization Approval				
rrent User: in Smith	Approval - California				
elcome!	Select Option Grantee/Subgrantee Approval	Grant Award Year 2014 💌	Reporting Period BSIR (December 14)	•	Overall Self Check: ERRO
Submission	Grantee/Subgrantee Approval				
estment	Grantee/Subgrantee		Total Reported	Status	Self Check
ding	EC-Brawley, City of		\$0.00	Data Entry In Progress	ERROR
c	EC-Cudahy, City of		\$0.00	Data Entry In Progress	ОК
oroval	EC-Elk Gove. City of		\$0.00	Data Entry In Progress	ОК
anization	P-City of Fresno		\$0.00	Data Entry In Progress	ОК
rs	NP- Bais Menachem Day School		\$0.00	Data Entry In Progress	ОК
	SA-1-CA-Governor's Office of Homeland Security (SAA)		\$9,300.00	Data Entry In Progress	ERROR
orting	SA-CA-Department of Food & Agriculture		\$0.00	Data Entry In Progress	ОК
out	SA-CA-UC Riverside		\$0.00	Data Entry In Progress	ОК
	SU-Bay Area		\$0.00	Data Entry In Progress	ОК
	TA-Foothil Tranist System Authority		\$0.00	Data Entry In Progress	ОК
	UA-City of San Diego UA1		\$0.00	Data Entry In Progress	ОК
	UA-City of San Diego UA1				

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.

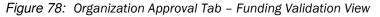
Homel Securit	Gi Gi	rants Reporting Tool eral Emergency Management Agency	
	Organization Approval		
Current User: Jean Smith	Approval - California		
Welcome!	Select Option Overall Submission Validation	Grant Award Year 2014 🔻	Reporting Period BSIR (December 14) -
IJ Submission	Overall Submission		
Investment	Validation		Self Check
Funding	Funding Validation		ERROR
PSIC	Passthrough Compliance Validation		ERROR
Approval	Management & Administration Validation		ок
Organization	MOU Validation		ОК
-	Personnel Validation		ок
Users	LETPA Validation		ERROR
Reporting	Organization Validation		ОК
Logout			



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.

Homela Security	and y	Grants Reporting Tool Federal Emergency Management Agency			
	Organization Approval				
urrent User: ean Smith	Approval - California				
/elcome!	Select Option Funding Validation	Grant Award Year 2014 🔻		Reporting Period BSIR (December	14) 🔻
Submission	Funding Validation				
vestment	Grant Program	Total Award Reported	Federal Award	Difference	Self Check
inding	SHSP	\$11,000.00	\$0.00	0%	ERROR
SIC	UASI	\$11,000.00	\$0.00	0%	ERROR
proval	EMPG	\$10,000.00	\$26,347,468.00	99.962%	ERROR
	NSGP	\$10,000.00	\$2,315,444.00	99.5681%	ERROR
ganization	OPSG	\$10,000.00	\$9,425,732.00	99.8939%	ERROR
ers	PR	\$0.00	\$0.00	0%	ОК
porting					
gout					



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.

Homela Securit	and y	Grants Repo				
	Organization Approval					
Current User: Jean Smith	Approval - California					
Velcome!	Select Option Passthrough Compliance Validation		Grant Award Year 2014 👻	Reporting Period BSIR (December 14) 💌	
J Submission	Passthrough Compliance Validation					
nvestment	Grant Program	Total State Share	Total Local Share	State Percent	Local Percent Se	Self Ch
unding	SHSP	\$1,000.00	\$3,000.00	25%	75%	ERROF
iic	UASI	\$1,000.00	\$1,000.00	50%	50%	ERROF
proval	EMPG	\$1,000.00	\$100.00	90.91%	9.09%	ок
	NSGP	\$1,000.00	\$100.00	90.91%	9.09%	ERROF
ganization	OPSG	\$1,000.00	\$100.00	90.91%	9.09%	ERROF
iers	PR	\$0.00	\$0.00	N/A	N/A O	ок
porting						
ogout						



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.

Homelar Security		attant	ants Repo				
	Organization Approval						
urrent User: Ean Smith	Approval - California						
'elcome!	Select Option Management & Administ	ration Validation		Grant Award Year 2014 💌	Reporting Period BSIR (Dec	ember 14) 🔻	
Submission	Management & Administration Vali	dation					
vestment	Grant Program	Total Award	Local Share	Total M&A (% of Total Award)	State M&A (% of Total Award)	Local M&A (% of Local Share)	Self C
nding	SHSP	\$0.00	\$3,000.00	\$0.00 (N/A)	\$0.00 (N/A)	00.03	ОК
C proval	UASI	\$0.00	\$1,000.00	(N/A) \$0.00 (N/A)	\$0.00 (N/A)	00.02	ок
anization	EMPG	\$26,347,468.00	\$100.00	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	ок
ers	NSGP	\$2,315,444.00	\$100.00	\$1,000.00 (0.04%)	\$1,000.00 (0.04%)	50.00	ОК
orting	OPSG	\$9,425,732.00	\$100.00	\$0.00 (0%)	\$0.00 (0%)	50.00	ОК
out	PR	\$0.00	\$0.00	(0%) \$0.00 (N/A)	(0%) \$0.00 (N/A)	\$0.00 (N/A)	ОК

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.

	Organization Approval				
Current User: Jean Smith	Approval - California				
Welcome!	Select Option Planning Validation		Grant Award Year 2008 💌	Reporting Period BSIR (December	13) 💙
J Submission	Planning Validation				
nvestment	Grant Program	Federal Award	Allocations	Program %	Self Chec
unding	SHSP	\$110,090,000.00	\$28,396,078.00	25.79%	ОК
SIC	UASI	\$143,789,500.00	\$56,333,217.00	39.18%	ОК
pproval	MMRS	\$5,781,978.00	\$1,571,587.00	27.18%	ок
	CCP	\$1,162,496.00	\$631,158.00	54.29%	ОК
Organization	EMPG	\$23,054,978.00	\$6,436,163.00	27.92%	ок
Jsers	NSGP	\$4,089,001.00	\$0.00	0%	ОК
Reporting	OPSG	\$7,650,000.00	\$5,317,782.00	69.51%	ок
ogout	IECGP	\$6,107,351.00	\$5,798,446.00	94.94%	ок
	EOC	\$323,943.00	\$0.00	0%	ОК
	BZPP	\$7,379,000.00	\$2,519,640.00	34.15%	OK
	TSGP	\$41,760,804.00	\$12,854,077.00	30.78%	ок
	IPR	\$0.00	\$0.00	N/A	ОК
	RCPGP	\$13,500,000.00	\$13,095,000.00	97%	ок
	MSICG	\$0.00	\$0.00	N/A	ОК

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.

FOR OFFICIAL USE ONLY	d State	Grants Reporting Tool Federal Emergency Management Agency		
	Organization Approval			
Current User: Jean Smith	Approval - California			
Welcome!	Select Option MOU Validation	Grant Award Year 2014 💌	Reporting Period BSIR (December 14)	
IJ Submission	MOU Validation			
Investment	Grantee/Subgrantee	Proj	ect	Signed MOU
Funding	SA-1-CA-Governor's Office of Homeland Security (SAA)	Proj	ect for Pat	ок
PSIC	SA-1-CA-Governor's Office of Homeland Security (SAA)	Tes	t Project for the DIT	ОК

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.

FOR OFFICIAL USE ONLY		Grants Reporting Tool Federal Emergency Management Agency	
	Organization Approval		
Current User: Jean Smith	Approval - California		
Welcome!	Select Option LETPA Validation 👻	Grant Award Year 2014 💌	Reporting Period BSIR (December 14) 💌
IJ Submission	LETPA Validation		
Investment	Grant Program	LETPA N	inimum Allocations Self Check
Funding	SHSP and UASI (if applicable) Funding	\$42,05	,671.00 \$4,500.00 ERROR

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.

FOR OFFICIAL USE ONLY		Grants Report Federal Emergency Managem			
	Organization Approval				
Current User: Jean Smith	Approval - California				
Welcome!	Select Option Organization Validation		Grant Award Year 2014 💌	Reporting Period	BSIR (December 14) 🔻
IJ Submission	Organization Validation				
Investment	Grant Program	Federal Award	Allocations	Program %	Allowable % Self Che
Funding	SHSP	\$0.00	\$500.00	N/A	50% OK
PSIC	UASI	\$0.00	\$0.00	N/A	50% OK
Approval	EMPG	\$26,347,468.00	\$40.00	0%	N/A OK
	NSGP	\$2,315,444.00	\$0.00	0%	N/A OK
Organization	OPSG	\$9,425,732.00	\$1,050.00	0.01%	N/A OK
Users	IPR	\$0.00	\$0.00	N/A	N/A <mark>OK</mark>

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.

Homelan Security FOR OFFICIAL USE ONLY	nd State Contraction	Grants Report Federal Emergency Managem			
	Organization Approval				
Current User: Jean Smith	Approval - California				
Welcome!	Select Option Personnel Validation -		Grant Award Year 2014 🔻	Reporting Period	BSIR (December 14) 🔻
IJ Submission	Personnel Validation				
Investment	Grant Program	Federal Award	Allocations	Program %	Allowable % Self Check
Funding	SHSP	\$0.00	\$0.00	N/A	50% OK
PSIC	UASI	\$0.00	\$0.00	N/A	50% <mark>OK</mark>
Approval	EMPG	\$26,347,468.00	\$40.00	0%	N/A OK
	NSGP	\$2,315,444.00	\$1,000.00	0.04%	N/A OK
Organization	OPSG	\$9,425,732.00	\$0.00	0%	N/A OK
Users	PR	\$0.00	\$0.00	N/A	N/A OK

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.

Approval - State X							
Select Option Clo	ose-Out Validation		Grant Award Year 2008 💌	Reporting Period Close-Out	•		
Close-Out Validation							
Grant Program	Award Amount	Obligated Amount Reported	Expended Amount Reported	Adjusted Award Amount	Difference	Self Check	
SHSP	\$350,000.00	\$0.00	\$350,000.00	\$350,000.00	\$0.00	ок	
UASI	\$4,997,000.00	\$0.00	\$4,997,000.00	\$4,997,000.00	\$0.00	ок	
MMRS	\$16,839,000.00	\$0.00	\$16,839,000.00	\$16,839,000.00	\$0.00	ок	
CCP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	ок	
EMPG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	ок	

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.

Approval - State X				
Select Option Grantee/Subgrantee Approval	Grant Award Year 2008 💌	Reporting Period Close-Out	•	State Self Ched: OK
Grantee/Subgrantee Approval				
Grantee/Subgrantee		Total Reported	Status	Self Check
Attorney General's Office		\$222,108.00	Submitted to State	OK
Dept of Accounting and General Services		\$108,739.00	Submitted to State	OK
Dept of Agriculture		\$133,705.00	Submitted to State	OK
Dept of Education		\$110,000.00	Submitted to State	OK
Dept of Health		\$251,257.00	Submitted to State	OK
Dept of Land and Natural Resources		\$332,986.00	Submitted to State	OK
Dept of Public Safety		\$1,648,777.00	Submitted to State	OK
Dept of Transportation		\$203,084.00	Submitted to State	OK
The University of Hawaii		\$300,000.00	Submitted to State	OK
Check All On This Page - Clear All				
Submit to FEMA Approve Change Requ	uest			

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.

appir	oval - State X						
Sele	ct Option Grantee/Subgrantee Approval	Grant Award Year 2008 💌	Reporting Period Close-Out	•	State Self Chedk: OK		
Gran	tee/Subgrantee Approval						
	Grantee/Subgrantee		Total Reported	Status	Self Check		
	Attorney General's Office		\$222,108.00	Approved by State	ОК		
	Dept of Accounting and General Services		\$108,739.00	Approved by State	OK		
	Dept of Agriculture		\$133,705.00	Approved by State	OK		
	Dept of Education		\$110,000.00	Approved by State	ОК		
	Dept of Health		\$251,257.00	Approved by State	ОК		
	Dept of Land and Natural Resources		\$332,986.00	Approved by State	ОК		
	Dept of Public Safety		\$1,648,777.00	Approved by State	ок		
	Dept of Transportation		\$203,084.00	Approved by State	ОК		
\Box	The University of Hawaii		\$300,000.00	Approved by State	ОК		
Ched	All On This Page - Clear All						
certify that the security in this final reporting period ties-out and is accurate. Submit to FEMA Approve Change Request							

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'.

Local Jurisdiction / Entity Award Information - City of Cordova - 2012 BSIR (June 13)							
Project View: Project List View: - Self-Check View: - Self-Check View - V Grantee/Subgrantee Self-Check: ERROR							
	Project Title	Funding Type	Funding	Project Status	Project Self-Check		
	Eusion Center and Law enforcement	Passthrough to Local	\$16,000.00	Data Entry In Progress	OK		
	SHSP	Passthrough to Local	\$200,470.00	Data Entry In Progress	ERROR		



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.

Local Jurisdiction / Entity Award Information - City of Cordova - 2012 BSIR (June 13)								
Projec	Project View: Project List 👻 Self-Check View: - Select Self-Check View - 🗸							
	Project Title	Funding Type	Funding	Project Status	Project Self-Check			
	Fusion Center and Law enforcement	Passthrough to Local	\$16,000.00	Project Submitted	OK			
	SHSP	Passthrough to Local	\$200,470.00	Data Entry In Progress	ERROR			
Comme	ents							
	×							
Check All Clear All								
Sub	mit Change Status Delete							

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

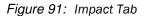


The Impact tab has been disabled and will only be accessible for reporting periods before December 2005.

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-Chedk: <mark>OK</mark>		
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 identify allow you to make towards your . St. Mark the advantage strategic bala	- Slight - Up to 2 % - suc Ne - Sight - Up to 2 % - suc Ne	and the second



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.

Organiza	ation Approval				
Ap	proval - California				
Sel	ect Option Grantee/Subgrantee Approval Grant Award Yes	ear 2014 Reporting Per	od BSIR (December 14)	•	Overall Self Check: ERROR
Gra	antee/Subgrantee Approval				
	Grantee/Subgrantee		Total Reported	Status	Self Check
	EC-Brawley, City of		\$0.00	Data Entry In Progress	ERROR
	EC-Cudahy, City of		\$0.00	Data Entry In Progress	ОК
	EC-Elk Gove, City of		\$0.00	Data Entry In Progress	ОК
	IP-City of Fresno		\$0.00	Data Entry In Progress	ОК
	NP- Bais Menachem Day School		\$0.00	Data Entry In Progress	ОК
	SA-1-CA-Governor's Office of Homeland Security (SAA)		\$9,300.00	Data Entry In Progress	ERROR
ъ́Г.	EMA		\$0.00	Data Entry In Progress	ERROR
Ched	k All On This Page - Clear All				
	Submit to FEMA Approve Change Request				
Chan	ge Request Comments				
		*			
1					
1		v			

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.

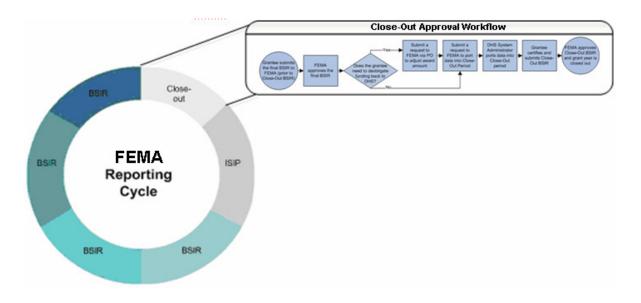


Figure 93: Close-Out Reporting Period

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.

Homelan Security FOR OFFICIAL USE ONLY	id <u>Sala</u>		Grants Reporting Federal Emergency Management Ag				
	Federal Approval Organization Ap	proval					
Current User: Jean Smith	Approval - National Railroad	i Passenger Corp. (Amtrak)					
Welcome!	Select Option Close-Out Vali	dation 👻	G	rant Award Year 2012 🔻	Reporting Period Close-Out	*	
Admin	Close-Out Validation						
IJ Submission	Grant Program	Award Amount	Obligated Amount Reported	Expended Amount Reported	Adjusted Award Amount	Difference	Self Check
Investment	SHSP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	ок
Scoring	UASI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	ок
Funding	EMPG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	ок
-	NSGP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	ок
PSIC	OPSG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	ок
Approval	IPR	\$10,000,000.00	\$0.00	\$0.00	\$10,000,000.00	(\$10,000,000.00)	ERROR

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.

Approval - State X Select Option Grantee/Subgrantee Approval	Grant Award Year 2008 💌	Reporting Period Close-Out	•	State Self Ched: <mark>OK</mark>
Grantee/Subgrantee Approval				
Grantee/Subgrantee		Total Reported	Status	Self Check
Attorney General's Office		\$222,108.00	Submitted to State	OK
Dept of Accounting and General Services		\$108,739.00	Submitted to State	ок
Dept of Agriculture		\$133,705.00	Submitted to State	OK
Dept of Education		\$110,000.00	Submitted to State	OK
Dept of Health		\$251,257.00	Submitted to State	OK
Dept of Land and Natural Resources		\$332,986.00	Submitted to State	ок
Dept of Public Safety		\$1,648,777.00	Submitted to State	OK
Dept of Transportation		\$203,084.00	Submitted to State	ок
The University of Hawaii		\$300,000.00	Submitted to State	OK
check All On This Page - Clear All Submit to FEMA Approve Change Req	uest			

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.

Approval - State X			
Select Option Grantee/Subgrantee Approval 💌 Grant Award Year 2008 💌	Reporting Period Close-Out		State Self Check: OK
Grantee/Subgrantee Approval			
Grantee/Subgrantee	Total Reported	Status	Self Chedk
Attorney General's Office	\$222,108.00	Approved by State	ОК
Dept of Accounting and General Services	\$108,739.00	Approved by State	ОК
Dept of Agriculture	\$133,705.00	Approved by State	OK
Dept of Education	\$110,000.00	Approved by State	ОК
Dept of Health	\$251,257.00	Approved by State	OK
Dept of Land and Natural Resources	\$332,986.00	Approved by State	ОК
Dept of Public Safety	\$1,648,777.00	Approved by State	ОК
Dept of Transportation	\$203,084.00	Approved by State	ОК
The University of Hawaii	\$300,000.00	Approved by State	OK
Check All On This Page - Clear All output to FEMA Approve Change Request			

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.

FOR OFFICIAL USE ONLY	d		ts Reporting Tool		
	Strategies Introduction Goals & Objectives Evaluation	Plan Update Summary			
Current User: Jean Smith	Strategy History - Alabama - SHSS - 2015				
Welcome!	Status	Update By	Update Date	Comment	View
IJ Submission	SAA/DTG Change Request	Smith, Jean	6/26/2014 10:29:41 AM	Data ported from 2013 with this status.	
IJ Submission					
Investment					
Funding					Return to Strategies Page

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.

gies Introduction Goals & Objectives Evaluation Plan Update Summary	
troduction - Hawaii	
urpose	
ate the purpose of this strategy and the proposed outcome.	
Sample text.	<u>~</u>
	~
sion	
escribe the state vision for the SHSS.	[]
Sample text.	~
	~
ocus	
escribe the focus for the SHSS.	[
Sample text.	
	_
pordination	
escribe the organization at the state-level for strategy development and approval. Sample text.	~
Compresent.	
	1
fort	
escribe state efforts to ensure coordination of strategy development and assessment activities among emergency response agencies within the sta	ite.
Sample text.	~
	~
escription of Jurisdictions	
escribe state jurisdictions used throughout the remainder of this strategy and the approving authority at the state-level. Provide the rationale used	for determining jurisdictions.
cplain how your statewide strategy encompasses the entire state. Sample text. Sample text.	~
ourright serve	
	-
escription of Regions	
the state is organized into regions, please describe that structure. If not, please describe if and how the state plans to regionalize. (Include a des order regional efforts.) In the context of this regionalization, provide a narrative description of how the state currently uses and plans to use mutus	
spond to, and recover from major events.	
Sample text.	<u>^</u>
	\vee
Revert to Saved Sa	ve Save and Continue
Revert to Saved Sa	Save and Continue

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.
- <u>Sort Objective:</u> To sort objectives within each goal, please assign a sort order number next to each objective.
- <u>Save New Sort Order</u>: 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.
- <u>Edit Goals/Objectives:</u> To edit a goal/objective, click the hyperlinked "Description" text to update the text. Users will be directed to the appropriate text .
- <u>Delete Goals/Objectives:</u> Click the <u>Delete hyperlink</u> to delete the desired Goal/Objective. Users will be presented with a confirmation dialog box to confirm their intent.

Homeland Security		Grants Reporting Tool		
	Strategies Introduction Goals & Objectives Evaluation Plan Update	Summary		
Current User: Jean Smith	Goals & Objectives - Delaware - SHSS - 2015			
Welcome!	 To sort goals, please assign a sort order number next to To sort objectives within each goal, please assign a sort All sort order numbers must be natural numbers (1, 2, 3,) 	order number next to each objective.		
IJ Submission		., 999999999). new goal sort orders and select "Save Objective Sort Orders" button to save the new objective so	rt orders in that goal.	
Investment				
Funding	Goal Sort Order Goal Description			Goal Delete
PSIC	1 Goal 1: Evaluate emergency r preparedness, response, and	esponse to WMD and all hazards scenarios through the implementation of the HSEEP and the Delaw recovery capabilities of the states first responder community. Each 24 month exercise cycle cons	vare Multi-Year Exercise Plan. The Delaware Multi-Year Exercise Plan has been developed to test the ists of a tabletop, functional, and full-scale exercise.	Delete
Approval	Sort Order Objectives		National Priorities	Delete
Organization	1.1 Evaluate operational resp	onse of resources to an all hazard and WMD incident.	Strengthen CBRNE Detection, Response, & Decontamination Capabilities	Delete
Users	2 1.2 Evaluate interoperable co	mmunications and enhanced warning and alert systems.	Strengthen Communications Capabilities	Delete
Reporting Strategy	3 1.3 Evaluate protective measurements	ures of associated with critical infrastructure protection measures.	Implement the NIPP	Delete
Logout	4 1.4 Evaluate response to cyl	er attack on Delaware compupter systems.	Implement the NIPP	
	5 1.5 Evaluate emergency res	onder defensive and protective measures,	Strengthen CBRNE Detection, Response, & Decontamination Capabilities	Delete
	Save Objective Sort Orders			Add Objective

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.

Homeland Security	Grants Reporting Tool
	Strategies Introduction Basis & Objectives Evaluation Plan Update Summary
Current User: Jean Smith	Goal - Alabama - SHSS - 2015 Gaal Pescetatan
Welcome!	Root executions in the SAA working group has designed to increase current capabilities. Your goal should be less than 1,000 characters.
IJ Submission	A
Investment	
Funding	
PSIC	
Approval	
Organization	*
Users	
Reporting	Save Return to Goals & Objectives Page
Strategy	

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.

Homeland Security FOR OFFICIAL USE ONLY	Grants Reporting Tool
	Strateges Introduction Geals & Objectives Evaluation Plan Update Summary
Current User: Jean Smith	Goal - Alabama - SHSS - 2015
Welcome!	Reb Description Enter agoat the SAA working group has designed to increase current capabilities. Your goal should be less than 1,000 characters.
IJ Submission	Note: Use this screen only to make edits to the existing goal above below. If you would like to replace this goal with a new one, please delete this goal on the previous screen and then click the "Add Goal" builton to create your new goal. Otherwise, projects may become missigned in your need 2015
Investment	BSR.
Funding	Provide for the protection of Ababana's citizens and maintain the economic stability of the State by emphasizing applicable capability-specific priorities in order to prevent a terrorist in a final effect on potential attackers.
PSIC	
Approval	
Organization	
Users	
Reporting	
Strategy	Revert to Saved Save Return to Goate & Obicdives Page
Logout	Linear to deter a linear to de

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.

Strategies Introduct	ion Goals & Objectives Evaluation Plan Update Sur	nmary	
Objective - Haw	aii		
Goal			
Sample Goal.			
Objective			
	e the SAA working group has designed to support the st. t Applicable". Your objective should be less than 1000 of	ated goal within a selected national priority. If none of the national prioriti characters.	ies stated applies to the objective,
National Priority	Select a Priority	~	
Objective Descipt	ion		
			~
			~
Implementation S			
Enter the implem	entation steps the SAA working group has designed to o	omplete each objective. Each Implementation Step should be less than 1	000 characters.
			~
			~
Add Step			
		Revert to Save Return T	o 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

Homeland Security	Grants Reporting Tool
	Strateges Introduction Goals & Objectives Evaluation Plan Update Summary
Current User: Jean Smith	Evaluation Plan - Alabama - SHSS - 2015
Welcome!	Evaluation Plan
IJ Submission	To ensure the success of the strategic plan, the organization or agency must ensure it has a review and analysis (R&A) process to monitor progress, compile key management information, track trends, and keep the strategy on track. Additionally, a subjective appraisal of the state's progress
Investment	toward preparedness for response can be covered in the narrative. The successful indiventation of Albama's homeland social Socia
Funding	initiatives set out in the investment Justifications to be submitted on 1 March 2006. The Alabama Homeland Society/Task Fronce is now well established and meeting on a quarterly bask. The members were an integral component of those persons the mate who were through together the investment Justifications. Jorgether, the Task
PSIC	Force has approved and is prepared to support execution of the Enhancement Plan which was produced as a result of the Program and Capability Review process.
Approval	The Department of Homeland Security will continue to monitor the progress is reaching our established goals by quartery therm Progress as Reviews (PRs) of each part program and through documents and because a by child and an additionation of ad
Organization	Congressional Delegation and the Governor and State Legatistics Homehand Society Committee on recent developments and the extent of progress keep and to how of implementing the Chancement Pan. The Description of State Legatistics Homehand Society Committee on recent developments and the extent of society and an activation of the outperformation of the outperformati
Users	well as, expenditures for training and exercises. Finally, the Department will produce an annual report for submission to US DHS and state officials detailing the efforts and results of 👘
Reporting	
Strategy	Revert to Saved Save and Continue
Logout	

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

Homeland Security	Grants Reporting 1001
FOR OFFICIAL USE ONLY	
	Updated the purpose, vision, and / or focus sections of the strategy: Modified strategy to address regionalization or other structural changes. Passe briefly describe the updates to the strategy:

Figure 105: Update Summary – SAA User



CHAPTER 7

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 Historical¹

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 Analysis²

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)

FOR OFFICIAL USE ONLY			Grants Reporting Tool Federal Emergency Management Agency
	Funding Investment Histo	rical Trend Analysis U Scoring Administrative PSIC	Executive
Current User: Jean Smith	Funding Reports		
Welcome!	For more information on	available reports, <u>click here</u> .	
Admin			
IJ Submission	Organization:	National	•
Investment	Grant Award Year:	2014	•
Scoring			
Funding	Reporting Period:	BSIR (December 14)	
PSIC	Report:	Funding Distribution	▼
Approval			
Organization	Report Format:	CSV (comma separated values)	v
Users			Count Built
Reporting			Generate Report
Strategy			
Logout			

Figure 106: Reports Module – Fed User

Homeland Security			Grants Reporting Tool Federal Emergency Management Agency
	Funding Investment		
Current User: Jean Smith	Funding Reports for	California	
Welcome!	For more information on	available reports, <u>click here</u> .	
IJ Submission			
Investment	Grant Award Year:	2014	
Funding	Reporting Period:	BSIR (December 14)	•
PSIC			
Approval	Report:	Funding Distribution	
Organization	Report Format:	CSV (comma separated values)	v
Users			
Reporting			Generate Report
Logout			

Figure 107: Reports Module - SAA User

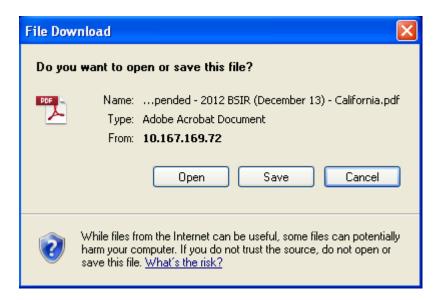


Figure 108: PDF Download Prompt

File Dow	mload 🛛 🛛
Do you	want to open or save this file?
×a,	Name:pended - 2012 BSIR (December 13) - California.csv Type: Microsoft Office Excel Comma Separated Values File From: 10.167.169.72 Open Save Cancel
2	Open Save Cancel While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Figure 109: CSV Download Prompt

G&T Grant Funding - United States - 2005 ISIP

State/Territory	SHSP	LETPP	CCP	UAN	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	\$\$4,613,815.00	\$30,768,660.00	\$1,074,172.00	\$140,278,003.00	\$13,799,111.00	94,096,656.00			\$242,822,077.00
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,\$85,716.00	\$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	\$13,338,567.00	\$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	1
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 Q	257567	7377769	20288866	15253865	-2318388	455184		0

Figure 111: Example CSV Report – 2005 ISIP – National

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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	State users and Direct Tribal Grantee users	State (SAA/DTG) Admin User
(SAA/DTG)		State (SAA/DTG) User
Local	All other users including Subgrantees, Local Jurisdictions,	Local Admin User
	Other State Agencies/Non-SAAs, and Urban Areas	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
 - o 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
 - o Grant Award

- Management & Administration
- Obligated & Expended
- o Personnel
- o Project Detail by Grantee/Subgrantee
- Project Detail by Project Type
- o Solution Area
- Solution Area Discipline
- Solution Area Sub-Category
- Investment Reports (National Only)
 - o Grant Program Funding
 - Grant Program Funding by Submission
 - Solution Area Funding
 - o 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
 - o IED Report
 - o 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	Review SAA/DTG and subgrantee reports
Grantee (SAA//DTG)	Approve SAA/DTG and subgrantee reports and submit to FEMA for approval
Admin User	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	Input Grant Funding data
Grantee (SAA/DTG) User	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

FY2007	FY2008	grams are for FY 2009	FY2010	FY2011	FY2012	FY2013	FY2014
State	State	State	State	State	State	State	State
Homeland	Homelan	Homeland	Homelan	Homelan	Homelan	Homelan	Homelan
Security	d Security	Security	d Security	d Security	d Security	d Security	d Security
Program	Program	Program	Program	Program	Program	Program	Program
(SHSP)	(SHSP)	(SHSP)	(SHSP)	(SHSP)	(SHSP)	(SHSP)	(SHSP)
Law	()	()	()	()	()	()	()
Enforcemen							
t Terrorism							
Prevention							
Program							
(LETPP)							
Citizen	Citizen	Citizen	Citizen	Citizen			
Corps	Corps	Corps	Corps	Corps			
Program	Program	Program	Program	Program			
(CCP)	(CCP)	(CCP)	(CCP)	(CCP)	l luis e u	l luis e a	Link an
Urban Area	Urban	Urban Area	Urban	Urban	Urban	Urban	Urban
Security Initiative	Area	Security Initiative	Area	Area Security	Area Security	Area Security	Area Security
(UASI)	Security Initiative	(UASI)	Security Initiative	Initiative	Initiative	Initiative	Initiative
(UASI)	(UASI)	(UASI)	(UASI)	(UASI)	(UASI)	(UASI)	(UASI)
Metropolitan	Metropoli	Metropolita	Metropoli	Metropoli			
Medical	tan	n Medical	tan	tan			
Response	Medical	Response	Medical	Medical			
System	Response	System	Response	Response			
(MMRS)	System	(MMRS)	System	System			
· · · ·	(MMRS)	. ,	(MMRS)	(MMRS)			
Emergency	Emergenc	Emergency	Emergenc	Emergenc	Emergenc	Emergenc	Emergenc
Managemen	у	Manageme	у	у	у	у	у
t	Managem	nt	Managem	Managem	Managem	Managem	Managem
Performanc	ent	Performan	ent	ent	ent	ent	ent
e Grant	Performa	ce Grant	Performa	Performa	Performa	Performa	Performa
(EMPG)	nce Grant	(EMPG)	nce Grant	nce Grant	nce Grant	nce Grant	nce Grant
Emergency	(EMPG)		(EMPG)	(EMPG)	(EMPG	(EMPG	(EMPG
Managemen							
t							
Performanc							
e Grant –							
Supplement							
al							
(EMPGSUP)							
Buffer Zone	Buffer	Buffer	Buffer				
Protection	Zone	Zone	Zone				
Plan (BZPP)	Protectio	Protection	Protectio				
	n Plan	Plan	n Plan				
Troport - t-t'	(BZPP)	(BZPP)	(BZPP)	ļ	ļ		
Transportati	Transport						
on Security Grant	ation						
Program	Security Grant						
(TSGP)	Program						
(1001)	(TSGP)						
Transit	、··/						
Security							
Grant							
Program -							
Supplement							
al							
(TSGPSUP)							

The following grant programs are found within the GRT.

FY2007	FY2008	FY 2009	FY2010	FY2011	FY2012	FY2013	FY2014
Transit Security Grant Program – Ferry (TSGPF)							
	Intercity Passenge r Rail Program (IPR)	Intercity Passenger Rail Program (IPR)	Intercity Passenge r Rail Program (IPR)	Intercity Passenge r Rail Program (IPR)	Intercity Passenge r Rail Program (IPR)	Intercity Passenge r Rail Program (IPR)	Intercity Passenge r Rail Program (IPR)
	Operation Stonegar den (OPSG)	Operation Stonegard en (OPSG)	Operation Stonegar den (OPSG)	Operation Stonegar den (OPSG)	Operation Stonegar den (OPSG)	Operation Stonegar den (OPSG)	Operation Stonegar den (OPSG)
	Regional Catastrop hic Prepared ness Grant Program (RCPGP)	Regional Catastroph ic Preparedn ess Grant Program (RCPGP)	Regional Catastrop hic Prepared ness Grant Program (RCPGP)	Regional Catastrop hic Prepared ness Grant Program (RCPGP)			
Public Safety Interoperabl e Communicat ions 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)		
	Interoper able Emergenc y Communi cations Grant Program (IECGP)	Interopera ble Emergency Communic ations Grant Program (IECGP)	Interoper able Emergenc y Communi cations Grant Program (IECGP)				
	MS Interoper able Communi cations Grant (MSICG)		-	_			
	Emergenc y Operation s Center (EOC)	Emergency Operations Center (EOC)	Emergenc y Operation s Center (EOC)	Emergenc y Operation s 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	Х	Х	Х	Х	Х	Х	Х	Х
infrastructure and key assets								

Adopt and implement NIMS to include integration of XX <th< th=""><th>PROJECT</th><th>FY07</th><th>FY08</th><th>FY09</th><th>FY10</th><th>FY11</th><th>FY12</th><th>FY13</th><th>FY14</th></th<>	PROJECT	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14
core concepts into plans and procedures									
Administer and Program Build/enhance a pharmaceutical stockpile and/or X			~	~	~	~	~	~	~
Grant Program Image: Construction of the second		x	x	x	x	x	X	x	X
Build yenhance a pharmaceutical stockpile and/or X	•		^	~	^	~	~	~	~
distribution network Image: State interoperable communications X		X	X	x	X	X	X	X	X
Develop/enhance interoperable communications X <td></td> <td></td> <td>~</td> <td>~</td> <td>~</td> <td>~</td> <td>~</td> <td>~</td> <td>~</td>			~	~	~	~	~	~	~
systems Image: systems Image: system system context of the security/emergency X		x	x	x	x	X	X	X	X
Develop/enhance plans, procedures, and protocols X			^	^	^	~	~	~	^
Develop/enhance homeland security/emergency X <td></td> <td>X</td> <td>x</td> <td>x</td> <td>x</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td>		X	x	x	x	X	X	X	X
management organization and structure									
Develop/enhance state and local geospatial data X <		^	^	^	^	^	^	^	^
system/Geographic Information System (GIS) Image: Comparison of the system (GIS) Image: Comparison of the system (GIS) Enhance capability to support international border X <t< td=""><td></td><td>v</td><td>v</td><td>v</td><td>v</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></t<>		v	v	v	v	Y	Y	Y	Y
Enhance capability to support international borderXX		^	^	^	^	^	^	^	^
and waterway security Image: Constraint of the surveillance X <td></td> <td>v</td> <td>v</td> <td>v</td> <td>v</td> <td>v</td> <td>v</td> <td>v</td> <td>v</td>		v	v	v	v	v	v	v	v
Establish/enhance a public health surveillance XXX </td <td></td> <td>^</td> <td>^</td> <td>^</td> <td>^</td> <td>^</td> <td>^</td> <td>^</td> <td>^</td>		^	^	^	^	^	^	^	^
systemImage: systemImage: systemEstablish/enhanceagro-terrorismintelligence/earlyXXX		v	v	v	v	v	v	v	v
Establish/enhance a terrorism intelligence/early X	, , , , , , , , , , , , , , , , , , , ,	^	^	^	^	^	^	^	^
warning system, center, or task forceImage: Control of the system is a contro		v	v	v	v	v	v	v	v
Establish/enhanceagro-terrorismpreparednessXX		^	^	^	^	~	~	^	^
capabilitiesNNNNNEstablish/enhance Citizen Corps CouncilsXXXXXXXXEstablish/enhance cyber security programXXXXXXXXXEstablish/enhance cyber security programXX <td></td> <td>v</td> <td>v</td> <td>v</td> <td>v</td> <td>v</td> <td>v</td> <td>v</td> <td>v</td>		v	v	v	v	v	v	v	v
Establish/enhance Citizen Corps Councils X <td>, , , ,</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td>	, , , ,	X	X	X	X	X	X	X	X
Establish/enhance cyber security programXXX		V	V	V	V	V	V	V	V
Establish/enhance emergency operations center X	,								
Establish/enhanceexplosiveordnancedisposalXX<									
units/bomb squadsImage: Second Se									
Establish/enhancepublic-privateemergencyXXX </td <td></td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td>		Х	Х	Х	Х	Х	Х	Х	Х
preparedness programNNN		N.	Ň	N/	Ň	N/	N.		
Establish/enhance regional response teamsXX		Х	Х	Х	Х	Х	Х	Х	Х
Establish/enhancesustainablehomelandsecurityXXX									
exercise programImage: constraint of the second security of the second s									
Establish/enhancesustainablehomelandsecurityXXX		Х	Х	Х	Х	Х	Х	Х	Х
training programImage: Construct of the second									
Establish/enhancesustainableHomelandSecurityXXX	· · · ·	Х	Х	Х	Х	Х	Х	Х	Х
Planning ProgramImage: Constraint of the second									
Establish/enhance citizen awareness of emergency preparedness, prevention, and response measuresXXX		Х	Х	Х	Х	Х	Х	Х	Х
preparedness, prevention, and response measuresImage: clip and clip									
Establish/enhance citizen/volunteer initiativesXX <td></td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td>		Х	Х	Х	Х	Х	Х	Х	Х
Enhance integration of metropolitan area public health/medical and emergency management capabilitiesXX </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>									
health/medicalandemergencymanagementImage andImage andImage andImage andImage andEstablish / enhancemasscareshelterandXXXXXXXXEstablish / enhancefacilitiesoperationsXXXXXXXXXEstablish/Enhanceemergency plansand proceduresXXXXXXXXXEnhancecapabilitiestorespondtoall-hazardsXXXXXXXXEstablish/enhancefusioncenterXXXXXXXXXEnhancecapabilitiestorecoverfrom all-hazardsXXXXXXXXEnhancecapabilitiestorecoverfrom all-hazardsXXXXXXXXEnhancecapabilitytoperformpost-incidentXXXXXXXXXEnhancecapabilitytoperformpost-incidentXXXXXXXXXXEnhancecapabilitytoperformpost-incidentXXXXXXXXXXEnhancecapabilitytoperformpost-incidentX </td <td></td> <td></td> <td></td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td>				Х	Х	Х	Х	Х	Х
capabilitiesImage: Constraint of the systemImage: Constraint of the systemImage: Constraint of the systemEstablish / enhance mass care shelter and alternative medical facilities operationsXXXXXXXXIternative medical facilities operationsXXXXXXXXXXEstablish/Enhance emergency plans and procedures to reflect the National Response PlanXXXXXXXXXEnhance capabilities to respond to all-hazards to respond to all-hazardsXXXXXXXXEstablish/enhance fusion centerXXXXXXXXXEnhance capabilities to recover from all-hazardsXXXXXXXXEnhance capability to perform post-incidentXXXXXXXXEnhance capability to restore lifelines post-incidentXXXXXXXX		Х	Х	Х	Х	Х	Х	Х	Х
Establish / enhance mass care shelter and alternative medical facilities operationsXX <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>									
alternative medical facilities operationsImage: constraint operation in the image: constraint op	•								
Establish/Enhance emergency plans and procedures to reflect the National Response PlanXX	,	Х	Х	Х	Х	Х	Х	Х	Х
to reflect the National Response PlanImage: Constraint of the National Response PlanImage: Constraint of the National Response PlanEnhance capabilities to respond to all-hazardsXXXXXXXXEstablish/enhance fusion centerXXXXXXXXXXEnhance capabilities to recover from all-hazardsXXXXXXXXXEnhance capability to perform post-incidentXXXXXXXXEnhance capability to restore lifelines post-incidentXXXXXXX									
Enhance capabilities to respond to all-hazardsXX <td></td> <td>Х</td> <td>Х</td> <td>X</td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td> <td>Х</td>		Х	Х	X	Х	Х	Х	Х	Х
eventsImage: Constraint of the systemImage: Constrai									
Establish/enhance fusion centerXXX	Enhance capabilities to respond to all-hazards	Х	Х	Х	Х	Х	Х	Х	Х
Enhance capabilities to recover from all-hazardsXXXXXXXXXeventsEnhance capability to perform post-incidentXXXXXXXXEnhance capability to restore lifelines post-incidentXXXXXXXXEnhance capability to restore lifelines post-incidentXXXXXXX									
eventsImage: Construction of the second									
Enhancecapabilitytoperformpost-incidentXXXXXXXXstructural damage and mitigation assessmentEnhancecapability to restore lifelines post-incidentXXXXXXX	Enhance capabilities to recover from all-hazards	Х	Х	Х	Х	Х	Х	Х	Х
structural damage and mitigation assessmentEnhance capability to restore lifelines post-incidentXXXXX	events								
Enhance capability to restore lifelines post-incident X X X X X X X X X X	Enhance capability to perform post-incident	Х	Х	Х	Х	Х	Х	Х	Х
	structural damage and mitigation assessment								
Enhance capability to support economic and X X X X X X X X X X	Enhance capability to restore lifelines post-incident	Х	Х	Х	Х	Х	Х	Х	Х
	Enhance capability to support economic and	Х	Х	Х	Х	Х	Х	Х	Х

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

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	ССР	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.

		P	2007	2 2 2 2	4 3	8	ê	20	08 28	(<u>1</u>)	2 <u>4</u>	ted	ĺ	<u>s</u> e	ê	20 E	09 2 2	13)	<u>6</u>	ê (¥	4	-	ê	Ê	201 1	13	13	1	=		12)	201	1 ខ្	14)	हे म	-	13)	2012	(<u>*</u>	= -	201	14) 3	2014
	2002 2003	Requested ISIP	Approved PSID (hino 1	BSIR (Dec 1	Close-Out	ISIP	BSIR (Dec 10)	BSIR (June 11) BSIR (June 12)	BSIR (Dec	BSIR (June 13) PSID (Doc 43)	Close-Out	Estimate	ISIP Contract	BSIR (June 10	BSIR (Dec 10)	BSIR (June 11)	BSIR (June	BSIR (June	BSIR (Dec 13)	BSIR (June 14) BSIR (Dec 14)	Close-Out	Proposed ISIP	BSIR (Dec 10)	BSIR (June BSIR (June	BSIR (Dec	BSIR (June 13)	BSIR (Dec	BSIR (June 14) BSIR (Dec 14)	Close-Out	ISIP	BSIR (June 12)	BSIR (Dec 12) BSIR (June 13)	BSIR Dec 13)	BSIR (June 14)	Close-Out	Proposed	ISIP BSIR (June	BSIR (Dec 13) BSIR (June 14)	BSIR (Dec 14)	Proposed	ISI	BSIR (June 14) BSIR (Dec 14)	Proposed BSIR (Dec 14)
Funding Reports (N	lationa		tate/1	errit								_										_																					
Grant Award Grant Award By FEMA		 ✓ ✓ 	×	· ·	<	 ✓ ✓ 	1	 	· ·	< •	<		✓ •	/	× ,	< ',		×	< \		× _	 ✓ ✓ 	×	< <	/		× .	/	×	 ✓ ✓ 	× 1		×	< •			√ √ 	< <			<pre></pre>		✓ ✓
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Grantee/Subgrantee Project Detail by Project			-	· •	✓	_	1	~ ~	1	× •	< <		•	/ /	~	< ,	/ /	1	< ·	11	~		~	< <	< <	1	× .	/ /	~		~	< <	1	× ,	/ /		1	< <	· • •		<u> </u>	/ /	1
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Primary Target Capability Funding		11				11				+			~	+	H	+	+	H		+				+									H		+						i f		
Solution Area Funding		- - -				11			+	+	+	~	× ~	+	\vdash	+	+	+	-	+		11		+	+	\square				< <					+	1	 Image: A start of the start of			1	1		√
Solution Area Funding by Submission		11				11						1	1									/ /								11							/			1	1		
Target Capabilities		1				11			+	+	+	1	✓	+	H	+	+			+		11		+						1					+	1	✓			1	1		× .
Overall Effectiveness Scores																																											
Historical Reports (Nation	al or S	tate/	Terit	ory)									_			_																										
Grant Program Funding Distribution	11																																										
Solution Area Funding Chart	11																																										
Solution Area Breakdown	× ×					+									H	+	+			+													H							+	H		
Solution Area Funding	~ ~ ~ ~									Ŧ	F		+	F			t				H				T		H		H														
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by UASI UASI Breakdown	✓ ✓													F							H.				P																		
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Grantee-level Audit		✓ ✓	×			1		1 1 1	<	< •	1		< .		1	< \ \		1	<u> /</u>		×	 ✓ 	1	× ×	/ /		< ·	/ /	< /	×	×	< <	1	× ,			< <	11	1		1	/ /	✓ ✓
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Project Disciplines					1																																						

Available Reports per Reporting Period ³

Section 8.9 Urban Areas

³ Please note, all Historical and Trend Analysis reports will be available to users in 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.

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	Х	Х	Х	Х	X	Х	Х	Х	Х	Х	Х	Х
	Tucson Area	-	-	-	Х	Х	Х	Х	-	-	-	-	-
Arkansas				Ī					-				
California	Anaheim/Santa Ana Area	-	-	х	х	х	Х	Х	Х	х	Х	Х	Х
	Bakersfield	-	-	-	-	-	-	Х	-	-	-	-	-
	Bay Urban Area	-	-	Х	Х	X	X	Х	Х	Х	Х	Х	Х
	Fresno Area	Х	Х	-	-	-	-	-	-	-	-	-	-
	Long Beach Area	Х	Х	-	-	-	-	-	-	-	-	-	-
	Los Angeles Area	Х	Х	-	-	-	-	-	-	-	-	-	-
	Los Angeles/Long Beach Urban Area	-	-	Х	X	х	Х	X	X	Х	Х	Х	Х
	Oakland Area	Х	Х	-	-	-	-	-	-	-	-	-	-
	Riverside Urban Area	-	-	-	-	Х	Х	Х	Х	Х	Х	Х	Х
	Sacramento Area	Х	Х	Х	Х	Х	Х	Х	-	-	-	Х	Х
	San Diego Urban Area	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
	San Jose Area	Х	Х	-	-	-	-	-	-	-	-		
	San Francisco Area	Х	Х	-	-	-	-	-	-	-	-		
	Santa-Ana/Anaheim Area	х	Х	-	-	-	-	-	-	-	-		
Colorado	Denver Urban Area	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Connecticut	Bridgeport Area	-	-	-	-	Х	Х	Х	-	-	-	-	-
	Hartford Area	-	-	-	-	Х	Х	Х	-	-	-	-	-
	New Haven Area	Х	X	-	-	-	-	-	-	-	-	-	-
	New York Area	Х	Х	-	-	-	-	-	-	-	-	-	-
Delaware	Philadelphia Area	Х	Х	-	-	-	-	-	-	-	-	-	-
District of Columbia	National Capital Region Urban Area	х	х	х	x	Х	Х	-	x	Х	х	Х	Х
Florida	Ft. Lauderdale Area	-	-	Х	Х	Х	Х	Х	-	-	-		

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

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

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

Section 8.10 Historical Allowable Data

Historical Planning Categories

	FY	200	3		FY	200	4		FY	200	5				FY	200	6		
Planning Costs	SHSGP	SHSGP II	UASI	UASI II	SHSP	LETPP	ССР	UASI	SHSP	UASI	LETPP	ССР	EMPG	MMRS	SHSP	UASI	LETPP	ССР	MMRS
Implementing and managing programs for equipment acquisition, training, and exercises	х	x	x	х	х	x	х	x	х	х	х	x	x	x	х	х	х	х	x
Develop and enhance plans and protocols	Х	Х	х	х	Х	Х	х	х	Х	х	х	х	Х	Х	х	х	х	х	х
Develop or conduct assessments	х	Х	х	х	х	Х	х	х	х	х	х	х	х	х	х	х	х	х	х
Establish and/or enhance Citizen Corps Councils to include planning and evaluation	х	x	x	x	x	x	x	x	х	х	х	x	x	x	х	x	x	х	x
Develop and implement homeland security support programs and adopt ongoing DHS national initiatives	х	x	x	x	х	x	x	x	х	х	х	x	x	x	х	x	х	х	x
Materials and Meeting Related Expenses	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
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)	х	x	x	x	х	x	x	x	х	х	х	x	x	x	х	x	х	х	x

Historical Equipment Costs

	FY	200)3		FY	200	4		FY	200	5				FY	200	6		
Authorized Equipment List Categories	SHSGP	SHSGP II	UASI	UASI II	SHSP	LETPP	ССР	UASI	SHSP	UASI	LETPP	ССР	EMPG	MMRS	SHSP	UASI	LETPP	ССР	MMRS
Personal Protective Equipment	Х	х	Х	Х	Х	х	Х	х	Х	Х	Х			х	Х	х	Х		х
Explosive Device Mitigation and Remediation Equipment	Х	Х	Х	Х	Х	Х		Х	Х	Х	Х				Х	Х	Х		
CBRNE Operational and Search & Rescue Equipment	Х	Х	Х	Х	Х			Х	Х	Х				X	Х	Х	Х		х
Information Technology									Х	Х	Х		Х	Х	Х	Х	Х	Х	Х
Cyber Security Enhancement Equipment					Х	Х		Х	Х	Х	Х			Х	Х	Х	Х	Х	Х
Interoperable Communications Equipment	Х	Х	Х	Х	Х	Х		Х	Х	Х	Х			X	Х	Х	Х		х
Detection Equipment	Х	Х	Х	Х	Х			Х	Х	Х				Х	Х	Х			Х
Decontamination Equipment	Х	Х	Х	Х	Х			Х	Х	Х				Х	Х	Х			Х
Medical Supplies and Limited Types of Pharmaceuticals	Х	Х	Х	Х	Х			Х	Х	Х				Х	Х	Х		Х	Х
Power Equipment									Х	Х	Х			Х	Х	Х	Х	Х	Х
CBRNE Reference Materials	Х	Х	Х	Х	Х	Х		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
CBRNE Incident Response Vehicles	х	х	х	х	х	х		х	х	х	х				х	х	х		х
Terrorism Incident Prevention Equipment	Х	Х	х	х	Х	х		х	х	х	х				Х	х	х		
Physical Security Enhancement Equipment	Х	Х	Х	Х	Х	х		х	х	х	х				Х	х	х		
Inspection and Screening Systems		J	J	J		1			Х	Х	Х				Х	Х	Х		Х
Agricultural Terrorism Prevention, Response and Mitigation Equipment					х			х	х	х					Х	х			x
CBRNE Prevention and Response Watercraft					х	х		х	х	х	х				Х	Х	х		
CBRNE Aviation Equipment					Х			Х	Х	Х					Х	Х			
CBRNE Logistical Support Equipment	х	x	х	х	х	х		х	х	х	х			x	х	х	х		х
Intervention Equipment					Х	Х		Х	Х	Х	Х				Х	Х	Х		

	FY	200	3		FY	200)4		FY	200	5				FY	200	6		
Authorized Equipment List Categories	SHSGP	SHSGP II	UASI	UASI II	SHSP	LETPP	ССР	UASI	SHSP	UASI	LETPP	ССР	EMPG	MMRS	SHSP	UASI	LETPP	ССР	MMRS
Other Authorized Equipment					Х	Х		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х

Historical Training Costs

	FY	2003			FY	200	4		FY	200	5				FY	200	6		
Training Costs	SHSGP	SHSGP II	UASI	UASI II	SHSP	LETPP	ССР	UASI	SHSP	UASI	LETPP	ССР	EMPG	MMRS	SHSP	UASI	LETPP	ССР	MMRS
Establishment of CBRNE training capacities	х	Х	Х	х	х	х		х	х	х	х		х	х	х	х	х	х	Х
Training workshops and conferences					х	х		х	х	х	х	х	х	х	х	х	х	х	Х
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					Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Creation and maintenance of student databases							х												
Travel			Х	Х	Х	Х		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Supplies					Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х

* - 0/T only

Historical Management & Administrative Costs

	FY	200	3		FY	200	4		FY	200	5				FY	200	6		
Management & Administrative Costs	SHSGP	SHSGP II	UASI	UASI II	SHSP	LETPP	ССР	UASI	SHSP	UASI	LETPP	ССР	EMPG	MMRS	SHSP	UASI	LETPP	ССР	MMRS
Conduct training sessions ensure accurate completion of the needs assessment	х	х																	
Updating and refining Statewide Homeland Security Strategic plans	х	х																	
Conducting local or regional strategy implementation meetings	х	х	х	x															
Meeting-related expenses	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Development of operating plans for information collection and processing necessary to respond to FEMA data calls									х	x	x	x	x	x	x	x	x	x	x
Implementing and managing programs for equipment acquisition, training and exercise	х	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	х	x	x	x	x	x	x	x
Overtime and backfill									Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Travel	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Leasing and/or renting of office space for newly hired personnel					х	x	x	x	х	x	x	х	x	x	х	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		х	х	х	х	x	x	х	x	x	х	x
Acquisition of authorized office equipment (includes personal computers, laptops, printers, LCD projectors and	х	х	х	х	х	х	х	х	х	х	х	х	х	x	х	х	х	х	x

	FY	200	3		FY	200	4		FY	200	5				FY	200	6		
Management & & Administrative Costs	SHSGP	SHSGP II	UASI	UASI II	SHSP	LETPP	ССР	UASI	SHSP	UASI	LETPP	ССР	EMPG	MMRS	SHSP	UASI	LETPP	ССР	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 %	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 %	No mi n	10 0 %	>= 80 %	>= 80 %	>= 80 %	>= 80 %	No mi n	> = 8 0 %										

Historical Exercise Costs

	FY :	2003	3		FY 20	004			FY 20	005					FY 20	006			
Exercise Costs	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	х	х	X1	x	x	х	x	X1	х	x					
Expenses related to Exercise Planning Workshops	x	x	x	x	x	х		x	x	х	x	х	х	x	x	x	х	x	x
Costs Related to the Implementation of the HSEEP	x	x	х	х	x	х		x	х	х	x	х	х	x					
Hiring of full or part-time staff or contractors / consultants	x	x	x	x	х	х		х	х	х	х	х	х	х	х	х	х	х	х
Overtime	Х	Х	Х	Х	Χ2	Χ2	X2	Х2	X2	Х2	X2	Х2	Х2	Х2	X2	Х2	Х2	χ2	χ2

	FY	2003	3		FY 20	004			FY 20	005					FY 20	006			
Exercise Costs	SHSGP	SHSGP II	UASI	UASI II	SHSP	LETPP	ССР	UASI	SHSP	UASI	LETPP	CCP	EMPG	MMRS	SHSP	UASI	LETPP	ССР	MMRS
Travel	Х	Х	Х	Х	Х	Х		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Supplies	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х

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.

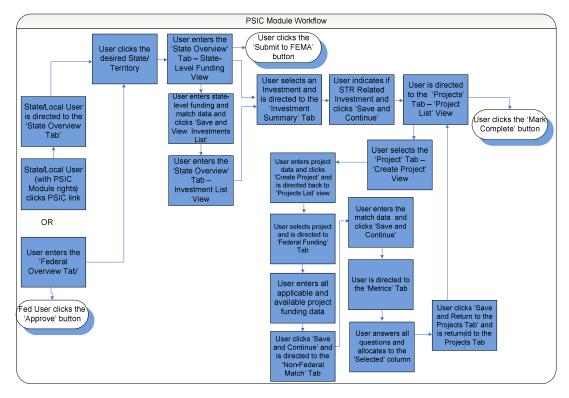


Figure 1: PSIC Module Workflow

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:

Federal Overview State Overview Investment Summary Projects Federal Funding Non-Federal Match Metrics

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

eral Ov	erview State Overview	Investment Summary Projects Federal Funding	Non-Federal Match Metrics		
PSIC F	ederal Overview				
Grant A	ward Year: 2007 💌	Reporting Period: BSIR (June 12)			
	State/Territory	PSIC Award	<u>Status</u>	Self-Check	PDF Version of BSIR
	Alaska	\$7,250,345.00	Approved by FEMA	OK	View
	<u>Arizona</u>	\$17,713,050.00	Data Entry In Progress	ОК	View
	Delaware	\$8,196,842.00	Approved by FEMA	OK	View
	<u>Hawaii</u>	\$8,069,879.00	Approved by FEMA	ОК	View

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

deral Overview State Overview Investment Summary Projects	Federal Funding Non-Federal Match Metrics		
PSIC State Overview - Alaska			
Grant Award Year: 2007 💌 Reporting Period: BSIR (Ju	une 12) View: State-Level Funding V		
State-Level Federal Funding			
	Budget	Obligated >	Expended
Statewide Planning:			
M&A:	\$215,000.00	\$1,775.64	\$213,224.36
Investments:	\$7,035,345.00	\$1,326,715.50	\$5,348,462.48
Grand Total:	\$7,250,345.00	\$1,328,491.14	\$5,561,686.84
PSIC Award:	\$7,250,345.00		
Self-Check:	ОК		
ate-Level Non-Federal Match Funding			
	Budget	Obligated	Expended
ate-Level M&A Match:	\$53,750.00		\$53,306.09
ate-Level Non-Federal Match			
Cash - State:	\$100,000.00		
In-Kind - Donated volunteer services:			
In-Kind - Donated salaries:			
In-Kind - Donated equipment:			
In-Kind - Donated property:			
In-Kind - Other: >			
Other:			
atch from investments:	\$1,495,648.55	\$0.00	, \$1,181,120.00
tal Match:	\$1,649,398.55	\$0.00	\$1,234,426.09
tal Match: nimum Required Match: ►	\$1,649,398.55 \$1,550,051.02	\$0.00	\$1,234,426.09

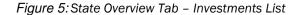
Figure 4: State Overview Tab – State-Level Funding

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

# Investment Name	Assessed Dudget				
	Approved Budget	Current Budget	Acquisition & Deployment	Non-Federal Match	Status
1 This is a sample investment name	\$7,316,103.74	\$7,316,103.74	\$7,316,103.74	\$1,000,000.00	Approved by FEMA
2 This is a sample investment name	\$634,833.00	\$634,833.00	\$634,833.00	\$0.00	Approved by FEMA
OTALS:	\$7,950,936.74	\$7,950,936.74	\$7,950,936.74	\$1,000,000.00	
OTALS:					



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

Federal Funding \$734,885.00	
\$ 734,885.00	
\$ 734,885.00	
\$ 734,885.00	
\$ 734,885.00	
\$ 734,885.00	
\$ 734,885.00	
\$ 734,885.00	
\$0.00	
30.00	
50.00	
\$0.00	
\$0.00	
\$0.00	
Non-Federal Match	
\$601,625.00	
\$0.00	
Revent to Saved Save I Save and Con	ntinue
	50.00 50.00 Non Federal Match 5001,025.00 50.00

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

State Overview Investment Summary Project	Federal Funding Non-Federal Match Metrica
PSIC Projects - Sample State - Investme	ent #1
View: Create Project	
Create Project	
Project Name:	This is a sample project.
Project Description:	Sample
Create Project Cancel	

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

w: Proj	ects List				
	Project Name	Federal Funds	Non-Federal Match	Metrics Complete	Status
	1 - This is a sample project	\$0.00	\$0.00	No	Data Entry In Progress
	2 - This is a sample project	\$0.00	\$0.00	No	Data Entry In Progress
	3 - This is a sample project	\$0.00	\$0.00	No	Data Entry In Progress
	TOTALS:	\$0.00	\$0.00		

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

State Overview Investment Sur	mmary Projects Federal Funding Non-Federal Match	Metrics		
Federal Funding - Sample S Project Information	itate			
Investment:	1 - This is a sample investment name			
Project Name:	1 - This is a sample project			
Project Description:	Sample			
	Joanible			
Project Funding Table		Budget	Obligated)	Expended •
Acquisition		\$244,961.67	\$183,721.25	\$81,240.42
Deployment		\$557,200.00	\$417,900.00	\$139,300.00
Planning and Coordination				
Training				
Total		\$802.101.07	\$601.621.25	\$200,540.42
10101		\$302,101.07	3001,021.20	6200,040.42
				Revert to Save Save and Continue
		Figure O. Foderal		

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

State Overview Investment S	ummary Projects Federal Funding Non-Federal Match Metrics			
Non-Federal Match - Sam	ple State			
Project Information				
Investment:	1 - This is a sample investment name			
Project Name:	1 - This is a sample project			
Project Description:	Sample			
Non-Federal Match of Ac	uisition & Deployment			
		Budget	Obligated	Expended
Cash - State		\$150,408.25		\$150,408.25
Cash - Local				
Cash - Non-governmental				
In-Kind - Donated volunte	er services			
In-Kind - Donated salaries		\$50,135.42		\$50,135.42
In-Kind - Donated equipm	ent			
In-Kind - Donated propert	(
In-Kind - Indirect costs				
Other :				
			Revert to	Save Save and Continue

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

te Overview Investment Sun	nmary Projects Federal Funding Non-Federal Match Metrics					
Metrics - Sample State Project Information						
Investment:	1 - This is a sample investment name					
Project Name:	1 - This is a sample project					
Project Description:	Sample					
Project Metrics						
Note: Questions marked w	ith a red asterisk (*) are required.					
Jurisdictions impacted:*		5-9	•			
Does this project impact Sta	te Public Safety Agencies?*	No	•			
Does this project impact Loc	al Public Safety Agencies?*	Yes				
UASI(s) Impacted?*		Yes				
Tier I Impacted?*		No				
Does this project impact NG	0\$?*	No				
Does this project impact Trit	bal Organizations?"	No				
Identify the discipline(s) imp						
	Available			5	Selected	
Agriculture Cyber Security Emergency Nanagement Emergency Medical Service Governmental/Administrativ HazMat HazMat Hoalth Care Public Safety Communicati Public Safety Communicati	ss (Non fire-based) re	<u>«</u>	Fire Service Law Enforcement			
Outcome Metrics						
Planning Has this project i	increased your planning and coordination or governance capabilities?				Yes	
Regionalization and Collab	oration Has this project increased operational capabilities and collaboration with	other agencies/jurisdictions in the	region?		Yes	V
Information Sharing Has t	his project increased your ability to share and receive information (voice or data) with	th other agencies?			Yes	×
Capacity Has this project i	ncreased your capability to carry out interoperable communications by expanding c	apacity (e.g., purchased more eq	uipment, increased signal co	verage)?	Yes	
Functionality Has this proj	ect helped to establish a new functional capability (e.g., new technological features	i, new technological solutions)?			Yes	
Sustainment Has this proj-	ect increased the life expectancy of your systems or equipment?				Yes	
Resiliency Has this project	t improved your ability to recover from an interruption in emergency communication	15?			Yes	
Personnel Proficiency - Ha	as this project increased the skills, expertise, or knowledge of your emergency commu	inications personnel?			Yes	•
Which outcome was the prin	nary focus of this project?				Information S	Sharing
				Revert to Saved	Save	Save and Return to Projects 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'

State Overview Investment Summary Projects Federal Funding Non-Federal Match Metr	a				
PSIC Projects - Sample State - Investment #1					
View: Projects List					
Project Name	Federal Funds	Non-Federal Match	Metrics Complete	Status	
1 - This is a sample project	\$2,406,485.00	\$801,625.00	Yes	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

t Award Year: 2007 💌 Reporting Period: Close-Out	View: Investments List				View PDF Version of		
Investment Name	Approved Budget	Current Budget	Acquisition & Deployment	Non-Federal Match	Status		
This is a sample investment name	\$10,917,570.00	\$10,917,570.00	\$10,817,570.00	\$0.00	Data Entry In Progress		
This is a sample investment name	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$0.00	Data Entry In Progress		
This is a sample investment name	\$1,052,169.00	\$1,052,169.00	\$1,052,169.00	\$0.00	Data Entry In Progress		
This is a sample investment name	\$85,000.00	\$85,000.00	\$0.00	\$0.00	Data Entry In Progress		
This is a sample investment name	\$500,000.00	\$500,000.00	\$500,000.00	\$0.00	Data Entry In Progress		
ALS:	\$13,554,739.00	\$13,554,739.00	\$13,369,739.00	\$0.00			
TOTALS \$13,554,739.00 \$13,554,739.00 \$13,554,739.00 \$13,554,739.00 \$0.00 By chealing this box, I carrier that the best of the State Administrative Agency's knowledge, all PSIC-funded equipment was purchased in accordance with the award terms and conditions. By chealing this box, I carrier to the state Administrative Agency's knowledge, all PSIC-funded equipment was purchased in accordance with the award terms and conditions. By chealing this box, I carrier to the state within this submission is complete, accurate, and adheres to all Fiscal Year 2007 Grant Guidance issues overseen by the Department of Homeland Security Federal Emergency Management Agency and the Department of Commerce National Telecommunication and Information Administration.							

Figure 13: State Overview Tab – Submitting to FEMA

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

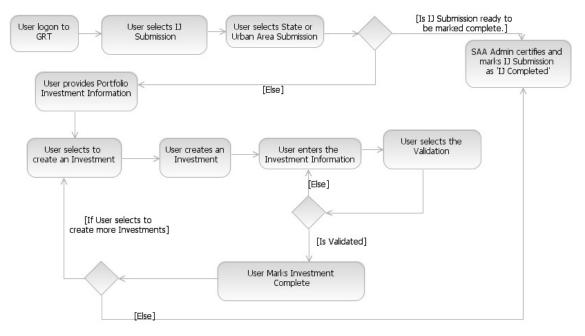
8.12.1.1 IJ Submission Module Overview

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:

	Submissions Investments Portfolio Overview Project Management Project Details
Current User:	FY 2015 IJ Submissions
Jean Smith	

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.

User Status		
Current User Status	Pending	
Update User Status		
User Information	Active Denied	
Name Prefix	Inactive	
First-Name	a print print print a	and all the second

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.

Role Assignment and User Permissions	
Organization Florida	
Available	Assigned
Regional Planning Council - Apalachee City of Alachua City of Alamonte Springs City of Altamothe Springs City of Alvantic Beach City of Alvantis City of Avopka City of Auburndale City of Avon Park V	
User Type	C State/Direct Tribal Grantee (SAA/DTG) User C Local (Local Jurisdictions, Other State Agencies/Non-SAAs)
	 Local (Local Jurisdictions, Other State Agencies/Non-SAAs)
Administrative Privileges	
PSIC Module Privileges	
IJ Submission Module Privileges	🔽 FL - State Submission 🔲 FL - Fort Lauderdale Urban Area 🧮 FL - Jacksonville Urban Area
	Revert to Save

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.

Jser Approval						
States State X	~	User Status All	Y First Name		Last Name	Carroh
Name	Grantee/Subgrantee			Account Type	<u>Username</u>	Status
Smith, Lance	Sample Subgrantee			Local Admin	JohnDoe1	Active
Smith, Ross	Sample Subgrantee			Local Admin	JohnDoez	Denled
Smith, Aimee	Sample Subgrantee			Local User	JohnDoe3	Inactive
Smith, Tom	Sample Subgrantee			Local Admin	JohnDoe4	\sim
Smith, Tim	Sample Subgrantee			Local Admin	JohnDoe4	Active
June Whiteler	man interesting	White was Dev		m Local Articia	A. manna	mannen

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

FOR OFFICIAL USE ON	ity		eporting Tool y Management Agency			
	Submissions Investments Portfolio Overview Project Management Project Details					
Current User: lean Smith	FY 2014 IJ Submissions					
Velcome!	IJ Submission	HSGP Funds	Status	Self-Check	Draft IJ	Final
Submission	CA - State Submission	\$0	Data Entry In Progress	ERROR	View	N/A
inding	CA - Anaheim/Santa Ana Urban Area	\$0	Data Entry In Progress	ERROR	N/A	N/A
rganization	CA - Bay Urban Area	\$5	Data Entry In Progress	ERROR	N/A	N/A
sers	CA - Los Angeles/Long Beach Urban Area	\$0	Data Entry In Progress	ERROR	N/A	N/A
ogout	CA - Sacramento Urban Area	\$0	Data Entry In Progress	ERROR	N/A	N/A
	CA - San Diego Urban Area	\$0	Data Entry In Progress	ERROR	N/A	N/A
	TOTAL:	\$5				

IJ Submission Tab (Local User View)

	Submissi	ons Investments Portfolio Overview Project Management Project D		cy Management Agency			
User: mith	FY 2	015 IJ Submissions					
me!		IJ Submission	HSGP Funds	<u>Status</u>	Self-Check	Draft IJ	Fina
mission		CA - State Submission	\$7,685,000	Change Request	OK	View	N/A
nent		CA - Anaheim/Santa Ana Urban Area	\$7,000,000	IJ Completed	ОК	N/A	Vie
g		CA - Bay Urban Area	\$0	Data Entry In Progress	ERROR	N/A	N//
		CA - Los Angeles/Long Beach Urban Area	\$0	Data Entry In Progress	ERROR	N/A	N/A
ral		CA - Riverside Urban Area	\$0	Data Entry In Progress	ERROR	N/A	N/A
zation		CA - Sacramento Urban Area	\$0	Data Entry In Progress	ERROR	N/A	N/A
ing		<u>CA - San Diego Urban Area</u>	\$0	Data Entry In Progress	ERROR	N/A	N/A
-		TOTAL:	\$14,685,000		v		
t	01	k All - Clear All					

IJ Submission Module (SAA Admin View)

FOR OFFICIAL USE ONLY				cy Management Agency			
	Submissio	ns Investments Portfolio Overview Project Management Project Details					
Current User: Jean Smith	FY 20	115 IJ Submissions					
Welcome!		IJ Submission	HSGP Funds	Status	Self-Check	Draft IJ	Final IJ
Admin		AK - State Submission	\$0	Data Entry In Progress	ERROR	View	N/A
IJ Submission		AL - State Submission	\$0	Data Entry In Progress	ERROR	N/A	N/A
Investment		AR - State Submission	\$0	Data Entry In Progress	ERROR	N/A	N/A
Scoring		AS - State Submission	\$0	Data Entry In Progress	ERROR	N/A	N/A
Funding		AZ - State Submission	\$0	Data Entry In Progress	ERROR	N/A	N/A
PSIC		AZ - Phoenix Urban Area	\$0	Data Entry In Progress	ERROR	N/A	N/A
Approval Organization		CA - State Submission	\$7,685,000	Change Request	ОК	View	N/A
Users		CA - Anaheim/Santa Ana Urban Area	\$7,000,000	IJ Completed	ОК	N/A	View
Reporting		CA - Bay Urban Area	\$0	Data Entry In Progress	ERROR	N/A	N/A
Strategy		CA - Los Angeles/Long Beach Urban Area	\$0	Data Entry In Progress	ERROR	N/A	N/A
Logout		CA - Riverside Urban Area	\$0	Data Entry In Progress	ERROR	N/A	N/A

Grants Reporting Tool

IJ Submission Module (Fed Admin View)

8.12.1.4 Investments

Homeland

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

Homela Securit	Grants Reporting Tool
	Submissions Investments Portfolio Overview Project Management Project Details
Current User: Jean Smith	Investments - CA - State Submission
Welcome!	View: Create Investment
IJ Submission	Create Investment
Investment	Investment Name:
Funding	Investment Type: >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
PSIC	
Approval	Create Investment Cancel
Organization	
	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.

FOR OFFICIAL USE ON	ity	Grants Reporting Tool Federal Emergency Management Agency	
	Submissions Investments Portfolio Overview Project Management Project	Details	
Current User: Jean Smith	Investments - CA - State Submission		
Welcome!	View: Investments List		
IJ Submission	# Investment Name	Funding Program Funding Amou	int <u>Status</u> <u>Self-Check</u>
Investment	* Portfolio Investment	N/A	Data Entry In Progress ERROR
Funding PSIC	1 John's Investment	SHSP \$1,000,0	00 Data Entry In Progress
Approval Organization	Mark Complete Change Status Delete		

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.

	Subm	issions Investm	ents Portfolio Overview Project Ma	anagement Project Details			
nt User: Smith	Ir	westments - AL	- State Submission				
come!	P	ortfolio					
ubmission	P.	lote: Fields mar	ked with a red asterisk (*) are re	quired.			
stment							
ing			all Investment Justification	tural bazard ricks that the State/Territ	an/Urban Area faces in	fluenced the development of this Investment	Justification to include all In
		test	e spectrum of terrorism and na	turar nazaru risks tilat tile state/reirit	ory/orbait Area faces in	indenced the development of this investment.	
oval		lest					
anization							
rs							
orting							
itegy							
out							
							120
	*	Identify the am	ount and percentages of funding	that will be dedicated to Management	and Adminstration exp	penditures.	
	[Program	Requested Amount	M&A Amount	M&A Percent	Subtotal (Requested + M&A)	
		SHSP	\$2,000,000	\$100,000	4.8%	\$2,100,000	
				Portfolio T	ah		



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

Homela Securit	ty Grants Reporting root
FOR OFFICIAL USE ONLY	Federal Emergency Management Agency
	Submissions Investments Portfolio Overview Project Management Project Details
Current User:	Investment Information
Jean Smith	Investment Name: Test for Investment Fusion Center
Welcome!	Investment Type: Non-Competitive
IJ Submission	Funding Program: SHSP
Investment	Proposed Funding: \$2,000,000.00
Funding	Investment Overview
Approval	Note: Fields marked with a red asterisk(*) are required.
Organization	Funding Program Funding Amount
Users	SHSP \$2,000,000.00
Reporting	* II.D Is this consolidated Fusion Center Investment? Yes 🗸
Strategy	
Logout	*II.E How much of this Investment will be obligated towards Law Enforcement Terrorism Prevention Activities (LETPA): \$1,000.00
	* II.D. Describe how the THIRA, SPR and Capabilities Estimation and state or urban area homeland security strategy influenced the development of this Investment Justification.
	This is just a test
	Description
	Revert to Saved Save and Continue

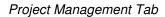
Overview Tab

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.

	Submissions Investments Portfolio	Overview Project Management Project	Details			
Current User: Jean Smith	AL - State Submission Investment Information					
Welcome! IJ Submission Investment Funding PSIC	Investment Name: Test for Investment Fusion Center Investment Type: Non-Competitive Funding Program: SHSP Proposed Funding \$2,000,000.00					
Approval Organization Users	III. All of the requested fund	ding must be associated with sp Project Name	ecific projects Funding Amount	Self-Check	Remove Project	
Reporting Strategy	1-1	Test for the Project	\$700.00	ОК	Delete	
Logout	1-2	Project two	\$80.00	ОК	Delete	
	1 - 3	Project 3	\$11,090.00	ERROR	Delete	
	1 - 4	Project 4	\$1,910.90	ERROR	Delete	
	1-5	Testt	\$0.00	ERROR	Delete	
	Totals:		\$13,780.90	ERROR		
	Add Project					



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.

	Submissions Investmen	ts Portfolio Overview Project Mana	agement Project Details			
Current User:	Investment Informatio	n				
Jean Smith	Investment Name:		nvestment Fusion Center			
Welcome!	Investment Type:	Non-Com	npetitive			
J Submission	Funding Program:	SHSP				
nvestment	Proposed Funding Project Alignment to C	\$2,000,00 apability Gaps and Solution Area				
unding		Note: Fields marked with a red asterisk (*) are required.				
SIC	1					
Approval	* Project Name:	Project two				
Organization	Project Description:	Test				
Isers		1651				
eporting					▼	
		,				
trategy	Funding Amount	\$80.00				
ogout						
	Subgrantee:	Alabama Department of Conser	vation & Natura Select Subgra	ntee Clear		
	Subgrantee Type:	Other State Agency (Non-SAA)				
	Project Location:	20161				
		20101				
	Primary Core Capability:	Public Health and Medical Servi	ices 🗸			
	Capabilities Building:	Build	*			
	Deployable:	No				
	Shareable:	No				
	S	olution Area	Funding Amount	Percent of Proposed Funding		
	S Planning	olution Area	Funding Amount \$30.00	Percent of Proposed Funding 37.5 %		
		olution Area				
	Planning	olution Area	\$30.00	37.5 %		
	Planning Organization	olution Area	\$30.00 \$20.00	37.5 % 25.0 %		
	Planning Organization Equipment	olution Area	\$30.00 \$20.00 \$10.00	37.5 % 25.0 % 12.5 %		
	Planning Organization Equipment Training	olution Area	\$30.00 \$20.00 \$10.00 \$10.00	37.5 % 25.0 % 12.5 % 12.5 %		
	Planning Organization Equipment Training Exercises Total		\$30.00 \$20.00 \$10.00 \$10.00 \$10.00	37.5 % 25.0 % 12.5 % 12.5 % 12.5 %		
	Planning Organization Equipment Training Exercises Total Project Baseline and Mana For every project within thi	gement s investment, identify the baseline f	\$30.00 \$20.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00	37.5 % 25.0 % 12.5 % 12.5 % 12.5 % 12.5 % 12.5 %	estment and what the project management ti	
	Planning Organization Equipment Training Exercises Total Project Baseline and Mana For every project within thi	gement s investment, identify the baseline f s which will be implemented over th	\$30.00 \$20.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00	37.5 % 25.0 % 12.5 % 12.5 % 12.5 % 12.5 % 12.5 %	stment and what the project management ti	
	Planning Organization Equipment Training Exercises Total Project Baseline and Mana For every project within thi Provide start and end date	gement s investment, identify the baseline f s which will be implemented over th Organziation	\$30.00 \$20.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00 \$10.00	37.5 % 25.0 % 12.5 % 12.5 % 12.5 % 12.5 % 12.5 %	estment and what the project management ti	
	Planning Organization Equipment Training Exercises Total Project Baseline and Mans For every project within thi Provide start and end date Project Management Step: Start Date: Month	gement s investment, identify the baseline f s which will be implemented over th Organziation	\$30.00 \$20.00 \$10.00 \$10.00 \$10.00	37.5 % 25.0 % 12.5 % 12.5 % 12.5 % 12.5 % 12.5 %	estment and what the project management ti	
	Planning Organization Equipment Training Exercises Total Project Baseline and Manz For every project within thi Provide start and end date Project Management Step: Start Date: Month	gement s investment, identify the baseline f s which will be implemented over th Organziation	\$30.00 \$20.00 \$10.00 <td< td=""><td>37.5 % 25.0 % 12.5 % 12.5 % 12.5 % 12.5 % 12.5 %</td><td>estment and what the project management ti</td></td<>	37.5 % 25.0 % 12.5 % 12.5 % 12.5 % 12.5 % 12.5 %	estment and what the project management ti	
	Planning Organization Equipment Training Exercises Total Project Baseline and Mana For every project within thi Provide start and end date Project Management Step: Start Date: Month End Date: Month	gement s investment, identify the baseline f s which will be implemented over the Organziation Organziation wpr Year 2015 Jul Year 2016	\$30.00 \$20.00 \$10.00 <td< td=""><td>37.5 % 25.0 % 12.5 % 12.5 % 12.5 % 100% to whether it builds on a previous inve</td><td>estment and what the project management ti</td></td<>	37.5 % 25.0 % 12.5 % 12.5 % 12.5 % 100% to whether it builds on a previous inve	estment and what the project management ti	
	Planning Organization Equipment Training Exercises Total Project Baseline and Mana For every project within thi Provide start and end date Project Management Step: Start Date: Month End Date: Month	gement sinvestment, identify the baseline f swhich will be implemented over th Organziation upr v Year 2015 Jul v Year 2016 ew construction, renovation, retrofi	\$30.00 \$20.00 \$10.00 <td< td=""><td>37.5 % 25.0 % 12.5 % 12.5 % 12.5 % 100% to whether it builds on a previous inve</td><td>estment and what the project management ti</td></td<>	37.5 % 25.0 % 12.5 % 12.5 % 12.5 % 100% to whether it builds on a previous inve	estment and what the project management ti	
	Planning Organization Equipment Training Exercises Total Project Baseline and Mana For every project within thi Project Management Step: Start Date: Month End Date: Month Does this project require n	gement sinvestment, identify the baseline f swhich will be implemented over th Organziation upr v Year 2015 Jul v Year 2016 ew construction, renovation, retrofi	\$30.00 \$20.00 \$10.00	37.5 % 25.0 % 12.5 % 12.5 % 12.5 % 12.5 % 100% to whether it builds on a previous inve	estment and what the project management ti	
	Planning Organization Equipment Training Exercises Total Project Baseline and Mana For every project within thi Project Management Step: Start Date: Month End Date: Month Does this project require n Supports Previous Awarded Prior Year	gement sinvestment, identify the baseline f swhich will be implemented over the organization Organization upr Year 2015 Jul Year vear 2015 we construction, renovation, retrofined over the construction, retrofined over the construction, retrofined over the construction	\$30.00 \$20.00 \$10.00 <td< td=""><td>37.5 % 25.0 % 12.5 % 12.5 % 12.5 % 12.5 % 100% to whether it builds on a previous inve</td><td>estment and what the project management ti</td></td<>	37.5 % 25.0 % 12.5 % 12.5 % 12.5 % 12.5 % 100% to whether it builds on a previous inve	estment and what the project management ti	

Project Details Tab

Completing the Investment/IJ Submission

8.12.1.10 Marking Investment(s) Complete

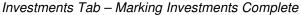
Once the user has entered all applicable information from the Overview tab through the Project Deatils tab, they may mark the Investment complete.

- 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'

missions investments Portfolio Overview Baseline Target Capabilities Project Manag	ement and Milestones Accomplishments and Impact			
Investments - AL - State Submission				
<u># Investment Name</u> Portfolio Investment	<u>Primary Funding Proyram</u> NA	Eunding Amount \$28	<u>Status</u> Data Entry In Progress	Self-Check
1 Test Test	SHSP	\$2,000	Data Entry In Progress	ERROR
Mark Complete Change Status Delete				



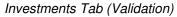
8.12.1.11 Validation View

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'.

	Submissions Investments Portfolio Overview Project Management P	roject Details	
Current User: Jean Smith	Investments - AL - State Submission		
Welcome!	View: Validation		
IJ Submission	Validation		
Investment	Overview	Project Management	Cumulative
Funding	Portfolio Investment	management	
PSIC			ОК
Approval	1 - Test for Investment Fusion Center		
Organization	ОК	ERROR	ERROR
Users			



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

Submission Investments Pontfolio Overview Baseline Target Capabilities Project Management and Milestones Accompliatments and Impact					
FY 2012 IJ Submissions					
LJ Submission	HSGP Funds	Status	Self-Check	Draft IJ	Final IJ
AL - State Submission	\$2,028	Data Entry In Progress	ERROR	View	N/A
By checking this box. I hereby earling that the data contained within this submission is complete, accurate, and adheres to all FY 2012 HSSP Investment Justification guidance issued by the Department of Homeland Security's Faderal Emergency Management Agency.					

