

# FEDERAL EMERGENCY MANAGEMENT AGENCY

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## User's Guide – Grants Reporting Tool



**FEMA**

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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 Close-out reporting period. Appendices contain policy, guidance, and technical assistance for data requirements and reporting processes.

### 1.1.3 Target Audience

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

## Section 1.2 Overview of the Grant Reporting Process

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

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

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

## 1.2.1 Grant Reporting Timeline

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

## Section 1.3 Overview of the Grants Reporting Tool

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

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

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

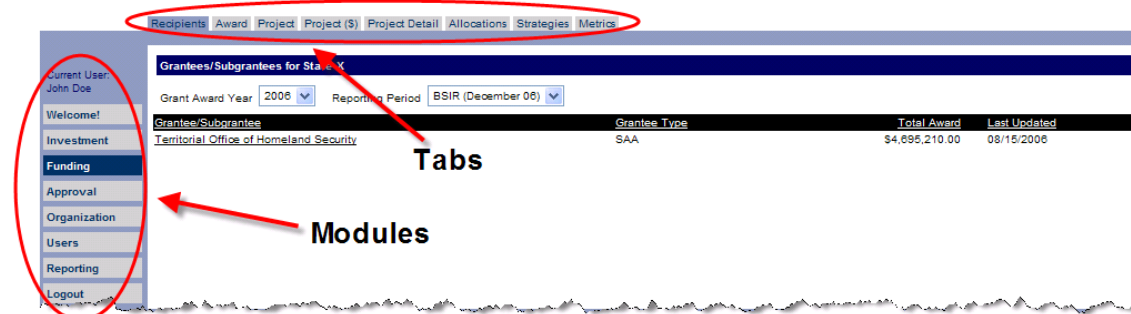


Figure 1: Sample view of the application's module and tab layout

### 1.3.1 Grants Reporting Tool Modules

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

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

Welcome! provides a brief description of the GRT system and displays listings on the recent activities of the GRT. The Welcome! page also provides a list of supporting documentation available to download. The

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

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

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

### **1.3.1.3 IJ Submission**

The IJ Submission module is designed to provide users the ability to compile their HSGP IJ online without the use of an excel template (to date, this includes FY 2008, FY 2009 and FY 2010 IJs). Users can create investments, with the option to form partnerships thru multi-applicant investments. SAA Admin users mark the final online IJ complete and submit the GRT-produced IJ to grants.gov. This module is available to SAA Admins and state/local users designated by SAA Admins.

### **1.3.1.4 Investment**

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

### **1.3.1.5 Scoring**

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

### **1.3.1.6 Funding**

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

### **1.3.1.7 PSIC**

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

### **1.3.1.8 Approval**

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

### **1.3.1.9 Organization**

The Organization module allows SAA users to define their respective grantees and subgrantees. In the GRT, it is the responsibility of the SAA to define all grantees/subgrantees that receive funding within their state/territory. Grantees and subgrantees may be added, edited, and assigned to reporting periods. Contact information is also entered and updated in this section. Subgrantees may access this section to edit the contact information as it pertains to their organization.

### **1.3.1.10 Strategy**

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

### **1.3.1.11 Users**

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

### **1.3.1.12 Reporting**

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

## **Section 1.4 Using the Grants Reporting Tool**

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

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

### **1.4.1 Grants Reporting Tool Basics**

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

#### **1.4.1.1 Conceptual Design of the GRT**

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



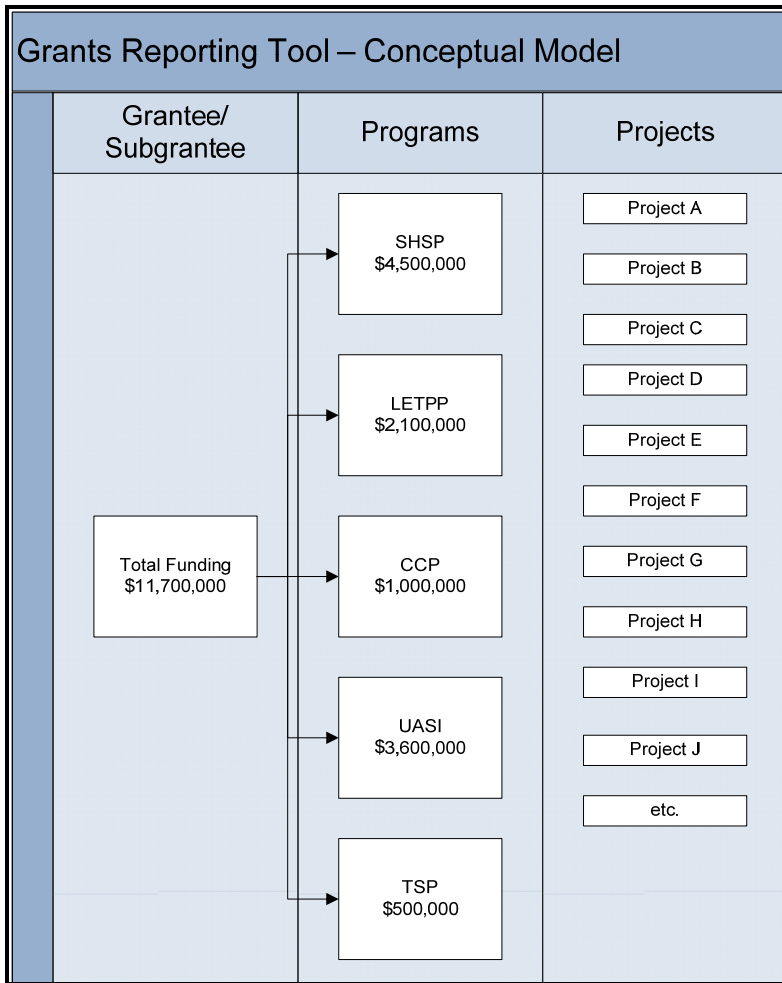


Figure 2: Illustration of how ISIP captures the funding grant programs

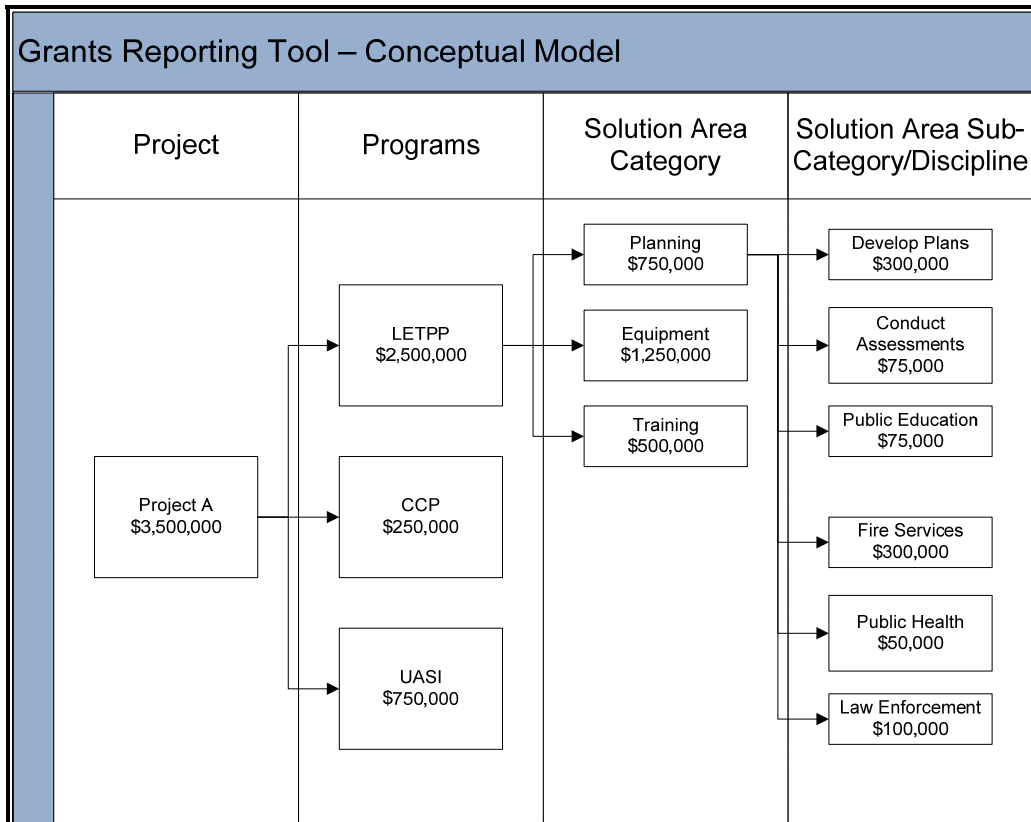


Figure 3: Illustration of project funding allocations broken down to the Solution Area Sub-Category and Discipline levels

### 1.4.1.2 Features of the GRT

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

#### 1.4.1.2.1 Drop-down list boxes

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

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

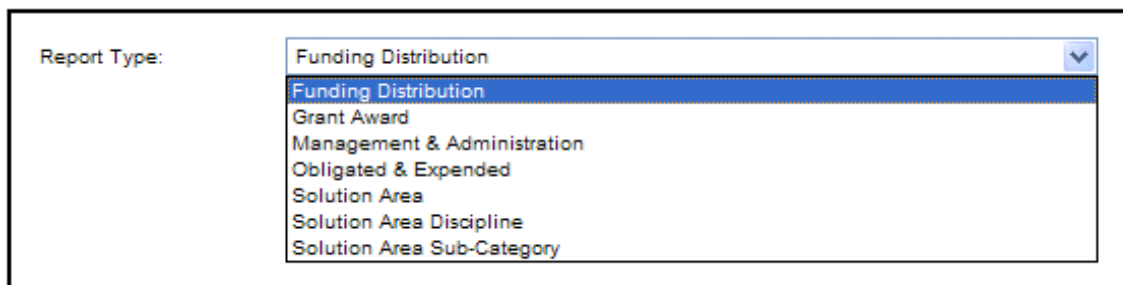


Figure 4: Drop-down List Boxes

#### 1.4.1.2.2 Section Headers

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

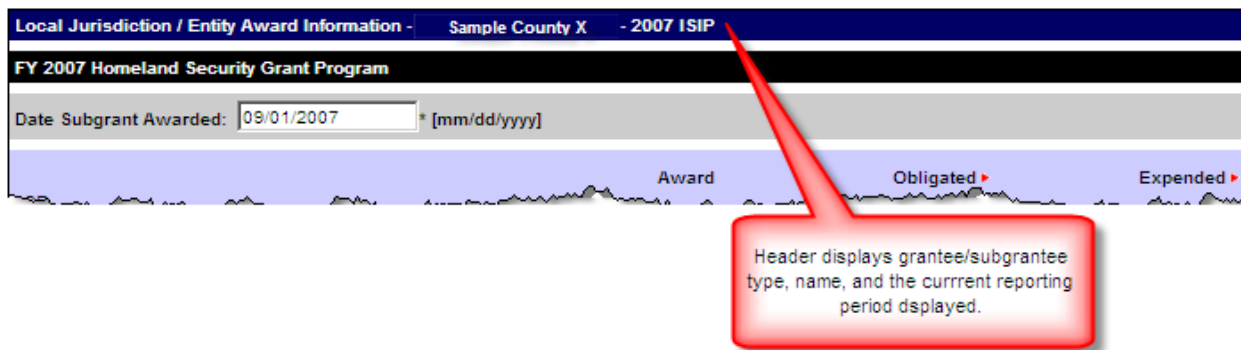


Figure 5: Section Headers

#### 1.4.1.2.3 Item Selection

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

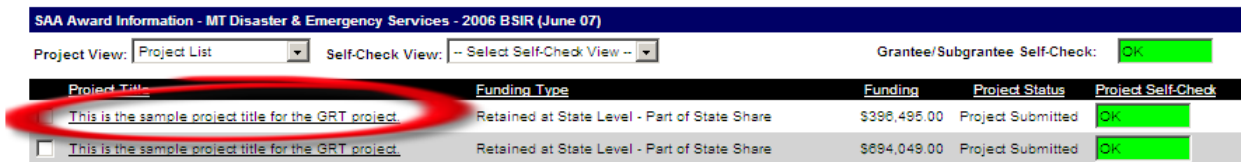


Figure 6: Hyperlinks

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

Grantee/Subgrantee	Grantee Type	Last Updated
<input checked="" type="checkbox"/> Department of Agriculture & Industries	Other State Agency (Non-SAA)	10/18/2006
<input type="checkbox"/> Department of Conservation & Natural Resources	Other State Agency (Non-SAA)	10/18/2006
<input checked="" type="checkbox"/> Department of Homeland Security	SAA	10/18/2006
<input type="checkbox"/> Department of Public Health	Other State Agency (Non-SAA)	10/18/2006
<input checked="" type="checkbox"/> 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.

Subgrantee	Total Reported	Status	Subgrantee Self Check
<input type="checkbox"/> Sample Subgrantee	\$400.00	Data Entry In Progress	ERROR
<input type="checkbox"/> Sample Subgrantee	\$100,000.00	Data Entry In Progress	OK
<input type="checkbox"/> Sample Subgrantee	\$100,000.00	Data Entry In Progress	OK
<input type="checkbox"/> Sample Subgrantee	\$38,165.00	Data Entry In Progress	OK

Figure 8: Self-Check Indicators



## CHAPTER 2

# GETTING STARTED

## Sections

- 2.1 Registration
- 2.2 Login
- 2.3 Organization

## Section 2.1 Registration – First Time Users Only

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

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

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

### 2.1.1 User Registration

#### 2.1.1.1 Registration Form – Step One

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



Figure 9: GRT Homepage

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

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

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

##### 2.1.1.1.2 Address/Phone Number

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

##### 2.1.1.1.3 State

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



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

#### 2.1.1.1.4 E-mail Address

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

#### 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 [click here](#) for a PDF tutorial.

#### User Information

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

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

**Role and Organizational Assignment**

**Role**

Federal

State/Direct Tribal Grantee (SAA/DTG) User

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

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.

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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.

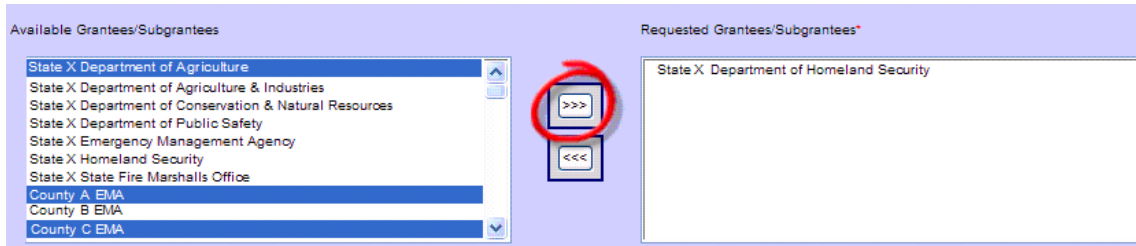


Figure 13: User Registration – Step Two – Grantee/Subgrantee Selection



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.

**Registration Form - Step 3**

Please fill out the following fields and press "Submit" when complete. Please make sure this information is correct and current. Fields marked with an asterisk (\*) are required.

**User ID, Password, and Hint**

Please assign a User ID and Password to yourself.

Passwords must be between 8 and 15 characters in length and consist of a mix of the following: uppercase (A-Z), lowercase (a-z), numeric (0-9), and special characters (\_#\$). Passwords cannot start with a number (0-9) or a special character (\_#\$). Passwords must not include simple keyboard patterns (qwe, zxc), sequences (abc, 123), or consecutive letters in respect to case (aa, dd, GG), and cannot include the username or the username separated by special characters.

User ID

Password

Confirm Password

---

Secret Question

Secret Answer

Figure 14: User Registration – Step Three



After the User ID and Password are entered, 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 90 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.

The screenshot shows the 'User Approval' interface. At the top, there is a header 'User Approval' and a navigation bar with 'Organization' set to 'Federal', 'User Status' set to 'All', and search fields for 'First Name' and 'Last Name'. Below this is a table of users with the following columns: Name, State/Territory, Account Type, Username, and Status. Each row has a checkbox on the left. Below the table are four buttons: 'Approve', 'Deny', 'Delete', and 'De-activate'. At the bottom, there are navigation links: 'first | previous | [1] | [2] | [3] | next | last'.

Name	State/Territory	Account Type	Username	Status
<input type="checkbox"/> Smith, Jean	Multiple	FEMA User	chuckphinney	Active
<input type="checkbox"/> Smith, Jean	Multiple	FEMA User	rob43iii	Active
<input type="checkbox"/> Smith, Jean	Multiple	FEMA User	jayroorbach	Active
<input type="checkbox"/> Smith, Jean	Multiple	FEMA User	...	...
<input type="checkbox"/> Smith, Jean	Multiple	FEMA User	ouppinsn	Active
<input type="checkbox"/> Smith, Jean	Multiple	FEMA User	oespey	Active
<input type="checkbox"/> Smith, Jean	Multiple	FEMA User	MaryBethCaruso	Active
<input type="checkbox"/> Smith, Jean	Multiple	FEMA User	adasher	Active
<input type="checkbox"/> Smith, Jean	Multiple	FEMA User	ownerbuilder	Active

Figure 15: User Approval

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

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



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

### 2.1.2.2 Users Module - User Detail Tab

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

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

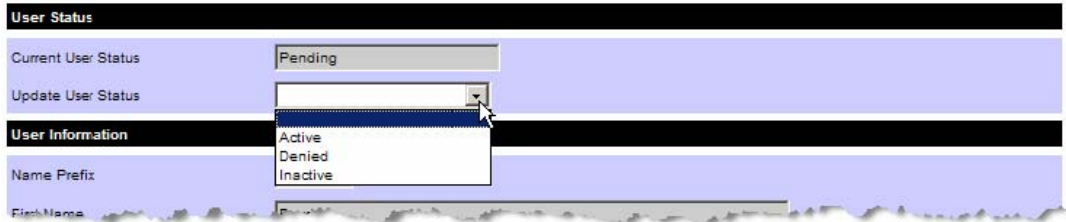
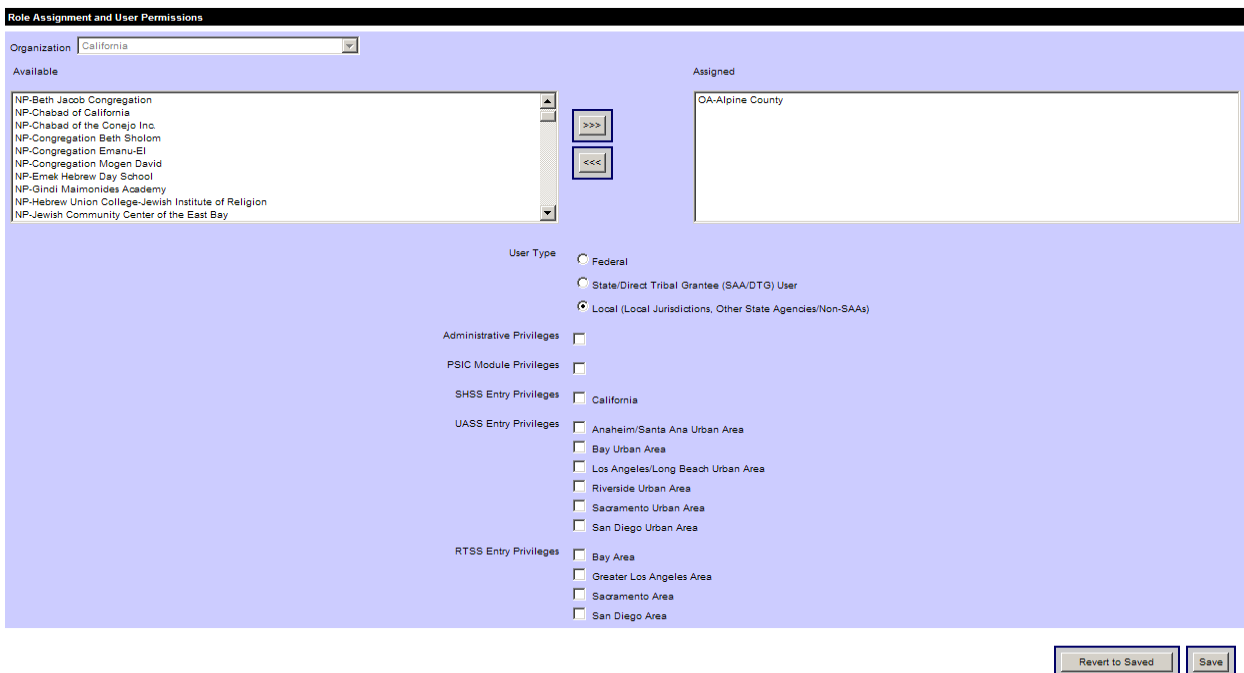


Figure 16: User Status

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



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



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

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

Name	Grantee/Subgrantee	Account Type	Username	Status
<input type="checkbox"/> Smith, Lance	Sample Subgrantee	Local Admin	JohnDoe1	Active
<input type="checkbox"/> Smith, Ross	Sample Subgrantee	Local Admin	JohnDoe2	Denied
<input type="checkbox"/> Smith, Aimee	Sample Subgrantee	Local User	JohnDoe3	Inactive
<input type="checkbox"/> Smith, Tom	Sample Subgrantee	Local Admin	JohnDoe4	Active
<input type="checkbox"/> Smith, Tim	Sample Subgrantee	Local Admin	JohnDoe4	Active

Figure 17: User Approval – User Status

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

User Roles	User Rights
Federal User/Admin	Review (in read-only mode) SAA submissions to FEMA
	Approve SAA/DTG submissions to FEMA
	Approve additional FEMA, SAA/DTG, and Local users
	Generate Reports
State (SAA)/ Direct Tribal Grantee (DTG) Admin User	Input, certify, and mark complete Investment Justification data
	Review SAA/DTG and subgrantee reports
	Approve SAA/DTG and subgrantee reports and submit to FEMA for approval
	Create and manage other SAA/DTG users
	Create and manage subgrantees
	Create and manage Local users
	Input Grant Funding data
	Enter subgrantee award(s)
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 90 days
Locked	Indicates that a user account is currently inaccessible. An account may be locked because a user entered an incorrect password three or more times. Users with admin rights carry the privilege to unlock these users

## **Section 2.2    Login**

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

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

Persons with access and accounts on the Grants Reporting Tool (GRT) shall be held accountable for their actions related to the information resources entrusted to them. These personnel must comply with the following rules or risk losing their privileges and/or 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 IT security policy and procedures within DHS Management Directive 4300.1 (Information Technology Systems Security), DHS Sensitive Systems Policy Directive 4300A, and the DHS 4300A Sensitive Systems Handbook.

### System Access

- I understand that I am given access to only those systems for which I require access to perform my official duties.
- I will not attempt to access data or systems I am not authorized to access.
- I will not engage in, encourage, or conceal any hacking or cracking, denial of service, unauthorized tampering, or unauthorized attempted use of (or deliberate disruption of) any data or system within the GRT.
- I agree to inform my management or that of GRT when access to a particular computer resource is no longer required, such as when I have completed a project or no longer support an information resource.
- 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.

### Passwords and Other Access Control Measures

- I will choose passwords that are at least eight characters long and have a combination of letters (upper- and lower-case), numbers, and special characters.
- I will protect passwords and access numbers from disclosure. I will not share passwords. I will not provide my password to anyone, including system administrators. I will not record passwords or access control numbers on paper or in electronic form and store them on or with DHS or DHS contractor workstations, laptop computers, or PEDs. To prevent others from obtaining my password via "shoulder surfing," I will shield my keyboard from view as I enter my password.
- I will promptly change a password whenever the compromise of that password is known or suspected.
- I will not attempt to bypass access control measures.

### Data Protection

- I will use only DHS or DHS contractor office equipment (e.g., workstations, laptops, PEDs) to access DHS systems and information; I will not use personally owned equipment.
- I will protect sensitive information from disclosure to unauthorized persons or groups and will maintain control over, protect and mark sensitive Government material and resources appropriately. I agree to destroy physical documents and electronic media that may contain GRT information, Sensitive but Unclassified (SBU) or For Official Use Only (FOUO) information by physical destruction (including pulping and shredding), and degaussing or media sanitization methods which meet DoD standards.
- To prevent and deter others from gaining unauthorized access to sensitive GRT resources, I will log off or lock my workstation or laptop computer, or I will use a password-protected screensaver, whenever I step away from my work area, even for a short time; I will log off when I leave for the day.
- I 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 not access, process, or store classified information on DHS office equipment that has not been authorized for such processing.

### Software

- I agree to comply with all software copyrights and licenses.
- I will not install unauthorized software (this includes software available for downloading from the Internet, software available on DHS networks, and personally owned software) on DHS or DHS contractor equipment (e.g., servers, workstations, laptop computers, PEDs).

### Internet and E-mail Use

- I understand that my access and use of GRT resources may be monitored, and I consent to this monitoring.
- I will not use peer-to-peer (P2P) file sharing to connect remotely to other systems for the purpose of sharing files. I understand that P2P can be a means of spreading viruses over DHS networks and may put sensitive government information at risk. I also understand that DHS Sensitive Systems Policy Directive 4300A prohibits the use of P2P software on any DHS controlled or operated equipment.
- I will not provide personal or official DHS information solicited by e-mail. I will be on alert if I receive e-mail from any source requesting personal or organizational information. If I receive an e-mail message from any source requesting personal information or asking to verify accounts or security settings, I will send the questionable e-mail to the company for verification and report the incident to the GRT ISSO.

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

Employees approved for telecommuting must adhere to the following rules of behavior:

- I will physically protect any laptops or PEDs I use for telecommuting when they are not in use.
- I will protect sensitive data at my alternate workplace. This includes properly disposing of sensitive information (e.g., by shredding).
- I understand and will comply with the requirement that sensitive information stored on any laptop computer used in a residence or on travel shall be encrypted using FIPS 140-2 *Security Requirements for Cryptographic Modules* approved encryption.
- I understand and will comply with the requirement that sensitive information processed, stored, or transmitted on wireless devices must be encrypted using approved encryption methods.

### Incident Reporting

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

### Accountability

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

### GRT Rules of Behavior Statement of Acknowledgment

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



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
User's Guide	ISIP Overview
IJ Submission Module User's Guide	Close-out Overview
ISIP User's Guide	Data Ports Overview ( <i>Fed user only</i> )
What's New Document (Versioned per release)	Funding Overview
Frequently Asked Questions (FAQs)	Getting Started Overview
FY09 HSGP Guidance	Investment Module Overview
FY09 HSGP IJ Reference Guide	Organization Overview
FY09 HSGP Investment Planning Worksheet	Reporting Overview
FY09 HSGP Multi-Applicant Planning Worksheet	Welcome! News Overview ( <i>Fed user only</i> )
	Workflow Overview
	Strategy Module Overview
	IJ Submission Module Overview
	PSIC Module Overview
	GRT Reporting Lifecycle Overview

Figure 19: Documentation Chart

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

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

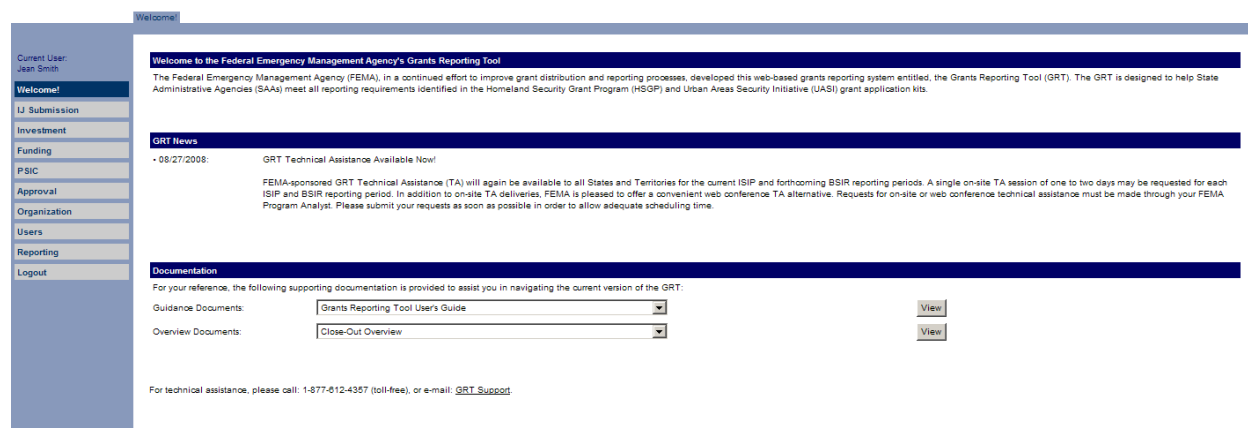


Figure 20: SAA View

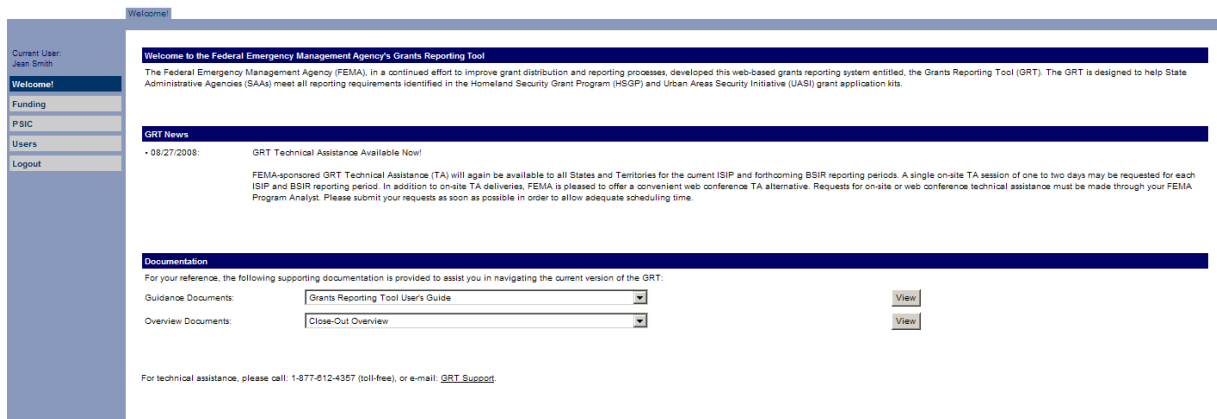


Figure 21: Subgrantee View

## Section 2.3 Organization

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

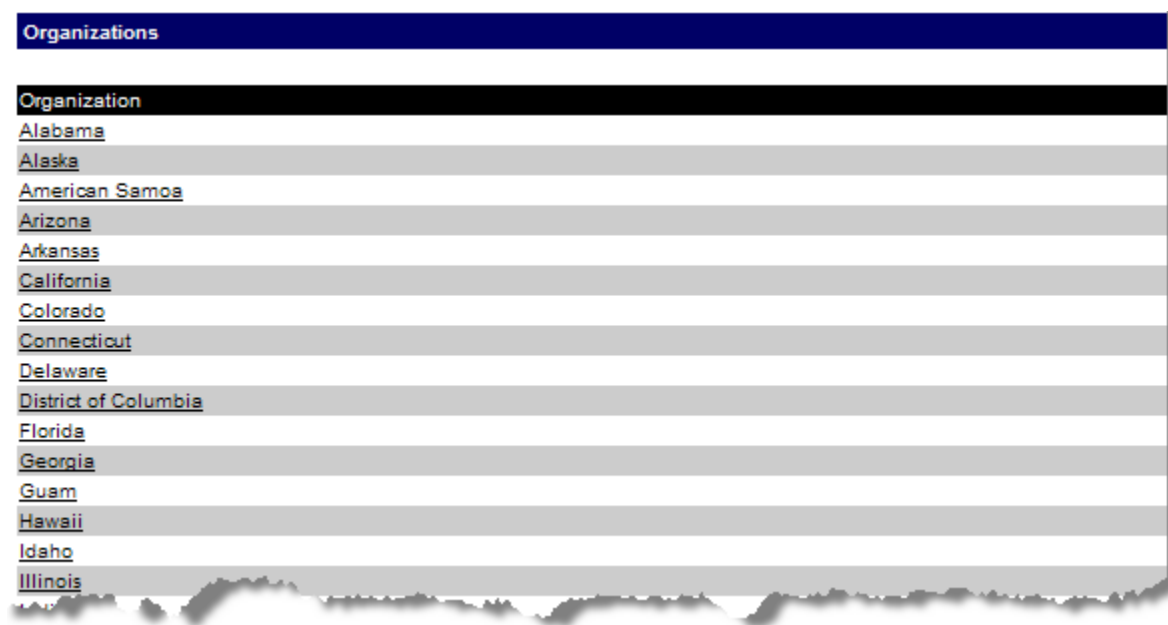


Figure 22: Organizations Page

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

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



Grantees/Subgrantees for State X

Reporting Period [ALL]

Grantee/Subgrantee	Grantee Type	Last Updated
<input type="checkbox"/> Sample Subgrantee	Other State Agency (Non-SAA)	2/2/2006
<input type="checkbox"/> Sample Subgrantee	Other State Agency (Non-SAA)	5/12/2005
<input type="checkbox"/> Sample Subgrantee	Other State Agency (Non-SAA)	2/21/2006
<input type="checkbox"/> Sample Subgrantee	Other State Agency (Non-SAA)	2/22/2006
<input type="checkbox"/> Sample Subgrantee	Other State Agency (Non-SAA)	5/11/2005
<input type="checkbox"/> Sample Subgrantee	Local Jurisdiction / Entity	4/5/2005
<input type="checkbox"/> Sample Subgrantee	Local Jurisdiction / Entity	2/16/2006
<input type="checkbox"/> Sample Subgrantee	Local Jurisdiction / Entity	7/21/2005
<input type="checkbox"/> Sample Subgrantee	Local Jurisdiction / Entity	2/21/2006

Check All - Clear All

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

Remove

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.

**Grantee/Subgrantee Detail**

Legal Agency Name:

Legal Grantee/Subgrantee Name:

Grantee Type:

DUNS:

Contact Name:

Contact Email:

Contact Phone Number:  Ext.

Mailing Zip Code:

Reporting Period:

- 2004 Close-Out
- 2005 Close-Out
- 2004 ISIP
- 2004 BSIR (December 04)
- 2005 ISIP
- 2004 BSIR (June 05)
- 2005 BSIR (June 05)
- 2004 BSIR (December 05)
- 2005 BSIR (December 05)
- 2004 BSIR (June 06)
- 2005 BSIR (June 06)
- 2006 ISIP
- 2004 BSIR (December 06)
- 2005 BSIR (December 06)
- 2006 BSIR (December 06)
- 2004 BSIR (June 07)
- 2005 BSIR (June 07)
- 2006 BSIR (June 07)
- 2007 ISIP
- 2004 BSIR (December 07)
- 2005 BSIR (December 07)
- 2006 BSIR (December 07)
- 2007 BSIR (December 07)
- 2004 BSIR (June 08)
- 2005 BSIR (June 08)
- 2006 BSIR (June 08)
- 2007 BSIR (June 08)
- 2008 ISIP
- 2004 BSIR (December 08)
- 2005 BSIR (December 08)
- 2006 BSIR (December 08)
- 2007 BSIR (December 08)
- 2008 BSIR (December 08)

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 in the Subgrantee Detail tab. If a subgrantee is not associated with a Regional Transit Area, their respective SAA user can associate them with the appropriate area.

### 2.3.4 Subgrantee UA/RTA Tab

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



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

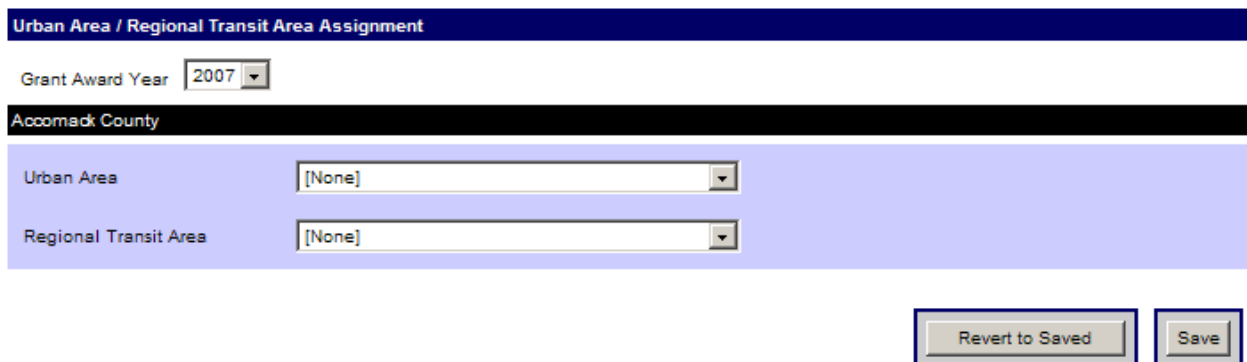


Figure 25: Subgrantee UA/RTA Page

### 2.3.5 Organization Options

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

that they make changes to a state's preferences, Fed users have the ability to make state option changes to all states/territories.

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

Organization Options for State X

Allow local users to edit grantee/subgrantee award amounts

Funding with two decimals

Revert to Saved Save

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.

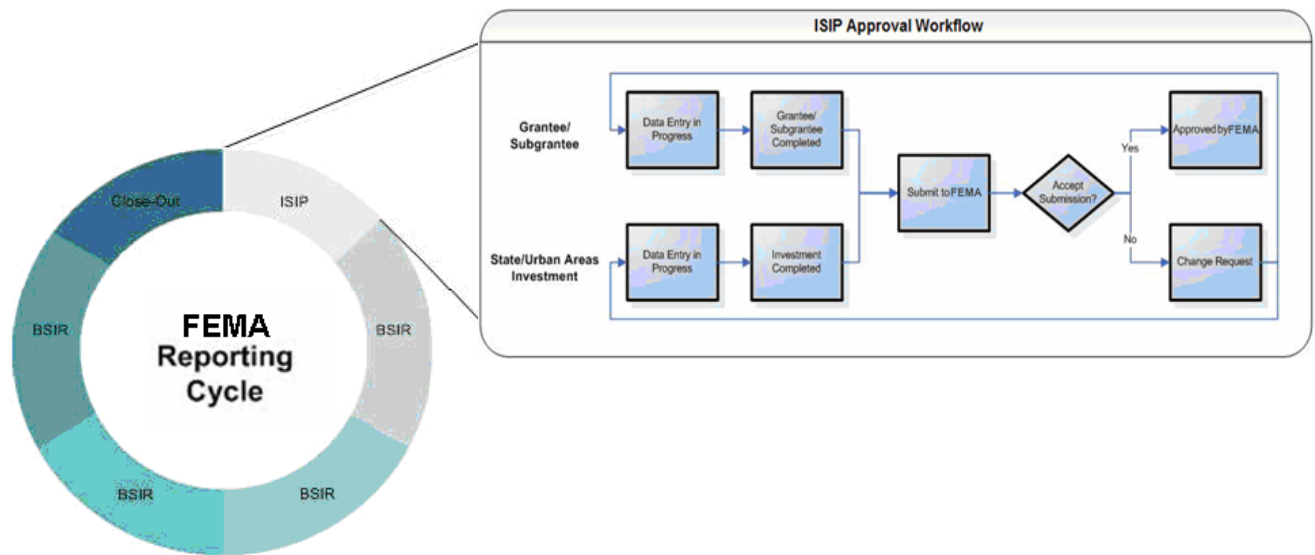


Figure 27: ISIP Reporting Period

### 3.1.2 ISIP Reporting Requirements

#### 3.1.2.1 FEMA Grant Programs

Submission of the ISIPs satisfy 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:

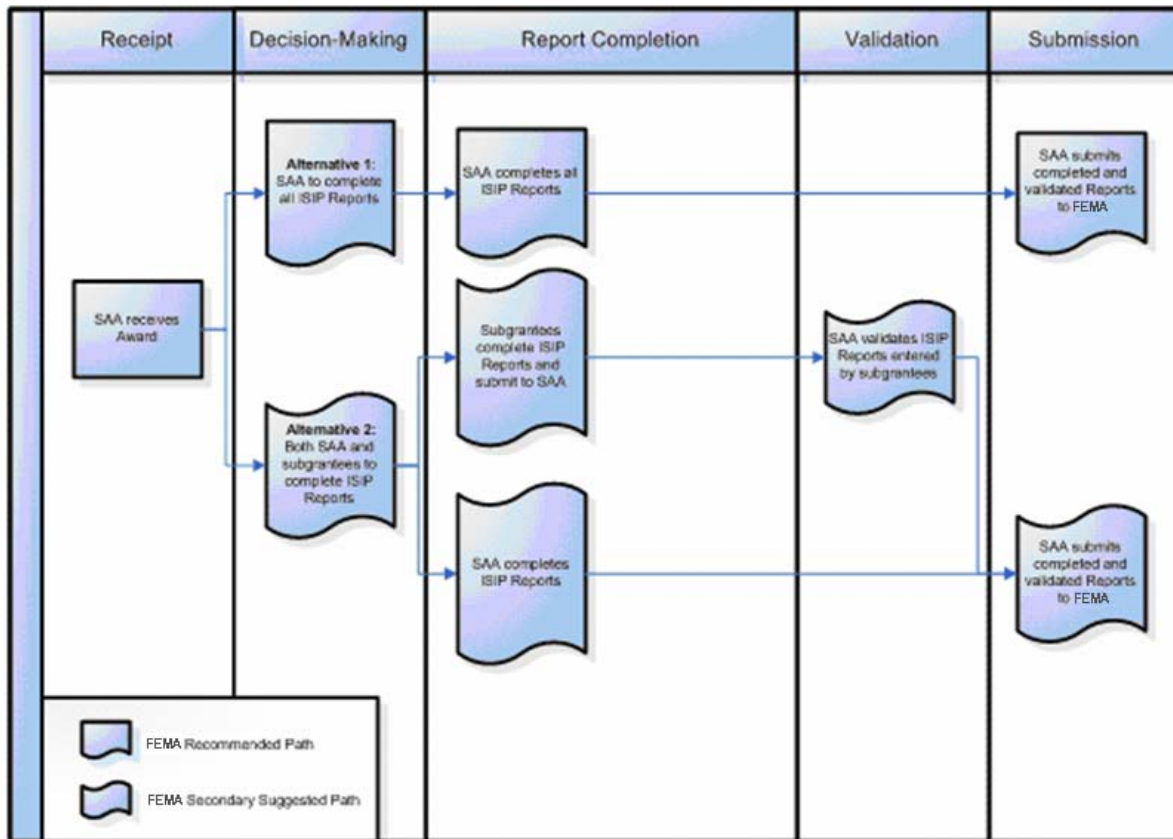


Figure 28: Decision Matrix for the completion & submission of the ISIP



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 2009 ISIP' button to remove these non-applicable grantees/subgrantees from the 2009 ISIP Reporting Period.

Grantees/Subgrantees for Alaska		
Grant Award Year	2009	Reporting Period
	ISIP	
Grantee/Subgrantee	Grantee Type	Last Updated
<input type="checkbox"/> Bristol Bay Borough	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> City and Borough of Juneau	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> City and Borough of Sitka	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> City and Borough of Wrangell	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> City of Bethel	Local Jurisdiction / Entity	6/8/2009
<input type="checkbox"/> City of Cordova	Local Jurisdiction / Entity	6/12/2009
<input type="checkbox"/> City of Dillingham	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> City of Fairbanks	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> City of Kodiak	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> City of Nome	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> City of Palmer	Local Jurisdiction / Entity	12/15/2008
<input type="checkbox"/> City of Petersburg	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> City of Sand Point	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> City of Seward	Local Jurisdiction / Entity	6/12/2009
<input type="checkbox"/> City of Valdez	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> Denali Borough	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> Division of Homeland Security and Emergency Management	SAA/DTG	6/12/2009
<input type="checkbox"/> Fairbanks North Star Borough	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> Kenai Peninsula Borough	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> Lake and Peninsula Borough	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> Matanuska-Sitka Borough	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> Municipality of Anchorage	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> North Slope Borough	Local Jurisdiction / Entity	6/11/2009
<input type="checkbox"/> Northwest Arctic Borough	Local Jurisdiction / Entity	6/11/2009

Check All - Clear All

Figure 29: Subgrantee Tab for 2009 ISIP



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.



Subgrantees Subgrantee Detail Subgrantee UA/RTA Add Subgrantee Organization Options

**Grantee/Subgrantee Detail**

Legal Agency Name: Bristol Bay Borough

Legal Grantee/Subgrantee Name: Bristol Bay Borough

Grantee Type: Local Jurisdiction / Entity

DUNS: [Empty]

Contact Name: James Nunn

Contact Email: plumberg\_nathan@bah.com

Contact Phone Number: 555-555-1212 Ext: [Empty]

Mailing Zip Code: 99505

Reporting Period:

- 2004 Close-Out
- 2005 Close-Out
- 2004 ISIP
- 2004 BSIR (December 04)
- 2005 ISIP
- 2004 BSIR (June 05)
- 2005 BSIR (June 05)
- 2004 BSIR (December 05)
- 2005 BSIR (December 05)
- 2004 BSIR (June 06)
- 2005 BSIR (June 06)
- 2006 BSIR (December 06)
- 2004 BSIR (June 07)
- 2005 BSIR (June 07)
- 2006 BSIR (June 07)
- 2007 ISIP
- 2004 BSIR (December 07)
- 2005 BSIR (December 07)
- 2006 BSIR (December 07)
- 2007 BSIR (December 07)
- 2004 BSIR (June 08)
- 2005 BSIR (June 08)
- 2006 BSIR (June 08)
- 2007 BSIR (June 08)
- 2008 ISIP
- 2004 BSIR (December 08)
- 2005 BSIR (December 08)
- 2006 BSIR (December 08)
- 2007 BSIR (December 08)
- 2008 BSIR (December 08)
- 2004 BSIR (June 09)
- 2005 BSIR (June 09)
- 2006 BSIR (June 09)
- 2007 BSIR (June 09)
- 2008 BSIR (June 09)
- 2009 ISIP

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'.

Grantees/Subgrantees for Alaska					
Grant Award Year: 2009		Reporting Period: ISIP			
Grantee/Subgrantee	Grantee Type	Total Award	Status	Last Updated	
<input type="checkbox"/> Bristol Bay Borough	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> City and Borough of Juneau	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> City and Borough of Sika	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> City and Borough of Wrangell	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> City of Bethel	Local Jurisdiction / Entity		Data Entry In Progress	08/08/2009	
<input type="checkbox"/> City of Cordova	Local Jurisdiction / Entity		Data Entry In Progress	08/12/2009	
<input type="checkbox"/> City of Dillingham	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> City of Fairbanks	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> City of Kodiak	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> City of Nome	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> City of Palmer	Local Jurisdiction / Entity		Data Entry In Progress	12/15/2008	
<input type="checkbox"/> City of Petersburg	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> City of Sand Point	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> City of Seward	Local Jurisdiction / Entity		Data Entry In Progress	08/12/2009	
<input type="checkbox"/> City of Valdez	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> Denali Borough	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> Division of Homeland Security and Emergency Management	SAA/DTG		Data Entry In Progress	08/12/2009	
<input type="checkbox"/> Fairbanks North Star Borough	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> Kenai Peninsula Borough	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> Lake and Peninsula Borough	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> Matanuska-Susitna Borough	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> Municipality of Anchorage	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> North Slope Borough	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	
<input type="checkbox"/> Northwest Arctic Borough	Local Jurisdiction / Entity		Data Entry In Progress	08/11/2009	

Check All On This Page - Clear All

Figure 31: Recipients Tab for 2009 ISIP

### 3.2.4 Grantee/Subgrantee Workflow

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

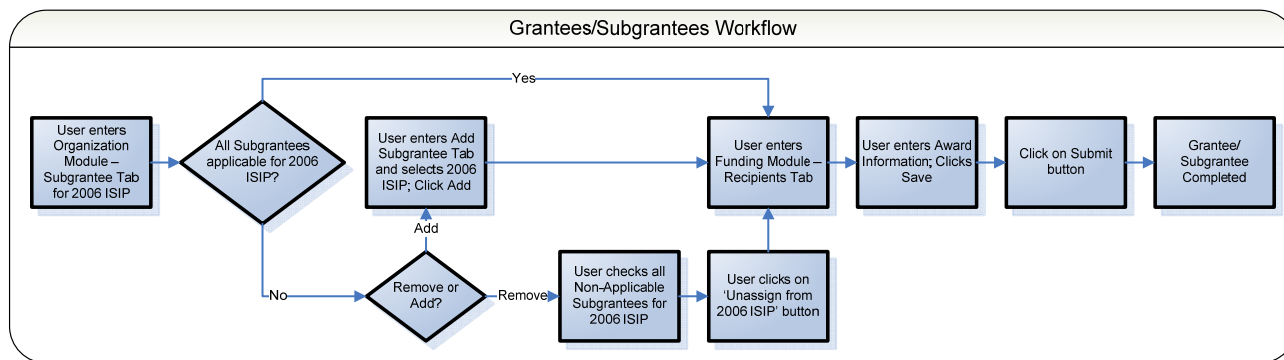


Figure 32: Grantees/Subgrantees Workflow

## Section 3.3 GRT Functionality – Investment Module

### 3.3.1 Investment Module Background

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

### 3.3.2 Investment Module Process

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

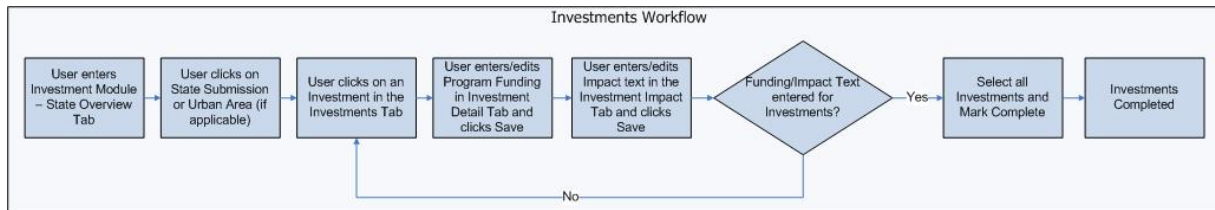


Figure 33: Investment Module Process

### 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
- ❖ Investment Impact

#### 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.

State/Territory	Total HSGP Estimated	Total HSGP Awarded	Total HSGP Reported	Status	Investments Self-Check
Alabama	\$13,199,611.00	\$12,697,520.00	\$13,199,611.00	Data Entry In Progress	ERROR
Alaska	\$6,666,000.00	\$6,941,429.00	\$6,666,000.00	Data Entry In Progress	ERROR
American Samoa	\$1,698,284.00	\$1,888,092.00	\$1,698,284.00	Data Entry In Progress	ERROR
Arizona	\$31,548,825.00	\$31,292,316.00	\$31,548,825.00	Data Entry In Progress	ERROR
Arkansas	\$7,177,513.00	\$6,682,194.00	\$7,177,513.00	Data Entry In Progress	ERROR
California	\$284,929,704.00	\$260,823,974.00	\$284,929,704.00	Data Entry In Progress	ERROR
Colorado	\$21,583,647.00	\$20,707,531.00	\$21,583,647.00	Data Entry In Progress	ERROR
Connecticut	\$17,307,605.00	\$14,875,427.00	\$17,307,605.00	Data Entry In Progress	ERROR
Delaware	\$6,800,003.00	\$6,304,210.00	\$6,800,003.00	Data Entry In Progress	ERROR
District of Columbia	\$75,762,653.00	\$71,246,744.00	\$75,762,653.00	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.

Submission	Total HSGP Estimated	Total HSGP Reported	Status
State Submission	\$13,199,611.00	\$13,199,611.00	Data Entry In Progress

Figure 35: State Overview Tab – Submission View

### 3.3.3.2.2 Funding Validation View

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

Investment Name	SHSP	UASI	MMRS	CCP	Total
State Submission					
This is a sample investment name	\$6,325,000.00	---	---	---	\$6,325,000.00
This is a sample investment name	\$220,000.00	---	---	---	\$220,000.00
This is a sample investment name	\$550,000.00	---	---	\$241,527.00	\$791,527.00
This is a sample investment name	\$440,000.00	---	\$1,284,884.00	---	\$1,724,884.00
This is a sample investment name	\$1,470,700.00	---	---	---	\$1,470,700.00
This is a sample investment name	\$1,045,000.00	---	---	---	\$1,045,000.00
This is a sample investment name	\$247,500.00	---	---	---	\$247,500.00
This is a sample investment name	\$550,000.00	---	---	---	\$550,000.00
This is a sample investment name	\$715,000.00	---	---	---	\$715,000.00
This is a sample investment name	\$55,000.00	---	---	---	\$55,000.00
This is a sample investment name	\$55,000.00	---	---	---	\$55,000.00
Total HSGP Reported	\$11,673,200.00	---	\$1,284,884.00	\$241,527.00	\$13,199,611.00
Total HSGP Awarded	\$11,170,000.00	---	\$1,284,884.00	\$242,636.00	\$12,697,520.00
Self-Check	ERROR	OK	OK	ERROR	

Figure 36: State Overview Tab –Funding Validation View

### 3.3.3.3 Investments Tab

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

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

Note that for FY 2006 only, investments falling within the bottom 15 percent of all investments will appear in red text. If funding is allocated to these investments, an Investment Improvement Plan (IIP) must be submitted. The SAA user should contact their Program Analyst (PA) to complete the IIP.

#	Investment Name	HS/GP Estimated	HS/GP Reported	Status
1	This is a sample investment name	\$350,000.00	\$350,000.00	Data Entry In Progress
2	This is a sample investment name	\$496,716.00	\$496,716.00	Data Entry In Progress
3	This is a sample investment name	\$38,284.00	\$38,284.00	Data Entry In Progress
4	This is a sample investment name	\$250,000.00	\$250,000.00	Data Entry In Progress
5	This is a sample investment name	\$288,284.00	\$288,284.00	Data Entry In Progress
6	This is a sample investment name	\$165,000.00	\$165,000.00	Data Entry In Progress
7	This is a sample investment name	\$110,000.00	\$110,000.00	Data Entry In Progress

Figure 37: Investments Tab – Fed User View

#	Investment Name	HS/GP Estimated	HS/GP Reported	Status
<input type="checkbox"/>	This is a sample investment name	\$350,000.00	\$350,000.00	Data Entry In Progress
<input type="checkbox"/>	This is a sample investment name	\$496,716.00	\$496,716.00	Data Entry In Progress
<input type="checkbox"/>	This is a sample investment name	\$38,284.00	\$38,284.00	Data Entry In Progress
<input type="checkbox"/>	This is a sample investment name	\$250,000.00	\$250,000.00	Data Entry In Progress
<input type="checkbox"/>	This is a sample investment name	\$288,284.00	\$288,284.00	Data Entry In Progress
<input type="checkbox"/>	This is a sample investment name	\$165,000.00	\$165,000.00	Data Entry In Progress
<input type="checkbox"/>	This is a sample investment name	\$110,000.00	\$110,000.00	Data Entry In Progress

Check All - Clear All

Mark Complete Change Status

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 Estimated funding amounts by each POETE solution area. Users may then enter the 2009 ISIP funding amounts for each grant program by POETE solution area. 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.

Due to changing requirements, investments will no longer appear red based on their ranking.

State Overview | Investments | Investment Detail | Investment Impact

**Investment Detail - American Samoa - State Submission - 2009 ISIP**

**Investment Information**

Investment Number: 1  
 Investment Name: This is a sample investment name  
 Investment Description: This is a sample data.

**Investment Funding**

		SHSP	UASI	MMRS	CCP	Total
Planning	2009 Estimated	\$5,000.00	---	---	---	\$5,000.00
	2009 ISIP	<input type="text" value="\$5,000.00"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	\$5,000.00
Organization	2009 Estimated	---	---	---	---	---
	2009 ISIP	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	---
Equipment	2009 Estimated	\$339,000.00	---	---	---	\$339,000.00
	2009 ISIP	<input type="text" value="\$339,000.00"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	\$339,000.00
Training	2009 Estimated	\$5,000.00	---	---	---	\$5,000.00
	2009 ISIP	<input type="text" value="\$5,000.00"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	\$5,000.00
Exercises	2009 Estimated	\$1,000.00	---	---	---	\$1,000.00
	2009 ISIP	<input type="text" value="\$1,000.00"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	\$1,000.00
M&A	2009 Estimated	---	---	---	---	---
	2009 ISIP	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	---
Total	2009 Estimated	\$350,000.00	---	---	---	\$350,000.00
	2009 ISIP	<input type="text" value="\$350,000.00"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	\$350,000.00

Figure 39: Investment Detail Tab – SAA User

### 3.3.3.5 Investment Impact Tab

The Investment Impact tab displays the investment impact question from the IJ. Users may edit/update the text.

State Overview | Investments | Investment Detail | Investment Impact

**Investment Impact - State Submission - 2008 ISIP**

**Investment Information**

Investment Number: 1  
 Investment Name: This is a sample investment name  
 Investment Description: This investment will provide an early warning system capable of providing ambient radiological data on a real-time basis utilizing fixed and mobile radiation detectors located throughout the State of Hawaii. Mobile teams capable of detection and radioisotope identification will routinely survey selected critical infrastructures, key resources, and harbors statewide. Data will be transmitted simultaneously to emergency management agencies and certain responding entities. This investment support...

**Impact - What outcomes will indicate that this Investment is successful at the end of the FY 2007 HSGP period of performance?**

Answer from Investment Justification:

Update this text below (8,000 characters maximum):

Figure 40: Investment Impact 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

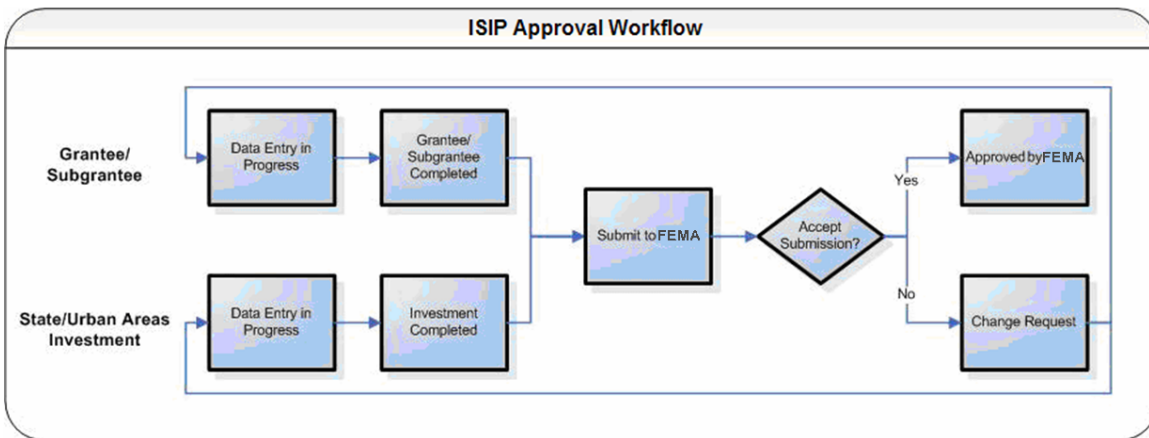


Figure 41: Modified ISIP Approval Workflow



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'.

Status	Definition
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'.

**Federal Approval**

Grant Award Year:       Reporting Period:

SAA	Grantees/Subgrantees Total	Investments Total (HSGP Only)	Total Federal Awards	Status	State Self Check
<input type="checkbox"/> Sample State	\$0.00	\$16,789,831.00	\$12,720,500.00	Data Entry In Progress	ERROR
<input type="checkbox"/> Sample State	\$276,500.00	\$15,555,900.00	\$10,796,500.00	Approved by FEMA	OK
<input type="checkbox"/> Sample State	\$0.00	\$46,321,333.00	\$21,729,650.00	Data Entry In Progress	ERROR
<input type="checkbox"/> Sample State	\$0.00	\$19,657,000.00	\$16,875,500.00	Approved by FEMA	OK
<input type="checkbox"/> Sample State	\$0.00	\$21,990,000.00	\$17,335,500.00	Data Entry In Progress	ERROR
<input type="checkbox"/> Sample State	\$1,300,000.00	\$52,211,324.00	\$13,220,500.00	Data Entry In Progress	ERROR
<input type="checkbox"/> Sample State	\$0.00	\$19,657,000.00	\$15,555,900.00	Data Entry In Progress	ERROR

Check All On This Page - Clear All

Change Request Comments

Figure 42: 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'.

Component	Total Awarded	Total Reported	Status	Self Check
Grantees/Subgrantees	\$8,339,947.00	\$8,339,947.00	Approved by FEMA	OK
Investments (HSGP only)	\$6,663,323.00	\$6,663,323.00	Approved by FEMA	OK

Figure 43: State Approval – Submission Status View

### 3.4.4.2 Grantees/Subgrantees Funding Validation

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

Grant Program	Total Awarded	Total Reported	Self Check
SHSP	\$6,524,500.00	\$6,524,500.00	OK
UASI	\$0.00	\$0.00	OK
MMRS	\$0.00	\$0.00	OK
CCP	\$128,823.00	\$128,823.00	OK
NSGP	\$0.00	\$0.00	OK
OPSG	\$0.00	\$0.00	OK
IECGP	\$286,624.00	\$286,624.00	OK
EOC	\$1,000,000.00	\$1,000,000.00	OK
BZFP	\$400,000.00	\$400,000.00	OK

Figure 44: 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.

Federal Approval | Organization Approval

**Approval - Alaska**

Select Option: Investments Funding Validation | Grant Award Year: 2009 | Reporting Period: ISIP

**Investments Funding Validation (HSGP Only)**

Grant Program	Total Estimated	Total Awarded	Total Reported	Self Check
SHSP	\$6,666,000.00	\$6,524,500.00	\$6,524,500.00	OK
UASI	\$0.00	\$0.00	\$0.00	OK
MMRS	\$0.00	\$0.00	\$0.00	OK
CCP	\$0.00	\$128,823.00	\$128,823.00	OK

Figure 45: State Approval – Investments Funding Validation View



## CHAPTER 4

# THE BSIR REPORTING PERIOD

## Sections

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

## Section 4.1 BSIR Reporting Period Introduction

### 4.1.1 BSIR vs. All Other Reporting Periods

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

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

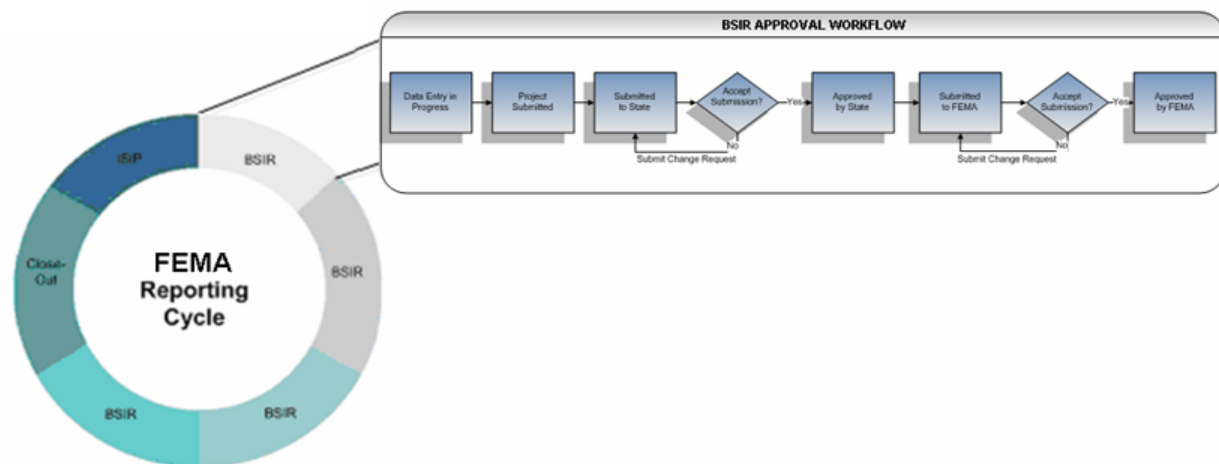


Figure 46: BSIR Approval Workflow

### 4.1.2 BSIR Reporting Requirements

#### 4.1.2.1 Grant Application Kit Requirements

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

#### 4.1.2.2 BSIR Submission Requirements

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

## **Section 4.2 SAA/DTG Reporting Process**

### **4.2.1 Roles and Responsibilities**

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

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

### **4.2.2 Process for Completing the BSIR**

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

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

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

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

## **Section 4.3 GRT Functionality – Funding Module**

### **4.3.1 Funding Module Breakdown**

#### **4.3.1.1 Recipients Tab**

The view of the Recipients tab within the Funding module will change depending on which reporting period is selected). In order to change the reporting period, simply select the desired grant year from the 'Grant Award Year' drop-down list box and then select the reporting period from the 'Reporting Period' drop-down list box to toggle the views. The 'Reporting Period' drop-down list box will update based on the grant award year selected.

Figure 47: Recipients Tab – Fed User

Figure 48: Recipients Tab – SAA/DTG User

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

2004: Close-Out, ISIP, BSIR (December 04), BSIR (June 05), BSIR (December 05), BSIR (June 06), BSIR (December 06), BSIR (June 07), BSIR (December 07), BSIR (June 08), BSIR (December 08) and BSIR (June 09)

2005: Close-Out, ISIP, BSIR (June 05), BSIR (December 05), BSIR (June 06), BSIR (December 06), BSIR (June 07), BSIR (December 07), BSIR (June 08), BSIR (December 08) and BSIR (June 09)

2006: ISIP, BSIR (June 06), BSIR (December 06), BSIR (June 07), BSIR (December 07), BSIR (June 08), BSIR (December 08) and BSIR (June 09)

2007: ISIP, BSIR (June 07), BSIR (December 07), BSIR (June 08), BSIR (December 08) and BSIR (June 09)

2008: ISIP, BSIR (June 08), BSIR (December 08) and BSIR (June 09)

2009: ISIP, BSIR (December 09)

#### 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 2004 Grant Programs

- ❖ Citizen Corps Program (CCP)
- ❖ Law Enforcement Training and Prevention Program (LETPP)
- ❖ State Homeland Security Program (SHSP)
- ❖ Urban Areas Security Initiative Program (UASI)
- ❖ Transportation Security Program (TSP)

##### FY 2005 Grant Programs

- ❖ Citizen Corps Program (CCP)
- ❖ Law Enforcement Training and Prevention Program (LETPP)
- ❖ State Homeland Security Program (SHSP)
- ❖ Emergency Management Performance Grant (EMPG)

- ❖ Metropolitan Medical Response System (MMRS)
- ❖ Buffer Zone Protection Program (BZPP)
- ❖ Transit Security Grant Program (TSGP)
- ❖ Inter-City Passenger Rail Security Grant Program (IPRSGP)

#### FY 2006 Grant Programs

- ❖ Citizen Corps Program (CCP)
- ❖ Law Enforcement Training and Prevention Program (LETPP)
- ❖ 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)
- ❖ Inter-City Passenger Rail Security Grant Program (IPRSGP)
- ❖ Operation Stonegarden Grant Program (OSGP)

#### 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)
- ❖ Inter-City Passenger Rail Security Grant Program (IPRSGP)
- ❖ 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)
- ❖ Inter-City Passenger Rail Security Grant 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)
- ❖ Real ID Demonstration Grant Program (REALID)

#### 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)
- ❖ Operation Stonegarden Supplemental Grant Program (OPSGS)



SAA/DTG Award Information - American Samoa Department of Homeland Security - 2009 BSIR (December 09)

FY 2009 Grant Programs

	Award	Obligated ▶	Expended ▶
SHSP ▶			
2009 ISIP	\$1,430,000.00	---	---
2009 BSIR (December 09)	\$1,430,000.00	\$1,430,000.00	
UASI ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
MMRS ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
CCP ▶			
2009 ISIP	\$38,284.00	---	---
2009 BSIR (December 09)	\$38,284.00		\$38,284.00
EMPG ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
NSGP ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
OPSG ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
IECGP ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
EOC ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
BZPP ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
IPR ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
RCPGP ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
OPSGS ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
Total Funding			
2009 ISIP	\$1,468,284.00	---	---
2009 BSIR (December 09)	\$1,468,284.00	\$1,430,000.00	\$38,284.00

SAA/DTG Award Information - 2009 BSIR (December 09)

FY 2009 Grant Programs

	Award	Obligated ▶	Expended ▶
SHSP ▶			
2009 ISIP	\$1,430,000.00	---	---
2009 BSIR (December 09)	\$1,430,000.00	\$1,430,000.00	
UASI ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
MMRS ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
CCP ▶			
2009 ISIP	\$38,284.00	---	---
2009 BSIR (December 09)	\$38,284.00		\$38,284.00
EMPG ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
NSGP ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
OPSG ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
IECGP ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
EOC ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
BZPF ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
IPR ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
RCPGP ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
OPSGS ▶			
2009 ISIP	---	---	---
2009 BSIR (December 09)			
Total Funding			
2009 ISIP	\$1,468,284.00	---	---
2009 BSIR (December 09)	\$1,468,284.00	\$1,430,000.00	\$38,284.00

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



Recipients | Award | Project | Project (5) | Project Detail | Allocations | Strategies | Metrics

SAA/DTG Award Information - Department of Homeland Security - 2009 BSIR (December 09)

Project View: Project List Self-Check View: Select Self-Check View -- Grantee/Subgrantee Self-Check: ERROR

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> Sample Project Name	Retained at State/DTG Level	\$ 00	Data Entry in Progress	ERROR

Comments

Check All Clear All

Submit Change Status Delete

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

- To view self-check summaries, select one of the options from 'Self-Check View'

- Project Self-Check** : When self-check is displayed as ERROR for a specific project one or more of the following areas is in error:
  - Strategies Completion
  - Allocations Completion (Solution Area Funding: Sub-Categories & Discipline) tie out
  - Project Funding & Solution Area Funding tie out
  - Metrics Completion
- Subgrantee Self-Check** : Grantee/Subgrantee is displayed as ERROR when one of the following is in error:
  - One or more of the projects in ERROR
  - All projects are OK, the funding and necessary requirements per project have been met, however, the TOTAL FUNDING does not tie out between grant funding, project funding, and/or solution area funding
- Submitting Projects**
  - Pass all self-checks
  - Project status is 'Data Entry in Progress' or 'Subgrantee Change Request'

Figure 51: Project Tab – Project List View

#### 4.3.1.3.3 Project View – Project History

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

Recipients | Award | Project | Project (5) | Project Detail | Allocations | Strategies | Metrics

SAA/DTG Award Information - Emergency Management Agency (SAA) - 2009 BSIR (December 09)

Project View: Project History Self-Check View: Select Self-Check View -- Grantee/Subgrantee Self-Check: OK

Workflow History

Workflow Step	Last Updated	Updated By	Comments
Project Submitted	11/3/2009 8:49:04 AM	Smith, Jean	Project 1

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.

Recipients | Award | Project | Project (5) | Project Detail | Allocations | Strategies | Metrics

SAA/DTG Award Information - Emergency Management Agency (SAA) - 2009 BSIR (December 09)

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

Grant Program

SHSP	UASI	MMRS	CCP	EMPG	NSGP	OPSG	IECPG	EOC	BZPP	IPR	RCPGP	OPSGS	Project Total	Solution Area	Self-Check
Project 1															
\$8,524,500.00	\$0.00	\$0.00	\$134,003.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,658,503.00	\$8,658,503.00	OK
Total													\$8,658,503.00	\$8,658,503.00	
Award Information													\$8,658,503.00	\$8,658,503.00	
\$8,524,500.00	\$0.00	\$0.00	\$134,003.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,658,503.00	\$8,658,503.00	
Self-Check	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK

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.

Equipment	Exercises	Management & Administration	Organization	Planning	Training	Solution Area	Project Total	Self-Check
\$0.00	\$0.00	\$0.00	\$0.00	\$128,823.00	\$0.00	\$128,823.00	\$128,823.00	OK
\$0.00	\$0.00	\$0.00	\$0.00	\$128,823.00	\$0.00	\$128,823.00	\$128,823.00	

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.

Goals and Objectives	Project Metrics	Funding Impact	Solution Area Tie-Out	Project Detail	Self-Check
100%	100%	100%	100%	100%	OK
OK	OK	OK	OK	OK	

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.

Local Jurisdiction / Entity Award Information - 2009 BSIR (December 09)

Project Funding Summary

Project Title: \* Project Title  
 Project Type: \* Establish / enhance citizen / volunteer initiatives  
 Funding Type: \* Passthrough to Local  
 Project Description: \* test  
 Project Notes:

Total Grantee Funding:

SHSP	
UASI	
MMRS	
CCP	\$128,823.00
EMPG	
NSGP	
OPSG	
IECGP	
EOC	
BZPP	
IPR	
RCPGP	
OPSGS	

FY 2009 Grant Programs

SHSP	2009 BSIR (December 09)	---
UASI	2009 BSIR (December 09)	---
MMRS	2009 BSIR (December 09)	---
CCP	2009 BSIR (December 09)	\$128,823.00
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)	\$128,823.00

Total Project Funding  
 2009 BSIR (December 09) \$128,823.00

Shared Funding Grantee/Subgrantee

Available Grantee/Subgrantee(s)	Shared Funding Grantee/Subgrantee(s)
Alaska Railroad	City and Borough of Wainwright
Aleutians East Borough	City and Borough of Yakutat
Bristol Bay Borough	
City of Nenana	
City and Borough of Juneau	
City and Borough of Sitka	
City of Akutan	
City of Bethel	
City of Cordova	
City of Craig	
City of Delta Junction	
City of Dillingham	
City of Fairbanks	

Continue

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**

**SAs and other State Agencies** - Using the drop-down list box, these users will identify if the project is funded by monies retained at the state/DTG level as part of the state's share or by monies retained at the request of a local jurisdiction. These two pools of funding cannot be combined under one project. If a project receives funds from the state share and the funding retained on behalf of the local jurisdiction, two separate projects bearing the same name must be completed for each source of funding.

**Local Jurisdictions** - There will be 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 2009, please refer to the Appendices.



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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 \$) screen are below:

FY 2004 Homeland Security Grant Program			FY 2004 Urban Areas Security Initiative		
CCP	2004 BSIR (June 06)	---	TSP	2004 BSIR (June 06)	---
	2004 BSIR (December 06)			2004 BSIR (December 06)	
LETPP	2004 BSIR (June 06)	\$4,000,000.00	UASI	2004 BSIR (June 06)	---
	2004 BSIR (December 06)	\$4,000,000.00		2004 BSIR (December 06)	
SHSP	2004 BSIR (June 06)	---	Subtotal	2004 BSIR (June 06)	---
	2004 BSIR (December 06)			2004 BSIR (December 06)	
Subtotal	2004 BSIR (June 06)	\$4,000,000.00			
	2004 BSIR (December 06)	\$4,000,000.00			
			<b>Total Project Funding</b>		
			2004 BSIR (June 06) \$4,000,000.00		
			2004 BSIR (December 06) \$4,000,000.00		

Figure 57: Project Funding Example for FY04 Grant Programs

FY 2005 Homeland Security Grant Program			FY 2005 Transit Security Grant Program		
CCP	2005 BSIR (June 06)		TSGP	2005 BSIR (June 06)	
LETPP	2005 BSIR (June 06)	\$2,000,000.00	IPRSGP	2005 BSIR (June 06)	
SHSP	2005 BSIR (June 06)		Subtotal	2005 BSIR (June 06)	
UASI	2005 BSIR (June 06)				
EMPG	2005 BSIR (June 06)				
MMRS	2005 BSIR (June 06)				
BZPP	2005 BSIR (June 06)				
Subtotal	2005 BSIR (June 06)	\$2,000,000.00			
			<b>Total Project Funding</b>		
			2005 BSIR (June 06) \$2,000,000.00		

Figure 58: Project Funding Example for FY05 Grant Programs



FY 2006 Homeland Security Grant Program		FY 2006 Transit Security Grant Program		
CCP	2006 BSIR (December 06)		TSGP	2006 BSIR (December 06)
LETPP	2006 BSIR (December 06)		IPRSGP	2006 BSIR (December 06)
SHSP	2006 BSIR (December 06)	\$2,115,000.00	Subtotal	2006 BSIR (December 06)
UASI	2006 BSIR (December 06)			
EMPG	2006 BSIR (December 06)			
MMRS	2006 BSIR (December 06)			
BZPP	2006 BSIR (December 06)			
Subtotal	2006 BSIR (December 06)	\$2,115,000.00		
				Total Project Funding
				2006 BSIR (December 06) \$2,115,000.00

Figure 59: Project Funding Example for FY06 Grant Programs

FY 2007 Grant Programs		
CCP	2007 BSIR (December 07)	<input type="text"/>
LETPP	2007 BSIR (December 07)	<input type="text"/>
SHSP	2007 BSIR (December 07)	<input type="text"/>
UASI	2007 BSIR (December 07)	<input type="text"/>
EMPG	2007 BSIR (December 07)	<input type="text"/>
EMPGSUP	2007 BSIR (December 07)	<input type="text"/>
MMRS	2007 BSIR (December 07)	<input type="text"/>
BZPP	2007 BSIR (December 07)	<input type="text"/>
TSGP	2007 BSIR (December 07)	<input type="text"/>
TSGPSUP	2007 BSIR (December 07)	<input type="text"/>
TSGPF	2007 BSIR (December 07)	<input type="text"/>
NSGP	2007 BSIR (December 07)	<input type="text"/>
PSIC	2007 BSIR (December 07)	<input type="text"/>
Subtotal	2007 BSIR (December 07)	<input type="text"/>
		<b>Total Project Funding</b>
		2007 BSIR (December 07) <input type="text"/>

Figure 60: Project Funding Example for FY07 Grant Programs

FY 2008 Grant Programs		
SHSP	2008 BSIR (December 08)	<input type="text"/>
UASI	2008 BSIR (December 08)	<input type="text"/>
MMRS	2008 BSIR (December 08)	<input type="text"/>
CCP	2008 BSIR (December 08)	<input type="text"/>
EMPG	2008 BSIR (December 08)	<input type="text"/>
NSGP	2008 BSIR (December 08)	<input type="text"/>
OPSG	2008 BSIR (December 08)	<input type="text"/>
IECGP	2008 BSIR (December 08)	<input type="text"/>
EOC	2008 BSIR (December 08)	<input type="text"/>
BZPP	2008 BSIR (December 08)	<input type="text"/>
TSGP	2008 BSIR (December 08)	<input type="text"/>
IPR	2008 BSIR (December 08)	<input type="text"/>
RCPGP	2008 BSIR (December 08)	<input type="text"/>
MSICG	2008 BSIR (December 08)	<input type="text"/>
Subtotal	2008 BSIR (December 08)	<input type="text"/>
<b>Total Project Funding</b>		<input type="text"/>
2008 BSIR (December 08)		<input type="text"/>

Figure 61: 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)	
BZFP	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 62: Project Funding Example for FY09 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 Emergency Management Coordinating Office
<input style="border: 1px solid black;" type="button" value=" &gt;&gt;&gt; "/> <input style="border: 1px solid black;" type="button" value=" &lt;&lt;&lt; "/>	
<input style="border: 1px solid black;" type="button" value="Revert to Saved"/> <input style="border: 1px solid black;" type="button" value="Save"/> <input style="border: 1px solid black;" type="button" value="Save and Continue"/>	

Figure 63: 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 are 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.

Recipients | Award | Project | Project (S) | **Project Detail** | Allocations | Strategies | Metrics

Local Jurisdiction / Entity Award Information - 2009 BSIR (December 09)

**Project Detail**

Project Title: Project Title  
Project Description: test  
Self-Check: OK

**Investment Alignment**

Submission Type: \* State Submission  
Investment Supported: \* This is a sample investment name

**2009 Investment Justification Target Capabilities**

Communications  
Emergency Operations Center Management  
Fire Incident Response Support  
Intelligence and Information Sharing and Dissemination  
On-Site Incident Management

**2009 BSIR (December 09) Target Capabilities**

Primary Target Capability: \* Emergency Triage and Pre-Hospital Treatment

**Available Secondary Target Capabilities**

- Animal Disease Emergency Support
- CBRNE Detection
- Communications
- Community Preparedness and Participation
- Emergency Public Information and Warning
- Environmental Health
- Explosive Device Response Operations
- Fatality Management
- Fire Incident Response Support
- Food and Agriculture Safety and Defense
- Intelligence Analysis and Production
- Isolation and Quarantine
- Counter-Terror Investigation and Law Enforcement

**Assigned Secondary Target Capabilities (up to four)**

- Critical Infrastructure Protection
- Critical Resource Logistics and Distribution
- Economic and Community Recovery
- Emergency Operations Center Management

Continue

Figure 64: 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.

Recipients | Award | Project | Project (3) | Project Detail | Allocations | Strategies | Metrics

**Local Jurisdiction / Entity Award Information - 2009 BSIR (December 09)**

Solution Area:

Project Title:

Project Description:

**Total Project Funding:**

SHSP	<input type="text"/>
UASI	<input type="text"/>
MMRS	<input type="text"/>
CCP	<input type="text" value="\$128,823.00"/>
EMPG	<input type="text"/>
NSGP	<input type="text"/>
OPSG	<input type="text"/>
IECGP	<input type="text"/>
EOC	<input type="text"/>
BZPP	<input type="text"/>
IPR	<input type="text"/>
RCPGP	<input type="text"/>
OPSGS	<input type="text"/>
<b>Total</b>	<input type="text" value="\$128,823.00"/> <input type="button" value="OK"/>

**Total Solution Area Funding:**

Planning	<input type="text" value="\$128,823.00"/>
Organization	<input type="text"/>
Equipment	<input type="text"/>
Training	<input type="text"/>
Exercises	<input type="text"/>
Management & Administration	<input type="text"/>
<b>Total</b>	<input type="text" value="\$128,823.00"/>

**Solution Area Subcategories**

	CCP	Total
Public education & outreach		
2009 BSIR (December 09)	---	---
Ensuring EOC continuity of operations		
2009 BSIR (December 09)	---	---
Updating the State and/or Urban Area Homeland Security Strategy to address all hazards		
2009 BSIR (December 09)	---	---
Develop scenario plans that incorporate the range of prevention, protection, response and recovery activities		
2009 BSIR (December 09)	---	---
Develop and implement homeland security support programs and adopt ongoing DHS National Initiatives		
2009 BSIR (December 09)	---	---
<b>Total Solution Area Funding</b>		
2009 BSIR (December 09)	<input type="text" value="\$128,823.00"/>	<input type="text" value="\$128,823.00"/>

**Disciplines**

	CCP	Total
Agriculture		
2009 BSIR (December 09)	---	---
Cyber Security		
2009 BSIR (December 09)	---	---
Emergency Management		
2009 BSIR (December 09)	---	---
Public Works		
2009 BSIR (December 09)	---	---
Regional Transit System		
2009 BSIR (December 09)	---	---
<b>Total Distributions to All Disciplines</b>		
2009 BSIR (December 09)	<input type="text" value="\$128,823.00"/>	<input type="text" value="\$128,823.00"/>

**SelfCheck**

Figure 65: 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).



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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 an error – states may overfund LETPA. The LETPA discipline funding textbox is noted with a red help carat and the following pop-up text: *Funding entered into this discipline will count toward the Law Enforcement Terrorism Prevention Activities (LETPA) minimum for the grant program*

---

#### 4.3.1.6.4 Self-Checks

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

Recipients | Award | Project | Project (S) | Project Detail | Allocations | Strategies | Metrics

Local Jurisdiction / Entity Award Information - 2009 BSIR (December 09)

Solution Area:

Project Title:

Project Description:

Total Project Funding:

SHSP	<input type="text"/>	Planning	<input type="text" value="\$128,823.00"/>
UASI	<input type="text"/>	Organization	<input type="text"/>
MMRS	<input type="text"/>	Equipment	<input type="text"/>
CCP	<input type="text" value="\$128,823.00"/>	Training	<input type="text"/>
EMPG	<input type="text"/>	Exercises	<input type="text"/>
NSGP	<input type="text"/>	Management & Administration	<input type="text"/>
OPSG	<input type="text"/>		
IECGP	<input type="text"/>		
EOC	<input type="text"/>		
BZPP	<input type="text"/>		
IPR	<input type="text"/>		
RCPGP	<input type="text"/>		
OPSGS	<input type="text"/>		
<b>Total</b>	<input type="text" value="\$128,823.00"/> <input type="button" value="OK"/>	<b>Total</b>	<input type="text" value="\$128,823.00"/>

Figure 66: 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.

SAA/DTG Award Information - American Samoa Department of Homeland Security - 2009 BSIR (December 09)

Solution Area:

Project Title:

Project Description:

Total Project Funding:

SHSP	<input type="text" value="\$1,430,000.00"/>	Planning	<input type="text"/>
UASI	<input type="text"/>	Organization	<input type="text"/>
MMRS	<input type="text"/>	Equipment	<input type="text"/>
CCP	<input type="text" value="\$38,284.00"/>	Training	<input type="text"/>
EMPG	<input type="text"/>	Exercises	<input type="text"/>
NSGP	<input type="text"/>	Management & Administration	<input type="text"/>
OPSG	<input type="text"/>		
IECGP	<input type="text"/>		
EOC	<input type="text"/>		
BZPP	<input type="text"/>		
IPR	<input type="text"/>		
RCPGP	<input type="text"/>		
OPSGS	<input type="text"/>		
<b>Total</b>	<input type="text" value="\$1,468,284.00"/> <input type="button" value="ERROR"/>	<b>Total</b>	<input type="text"/>

Figure 67: 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.





#### 4.3.1.7.1 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.

The screenshot displays two objective entries for '2009 BSIR (December 09)'. Each entry includes a dropdown menu for the objective name, a detailed description of the objective, and a 'National Priority' dropdown menu. Objective 6-1 is 'Objective 6-1: (Plans/Procedures) Develop Regional Counter-Terrorism/HazMat' with a National Priority of 'Expand Regional Collaboration'. Objective 6-2 is 'Objective 6-2: (Plans/Procedures) Identify and Develop Regional Protocols for' with a National Priority of 'Strengthen Information Sharing and Collaboration Capabilities'.

Figure 69: 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.

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.

The screenshot displays the 'Metrics Tab' interface. At the top, a blue header reads 'SAA/DTG Award Information - Department of Homeland Security - 2009 BSIR (December 09)'. Below this is a black bar with the text 'Project Funding Summary'. The main content area is light gray and contains the following fields:

- Project Title:** Sample Project Name
- Project Description:** Sample Text
- Self-Check:** ERROR (highlighted in a red box)
- Total Project Funding:**
  - CCP: \$38,284.00
  - SHSP: \$1,430,000.00
  - UASI: [Empty field]
  - EMPG: [Empty field]
  - MMRS: [Empty field]
  - BZPP: [Empty field]
  - OPSG: [Empty field]
  - IPR: [Empty field]
  - NSGP: [Empty field]
  - IECGP: [Empty field]
  - EOC: [Empty field]
  - RCPGP: [Empty field]
  - OPSGS: [Empty field]
- Total:** \$1,468,284.00
- Metrics Exception:**  No metrics associated with this project

Figure 70: 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
<b>Assessments Conducted</b>				
Terrorism Risk Assessments	N/A	---	---	<input type="text"/>
Identification of Critical Infrastructure and Key Assets	N/A	---	---	<input type="text"/>
All-Hazards Analysis and Risk Assessments	N/A	---	---	<input type="text"/>
Capability Gap Analysis / Shortfalls Against Planning Scenarios / Capacity Thresholds	N/A	---	---	<input type="text"/>
Point Vulnerability Assessments	N/A	---	---	<input type="text"/>
<b>Plans and Procedures Developed/Enhanced</b>				
Terrorism Prevention/Deterrence Plan	N/A	---	---	<input type="text"/>
Site and Buffer Zone Security Plan	N/A	---	---	<input type="text"/>
Risk Mitigation Plan	N/A	---	---	<input type="text"/>
COOP/COG Plan	N/A	---	---	<input type="text"/>
Interoperable Communications Plans	N/A	---	---	<input type="text"/>
Develop / Enhance Emergency Operations Plans	N/A	---	---	<input type="text"/>
Develop / Enhance Emergency Operations Plans: Integration of Citizen / Volunteer Resources	N/A	---	---	<input type="text"/>
Develop / Enhance Emergency Operations Plans: Other EOP Elements and	N/A	---	---	<input type="text"/>

Figure 71: 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
<b>Exercises Impacted</b>				
Number of Seminars Conducted	Yes	<input type="text" value="10"/>	<input type="text" value="6"/>	<input type="text" value="6"/>
Number of Games Conducted	No	---	---	<input type="text"/>
Number of Drills Conducted	Yes	<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="4"/>
Number of Functional Exercises Conducted	Yes	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
Number of Exercises Conducted (all types) that Included Citizen Participation	Yes	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
Number of Tabletop Exercises Conducted	Yes	<input type="text" value="3"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
Number of Workshops Conducted	Yes	<input type="text" value="5"/>	<input type="text" value="5"/>	<input type="text" value="5"/>

Figure 72: 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](mailto: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](mailto:grt@www.reporting.odp.dhs.gov) to the active SAA/DTG Admin user specific to the change requested state.

#### **4.4.2.2 State Approval**

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

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

### **4.4.3 Federal Approval Tab**

#### **4.4.3.1 Approve or Change Request State Submissions**

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

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

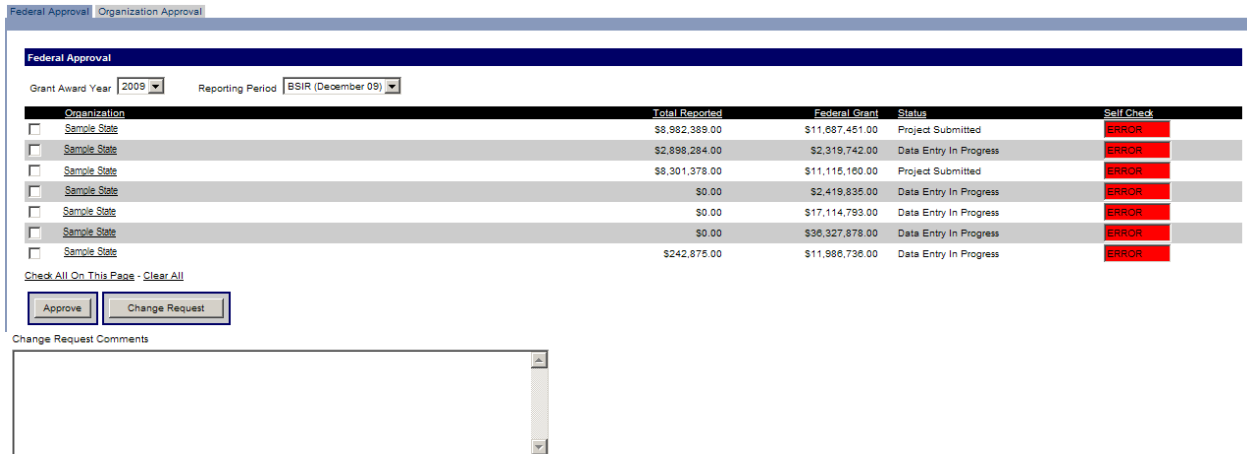


Figure 73: Federal Approval Tab

## 4.4.4 Organization Approval Tab

### 4.4.4.1 Self-Check Validation Views

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

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

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

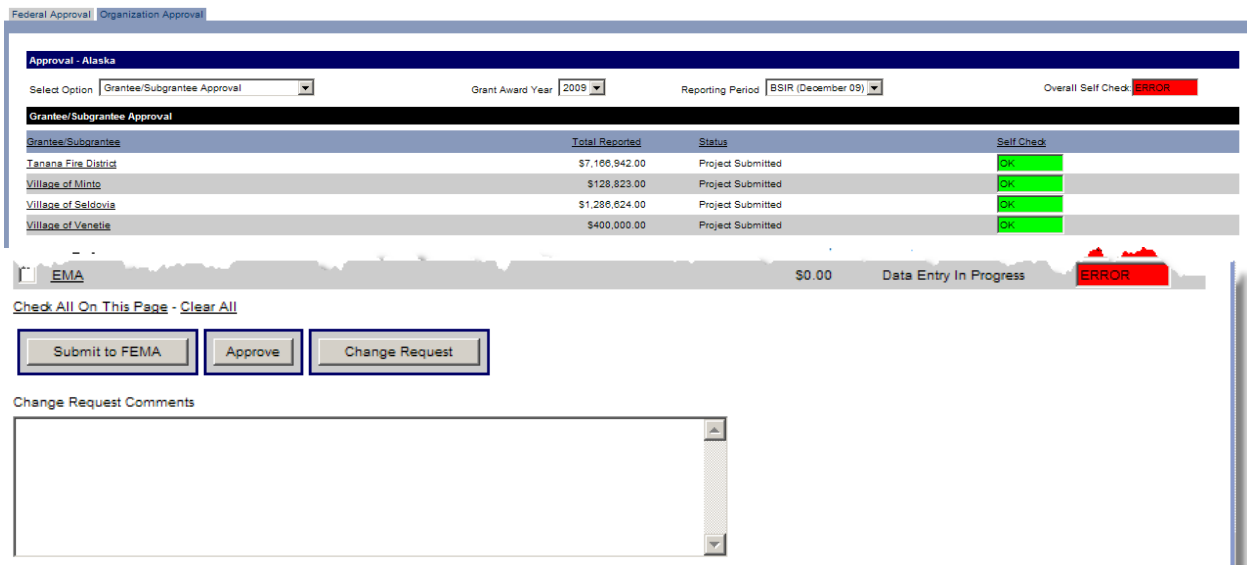


Figure 74: Organization Approval Tab

#### 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.

Approval - Alaska			
Select Option	Grantee/Subgrantee Approval	Grant Award Year	2009
		Reporting Period	BSIR (December 09)
			Overall Self Check: <b>ERROR</b>
Grantee/Subgrantee Approval			
Grantee/Subgrantee	Total Reported	Status	Self Check
Tanana Fire District	\$7,166,942.00	Project Submitted	OK
Village of Mint	\$128,823.00	Project Submitted	OK
Village of Seldovia	\$1,286,624.00	Project Submitted	OK
Village of Venetie	\$400,000.00	Project Submitted	OK

Figure 75: 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.

Approval	
Select Option	Overall Submission Validation
Grant Award Year	2009
Reporting Period	BSIR (December 09)
Overall Submission	
Validation	Self Check
Funding Validation	<b>ERROR</b>
Passthrough Compliance Validation	OK
Management & Administration Validation	OK
MOU Validation	OK
Personnel Validation	OK
LETPA Validation	OK
Organization Validation	OK

Figure 76: Organization Approval Tab – State Submission View

#### 4.4.4.1.3 Funding Validation

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

Approval					
Select Option	Funding Validation	Grant Award Year	2009	Reporting Period	BSIR (December 09)
Funding Validation					
Grant Program	Total Award Reported	Federal Award	Difference	Self Check	
SHSP	\$6,524,500.00	\$6,524,500.00	0%	OK	
UASI	\$0.00	\$0.00	0%	OK	
MMRS	\$642,442.00	\$642,442.00	0%	OK	
CCP	\$128,823.00	\$128,823.00	0%	OK	
EMPG	\$0.00	\$2,705,062.00	100%	<b>ERROR</b>	
NSGP	\$0.00	\$0.00	0%	OK	
OPSG	\$0.00	\$0.00	0%	OK	
IECGP	\$286,624.00	\$286,624.00	0%	OK	
EOC	\$1,000,000.00	\$1,000,000.00	0%	OK	
BZFP	\$400,000.00	\$400,000.00	0%	OK	
IPR	\$0.00	\$0.00	0%	OK	
RCPGP	\$0.00	\$0.00	0%	OK	
OPSGS	\$0.00	\$0.00	0%	OK	

Figure 77: Organization Approval Tab – Funding Validation View

#### 4.4.4.1.4 Passthrough Compliance Validation

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

Approval						
Select Option	Passthrough Compliance Validation		Grant Award Year	2009	Reporting Period	BSIR (December 09)
Passthrough Compliance Validation						
Grant Program	Total State Share	Total Local Share	State Percent	Local Percent	Self Check	
SHSP	\$0.00	\$6,524,500.00	0%	100%	OK	
UASI	\$0.00	\$0.00	N/A	N/A	OK	
MMRS	\$0.00	\$642,442.00	0%	100%	OK	
CCP	\$0.00	\$128,823.00	0%	100%	OK	
EMPG	\$0.00	\$0.00	N/A	N/A	OK	
NSGP	\$0.00	\$0.00	N/A	N/A	OK	
OPSG	\$0.00	\$0.00	N/A	N/A	OK	
IECGP	\$0.00	\$286,624.00	0%	100%	OK	
EOC	\$0.00	\$1,000,000.00	0%	100%	OK	
BZFP	\$0.00	\$400,000.00	0%	100%	OK	
IPR	\$0.00	\$0.00	N/A	N/A	OK	
RCPGP	\$0.00	\$0.00	N/A	N/A	OK	
OPSGS	\$0.00	\$0.00	N/A	N/A	OK	

Figure 78: Organization Approval Tab – Passthrough Compliance View

#### 4.4.4.1.5 Management & Administration Validation

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

Approval						
Select Option	Management & Administration Validation		Grant Award Year	2009	Reporting Period	BSIR (December 09)
Management & Administration Validation						
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 Check
SHSP	\$6,524,500.00	\$6,524,500.00	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	OK
UASI	\$0.00	\$0.00	\$0.00 (N/A)	\$0.00 (N/A)	\$0.00 (N/A)	OK
MMRS	\$642,442.00	\$642,442.00	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	OK
CCP	\$128,823.00	\$128,823.00	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	OK
EMPG	\$2,705,062.00	\$0.00	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	OK
NSGP	\$0.00	\$0.00	\$0.00 (N/A)	\$0.00 (N/A)	\$0.00 (N/A)	OK
OPSG	\$0.00	\$0.00	\$0.00 (N/A)	\$0.00 (N/A)	\$0.00 (N/A)	OK
IECGP	\$286,624.00	\$286,624.00	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	OK
EOC	\$1,000,000.00	\$1,000,000.00	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	OK
BZFP	\$400,000.00	\$400,000.00	\$0.00 (0%)	\$0.00 (0%)	\$0.00 (0%)	OK
IPR	\$0.00	\$0.00	\$0.00 (N/A)	\$0.00 (N/A)	\$0.00 (N/A)	OK
RCPGP	\$0.00	\$0.00	\$0.00 (N/A)	\$0.00 (N/A)	\$0.00 (N/A)	OK
OPSGS	\$0.00	\$0.00	\$0.00 (N/A)	\$0.00 (N/A)	\$0.00 (N/A)	OK

Figure 79: Organization Approval Tab – Management & Administration View



#### 4.4.4.1.6 Planning Validation

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.

Approval - Sample					
Select Option	Planning Validation	Grant Award Year	2008	Reporting Period	BSIR (December 08)
Planning Validation					
Grant Program	Federal Award	Allocations	Program %	Self Check	
SHSP	\$11,170,000.00	\$300.00	0%	OK	
UASI	\$0.00	\$0.00	N/A	OK	
MMRS	\$1,284,884.00	\$0.00	0%	OK	
CCP	\$242,636.00	\$0.00	0%	OK	
EMPG	\$4,828,028.00	\$0.00	0%	OK	
NSGP	\$0.00	\$0.00	N/A	OK	
OPSG	\$0.00	\$0.00	N/A	OK	
IECGP	\$538,731.00	\$0.00	0%	OK	
EOC	\$0.00	\$0.00	N/A	OK	
BZPP	\$796,000.00	\$0.00	0%	OK	
TSGP	\$0.00	\$0.00	N/A	OK	
IPR	\$0.00	\$0.00	N/A	OK	
RCPGP	\$0.00	\$0.00	N/A	OK	
MSICG	\$0.00	\$0.00	N/A	OK	

Figure 80: 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.

Approval - State X					
Select Option	MOU Validation	Grant Award Year	2004	Reporting Period	Close-Out
MOU Validation					
Grantee/Subgrantee	Project	Signed MOU			
Healthcare Association	This is the sample project title for the GRT project.	OK			
State Civil Defense	This is the sample project title for the GRT project.	OK			
State Dept of Public Safety	This is the sample project title for the GRT project.	OK			

Figure 81: 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.

Approval			
Select Option	LETPA Validation	Grant Award Year	2009
		Reporting Period	BSIR (December 09)
LETPA Validation			
Grant Program	LETPA Minimum	Allocations	Self Check
SHSP	\$1,796,058.00	\$1,796,050.00	OK
UASI	\$0.00	\$0.00	OK
MMRS	N/A	N/A	OK
CCP	N/A	N/A	OK
EMPG	N/A	N/A	OK
NSGP	N/A	N/A	OK
OPSG	N/A	N/A	OK
IECGP	N/A	N/A	OK
EOC	N/A	N/A	OK
BZFP	N/A	N/A	OK
IPR	N/A	N/A	OK
RCPGP	N/A	N/A	OK
OPSGS	N/A	N/A	OK

Figure 82: 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.

Approval					
Select Option	Organization Validation	Grant Award Year	2009	Reporting Period	BSIR (December 09)
Organization Validation					
Grant Program	Federal Award	Allocations	Program %	Allowable %	Self Check
SHSP	\$6,524,500.00	\$0.00	0%	50%	OK
UASI	\$0.00	\$0.00	N/A	50%	OK
MMRS	\$642,442.00	\$0.00	0%	N/A	OK
CCP	\$128,823.00	\$0.00	0%	N/A	OK
EMPG	\$2,705,062.00	\$0.00	0%	N/A	OK
NSGP	\$0.00	\$0.00	N/A	N/A	OK
OPSG	\$0.00	\$0.00	N/A	N/A	OK
IECGP	\$286,624.00	\$0.00	0%	N/A	OK
EOC	\$1,000,000.00	\$0.00	0%	N/A	OK
BZFP	\$400,000.00	\$0.00	0%	N/A	OK
IPR	\$0.00	\$0.00	N/A	N/A	OK
RCPGP	\$0.00	\$0.00	N/A	N/A	OK
OPSGS	\$0.00	\$0.00	N/A	N/A	OK

Figure 83: 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.

Approval						
Select Option	Personnel Validation		Grant Award Year	2009	Reporting Period	BSIR (December 09)
Personnel Validation						
Grant Program	Federal Award	Allocations	Program %	Allowable %	Self Check	
SHSP	\$6,524,500.00	\$0.00	0%	50%	OK	
UASI	\$0.00	\$0.00	N/A	50%	OK	
MMRS	\$642,442.00	\$0.00	0%	N/A	OK	
CCP	\$128,823.00	\$0.00	0%	N/A	OK	
EMPG	\$2,705,062.00	\$0.00	0%	N/A	OK	
NSGP	\$0.00	\$0.00	N/A	N/A	OK	
OPSG	\$0.00	\$0.00	N/A	50%	OK	
IECGP	\$286,624.00	\$0.00	0%	50%	OK	
ECC	\$1,000,000.00	\$0.00	0%	N/A	OK	
BZPP	\$400,000.00	\$0.00	0%	N/A	OK	
IPR	\$0.00	\$0.00	N/A	N/A	OK	
RCPGP	\$0.00	\$0.00	N/A	N/A	OK	
OPSGS	\$0.00	\$0.00	N/A	50%	OK	

Figure 84: 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	Close-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
CCP	\$350,000.00	\$0.00	\$350,000.00	\$350,000.00	\$0.00	OK
LETPP	\$4,997,000.00	\$0.00	\$4,997,000.00	\$4,997,000.00	\$0.00	OK
SHSP	\$16,839,000.00	\$0.00	\$16,839,000.00	\$16,839,000.00	\$0.00	OK
TSP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	OK
UASI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	OK

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: 2004 | Reporting Period: Close-Out | State Self Check: OK

Grantee/Subgrantee	Total Reported	Status	Self Check
<input type="checkbox"/> Attorney General's Office	\$222,108.00	Submitted to State	OK
<input type="checkbox"/> Dept of Accounting and General Services	\$108,739.00	Submitted to State	OK
<input type="checkbox"/> Dept of Agriculture	\$133,705.00	Submitted to State	OK
<input type="checkbox"/> Dept of Education	\$110,000.00	Submitted to State	OK
<input type="checkbox"/> Dept of Health	\$251,257.00	Submitted to State	OK
<input type="checkbox"/> Dept of Land and Natural Resources	\$332,988.00	Submitted to State	OK
<input type="checkbox"/> Dept of Public Safety	\$1,648,777.00	Submitted to State	OK
<input type="checkbox"/> Dept of Transportation	\$203,084.00	Submitted to State	OK
<input type="checkbox"/> The University of Hawaii	\$300,000.00	Submitted to State	OK

Check All On This Page - Clear All

Buttons: Submit to FEMA, Approve, Change Request

Figure 85: 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.

Approval - State X

Select Option: Grantee/Subgrantee Approval | Grant Award Year: 2004 | Reporting Period: Close-Out | State Self Check: OK

Grantee/Subgrantee	Total Reported	Status	Self Check
<input type="checkbox"/> Attorney General's Office	\$222,108.00	Approved by State	OK
<input type="checkbox"/> Dept of Accounting and General Services	\$108,739.00	Approved by State	OK
<input type="checkbox"/> Dept of Agriculture	\$133,705.00	Approved by State	OK
<input type="checkbox"/> Dept of Education	\$110,000.00	Approved by State	OK
<input type="checkbox"/> Dept of Health	\$251,257.00	Approved by State	OK
<input type="checkbox"/> Dept of Land and Natural Resources	\$332,988.00	Approved by State	OK
<input type="checkbox"/> Dept of Public Safety	\$1,648,777.00	Approved by State	OK
<input type="checkbox"/> Dept of Transportation	\$203,084.00	Approved by State	OK
<input type="checkbox"/> The University of Hawaii	\$300,000.00	Approved by State	OK

Check All On This Page - Clear All

certify that the data within this final reporting period ties-out and is accurate.

Buttons: Submit to FEMA, Approve, Change Request

Figure 86: 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 87: 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'.

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> Sample HSGP Project	Retained at State/DTG Level	\$8,000.00	Data Entry In Progress	ERROR

Figure 88: Funding Module – Project Tab – Review Status

#### 4.4.5.1.2 Submitting Projects

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

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

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> Sample HSGP Project	Retained at State/DTG Level	\$8,000.00	Data Entry In Progress	ERROR

Comments

Check All Clear All

Submit Change Status Delete

Figure 89: 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.

SAA Award Information - State Civil Defense - 2005 BSIR (June 05)		
Self-Check: <input checked="" type="checkbox"/>		
<b>Prevention</b>		
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
<b>Response</b>		
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 Response?	Slight - Up to 20% measurable improvement	Yes

Figure 90: Impact Tab

#### 4.4.6 Submitting Completed BSIR

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

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

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

Federal Approval | Organization Approval

---

**Approval - Alaska**

Select Option: Grantee/Subgrantee Approval | Grant Award Year: 2009 | Reporting Period: BSIR (December 09) | Overall Self Check: **ERROR**

**Grantee/Subgrantee Approval**

Grantee/Subgrantee	Total Reported	Status	Self Check
Tanana Fire District	\$7,166,942.00	Project Submitted	OK
Village of Mintz	\$128,823.00	Project Submitted	OK
Village of Seldovia	\$1,286,624.00	Project Submitted	OK
Village of Venetie	\$400,000.00	Project Submitted	OK

---

EMA | \$0.00 | Data Entry In Progress | **ERROR**

Check All On This Page - Clear All

Change Request Comments

Figure 91: 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.

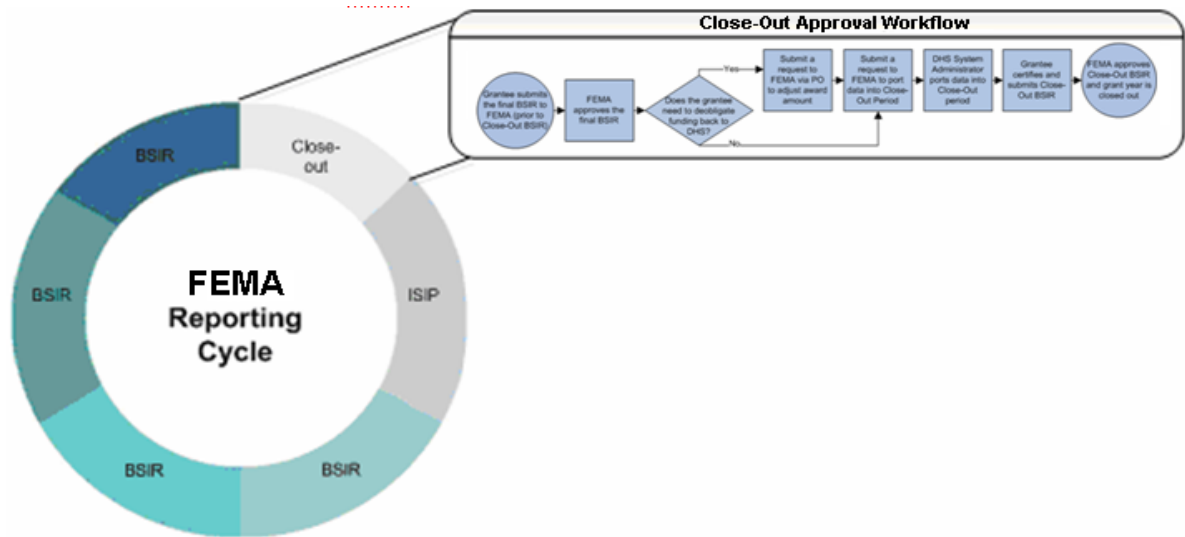


Figure 92: Close-Out Reporting Period

### 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.

Approval - State X						
Select Option	Close-Out Validation	Grant Award Year	2004	Reporting Period	Close-Out	
Close-Out Validation						
Grant Program	Award Amount	Obligated Amount Reported	Expended Amount Reported	Adjusted Award Amount	Difference	Self Check
CCP	\$350,000.00	\$0.00	\$350,000.00	\$350,000.00	\$0.00	OK
LETPP	\$4,997,000.00	\$0.00	\$4,997,000.00	\$4,997,000.00	\$0.00	OK
SHSP	\$16,839,000.00	\$0.00	\$16,839,000.00	\$16,839,000.00	\$0.00	OK
TSP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	OK
UASI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	OK

Figure 93: 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, then click the 'Approve by State' 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	2004
		Reporting Period	Close-Out
		State Self Check	OK
Grantee/Subgrantee Approval			
Grantee/Subgrantee	Total Reported	Status	Self Check
<input type="checkbox"/> Attorney General's Office	\$222,108.00	Submitted to State	OK
<input type="checkbox"/> Dept of Accounting and General Services	\$108,739.00	Submitted to State	OK
<input type="checkbox"/> Dept of Agriculture	\$133,705.00	Submitted to State	OK
<input type="checkbox"/> Dept of Education	\$110,000.00	Submitted to State	OK
<input type="checkbox"/> Dept of Health	\$251,257.00	Submitted to State	OK
<input type="checkbox"/> Dept of Land and Natural Resources	\$332,986.00	Submitted to State	OK
<input type="checkbox"/> Dept of Public Safety	\$1,648,777.00	Submitted to State	OK
<input type="checkbox"/> Dept of Transportation	\$203,084.00	Submitted to State	OK
<input type="checkbox"/> The University of Hawaii	\$300,000.00	Submitted to State	OK

Check All On This Page - Clear All

Figure 94: 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: 2004 Reporting Period: Close-Out State Self Check: OK

Grantee/Subgrantee	Total Reported	Status	Self Check
<input type="checkbox"/> Attorney General's Office	\$222,108.00	Approved by State	OK
<input type="checkbox"/> Dept of Accounting and General Services	\$108,739.00	Approved by State	OK
<input type="checkbox"/> Dept of Agriculture	\$133,705.00	Approved by State	OK
<input type="checkbox"/> Dept of Education	\$110,000.00	Approved by State	OK
<input type="checkbox"/> Dept of Health	\$251,257.00	Approved by State	OK
<input type="checkbox"/> Dept of Land and Natural Resources	\$332,986.00	Approved by State	OK
<input type="checkbox"/> Dept of Public Safety	\$1,648,777.00	Approved by State	OK
<input type="checkbox"/> Dept of Transportation	\$203,084.00	Approved by State	OK
<input type="checkbox"/> The University of Hawaii	\$300,000.00	Approved by State	OK

Check All On This Page - Clear All

certify that the data within this final reporting period ties-out and is accurate.

Submit to FEMA Approve by State Change Request

Figure 95: 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.

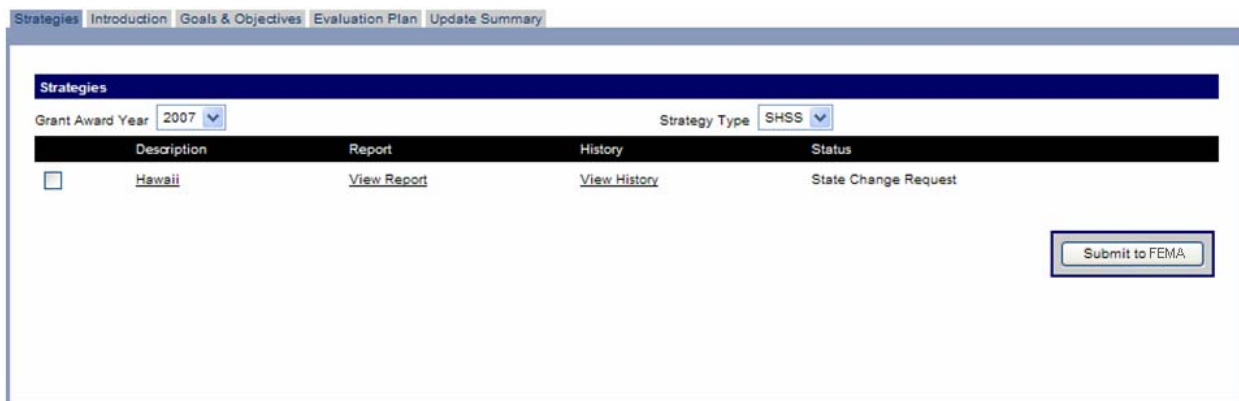


Figure 96: Strategies tab – SAA User

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

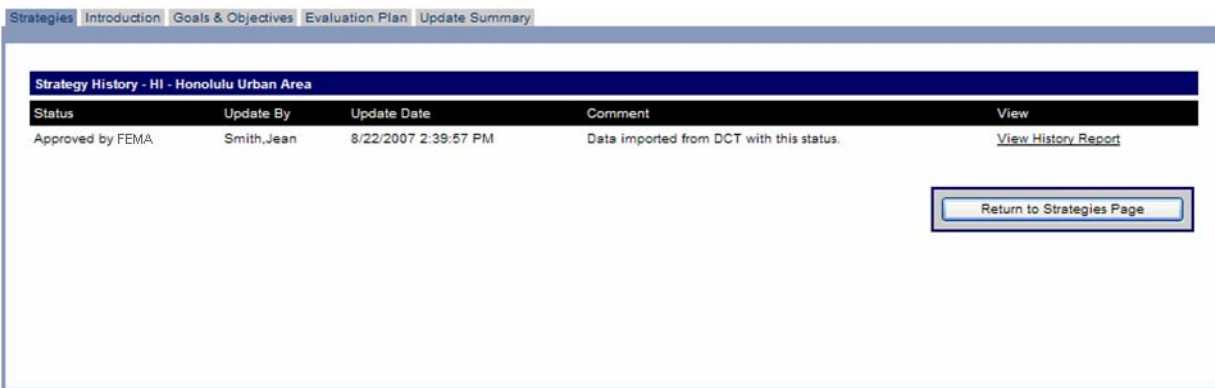


Figure 97: Strategies tab (View History) – SAA User



## 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.

Strategies Introduction Goals & Objectives Evaluation Plan Update Summary

**Introduction - Hawaii**

**Purpose**  
State the purpose of this strategy and the proposed outcome.  
Sample text.

**Vision**  
Describe the state vision for the SHSS.  
Sample text.

**Focus**  
Describe the focus for the SHSS.  
Sample text.

**Coordination**  
Describe the organization at the state-level for strategy development and approval.  
Sample text.

**Effort**  
Describe state efforts to ensure coordination of strategy development and assessment activities among emergency response agencies within the state.  
Sample text.

**Description of Jurisdictions**  
Describe state jurisdictions used throughout the remainder of this strategy and the approving authority at the state-level. Provide the rationale used for determining jurisdictions. Explain how your statewide strategy encompasses the entire state.  
Sample text.

**Description of Regions**  
If the state is organized into regions, please describe that structure. If not, please describe if and how the state plans to regionalize. (Include a description of any inter-state and/or cross-border regional efforts.) In the context of this regionalization, provide a narrative description of how the state currently uses and plans to use mutual aid to prevent, protect against, respond to, and recover from major events.  
Sample text.

Revert to Saved Save Save and Continue

Figure 98: Intro tab – SAA User

### 6.1.3 Goals & Objectives

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

#### 6.1.3.1 Goals & Objectives Page

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

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

Figure 99: 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.

The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: Strategies, Introduction, Goals & Objectives (highlighted), Evaluation Plan, and Update Summary. Below the navigation bar, the page title is "Goal - California - SHSS - 2007". Underneath, the section is labeled "Goal Description". A text prompt reads: "Enter a goal the SAA working group has designed to increase current capabilities. Your goal should be less than 1,000 characters." Below this prompt is a large, empty text input area with a vertical scrollbar on the right side. At the bottom of the form, there are three buttons: "Revert to Saved", "Save", and "Return to Goals & Objectives Page".

Figure 100: 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.

The screenshot shows a web application interface similar to Figure 100. The navigation bar at the top contains the following tabs: Strategies, Introduction, Goals & Objectives (highlighted), Evaluation Plan, and Update Summary. Below the navigation bar, the page title is "Goal - California - SHSS - 2007". Underneath, the section is labeled "Goal Description". A text prompt reads: "Enter a goal the SAA working group has designed to increase current capabilities. Your goal should be less than 1,000 characters." Below this prompt is a note: "Note: Use this screen only to make edits to the existing goal shown 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' button to create your new goal. Otherwise, projects may become misaligned in your next 2007 BSIR." Below the note is a large, empty text input area with a vertical scrollbar on the right side. At the bottom of the form, there are three buttons: "Revert to Saved", "Save", and "Return to Goals & Objectives Page".

Figure 101: 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.

The screenshot shows a web application interface with a breadcrumb trail: Strategies | Introduction | Goals & Objectives | Evaluation Plan | Update Summary. The main content area is titled "Objective - Hawaii" and contains the following sections:

- Goal:** A section with a "Sample Goal" label.
- Objective:** A section with a description: "Enter the objective the SAA working group has designed to support the stated goal within a selected national priority. If none of the national priorities stated applies to the objective, please select 'Not Applicable'. Your objective should be less than 1000 characters." Below this is a "National Priority" dropdown menu with the text "Select a Priority".
- Objective Description:** A large text area for entering the objective description.
- Implementation Steps:** A section with a description: "Enter the implementation steps the SAA working group has designed to complete each objective. Each Implementation Step should be less than 1000 characters." Below this is another text area.

At the bottom of the form, there are four buttons: "Add Step" (highlighted with a red box), "Revert to Saved", "Save", and "Return To Goals & Objectives Page".

Figure 102: 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

The screenshot shows a web application interface with a breadcrumb trail: Strategies | Introduction | Goals & Objectives | Evaluation Plan | Update Summary. The main content area is titled "Evaluation Plan - Hawaii" and contains the following sections:

- Evaluation Plan:** A section with a description: "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 toward preparedness for response can be covered in the narrative." Below this is a "Sample text" label and a large text area for entering the evaluation plan details.

At the bottom of the form, there are three buttons: "Revert to Saved", "Save", and "Save and Continue".

## 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

Strategies Introduction Goals & Objectives Evaluation Plan Update Summary

**Update Summary - Hawaii**

**Extent of Strategy Updates**

Please indicate the extent to which this strategy has been changed from the most recently approved strategy.

Extent of change:

- slight (0-20%)
- slight to moderate (21-40%)
- moderate (41-60%)
- moderate to significant (61-80%)
- significant (81-100%)

Please indicate the nature of the updates:

- Aligned existing objectives to National Priorities.
- Created new goals / objectives to address one or more of the National Priorities.
- Achieved previous goals / objectives.
- Added new goals / objectives to meet state priorities.
- Updated the purpose, vision, and / or focus sections of the strategy.
- Modified strategy to address regionalization or other structural changes.

Please briefly describe the updates to the strategy:



CHAPTER 7

# REPORTING

## Sections

7.1 Reporting Module

## Section 7.1 Reporting Module

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

### 7.1.1 Reporting Module Tabs

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

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

#### 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:

- ❖ Funding Distribution
- ❖ Grant Award
- ❖ Management & Administration
- ❖ Obligated & Expended
- ❖ 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
  - Solution Area Funding
  - Solution Area Funding by Submission
- ❖ State/territory
  - Grant Program Funding by Submission
  - Investment Funding Totals
  - Investment Funding Totals with Summary Description
  - Solution Area Funding
  - Solution Area Funding by Submission

#### 7.1.1.3 Historical<sup>1</sup>

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)

---

<sup>1</sup> 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.

- ❖ Solution Area Funding Chart
  - UASI Breakdown (FY 2003 only)

#### 7.1.1.4 Trend Analysis<sup>2</sup>

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
- ❖ Synchronization Investment Status
- ❖ 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:

- ❖ 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

---

<sup>2</sup> 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.



- 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
- ❖ 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)

**Funding Reports**

For more information on available reports, [click here](#).

State/Territory: National

Grant Award Year: 2006

Reporting Period: BSIR (December 06)

Report Type: Funding Distribution

Report Format: PDF

Generate Report

Figure 103: Reports Module – Fed User

Funding Reports for State X

For more information on available reports, [click here](#).

Grant Award Year:

Reporting Period:

Report Type:

Report Format:

Figure 104: Reports Module – SAA User

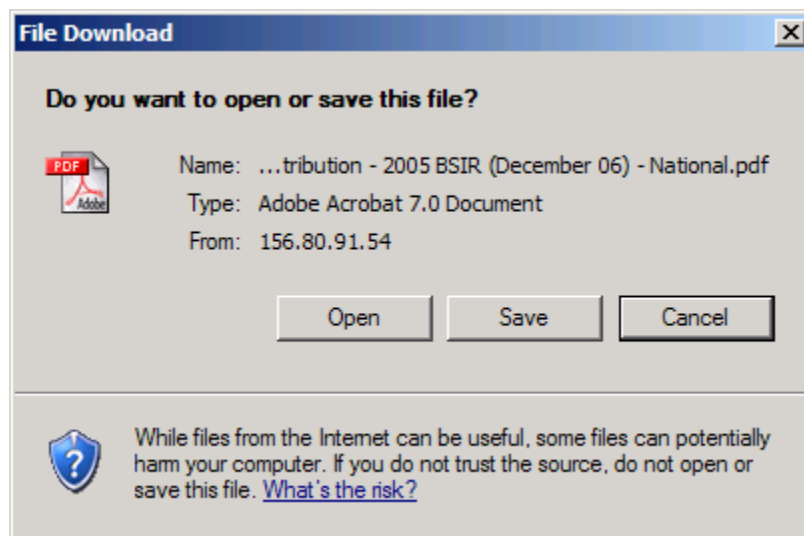


Figure 105: PDF Download Prompt

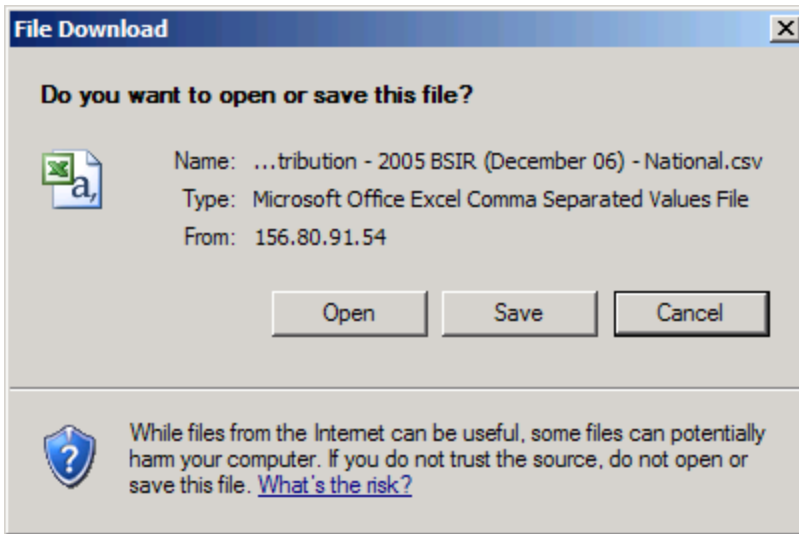


Figure 106: CSV Download Prompt

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

FOR OFFICIAL USE ONLY

State/Territory	SHSP	LETPP	CCP	UAI	EMPG	MMRS	BZPP	TSGP	Total
Sample State	\$17,653,796.00	\$6,432,289.00	\$224,559.00		\$2,896,617.00	\$910,368.00			\$28,112,629.00
Sample State A	\$9,366,592.00	\$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	\$9,891,463.00	\$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	<del>\$84,613,615.00</del>	<del>\$30,768,660.00</del>	<del>\$1,074,173.00</del>	<del>\$148,278,663.00</del>	<del>\$13,790,111.00</del>	<del>\$4,094,656.00</del>			<del>\$289,632,077.00</del>
Sample State F	\$17,796,658.00	\$6,471,512.00	\$225,929.00	\$8,711,395.00	\$2,903,630.00	\$682,775.00			\$36,798,399.00
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	\$82,808,000.00	\$1,503,840.00				\$96,144,140.00
Sample State J	\$44,728,449.00	\$16,264,891.00	\$567,828.00	\$30,185,716.00	\$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 107: Example PDF Report - 2005 ISIP - National

	A	B	C	D	E	F	G	H	I
1	STATE/TERRITORY	CCP	LETPP	SHSP	UASI	EMPG	MMRS	BZPP	TSGP
2	Sample State	224559	6432289	17688796	0	2896617	910368	0	0
3	Sample State A	118934	3406760	9368592	0	1529911	455184	0	0
4	Sample State B	35285	1010713	2779462	0	454033	0	0	0
5	Sample State C	254176	7280630	20021731	9996463	3241450	910368	0	0
6	Sample State D	175885	5038072	13854701	0	2264789	227592	0	0
7	Sample State E	1074172	30768660	84613815	148278663	13790111	4096656	0	0
8	Sample State F	225929	6471512	17796658	8718395	2903630	682775	0	0
9	Sample State G	196661	5633181	15491248	0	2531746	227592	0	0
10	Sample State H	123559	3539246	9732926	0	1588053	0	0	0
11	Sample State I	116591	3339656	9184053	82000000	1503840	0	0	0
12	Sample State J	567828	16264891	44728449	30885716	7244714	1593144	0	0
13	Sample State K	339289	9718613	26726187	13333567	4345323	455184	0	0
14	Sample State L	37959	1087307	2990093	0	590228	0	0	0
15	Sample State M	135628	3884939	10683582	6454763	1743745	227592	0	0
16	Sample State N	138610	3970337	10918426	0	1777897	0	0	0
17	Sample State Q	257567	7377769	20288866	15253865	2318388	455184	0	0

Figure 108: Example CSV Report – 2005 ISIP – National



CHAPTER 8

## APPENDICES

### Appendix

- 8.1 Glossary
- 8.2 Frequently Used Acronyms
- 8.3 Grant Programs within GRT
- 8.4 Pre-defined Projects
- 8.5 Passthrough Compliance Validation
- 8.6 Reporting Options by Reporting Period
- 8.7 Urban Areas
- 8.8 Historical Allowable Data
- 8.9 FY08 PSIC Module User's Guide
- 8.10 FY09 IJ Submission Module User's Guide
- 8.11 Index

## Section 8.1 Glossary

### Account Type

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

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

### Adjusted Award Amount

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

### Administrative Privileges

Users with administrative privileges will serve as the approving user for other users within their organization. This privileges 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 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 or State/territory)
  - Funding Distribution
  - Grant Award
  - Management & Administration
  - Obligated & Expended
  - Solution Area
  - Solution Area Discipline
  - Solution Area Sub-Category
- Investment Reports (National Only)
  - Grant Program Funding
  - Grant Program Funding by Submission
  - Solution Area Funding
  - Solution Area Funding by Submission
- Investment Reports (State/territory)
  - Grant Program Funding by Submission
  - Investment Funding Totals
  - Investment Funding Totals with Summary Description

- National Priorities
- Overall Effectiveness Scores
- Solution Area Funding
- Solution Area Funding by Submission
- Target Capabilities
- Administrative Reports (National or State/territory)
  - Submission Status
- Executive
  - IED Report
  - Planning Report
  - Overtime Report
  - Overall Solution Area Report
  - Planning Report (1)
  - Planning Report (2)

### **Reporting Period**

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

### **State Administrative Agencies (SAA)**

Governing body for the state.

### **Self-Check**

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

### **Shared Funding**

Funding that is shared between subgrantees of the same state. This may occur when two or more subgrantees are working on 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 90 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

User Roles	User Rights
Grantee (SAA//DTG) Admin 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)
State/ Direct Tribal Grantee (SAA/DTG) User	Input Grant Funding data
	Review (in read-only mode) subgrantee submissions to SAA/DTG
	Enter subgrantee award(s)
Local Admin User	Input Project Funding data
	Review subgrantee report
	Submit subgrantee report to SAA/DTG for review and approval
	Create and manage Local users
Local User	Input Project Funding data

### Workflow Step

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

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

## Section 8.2 Frequently Used Acronyms

**AAR** – After Action Reports

**ACH** – Automated Clearing House

**AEL** – Authorized Equipment List

**AFG** – Assistance to Firefighters Grants

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

**ANSI** – American National Standards Institute

**ASAP** – Automated Standard Application for Payments

**BDW** – Budget Data Worksheet

**BSIR** – Biannual Strategy Implementation Report

**BZPP** – Buffer Zone Protection Program

**CAPR** – Categorical Assistance Program Reports

**CBP** – Customs and Border Protection

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

**CCP** – Citizen Corps Program

**CCR** – Central Contractor Registry

**CCTV** – Closed-Circuit Television

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

**CERT** – Community Emergency Response Teams

**CFA** – Capability Focus Area

**CFDA** – Catalog of Federal Domestic Assistance

**CFR** – Code of Federal Regulations

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

**CIP** – Critical Infrastructure Protection

**CMIA** – Cash Management Improvement Act

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

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

**CRI** – Cities Readiness Initiative

**CSID** – Centralized Scheduling and Information Desk

**D&B** – Dun and Bradstreet

**DHS** – Department of Homeland Security

**DLA** – Defense Logistics Agency

**DNDO** – Domestic Nuclear Detection Office

**DOJ** – Department of Justice

**DOT** – Department of Transportation

**DTG** – Direct Tribal Grantee

**DUNS** – Data Universal Numbering System

**EDAP** – Excess Delivery Acquisition Program

**EEG** – Exercise Evaluation Guide

**ELO** – Enabling Learning Objectives

**EMAC** – Emergency Management Assistance Compact

**EMI** – Emergency Management Institute

**EMPG** – Emergency Performance Management Grant

**EMS** – Emergency Medical Services

**EOC** – Emergency Operations Center

**EOP** – Emergency Operations Plan

**EPAP** – Equipment Purchase Assistance Program

**ESF** – Emergency Support Function

**FAR** – Federal Acquisition Regulations

**FBI** – Federal Bureau of Investigation

**FEMA** – Federal Emergency Management Agency

**FOIA** – Freedom of Information Act

**FSR** – Financial Status Report

**FTE** – Full-Time Equivalent

**GAN** – Grant Adjustment Notices

**GAO** – Government Accountability Office

**GMS** – Grants Management System

**GPRA** – Government Performance and Results Act

**GRT** – Grants Reporting Tool

**FEMA** – Federal Emergency Management Agency

**HAZMAT** – Hazardous Materials

**HDER** – Homeland Defense Equipment Reuse

**HHS** – Health and Human Services

**HRSA** – Health Resources and Services Administration

**HSA** – Homeland Security Advisor

**HSC** – Homeland Security Council

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

**HSGP** – Homeland Security Grant Program

**HSIN** – Homeland Security Information Network

**HSPD** – Homeland Security Presidential Directive

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

**IAFIS** – Integrated Automated Fingerprint Identification System

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

**IBSGP** – Intercity Bus Security Grant Program

**ICS** – Incident Command System

**ICTAP** – Interoperable Communications Technical Assistance Program

**IP** – Improvement Plan

**IPP** – Infrastructure Protection Program

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

**ISIP** – Initial Strategy Implementation Plan

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

**JTTF** – Joint Terrorism Task Force

**LAP** – Lesson Administration Page

**LEP** – Limited English Proficient

**LETPP** – Law Enforcement Terrorism Prevention Program

**LLEA** – Lead Law Enforcement Agency

**LLIS** – Lessons Learned Information Sharing

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

**M&A** – Management & Administration

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

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

**MMRS** – Metropolitan Medical Response System

**MOA** – Memorandum of Agreement

**MOU** – Memorandum of Understanding

**MRC** – Medical Reserve Corps

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

**NBHPP** – National Bioterrorism Hospital Preparedness Program

**NCIC** – National Crime Information Center

**NCR** – National Capital Region

**NDPC** – National Domestic Preparedness Consortium

**NEPA** – National Environmental Policy Act

**NFA** – National Fire Academy

**NGO** – Non-Governmental Organization

**NIC** – NIMS Integration Center

**NIEM** – National Information Exchange Model

**NIMS** – National Incident Management System

**NIPP** – National Infrastructure Protection Plan

**NRP** – National Response Plan

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

**NSSE** – National Special Security Event

**OC** – Office of the Comptroller

**ODP** – Office for Domestic Preparedness

**OIC** – Office for Interoperability and Compatibility



**OGO** – Office of Grant Operations

**OJP** – Office of Justice Programs

**OMB** – Office of Management and Budget

**OSHA** – Occupational Safety and Health Administration

**PAPRS** – Phone Activated Paperless Request System

**PHEP** – Public Health Emergency Preparedness

**POC** – Point of Contact

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

**POI** – Point of Instruction

**PPE** – Personal Protective Equipment

**PSGP** – Port Security Grant Program

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

**RKB** – Responder Knowledge Base

**RTSS** – Regional Transit Security Strategies

**RTSWG** – Regional Transit Security Working Group

**SAA** – State Administrative Agency

**SEL** – Standardized Equipment List

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

**SHSP** – State Homeland Security Program

**SHSS** – State Homeland Security Strategy

**SNS** – Strategic National Stockpile

**SOP** - Standard Operating Procedure

**SPOC** – Single Point of Contact

**SRM** – Service Reference Model

**STE** – Secure Terminal Equipment

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

**TA** – Technical Assistance

**TCL** – Target Capabilities List

**TLO** – Terminal Learning Objectives

**TOPOFF** – Top Officials Exercise

**TPOC** – Training Point of Contact

**TSGP** – Transit Security Grant Program

**TSP** – Transit Security Program

**UASI** – Urban Areas Security Initiative

**UASS** – Urban Area Security Strategies

**UAWG** – Urban Area Working Group

**UHF** – Ultra High Frequency

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

**VIPS** – Volunteers in Police Service

**VTEP** – Voluntary Training Enhancement Program

**WMD** – Weapons of Mass Destruction

**XML** – Extensible Markup Language

## Section 8.3 Grant Programs

The following grant programs are found within the GRT. Please note that FY02 & FY03 is historical data and can be found in the Reporting module.

FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY 2009
State Homeland Security Program (SHSP)	State Homeland Security Program (SHSP)	State Homeland Security Program (SHSP)	State Homeland Security Program (SHSP)	State Homeland Security Program (SHSP)	State Homeland Security Program (SHSP)	State Homeland Security Program (SHSP)	State Homeland Security Program (SHSP)
Law Enforcement Enhancement Program (LEEP)	State Homeland Security Grant Program (SHSGP II)	Law Enforcement Terrorism Prevention Program (LETPP)	Law Enforcement Terrorism Prevention Program (LETPP)	Law Enforcement Terrorism Prevention Program (LETPP)	Law Enforcement Terrorism Prevention Program (LETPP)		Law Enforcement Terrorism Prevention Activities (LETPA)
New York Equipment Replacement Program (NYERP)	Urban Area Security Initiative (UASI I)	Citizen Corps Program (CCP)	Citizen Corps Program (CCP)	Citizen Corps Program (CCP)	Citizen Corps Program (CCP)	Citizen Corps Program (CCP)	Citizen Corps Program (CCP)
	Urban Area Security Initiative II (UASI II)	Urban Area Security Initiative (UASI)	Urban Area Security Initiative (UASI)	Urban Area Security Initiative (UASI)	Urban Area Security Initiative (UASI)	Urban Area Security Initiative (UASI)	Urban Area Security Initiative (UASI)
	Urban Area Security Initiative - Discretionary Grants Program (UASI - DGP)		Metropolitan Medical Response System (MMRS)	Metropolitan Medical Response System (MMRS)	Emergency Management Performance Grant - Supplemental (EMPGSUP)		Emergency Management Performance Grant (EMPG)
	UASI - RDDPMP		Buffer Zone Protection Plan (BZPP)	Buffer Zone Protection Plan (BZPP)	Metropolitan Medical Response System (MMRS)	Metropolitan Medical Response System (MMRS)	Metropolitan Medical Response System (MMRS)
	Urban Area Security Initiative - Transit System Security Grant		Transportation Security Grant Program (TSGP)	Transportation Security Grant Program (TSGP)	Buffer Zone Protection Plan (BZPP)	Buffer Zone Protection Plan (BZPP)	Buffer Zone Protection Plan (BZPP)
			Inter-City Rail Passenger Security Grant Program (IPRSGP)	Inter-City Rail Passenger Security Grant Program (IPRSGP)	Transportation Security Grant Program (TSGP)		Regional Catastrophic Preparedness Grant Program (RCPGP)
				Operation Stonegarden (OSGP)	Transit Security Grant Program - Supplemental (TSGPSUP)	Transit Security Grant Program - Supplemental (TSGPSUP)	Operation Stonegarden (OSGP)
					Transit Security Grant Program - Ferry (TSGPF)	Transit Security Grant Program - Ferry (TSGPF)	Operation Stonegarden Supplemental Grant Program (OPSGS)
					Public Safety Interoperable Communications Grant Program		

FY2002	FY2003	FY2004	FY2005	FY2006	FY2007	FY2008	FY 2009
					(PSIC)		
					UASI Nonprofit Security Grant Program (NSGP)	UASI Nonprofit Security Grant Program (NSGP)	UASI Nonprofit Security Grant Program (NSGP)
						Interoperable Emergency Communicati ons Grant Program (IECGP)	Interoperable Emergency Communicati ons Grant Program (IECGP)
						REAL ID - REAL ID Demonstratio n Grant Program	Intercity Passenger Rail Program (IPR)
						Emergency Operations Center (EOC)	Emergency Operations Center (EOC)

<sup>1</sup> - only for New York

## Section 8.4 Pre-defined Projects

PROJECT	FY04	FY05	FY06	FY07	FY08	FY09
Assess vulnerability of and/or harden/protect critical infrastructure and key assets	X	X	X	X	X	X
Build/enhance a pharmaceutical stockpile and/or distribution network	X	X	X	X	X	X
Develop/enhance interoperable communications systems	X	X	X	X	X	X
Enhance capability to support international border and waterway security	X	X	X	X	X	X
Establish/enhance a public health surveillance system	X	X	X	X	X	X
Establish/enhance a terrorism intelligence/early warning system, center, or task force	X	X	X	X	X	X
Establish/enhance agro-terrorism preparedness capabilities	X	X	X	X	X	X
Establish/enhance Citizen Corps Councils	X	X	X	X	X	X
Establish/enhance cyber security program	X	X	X	X	X	X
Establish/enhance emergency operations center	X	X	X	X	X	X
Establish/enhance explosive ordnance disposal units/bomb squads	X	X	X	X	X	X
Establish/enhance public-private emergency preparedness program	X	X	X	X	X	X
Establish/enhance regional response teams	X	X	X	X	X	X
Establish/enhance sustainable homeland security exercise program	X	X	X	X	X	X
Establish/enhance sustainable homeland security training program	X	X	X	X	X	X
Manage, update and/or implement the State Homeland Security Strategy	X	X	X	X	X	X
Manage, update and/or implement the Urban Area Homeland Security Strategy	X	X	X	X	X	X
Administer and manage the FY05 Homeland Security Grant (FY05 Only)		X				
Administer and manage the FY06 Homeland Security Grant (FY06 Only)			X	X	X	X
Establish/enhance sustainable Homeland Security Planning Program	X	X	X	X	X	X
Enhance capabilities to respond to CBRNE events	X	X	X	X	X	X
Develop/enhance plans, procedures, and protocols	X	X	X	X	X	X
Establish/enhance citizen awareness of emergency preparedness, prevention, and response measures	X	X	X	X	X	X
Establish/enhance citizen/volunteer initiatives	X	X	X	X	X	X
Develop/enhance homeland security/emergency management organization and structure	X	X	X	X	X	X
Enhance integration of metropolitan area public health/medical and emergency management capabilities	X	X	X	X	X	X
Establish / enhance mass care shelter and alternative medical facilities operations	X	X	X	X	X	X
Adopt and implement NIMS to include integration of core concepts into plans and procedures	X	X	X	X	X	X
Transit Security Grant Program - RAIL		X	X	X	X	X
Transit Security Grant Program - BUS		X	X	X	X	X
Transit Security Grant Program - FERRY		X	X	X	X	X
Develop capabilities to prevent, detect, and respond to improvised explosive device (IED) terrorist attacks.			X	X	X	X



## Section 8.6 Reporting Options by Reporting Period

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

Available Reports per Reporting Period <sup>3</sup>

	2002	2003	2004			2005			2006			2007			2008			2009							
			ISIP	BSIR (June 09)	BSIR (Dec 08)	Close-Out	Requested	Requested	ISIP	BSIR (Dec 08)	BSIR (June 09)	ISIP	BSIR (June 09)	BSIR (Dec 08)	Requested	Approved	BSIR (Dec 08)	Requested	ISIP	BSIR (Dec 08)	BSIR (June 09)	Requested	ISIP	BSIR (Dec 09)	BSIR (June 10)
Funding Reports (National or State/Territory)																									
Grant Award by FEMA Region				✓	✓				✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓			
Solution Area by FEMA Region				✓	✓				✓	✓	✓			✓	✓			✓	✓			✓	✓		
PSIC Funding Breakdown															✓	✓			✓	✓			✓	✓	
Funding Distribution				✓	✓	✓			✓	✓	✓			✓	✓			✓	✓			✓	✓		✓
Grant Award				✓	✓	✓			✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓		✓
Management & Administration				✓	✓	✓			✓	✓			✓	✓			✓	✓			✓	✓			✓
Obligated & Expended				✓	✓	✓			✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓		✓
Project Detail by Grantee/Subgrantee				✓	✓	✓			✓	✓	✓			✓	✓			✓	✓			✓	✓		✓
Project Detail by Project Type				✓	✓	✓			✓	✓	✓			✓	✓			✓	✓			✓	✓		✓
Personnel Report				✓	✓	✓			✓	✓			✓	✓			✓	✓			✓	✓			✓
Solution Area				✓	✓	✓			✓	✓			✓	✓			✓	✓			✓	✓			✓
Solution Area Discipline				✓	✓	✓			✓	✓			✓	✓			✓	✓			✓	✓			✓
Solution Area Sub-Category				✓	✓	✓			✓	✓			✓	✓			✓	✓			✓	✓			✓
Investment Reports (National only)																									
Grant Program Funding												✓	✓			✓	✓			✓	✓			✓	

<sup>3</sup> 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.

	2002	2003	2004			2005			2006			2007			2008			2009									
			ISIP	BSIR (June 09)	BSIR (Dec 08)	Close-Out	Requested	Requested	ISIP	BSIR (Dec 08)	BSIR (June 09)	ISIP	BSIR (June 09)	BSIR (Dec 08)	Requested	ISIP	Approved	BSIR (Dec 08)	Requested	ISIP	BSIR (Dec 08)	BSIR (June 09)	Requested	ISIP	BSIR (Dec 09)	BSIR (June 10)	
Grant Program Funding by Submission										✓	✓			✓	✓			✓	✓					✓			
Primary Target Capability Funding														✓	✓			✓	✓					✓			
Solution Area Funding										✓	✓			✓	✓			✓	✓					✓			
Solution Area Funding by Submission										✓	✓			✓	✓			✓	✓					✓			
Investment Reports (State/Territory only)																											
Grant Program Funding by Submission										✓	✓			✓	✓			✓	✓					✓			
Investment Funding Totals										✓	✓			✓	✓			✓	✓					✓			
Investment Funding Totals with Summary Description										✓	✓			✓	✓			✓	✓					✓			
National Priorities										✓	✓			✓	✓			✓	✓					✓			
Overall Effectiveness Scores										✓																	
Primary Target Capability Funding														✓	✓			✓	✓					✓			
Solution Area Funding										✓	✓			✓	✓			✓	✓					✓			
Solution Area Funding by Submission										✓	✓			✓	✓			✓	✓					✓			
Target Capabilities										✓	✓			✓	✓			✓	✓					✓			
Historical Reports (National or State/Territory)																											
Grant Program Funding Distribution	✓	✓																									
Solution Area Breakdown	✓	✓																									
Solution Area Funding by Grant Program	✓	✓																									
Solution Area		✓																									



	2002	2003	2004			2005			2006			2007			2008			2009								
			ISIP	BSIR (June 09)	BSIR (Dec 08)	Close-Out	Requested	Requested	ISIP	BSIR (Dec 08)	BSIR (June 09)	ISIP	BSIR (June 09)	BSIR (Dec 08)	Requested	ISIP	Approved	BSIR (Dec 08)	Requested	ISIP	BSIR (Dec 08)	BSIR (June 09)	Requested	ISIP	BSIR (Dec 09)	BSIR (June 10)
Funding by UASI																										
Solution Area Funding Chart	✓	✓																								
UASI Breakdown		✓																								
Trend Analysis (National or State/Territory)																										
Funding Distribution for a Solution Area	✓	✓																								
Funding Distribution for a Solution Area by Year	✓	✓																								
Funding Distribution across all Solution Areas across all Years	✓	✓																								
Item Level Expenditure for a Solution Area	✓	✓																								
Item Level Distribution for a Solution Area by Year	✓	✓																								
Item Level Distribution across all Solution Areas across all Years	✓	✓																								
Administrative Reports (National or State/Territory)																										
Submission Status				✓	✓	✓			✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓
Grantee-level Audit (CSV only)				✓	✓	✓			✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓
States Status Export (CSV only)				✓	✓	✓			✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓		✓	✓
PSIC Reports (National only)																										
BSIR Submission Status																		✓						✓		
State-Level Federal Funding																✓	✓						✓			
State-Level Non-Federal Match																✓	✓						✓			
PSIC Reports (State/Territory only)																										

	2002	2003	2004			2005			2006			2007			2008			2009									
			ISIP	BSIR (June 09)	BSIR (Dec 08)	Close-Out	Requested	Requested	ISIP	BSIR (Dec 08)	BSIR (June 09)	ISIP	BSIR (June 09)	BSIR (Dec 08)	Requested	ISIP	Approved	BSIR (Dec 08)	Requested	ISIP	BSIR (Dec 08)	BSIR (June 09)	Requested	ISIP	BSIR (Dec 09)	BSIR (June 10)	
Investment Submission Status																	✓					✓					
Investment Federal Funding																✓	✓					✓					
Investment Non-Federal Match																✓	✓					✓					
Project Federal Funding																	✓					✓					
Project Non-Federal Match																	✓					✓					
Project Metrics																	✓					✓					
Project Disciplines																	✓					✓					
Executive Reports (National)																											
IED Funding – HSGP Programs														✓	✓			✓	✓			✓	✓			✓	
Planning Funding – HSGP Programs														✓	✓			✓	✓			✓	✓			✓	
LETPP Operational Overtime Costs																	✓	✓				✓	✓			✓	
Overall Solution Area Funding														✓	✓			✓	✓			✓	✓			✓	
Personnel Funding by Grant Program														✓	✓			✓	✓			✓	✓			✓	
Personnel Funding by Solution Area														✓	✓			✓	✓			✓	✓			✓	

## Section 8.7 Urban Areas

The following table contains all states and their applicable urban areas from FY03 to FY08.

State	Urban Area	FY03	FY04	FY05	FY06	FY07	FY08	FY09
<b>Alabama</b>								
<b>Alaska</b>								
<b>American Samoa</b>								
<b>Arizona</b>	Phoenix Area		X	X	X	X	X	X
	Tucson Area		-	-	-	X	X	X
<b>Arkansas</b>								
<b>California</b>	Anaheim/Santa Ana Area		-	-	X	X	X	X
	Bay Area		-	-	X	X	X	X
	Fresno Area		X	X	-	-	-	-
	Long Beach Area		X	X	-	-	-	-
	Los Angeles Area		X	X	-	-	-	-
	Los Angeles/Long Beach Area		-	-	X	X	X	X
	Oakland Area		X	X	-	-	-	-
	Riverside Area		-	-	-	-	X	X
	Sacramento Area		X	X	X	X	X	X
	San Diego Area		X	X	X	X	X	X
	San Jose Area		X	X	-	-	-	-
	San Francisco Area		X	X	-	-	-	-
Santa-Ana/Anaheim Area		X	X	-	-	-	-	
<b>Colorado</b>	Denver Area		X	X	X	X	X	X
<b>Connecticut</b>	Bridgeport Area		-	-	-	-	X	X
	Hartford Area		-	-	-	-	X	X
	New Haven Area		X	X	-	-	-	-
	New York Area		X	X	-	-	-	-
<b>Delaware</b>	Philadelphia Area		X	X	-	-	-	-
<b>District of Columbia</b>	National Capital Region		X	X	X	X	X	X
<b>Florida</b>	Ft. Lauderdale Area		-	-	X	X	X	X
	Jacksonville Area		X	X	X	X	X	X

State	Urban Area	FY03	FY04	FY05	FY06	FY07	FY08	FY09
	Miami Area		X	X	X	X	X	X
	Orlando Area		X	X	X	X	X	X
	Tampa Area		X	X	X	X	X	X
<b>Georgia</b>	Atlanta Area		X	X	X	X	X	X
<b>Guam</b>								
<b>Hawaii</b>	Honolulu Area		X	X	X	X	X	X
<b>Idaho</b>								
<b>Illinois</b>	Chicago Area		X	X	X	X	X	X
	St. Louis Area		X	X	-	-	-	-
<b>Indiana</b>	Chicago Area		X	X	-	-	-	-
	Indianapolis Area		X	X	X	X	X	X
<b>Iowa</b>								
<b>Kansas</b>	Kansas City Area		X	X	-	-	-	-
<b>Kentucky</b>	Cincinnati Area		X	X	-	-	-	-
	Louisville Area		X	X	-	-	-	-
<b>Louisiana</b>	Baton Rouge Area		X	X	X	-	-	-
	New Orleans Area		X	X	X	X	X	X
<b>Maine</b>								
<b>Maryland</b>	Baltimore Area		X	X	X	X	X	X
	National Capital Regional Area		X	X	-	-	-	-
<b>Massachusetts</b>	Boston Area		X	X	X	X	X	X
<b>Michigan</b>	Detroit Area		X	X	X	X	X	X
<b>Minnesota</b>	St. Paul/Minneapolis Area		X	X	-	-	-	-
	Twin Cities Area		-	-	X	X	X	X
<b>Mississippi</b>								
<b>Missouri</b>	Kansas City Area		X	X	X	X	X	X
	St. Louis Area		X	X	X	X	X	X
<b>Montana</b>								
<b>Nebraska</b>	Omaha		X	X	X	X	X	X
<b>Nevada</b>	Las Vegas Area		X	X	X	X	X	X
<b>New Hampshire</b>								

State	Urban Area	FY03	FY04	FY05	FY06	FY07	FY08	FY09
<b>New Jersey</b>	Jersey City		X	X	-	-	-	-
	Jersey City/Newark Area		-	-	X	X	X	X
	New York Area		X	X	-	-	-	-
	Newark Area		X	X	-	-	-	-
	Philadelphia Area		X	X	-	-	-	-
<b>New Mexico</b>								
<b>New York</b>	Albany Area		X	X	-	-	-	-
	Buffalo Area		X	X	X	X	X	X
	New York Area		X	X	-	-	-	-
	New York City Area		-	-	X	X	X	X
<b>North Carolina</b>	Charlotte Area		X	X	X	X	X	
<b>North Dakota</b>								
<b>Northern Mariana Islands</b>								
<b>Ohio</b>	Cincinnati Area		X	X	X	X	X	X
	Cleveland Area		X	X	X	X	X	X
	Columbus Area		X	X	X	X	X	X
	Toledo Area		X	X	X	X	X	X
<b>Oklahoma</b>	Oklahoma City Area		X	X	X	X	X	
<b>Oregon</b>	Portland Area		X	X	X	X	X	
<b>Pennsylvania</b>	Philadelphia Area		X	X	X	X	X	X
	Pittsburgh Area		X	X	X	X	X	X
<b>Puerto Rico</b>								
<b>Rhode Island</b>	Providence Area		-	-	-	X	X	X
<b>South Carolina</b>								
<b>South Dakota</b>								
<b>Tennessee</b>	Memphis Area		X	X	X	X	X	X
	Nashville Area		-	-	-	-	X	X
<b>Texas</b>	Austin Area		-	-	-	-	X	X
	Dallas Area		X	X	-	-	-	-
	Dallas/Forth Worth/Arlington Area		-	-	X	X	X	X
	El Paso Area		-	-	-	X	X	X

State	Urban Area	FY03	FY04	FY05	FY06	FY07	FY08	FY09
	Houston Area		X	X	X	X	X	X
	San Antonio Area		X	X	X	X	X	X
<b>U.S. Virgin Islands</b>								
<b>Utah</b>								
<b>Vermont</b>								
<b>Virginia</b>	National Capital Region Area		X	X	-	-	-	-
	Norfolk Area		-	-	-	X	X	X
	Richmond Area		X	X	-	-	-	-
<b>Washington</b>	Portland Area		X	-	-	-	-	-
	Seattle Area		X	X	X	X	X	X
<b>West Virginia</b>								
<b>Wisconsin</b>	Milwaukee Area		X	X	X	X	X	X
<b>Wyoming</b>								

## Section 8.8 Historical Allowable Data

### Historical Planning Categories

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

## Historical Equipment Costs

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



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

## Historical Training Costs

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

\* - O/T only

## Historical Management & Administrative Costs

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

Management & Administrative Costs	FY 2003				FY 2004				FY 2005					FY 2006					
	SHSGP	SHSGP II	UASI	UASI II	SHSP	LETPP	CCP	UASI	SHSP	UASI	LETPP	CCP	EMPG	MMRS	SHSP	UASI	LETPP	CCP	MMRS
other equipment or software which may be required to support implementation of the State strategy)																			
The percentage of the program that may be used for M&A	3 %	3 %	3 %	3 %	3 %	3 %	3 %	3 %	3 %	3 %	3 %	3 %	3 %	3 %	5 %	5 %	5 %	5 %	5 %
Percentage of grant program that may be sub-awarded from the State for local M&A purposes									3 %	3 %	3 %	3 %	3 %	3 %	3 %	3 %	3 %	3 %	3 %
Passthrough Requirements	≤ 80 %	≤ 80 %	≤ 80 %	≤ 80 %	≤ 80 %	≤ 80 %	≤ 80 %	≤ 80 %	≤ 80 %	≤ 80 %	≤ 80 %	≤ 80 %	100 %	≤ 80 %	≤ 80 %	≤ 80 %	≤ 80 %	≤ 80 %	≤ 80 %

### Historical Exercise Costs

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

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

<sup>1</sup> - for citizens

<sup>2</sup> - denotes that "backfill" is also allowed

## Section 8.9 GRT FY08 PSIC Module User's Guide

### PSIC Module Overview

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



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

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

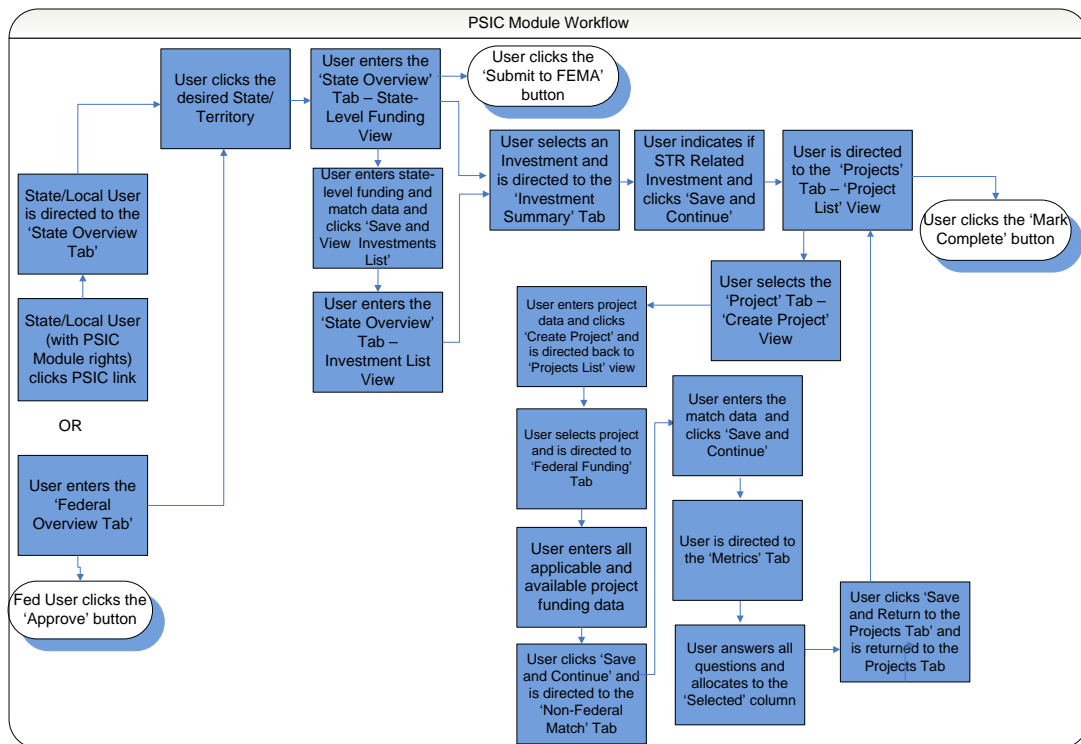


Figure 1: PSIC Module Workflow

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

Below is an illustration of the PSIC module tabs:



*Figure 2: PSIC Module Tab View*

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

- **Federal Overview** –The Federal Overview Tab is the first page within the PSIC module. This page is available to Fed users only and allows Fed users to see a list of available States/territories and either Approve or Change the Status of the States/territories.
- **State Overview** – The State Overview tab is the second page within the PSIC module and is available to Fed, SAA and Local users. Users will be able to select the Investment List view to review the list of Investments imported from the PSIC IJs, along with the approved budget, current budget, acquisition/deployment funds and non-federal match for each Investment. By selecting the State-Level Funding view, users will view the total PSIC award and total minimum match required. and enter the State-Level Federal Funding and State-Level Non-Federal Match Funding amounts.
- **Investment Summary** – The Investment Summary tab is the third page within the PSIC module. By selecting an Investment, the user will proceed to the investment summary for that Investment. The user will select whether or not the Investment is an STR-Related Investment and review the Investment funding data. The user may then select ‘Save and Continue’ or click on the Projects Tab to proceed.
- **Projects** – The Projects tab is the fourth page within the PSIC module. For each Investment, the user will view the projects aligned to the Investment and can either create, delete, mark complete or change the status of a project(s). It is important to note that there is no limit to the number of projects that can be created.
- **Federal Funding** – The Federal Funding tab is the fifth page within the PSIC module. By selecting a project from the Project tab, the user will enter, review and edit the details of the project funding for acquisition, deployment, planning/coordination and training.
- **Non-Federal Match** – The Non-Federal Match tab is the sixth page within the PSIC module. In this page, the user will be able to enter, review and edit the match amount per the match fund source for the selected project.
- **Metrics** – The Metrics tab is the seventh page within the PSIC module. In this page, the user will select answers to questions regarding Project Metrics and Outcome Metrics. Once complete, the user will return to the Projects tab and repeat the Federal Funding, Non-Federal Match, and Metrics tab for each project.

# Completing the PSIC BSIR

## 8.9.1.1 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

State/Territory	PSIC Award	Status	Self-Check
<input type="checkbox"/> Alabama	\$13,585,399.00	Data Entry In Progress	ERROR
<input type="checkbox"/> Alaska	\$7,250,345.00	Data Entry In Progress	ERROR
<input type="checkbox"/> American Samoa	\$691,948.00	Data Entry In Progress	ERROR
<input type="checkbox"/> Arizona	\$17,713,050.00	Data Entry In Progress	ERROR
<input type="checkbox"/> Arkansas	\$11,189,402.00	Data Entry In Progress	ERROR
<input type="checkbox"/> West Virginia	\$8,429,484.00	Data Entry In Progress	ERROR
<input type="checkbox"/> Wisconsin	\$15,387,216.00	Data Entry In Progress	ERROR
<input type="checkbox"/> Wyoming	\$5,952,187.00	Data Entry In Progress	ERROR

Approve Change Request

Change Request Comments

Figure 3: Federal Overview Tab

## 8.9.1.2 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

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

PSIC State Overview - Sample State

View: State-Level Funding

**State-Level Federal Funding**

	Budget	Obligated	Expended
Statewide Planning:	\$60,000.00		
M&A:	\$690,630.00		
Investments:	\$0.00		
<b>Grand Total:</b>	<b>\$750,630.00</b>		
PSIC Award:	\$23,021,000.00		
Self-Check:	ERROR		

**State-Level Non-Federal Match Funding**

	Budget	Obligated	Expended
State-Level M&A Match:	\$1,726,405.00		
State-Level Non-Federal Match			
Cash - State:			
In-Kind - Donated volunteer services:			
In-Kind - Donated salaries:			
In-Kind - Donated equipment:			
In-Kind - Donated property:			
In-Kind - Indirect costs:			
Other:			
Match from Investments:	\$0.00		
<b>Total Match:</b>	<b>\$1,726,405.00</b>		
Minimum Required Match:	\$1,726,404.25		
Self-Check:	OK		

Revert to Saved | Save | Save and View Investments List

Figure 4: State Overview Tab – State-Level Funding

### 8.9.1.3 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

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

PSIC State Overview - Sample State

View: Investments List

Note: When the current budget for an Investment is displayed in red, it does not match the approved budget for that Investment. Approved budget is the budget approved by the PSIC Grant Program's Federal review. Current budget is the Investment-level sum of the data entered into the BSIR at the project-level. If there is a deviation larger than 10% between the approved and current budget, an Investment Change form will need to be submitted to the PSIC Grant Program Managers for their review and approval.

#	Investment Name	Approved Budget	Current Budget	Acquisition & Deployment	Non-Federal Match	Status
1	This is a sample investment name	\$5,848,382.00	\$0.00	\$0.00	\$0.00	Data Entry In Progress
2	This is a sample investment name	\$1,110,585.00	\$0.00	\$0.00	\$0.00	Data Entry In Progress
3	This is a sample investment name	\$1,419,406.00	\$0.00	\$0.00	\$0.00	Data Entry In Progress
4	This is a sample investment name	\$7,294,721.00	\$0.00	\$0.00	\$0.00	Data Entry In Progress
5	This is a sample investment name	\$2,485,173.00	\$0.00	\$0.00	\$0.00	Data Entry In Progress
6	This is a sample investment name	\$4,312,103.00	\$0.00	\$0.00	\$0.00	Data Entry In Progress
<b>TOTALS:</b>		<b>\$22,270,370.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

By checking this box, I certify that the data 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 Telecommunications and Information Administration.

Submit to FEMA

Figure 5: State Overview Tab – Investments List



### 8.9.1.4 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

Investment - Sample State		
Investment Information		
Investment:	1 - This is a sample investment name	
Investment Description:	This is a sample investment description.	
Investment Summary		
		Federal Funding
Acquisition	2007 Approved	\$ 734,885.00
	2007 BSIR (December 08)	\$ 0.00
Deployment	2007 Approved	\$ 1,071,800.00
	2007 BSIR (December 08)	\$ 0.00
Planning and Coordination	2007 Approved	\$ 0.00
	2007 BSIR (December 08)	\$ 0.00
Training	2007 Approved	\$ 0.00
	2007 BSIR (December 08)	\$ 0.00
		Non-Federal Match
Acquisition and Deployment	2007 Approved	\$ 001,025.00
	2007 BSIR (December 08)	\$ 0.00

STR Related Investment?

Figure 6: Investment Summary Tab

### 8.9.1.5 Projects – Create Projects

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

- ❖ **Step 1** – User enters the Projects page
- ❖ **Step 2** – User selects 'Create Project' from the drop-down menu
- ❖ **Step 3** – User enters the project name
- ❖ **Step 4** – User enters project description
- ❖ **Step 5** – User clicks 'Create Project' and returns to the Projects List

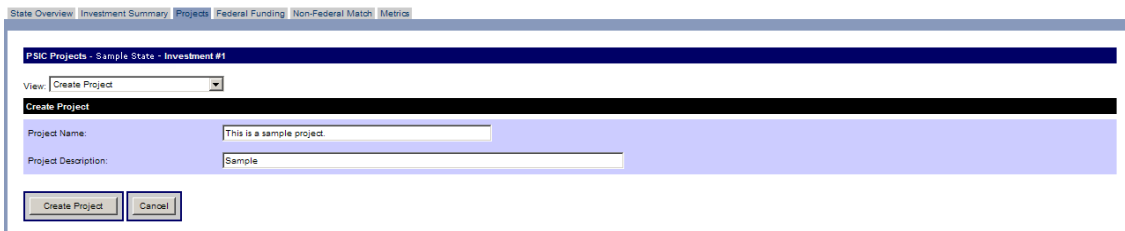


Figure 7: Projects Tab – Create Project

### 8.9.1.6 Projects – Projects List

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

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

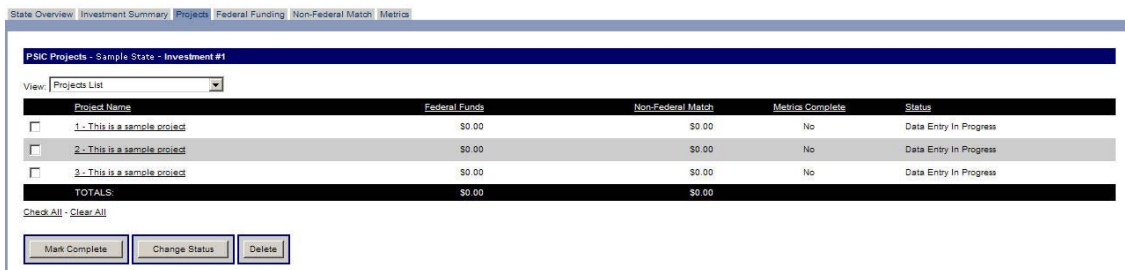


Figure 8: Projects Tab – Project List

### 8.9.1.7 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 Summary | Projects | Federal Funding | Non-Federal Match | Metrics

**Federal Funding - Sample State**

**Project Information**

Investment: 1 - This is a sample investment name  
 Project Name: 1 - This is a sample project  
 Project Description: Sample

**Project Funding Table**

	Budget	Obligated	Expended
Acquisition	\$244,961.67	\$183,721.25	\$61,240.42
Deployment	\$567,200.00	\$417,900.00	\$139,300.00
Planning and Coordination			
Training			
<b>Total</b>	<b>\$802,161.67</b>	<b>\$601,621.25</b>	<b>\$200,540.42</b>

Revert to Saved | Save | Save and Continue

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.

### 8.9.1.8 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 Summary | Projects | Federal Funding | Non-Federal Match | Metrics

**Non-Federal Match - Sample 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 Acquisition & Deployment**

	Budget	Obligated	Expended
Cash - State	\$150,406.25		\$150,406.25
Cash - Local			
Cash - Non-governmental			
In-Kind - Donated volunteer services			
In-Kind - Donated salaries	\$50,135.42		\$50,135.42
In-Kind - Donated equipment			
In-Kind - Donated property			
In-Kind - Indirect costs			
Other:			

Revert to Saved | Save | Save and Continue

Figure 10: Project Match Tab

### 8.9.1.9 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 nine Outcome Metrics questions
- ❖ **Step 10** – User saves and returns to Projects tab

The screenshot shows the 'Metrics - Sample State' interface. At the top, there are navigation tabs: 'State Overview', 'Investment Summary', 'Projects', 'Federal Funding', 'Non-Federal Match', and 'Metrics'. Below this, the 'Project Information' section displays: 'Investment: 1 - This is a sample investment name', 'Project Name: 1 - This is a sample project', and 'Project Description: Sample'. The 'Project Metrics' section starts with a note: 'Note: Questions marked with a red asterisk (\*) are required.' It contains several questions with dropdown menus: 'Jurisdictions Impacted\*' (5-9), 'Does this project impact State Public Safety Agencies?' (No), 'Does this project impact Local Public Safety Agencies?' (Yes), 'UASI(s) Impacted?' (Yes), 'Tier I Impacted?' (No), 'Does this project impact NGOs?' (No), and 'Does this project impact Tribal Organizations?' (No). Below these is a discipline selection interface with 'Available' and 'Selected' boxes. The 'Available' box lists: Agriculture, Cyber Security, Emergency Management, Emergency Medical Services (Fire-based), Emergency Medical Services (Non fire-based), Governmental/Administrative Activities, Health Care, Not for Profit/Non-Profit, Public Health, Public Safety Communications, and Public Works. The 'Selected' box lists: Fire Service and Law Enforcement. The 'Outcome Metrics' section contains nine questions with 'Yes'/'No' dropdowns: 'Planning - Has this project increased your planning and coordination or governance capabilities?' (Yes), 'Regionalization and Collaboration - Has this project increased operational capabilities and collaboration with other agencies/jurisdictions in the region?' (Yes), 'Information Sharing - Has this project increased your ability to share and receive information (voice or data) with other agencies?' (Yes), 'Capacity - Has this project increased your ability to carry out interoperable communications by expanding capacity (e.g., purchased more equipment, increased signal coverage)?' (Yes), 'Functionality - Has this project helped to establish a new functional capability (e.g., new technological features, new technological solutions)?' (Yes), 'Sustainment - Has this project increased the life expectancy of your systems or equipment?' (Yes), 'Resiliency - Has this project improved your ability to recover from an interruption in emergency communications?' (Yes), and 'Personnel Proficiency - Has this project increased the skills, expertise, or knowledge of your emergency communications personnel?' (Yes). A final question asks 'Which outcome was the primary focus of this project?' with 'Information Sharing' selected. At the bottom, there are three buttons: 'Revert to Saved', 'Save', and 'Save and Return to Projects tab'.

Figure 11: Metrics Tab

### 8.9.1.10 Projects

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

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

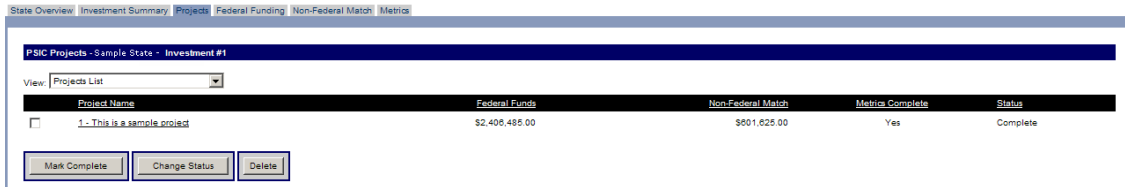


Figure 12: Projects Tab – Marking a Project Complete

### 8.9.1.11 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 next to the certification text
- ❖ **Step 2** – User will submit PSIC BSIR to FEMA

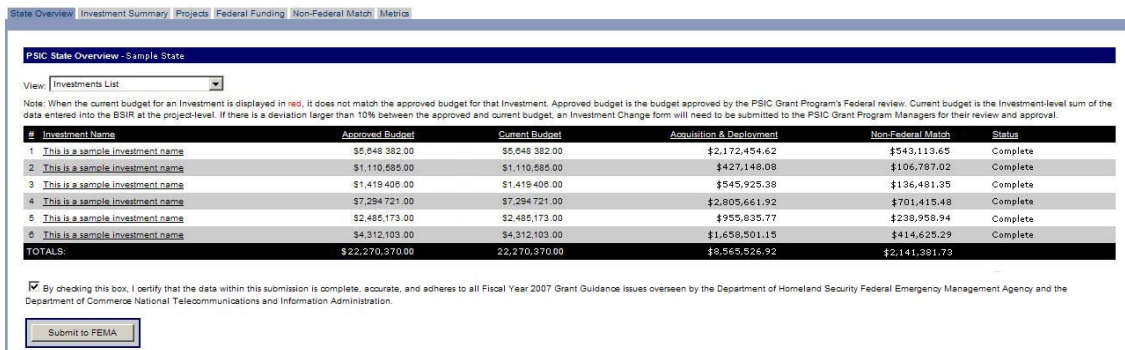


Figure 13: State Overview Tab – Submitting to FEMA

## Section 8.10 GRT FY 2010 IJ Submission Module User's Guide

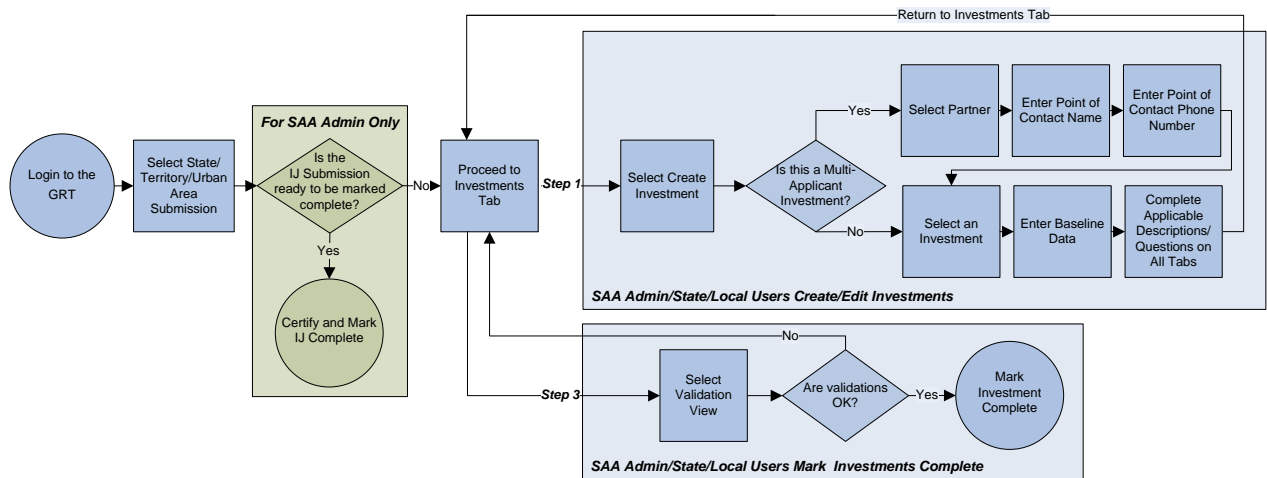
### 8.10.1.1 IJ Submission Module Overview

The FY 2010 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 2009 HSGP IJ).

The purpose of this module is to provide users the ability to compile their FY 2010 Investment Justification online and without the use of an excel template. Users may create up to 15 Investments per Urban Area IJ submission; the total number of Investments may be any combination of Investments and Multi-Applicant Investments. For state/territory IJ Submissions, users may create up to 36 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 nine individual tabs. These tabs include Submissions, Investments, Baseline, Strategy, National Priorities, Funding Program, Target Capabilities, Funding and Project Management.

Below is an illustration of the IJ Submission module tabs:



### *IJ Submission Module Tabs*

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

- **Submissions** – The Submissions tab is the first tab within the IJ Submission module. This tab is available to Fed, State and Local users and it allows users to see a list of available States/territories and urban areas. Depending on the user, certain features of this tab will be read-only. The SAA marks the final IJ submission complete on this tab.
- **Investments** – The Investments tab is the second tab within the IJ Submission module. By selecting ‘Investment List’, users see a list of Investments and status. Users have the ability to create Investments via the Create Investments View, view Investments on the View Investments View and view a validation of Investments on the Validation View page. Users will mark their Investments complete on the Investments tab.
- **Baseline** – The Baselines tab is the third tab within the IJ Submission module. In this tab, users can modify Multi-Applicant partner information and answer Baseline questions.
- **Strategy** – The Strategy tab is the fourth tab within the IJ Submission module. In this tab, the user provides a Strategy Investment Description.
- **National Priorities** – The National Priorities tab is the fifth tab within the IJ Submission module. On this tab, the user will select up to four National Priorities relating to the Investment.
- **Funding Program** – The Funding Program tab allows users to identify the applicable funding program (SHSP, UASI, MMRS or CCP) and enter a funding amount for the Investment.
- **Target Capabilities** – The Target Capabilities tab is the seventh tab within the IJ Submission module. In this tab, the user will select Target Capabilities relating to the Investment.
- **Funding** – The Funding tab allows the user to enter the Target Capability, Solution Area and LETPA proposed funding amounts relating to the Investment.
- **Project Management** – The Project Management tab provides users the format to describe up to ten milestones associated with the Investment and assign start and end dates to each milestone.

#### 8.10.1.2 Multi-Applicant Responsibilities

The following chart details the responsibilities that submitting partners and individual partners are responsible for:

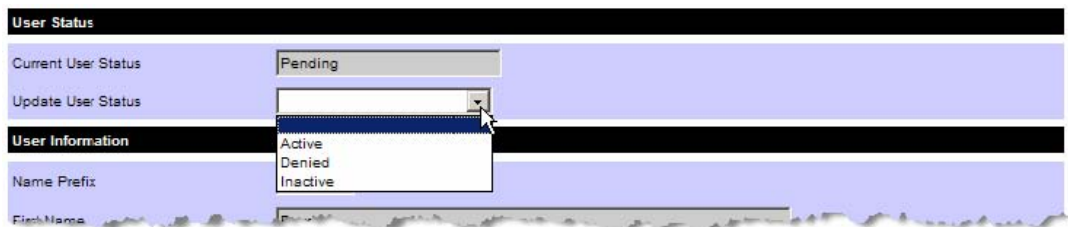
FY 2010 Multi-Applicant Submission Task Guide			
Section	Question	Completed By	
		Submitting Partner on Behalf of All Partners	Each Individual Partner
Multi-Applicant Investment Heading	Investment Name	✓	
	Investment Phase	✓	
	Submitting Partners	✓	

FY 2010 Multi-Applicant Submission Task Guide			
Section	Question	Completed By	
		Submitting Partner on Behalf of All Partners	Each Individual Partner
	Multi-Partners	✓	
<b>Baseline</b>	I.A. Previous HSGP Request Name and Funding	✓	✓
<b>Strategy</b>	II.A. Investment Description	✓	✓
<b>National Priorities</b>	II.B. Strategy – National Priorities	✓	✓
<b>Funding Program</b>	III.A. Funding Program and Proposed Funding	✓	✓
<b>Target Capabilities</b>	III.B. Target Capabilities	✓	✓
<b>Funding</b>	III.C. Proposed Funding by Target Capabilities	✓	✓
	III.D. Proposed Funding by Solution Area	✓	✓
	III.E. Law Enforcement Terrorism Prevention Activities Funding (LETPA)	✓	✓
<b>Project Management</b>	IV. Project Management	✓	✓

### 8.10.1.3 User’s Module – Assigning Users to the IJ Submission Module

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

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



In order to have State and local users accessing the IJ Submission module, SAA Admins will be responsible for assigning their users IJ Submission module privileges. State and local users must either create a GRT user account or use their existing active GRT account. If their account is currently locked-out or inactive, they will need to get their account in an “active” state before they are permitted into the IJ Submission module. In order to get permission into the IJ Submission module, State and local users must seek permission from their SAA Admin to edit and complete the information found in the Investment Justification. SAA Admin users are asked to grant permissions to all applicable State and local users that need access to the IJ Submission module. If you are a SAA Admin responsible for



the completion and submission of your Investment Justification and do not have a GRT account, please contact your preparedness officer.

*User Assignments for IJ Submission Module*

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

Name	Grantee/Subgrantee	Account Type	Username	Status
<input type="checkbox"/> Smith, Lanos	Sample Subgrantee	Local Admin	JohnDoe1	Active
<input type="checkbox"/> Smith, Ross	Sample Subgrantee	Local Admin	JohnDoe2	Denied
<input type="checkbox"/> Smith, Aimee	Sample Subgrantee	Local User	JohnDoe3	Inactive
<input type="checkbox"/> Smith, Tom	Sample Subgrantee	Local Admin	JohnDoe4	Active
<input type="checkbox"/> Smith, Tim	Sample Subgrantee	Local Admin	JohnDoe4	Active

*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 90 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

## 8.10.1.4 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

Submissions   Investments   Baseline   Strategy   National Priorities   Funding Program   Target Capabilities   Funding   Project Management						
FY 2010 IJ Submissions						
IJ Submission	HSGP Funds	Status	Self-Check	Draft IJ	Final IJ	
State Submission	\$1,000,000.299	Data Entry In Progress	ERROR	View	N/A	
Urban Area #1	\$100,000	Data Entry In Progress	OK	View	N/A	
Urban Area #2	\$0	Data Entry In Progress	ERROR	N/A	N/A	
<b>TOTAL</b>	<b>\$1,000,100.299</b>					

IJ Submission Tab (Local User View)

Submissions   Investments   Baseline   Strategy   National Priorities   Funding Program   Target Capabilities   Funding   Project Management						
FY 2010 IJ Submissions						
IJ Submission	HSGP Funds	Status	Self-Check	Draft IJ	Final IJ	
<input type="checkbox"/> <a href="#">State Submission</a>	\$60,000	IJ Completed	OK	N/A	<a href="#">View</a>	
<input type="checkbox"/> <a href="#">Urban Area #1</a>	\$1,700,000	IJ Completed	OK	N/A	<a href="#">View</a>	
<input type="checkbox"/> <a href="#">Urban Area #2</a>	\$500,000	IJ Completed	OK	N/A	<a href="#">View</a>	
<input type="checkbox"/> <a href="#">Urban Area #3</a>	\$120,000	IJ Completed	OK	N/A	<a href="#">View</a>	
<input type="checkbox"/> <a href="#">Urban Area #4</a>	\$200,000	IJ Completed	OK	N/A	<a href="#">View</a>	
<b>TOTAL:</b>	<b>\$2,580,000</b>					

Check All - Clear All

By checking this box, I hereby certify that the data contained within this submission is complete, accurate, and adheres to all FY 2010 HSGP Investment Justification guidance issued by the Department of Homeland Security's Federal Emergency Management Agency.

IJ Submission Module (SAA Admin View)

### 8.10.1.5 Investments

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

The user may begin creating Investments using the Create Investment View. If the user is the submitting partner of a Multi-Applicant Investment, they will have the choice to create a Multi-Applicant Investment during the initial steps of creating the Investment.

#### 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 phase ('New' or 'Ongoing')
- ❖ **Step 4** – User designates if Investment is a Multi-Applicant Investment by selecting 'Yes' or 'No'
  - **If 'No'** → Click 'Create Investment' and automatically return to the Investment List view

The screenshot shows the 'Investments - State Submission' interface. At the top, there is a navigation bar with tabs: Submissions, Investments, Baseline, Strategy, National Priorities, Funding Program, Target Capabilities, Funding, and Project Management. Below this, a dark blue header reads 'Investments - State Submission'. A 'View:' dropdown menu is set to 'Create Investment'. The main form area is titled 'Create Investment' and contains three fields: 'Investment Name' with the text 'Investment 1', 'Investment Phase' with a dropdown menu set to 'New', and 'Is this a Multi-Applicant Investment?' with a dropdown menu set to 'No'. At the bottom of the form are two buttons: 'Create Investment' and 'Cancel'.

#### *Investments Tab (Create Investment)*

- **If 'Yes'** → A warning message and drop-down appear asking user to verify that this is in fact a Multi-Applicant Investment.





### 8.10.1.7 Baseline

The Baseline tab is the only tab in which users can modify the Investment Name, Phase and, for Multi-Applicant Investments, Point of Contact information and add or remove partners (for Multi-Applicant Investments).



For Multi-Applicant Investments, users will not be able to remove all partners. If an Investment was created as a Multi-Applicant Investment and is no longer a Multi-Applicant Investment, the submitting partner must go back to the Investments tab and delete that Investment.

Once the user saves this tab, the Investment Name, Investment Phase and, where applicable, partner information will only be editable on the Baseline Tab and while the Investment has a “Data Entry in Progress’ status. The same condition applies for the Funding Program and Funding Amount. They can only be edited on the Funding Program Tab and again only while the Investment has a “Data Entry in Progress’ status. Once the Investment is no longer a ‘Data Entry in Progress’ status, then this information can no longer be edited.

- ❖ **Step 1** – User enters Baseline tab from Investments List
- ❖ **Step 2** – User edits Investment name, phase and/or partner information, if applicable
- ❖ **Step 3** – If Investment is ongoing, user enters FY06/FY07/FY08/FY09 HSGP Investment name and funding
  - These fields will be grayed out if the Investment is ‘New’
  - 100 characters max per Investment name
- ❖ **Step 4** – User completes the previous HSGP funding information if applicable, saves and continues to Strategy tab

Baseline Tab



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

### 8.10.1.8 Strategy

The Strategy tab follows the Baseline tab and allows the user to answer all applicable questions.

- ❖ **Step 1** – User provides a Strategy Investment Description
- ❖ **Step 2** – User saves and continues to National Priorities tab

Submissions | Investments | Baseline | **Strategy** | National Priorities | Funding Program | Target Capabilities | Funding | Project Management

---

**Investments - State Submission**

**Investment Information**

Investment Name:	1 - Investment 1
Investment Phase:	New
Funding Program:	Not Yet Selected
Proposed Funding:	\$0
Multi-Applicant Investment:	No

**Strategy**

Note: Questions marked with a red asterisk (\*) are required.

\*II.A. - Strategy - Investment Description  
Provide a description of this Investment and identify all goals and objectives in your State and/or Urban Area Homeland Security Strategy supported by this Investment (2,500 char. max)

Strategy Tab

### 8.10.1.9 National Priorities

The National Priorities tab is the fifth tab within the IJ Submission module. On this tab, the user will select National Priorities relating to the Investment.

- ❖ **Step 1** – User selects up to four National Priorities by moving priorities from the left box to the right ... from the Target Capabilities section, you use this dialogue to describe this functionality – may want to keep this consistent since it works the same way... “Users will be able to use the Available/Assigned slider to move pre-populated Target Capabilities from the available list to the assigned list’
- ❖ **Step 2** – User saves and continues to Funding Program tab

Submissions | Investments | Baseline | Strategy | **National Priorities** | Funding Program | Target Capabilities | Funding | Project Management

**Investments - State Submission**

**Investment Information**

Investment Name: 1 - Investment 1  
Investment Phase: New  
Funding Program: Not Yet Selected  
Proposed Funding: \$0  
Multi-Applicant Investment: No

**National Priorities**

Note: Questions marked with a red asterisk (\*) are required.

\*II.B. - Strategy - National Priorities  
Identify the National Priorities that are supported by this Investment.

Available National Priorities

- Expand Regional Collaboration
- Strengthen Communications Capabilities
- Strengthen Information Sharing and Collaboration Capabilities
- Strengthen Medical Surge and Mass Prophylaxis Capabilities
- Strengthen Planning and Citizen Preparedness Capabilities

Assigned National Priorities (up to four)

- Implement the NIMS and NRP
- Implement the NIPP
- Strengthen CBRNE Detection, Response, & Decontamination Capabilities

Revert to Saved | Save | Save and Continue

*National Priorities Tab*



### 8.10.1.10 Funding Program

- ❖ **Step 1** – User selects the applicable funding program from the drop-down list of *SHSP*, *UASI*, *CCP*, or *MMRS*
- ❖ **Step 2** – User enters the funding amount for the Investment
- ❖ **Step 2** – User saves and continues to Target Capabilities Tab

Submissions | Investments | Baseline | Strategy | National Priorities | **Funding Program** | Target Capabilities | Funding | Project Management

**Investments - State Submission**

**Investment Information**

Investment Name: 1 - Investment 1  
Investment Phase: New  
Funding Program: Not Yet Selected  
Proposed Funding: \$0  
Multi-Applicant Investment: No

**Funding Program**

Note: Questions marked with a red asterisk (\*) are required.

**\*III.A. - Funding Program and Proposed Funding**  
The FY 2010 Funding Program and Proposed Funding amount identified for this Investment are as follows:

FY 2010 HSGP Funding Program: SHSP  
FY 2010 HSGP Proposed Funding:

Revert to Saved | Save | Save and Continue

*Funding Program Tab*

### 8.10.1.11 Target Capabilities

The Target Capabilities tab is the seventh tab within the IJ Submission Module. In this tab, the user will select Target Capabilities relating to the Investment.

- ❖ **Step 1** – User selects the Target Capabilities from the drop-down list
- ❖ **Step 2** – Users will be able to use the Available/Assigned slider to move pre-populated Target Capabilities from the available list to the assigned list
- ❖ **Step 3** – User saves and continues to Funding tab

Submissions | Investments | Baseline | Strategy | National Priorities | Funding Program | **Target Capabilities** | Funding | Project Management

---

**Investments - State Submission**

**Investment Information**

Investment Name: 1 - Investment 1  
Investment Phase: New  
Funding Program: SHSP  
Proposed Funding: \$100,000,000  
Multi-Applicant Investment: No

**Target Capabilities**

Note: Questions marked with a red asterisk (\*) are required.

**\*III.B. - Target Capabilities**  
From the 37 Target Capabilities, select all Target Capabilities supported by this Investment.

**Available Target Capabilities**

- Animal Disease Emergency Support
- CBRNE Detection
- Citizen Evacuation and Shelter-in-Place
- Economic and Community Recovery
- Emergency Operations Center Management
- Emergency Public Information and Warning
- Emergency Public Safety and Security
- Emergency Triage and Pre-Hospital Treatment
- Environmental Health
- Epidemiological Surveillance and Investigation
- Explosive Device Response Operations
- Fatality Management
- Fire Incident Response Support
- ...

**Assigned Target Capabilities**

- Communications
- Community Preparedness and Participation
- Counter-Terror Investigation and Law Enforcement
- Critical Infrastructure Protection
- Critical Resource Logistics and Distribution

Revert to Saved | Save | Save and Continue

Target Capabilities

### 8.10.1.12 Funding

On the Funding tab, the user must enter their requested funding for the Investment. If the user is submitting a Multi-Applicant Investment, each user (or applicant) only submits their share of requested funding rather than the total amount.

- ❖ **Step 1** – User enters proposed funding amounts by Solution Area (Planning, Organization, Equipment, Training, and Exercises)
  - The associated percentages will populate automatically
- ❖ **Step 2** – User enters the proposed funding amounts across the previously identified Target Capabilities (pre-populated from the Target Capabilities Tab)
  - The associated percentages will populate automatically
- ❖ **Step 3** – If applicable, users enter the Law Enforcement Terrorism Prevention Activities (LETPA) Funding amount in the editable textbox
  -
- ❖ **Step 4** – User clicks Save and Continue and is directed to the Project Management tab

**Investments - State Submission**

**Investment Information**

Investment Name: 1 - Investment 1  
 Investment Phase: New  
 Funding Program: SHSP  
 Proposed Funding: \$100,000,000  
 Multi-Applicant Investment: No

**Funding**

Note: Questions marked with a red asterisk (\*) are required.

**\*III.C. - Proposed Funding by Target Capabilities\***

For each of the selected Target Capabilities, provide the proposed funding amount to be obligated from this investment.

Target Capability	Amount of Proposed Funding	Percent of Proposed Funding
Communications	<input type="text"/>	<input type="text"/>
Community Preparedness and Participation	<input type="text"/>	<input type="text"/>
Counter-Terror Investigation and Law Enforcement	<input type="text"/>	<input type="text"/>
Critical Infrastructure Protection	<input type="text"/>	<input type="text"/>
Critical Resource Logistics and Distribution	<input type="text"/>	<input type="text"/>
<b>Total</b>		

**\*III.D. - Proposed Funding by Solution Area\***

Provide the proposed funding amount to be obligated from this investment towards Planning, Organization, Equipment, Training, and Exercises.

Solution Area	Amount of Proposed Funding	Percent of Proposed Funding
Planning	<input type="text"/>	<input type="text"/>
Organization	<input type="text"/>	<input type="text"/>
Equipment	<input type="text"/>	<input type="text"/>
Training	<input type="text"/>	<input type="text"/>
Exercises	<input type="text"/>	<input type="text"/>
<b>Total</b>		

**III.E. - Law Enforcement Terrorism Prevention Activities Funding (LETPA)\***

If applicable, provide the proposed funding amount that is expected to be obligated towards law enforcement terrorism prevention activities (LETPA).

LETPA Funding Amount:

*Funding Tab*

### 8.10.1.13 Project Management

On the Project Management tab, users must enter at up to ten complete milestones relating to the Investment that will be achieved within the period of performance.

- ❖ **Step 1** – User enters Milestone Name
  - Users may enter up to 1,000 characters in the Milestone Name field. The associated Milestone Number will be automatically assigned in numerical order.
- ❖ **Step 2** – User enters Milestone Start Date
  - Users must enter the date in the format specified
  - The Milestone Start Date must precede the Milestone End Date
- ❖ **Step 3** – User enters Milestone End Date
  - Users must enter the date in the format specified
- ❖ **Step 4** – User clicks Save and Return to Investment tab

Submissions | Investments | Baseline | Strategy | National Priorities | Funding Program | Target Capabilities | Funding | Project Management

---

**Investments - State Submission**

**Investment Information**

Investment Name: 1 - Investment 1  
 Investment Phase: New  
 Funding Program: SHSP  
 Proposed Funding: \$100,000,000  
 Multi-Applicant Investment: No

**Project Management**

Note: Questions marked with a red asterisk (\*) are required.

**\*IV. - Project Management**  
 Identify up to ten milestones, with start and end dates, that will be achieved within the three-year FY 2010 HSGP period of performance. Depending on the timing of award allocations, the FY 2010 period of performance is estimated to occur from approximately September 2010 - September 2013.

Milestone Number	Milestone Name (1000 char.max)	Milestone Start Date (mm/dd/yyyy)	Milestone End Date (mm/dd/yyyy)	Remove Milestone
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	N/A

[Add Another Milestone](#)

*Project Management Tab*

## Completing the Investment/IJ Submission

### 8.10.1.14 Marking Investment(s) Complete

Once the user has entered all applicable information from the Baseline tab through the Project Management 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’

#	Investment Name	Multi-Applicant	Submitting Partner	Funding Program	Funding Amount	Status	Self-Check
<input type="checkbox"/>	1 Investment1	No	N/A	SHSP	\$150,000	IJ Completed	OK
<input type="checkbox"/>	2 Investment2	No	N/A	MMRS	\$100	IJ Completed	OK
TOTAL					\$150,100		

Check All - Clear All

*Investments Tab – Marking Investments Complete*

### 8.10.1.14.1 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’.

	Baseline	Strategy	National Priorities	Funding Program	Target Capabilities	Funding	Project Management	Cumulative
1 - Test Investment 1	OK	OK	OK	OK	OK	OK	OK	OK

*Investments Tab (Validation)*

### 8.10.1.15 Marking IJ Submission Complete

Once the user has entered all applicable information from the Baseline tab through the Optional Attachments tab, they will mark the Investment as complete. Once all Investments 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 save 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

**FY 2010 IJ Submissions**

IJ Submission	HSGP Funds	Status	Self-Check	Draft IJ	Final IJ
<input type="checkbox"/> State Submission	\$60,000	IJ Completed	<span style="background-color: green; color: white;">OK</span>	N/A	<a href="#">View</a>
<input type="checkbox"/> Urban Area	\$1,700,000	IJ Completed	<span style="background-color: green; color: white;">OK</span>	N/A	<a href="#">View</a>
<input type="checkbox"/> Urban Area	\$500,000	IJ Completed	<span style="background-color: green; color: white;">OK</span>	N/A	<a href="#">View</a>
<input type="checkbox"/> Urban Area	\$120,000	IJ Completed	<span style="background-color: green; color: white;">OK</span>	N/A	<a href="#">View</a>
<input type="checkbox"/> Urban Area	\$200,000	IJ Completed	<span style="background-color: green; color: white;">OK</span>	N/A	<a href="#">View</a>
<b>TOTAL</b>	<b>\$2,680,000</b>				

Check All - Clear All

By checking this box, I hereby certify that the data contained within this submission is complete, accurate, and adheres to all FY 2010 HSGP Investment Justification guidance issued by the Department of Homeland Security's Federal Emergency Management Agency.

*Mark Complete (SAA Admin)*