



**ODP Information Bulletin  
No. 177 June 16, 2005**

**TO:** All State Administrative Heads  
All State Administrative Agency Points of Contact  
All State Homeland Security Directors  
All State Emergency Management Directors

**FROM:** Matt A. Mayer  
Acting Executive Director

**SUBJECT:** FY05 BSIR Data Requirements

On June 1, 2005, the Department of Homeland Security (DHS), Office of State and Local Government Coordination and Preparedness (SLGCP) began the 2005 June Biannual Strategy Implementation Report (BSIR) period. This reporting period covers grant funding from fiscal years (FY) 2004 and 2005. State Administrative Agencies (SAAs) will be required to submit two separate BSIRs during this period, one for FY04 grant funding and one for FY05 grant funding.

To help SAAs prepare and submit their BSIRs, SLGCP has developed an overview of the data requirements and technology changes since the FY05 ISIP reporting period. These data requirements and technology changes apply to both the FY04 and FY05 BSIR submissions due this 2005 June reporting period. This Information Bulletin contains details on the following aspects of the 2005 June BSIR.

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**I. GRT USER HIGHLIGHTS**

The Grant Reporting Tool (GRT) has greatly improved the ability of SLGCP to promptly and accurately report the impact of DHS grant funding across the nation. SLGCP has utilized the data housed in the GRT to comply with a broad range of inquiries from the White House, the U.S. Congress, the Office of Management and Budget (OMB), the Government Accountability Office (GAO) and the Office of the Inspector General (OIG).

The information below provides statistical highlights from the GRT data collection during the FY04 and FY05 reporting periods.

- \$5,429,457,788 has been tracked through the GRT to date
- There are 3,190 users in the GRT
- There are 7,281 subgrantees accounted for in the GRT

**II. PARTICIPATING GRANT PROGRAMS IN 2005 June BSIR**

The following grant programs will participate in the July 31, 2005 BSIR submission:

<b>FY04 Grants Reported in the June 2005 BSIR</b>	<b>FY05 Grants Reported in the June 2005 BSIR</b>
1. State Homeland Security Grant Program 2. Law Enforcement Terrorism Prevention Program 3. Citizen Corps Program 4. Urban Areas Security Initiative	1. State Homeland Security Grant Program 2. Law Enforcement Terrorism Prevention Program 3. Citizen Corps Program 4. Urban Areas Security Initiative 5. Emergency Management Performance Grants 6. Metropolitan Medical Response System 7. Buffer Zone Protection Program

**III. 2005 JUNE BSIR REPORTING REQUIREMENTS (FY04 and FY05 Reports)**

In addition to updating the funding allocation data entered during the FY05 ISIP reporting period, SAAs will be asked to provide an additional level of detail for each grant program in the 2005 June submissions for both the FY04 and the FY05 BSIRs.

<b>Required Data for 2005 June BSIR (FY04 and FY05 Reports)</b>
1. Project types 2. Project goals and objectives 3. Project metrics 4. Funding impact 5. Sub-category information 6. Discipline information

Similar to the 2004 December BSIR, the 2005 June BSIR requires submission of a comprehensive description of the project type and distinguishing features. Additionally, SLGCP is tracking the goals and objectives reported for each project. Project metrics and funding impact modules are required to allow SLGCP to perform process analyses. Sub-category information, including details about the relevant discipline is required. Please refer to the appendices of this document for further information relating to project types, metrics, funding impact, sub-category information and discipline information (Appendices A-E).

#### IV. MODIFICATIONS IN ALLOWABLE COSTS

SLGCP has modified several allowable costs that will impact the 2005 June BSIR submissions.

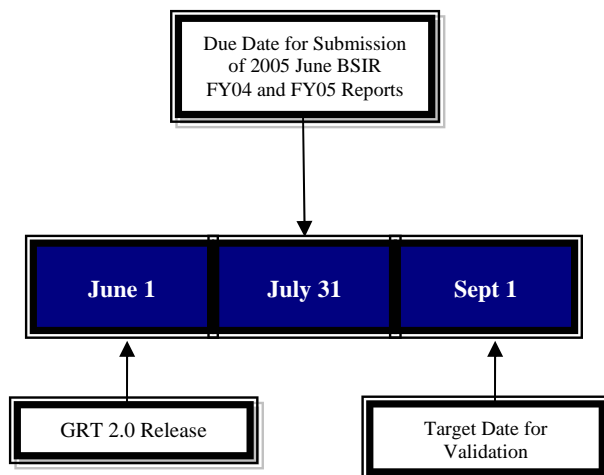
Fiscal Year(s)	Grant Program	FY05 BSIR Modified Allowable Costs
FY04 and FY05	Citizen Corps Program (CCP)	<ul style="list-style-type: none"> <li>Not subject to 80/20 pass-through or Memorandum of Understanding (MOU) requirements</li> </ul>
FY05	Buffer Zone Protection Program (BZPP)	<ul style="list-style-type: none"> <li>Requires 100% pass through to local jurisdictions</li> <li>Funds may only be spent on Management and Administration (M&amp;A) and equipment</li> <li>3% funds may be withheld by the applicable State Administrative Agency for M&amp;A</li> </ul>
FY05	Emergency Management Performance Grants (EMPG)	<ul style="list-style-type: none"> <li>Not subject to 80/20 pass-through or MOU requirements</li> </ul>

#### V. DATA ENTRY, TARGET GOALS & IMPORTANT DATES

Several key dates will impact the 2005 June BSIR reporting cycle. The GRT 2.0 was released on June 1, 2005. Submissions entered in the GRT 2.0 must be completed by July 31, 2005. September 1, 2005 is the target date for validation of this submission.

Important 2005 submission dates include:

- **January 2005**
  - ODP accepted FY05 ISIP Data Entry Technical Assistance Scheduling Requests
- **March 14, 2005**
  - Grants Reporting Tool (GRT) Open for FY05 ISIP Data Entry
- **April 2005**
  - Anticipated FY05 ISIP Deadline for States with Earliest FY05 Grant Award Dates
- **June 1, 2005**
  - GRT Open for FY04 and FY05 BSIR Data Entry
- **July 31, 2005**
  - June 2005 BSIRs due (FY04 and FY05)
- **September 1, 2005**
  - Target date for validation



## **VI. GRT 2.0 RELEASE**

The GRT 2.0 offers the improved functionality summarized below.

### **GRT 2.0 Improvements**

- GRT has been updated for the additional grant program BZPP.
- Decimal amounts are no longer truncated. States may enter grant funding amounts to the penny.
- Overnight updates of State Homeland Security Strategy and Urban Area Strategy goals and objectives will be available in GRT.
- Please note that only those strategies in “approved by ODP” status will be available for linkage to project data.
- GRT 2.0 includes an Administrative Module (available at the federal level only) to allow ODP to provide a more timely submission window for grant reporting.
- Additional email correspondences are included in GRT 2.0.
- Additional data validation and enhancements are included in GRT 2.0.
- Enhancements to user interface are included in GRT 2.0.

## **VII. RECENT GRT SYSTEM CHANGES**

GRT was recently upgraded with two new patch releases. The current version of GRT is 2.0.3 (referenced at the very left-hand bottom corner of the GRT login page:

<https://www.reporting.odp.dhs.gov/>). The following list is a summary of major changes to the system since the last major release, 1.0.

- Subgrantees are no longer tied to Review & Approval based upon changes in grant award year.
- Subgrantees are no longer tied to submission status based upon changes in grant award year.
- The funding summary page no longer requires a page “refresh” for the Grant Summary (2005) or Grant Program (2004) filters.

## **VIII. AVAILABLE TECHNICAL ASSISTANCE**

SLGCP recommends that states encourage local entities to enter data directly into the GRT. States may request Technical Assistance (TA) to facilitate this process through the SLGCP TA protocols.

To assist grant participants with 2005 June BSIR Data Entry, SLGCP is offering TA. TA request forms are available in the SLGCP TA Catalog at [http://www.ojp.usdoj.gov/odp/docs/ODP\\_TA\\_Catalog.pdf](http://www.ojp.usdoj.gov/odp/docs/ODP_TA_Catalog.pdf). These forms should be submitted by the SAA to the appropriate PPD Preparedness Officer for coordination. Please refer to Appendix G for more information.

## **APPENDIX A. Project Types**

This list includes project types for the 2005 June BSIR, which incorporates project types that were included in 2004 as well as new 2005 project types.

### **Project Types**

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

## **APPENDIX B. Project Metrics**

This table includes current project metrics for the 2005 June BSIR, which incorporates project metrics that were included in 2004 as well as new 2005 project metrics.

Solution Area	Metric / Output Description	Output Type
<b>Planning</b>		
	Terrorism Prevention / Deterrence Plans	Check Box
	Site and Buffer Zone Security Plan	Check Box
	Risk Mitigation Plan	Check Box
	COOP / COG Plans	Check Box
	Interoperable Communications Plans	Check Box
	Citizen Corps Plans and Outreach	Check Box
	Recovery Plans	Check Box
	Comprehensive Emergency Management Plan	Check Box
	Develop / Enhance Emergency Operations Plans	Check Box
	- Terrorism Incident Annexes	Check Box
	- Integration of Citizen / Volunteer Resources	Check Box
	- Integration of NIMS Concepts / Principals	Check Box
	- Other EOP Elements and Annexes	Check Box
	Integration of All-Hazards Strategic Elements Into the State Homeland Security Strategy	Check Box
	All-Hazards Mitigation Plan	Check Box
	Catastrophic Incident Response Planning	Check Box
	Logistics and Resource Management Plan	Check Box
	Critical Site / Jurisdiction Evacuation Plans, Including Sheltering Efforts	Check Box
	Mass Casualty and Mass Fatality Plans	Check Box
	EMAP Accreditation	Check Box
	Crisis Communications Plan	Check Box
	Point Vulnerability Assessments	Check Box
Terrorism Risk Assessments	Check Box	
Identification of Critical Infrastructure and Key Assets	Check Box	
All-Hazards Analysis and Risk Assessments	Check Box	
Capability Gap Analysis / Shortfalls Against Planning Scenarios / Capacity Thresholds	Check Box	
<b>Organization</b>		
	Information Sharing / Intelligence Systems	Check Box
	Mutual Aid Agreements	Check Box
	Response Systems	Check Box
	NIMS Compliant Unified Command / Area Command	Check Box
	Number of Citizen Corps Councils	Number
	Number of CERT Programs	Number
	Number of Medical Reserve Corps Units	Number
	Number of Neighborhood Watch Programs	Number
	Number of Volunteers in Police Service Programs	Number
	Number of Citizens Participating in Ongoing Volunteers Programs Relating to Support Emergency Responder Disciplines	Number
Number of Citizens / Volunteers Who Have Participated in Disaster Response	Number	
Number of Fire Corps Programs	Number	

	Number of Other Volunteer Efforts / Programs	Number
<b>Equipment</b>		
	Number of Critical Infrastructure Facilities Hardened	Number
	Number of CERT Kits Purchased	Number
<b>Training</b>		
	Number of Personnel to be Trained to Awareness Level	Number
	Number of Personnel to be Trained to Performance (Defensive) Level	Number
	Number of Personnel to be Trained to Performance (Offensive) Level	Number
	Number of Personnel to be Trained to Management & Planning Level	Number
	Number of Training Courses to be Institutionalized in Existing Training Systems	Number
	Number of CERT Team Members Trained	Number
	Number of Personnel to be Trained in NIMS/ICS	Number
	Number of Personnel to be Trained in All-Hazards Emergency Management	Number
	Number of Citizens Who Received Some Other Type of Training (e.g., advanced search and rescue, first aid, community relations, ICS)	Number
<b>Exercises</b>		
	Number of Seminars Conducted	Number
	Number of Workshops Conducted	Number
	Number of Tabletop Exercises Conducted	Number
	Number of Games Conducted	Number
	Number of Drills Conducted	Number
	Number of Functional Exercises Conducted	Number
	Number of Full-Scale Exercises Conducted	Number
	Number of Functional Exercises Involving Two or More MMRS Capability Areas	Number
	Number of Exercises Conducted (all types) that Address Hazards Other Than Terrorism	Number
	Number of Exercises Conducted (all types) that test NIMS Concepts / Principles	Number
	Number of Exercises Conducted (all types) that Included Citizen Participation	Number
<b>Management &amp; Administration</b>		
	Number of Contractors / Consultants Hired (Work-Years)	Number
	Number of Full-Time or Part-Time Staff Hired (Work-Years)	Number



## **APPENDIX C. Funding Impact**

The funding impact section seeks to qualify the impact grant funding has had on subgrantee's progress to date in three areas: prevention, response, and recovery. The funding impact section is found as a tab under the Review and Approval module and must be completed for each template. Users will be asked to rank their progress according to the following scale:

- 0 - None – No measurable improvement
- 1 - Slight – Up to 20% of measurable improvement
- 2 - Moderate – Up to 40% of measurable improvement
- 3 - Significant – Up to 60% of measurable improvement
- 4 - Tremendous – More than 60% of measurable improvement
- N/A – Did not allocate funding to this area

### **Prevention**

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?

- 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)
- Information sharing linkages to prevent terrorism (e.g., information exchange networks, alert, and warning capability)
- Threat recognition to stop terrorism threat before it is executed (e.g., data warehousing, mapping threats and capabilities, public safety communications, detection, epidemiological surveillance)
- 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)
- Intervention to stop terrorists before a threat is executed (e.g., training in legal, tactical, and strategic policing to apprehend terrorists)

### **Response**

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?

- Self-protection of responders operating in CBRNE environment (e.g., standard operating procedures, equipment, decontamination)
- Incident management through IC/UCS (e.g., operations, resource management, victim services, EOC operations, public information, volunteer services)
- Hazard control and containment (e.g. recognizing CBRNE agent signs and symptoms; securing, mitigating, and removing hazardous agents)
- Interoperability among emergency responders (e.g., equipment, procedures, information sharing)
- Inter- and intra-jurisdictional coordination (e.g., mutual aid; identifying state and federal resources; implementing emergency powers and declarations)

### **Recovery**

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 Recovery?

- Damage assessment (e.g., damage to homes, businesses, public facilities; meeting emergency needs of the public; projecting Response times; evaluating financial impacts)
- Restoration of essential services (e.g., debris removal, transportation systems, electricity, telecommunications, water and waste water systems)
- Restoration of public facilities, housing, and commerce
- Integrating skilled support personnel (e.g., heavy equipment operators, iron workers, truck

- drivers, laborers, carpenters, structural engineers) and primary emergency
- Remediation (e.g., incident site cleanup and decontamination, regulatory requirements pertaining to hazard waste cleanup)

**APPENDIX D. Sub-Category Information**

Below is a current list of sub-categories for the 2005 June BSIR, which incorporates sub-categories that were included in 2004 as well as new 2005 sub-categories.

Solution Area	Sub-Category
<b>Planning</b>	Develop, Coordinate, Implement or Evaluate Programs, Groups, Councils or Teams Develop and Enhance Plans and Protocols Develop or Conduct Assessments Establish, Enhance Citizen Corps Councils, to Include Planning and Evaluation Public Education / Outreach Hiring of Full or Part-time Staff or Contractors / Consultants to Assist with Planning Activities (not for the purpose of hiring public safety personnel)  Other Planning / Implementation / Evaluation Costs (Conferences, Materials, Travel / Per Diem, etc.) Other Project Areas with Prior Approval from ODP Integration of Citizen / Volunteer Support for Emergency Response Disciplines - MRC - Neighborhood Watch - Volunteer In Police Service - CERT - Fire Corps - Other Volunteer Initiatives
<b>Organization</b>	Overtime for Information, Investigative, and Intelligence Sharing Activities Reimbursement of Select Operational Expenses Associated with Increased Security Measures at Critical Infrastructure Sites, Incurred During Time Periods of Heightened Alert (limited to 20% of the allocation) Hiring of Contractors / Consultants for Information / Intelligence Analysis and Sharing Activities Hiring of Full or Part-Time Staff or Contractors for Emergency Management Activities Emergency Management Routine Activities and Response Operations
<b>Equipment</b>	Personal Protective Equipment (PPE) Explosive Device Mitigation and Remediation Equipment EDMRE- Protective Equipment EDMRE - Mitigation and Remediation Equipment CBRNE Operational Search and Rescue Equipment Interoperable Communications Equipment IOC - Devices IOC - Radios IOC - Phones IOC - Networks IOC - Other Detection Equipment DE - Biological DE - Chemical DE - Radiological/Nuclear DE - Explosive Detection DE - Other Decontamination Equipment Physical Security Enhancement Equipment PSE/SWAIC - General PSE/SWAIC - Waterfront PSE/SWAIC - Explosion Protection

Solution Area	Sub-Category
	PSE/SWAIC - Support Equipment for Continuation of Critical Infrastructure Operations Terrorism Incident Prevention Equipment CBRNE Logistical Support Equipment CBRNE Incident Response Vehicles Medical Supplies and Pharmaceuticals CBRNE Reference Materials Agricultural Terrorism Prevention, Response, and Mitigation Equipment CBRNE Response Watercraft CBRNE Aviation Equipment Cyber Security Enhancement Equipment Intervention Equipment Other Authorized Equipment CERT Team Member and Volunteer Responder Equipment / Credentialing Information Technology Power Equipment Emergency Operations Center Equipment Inspection and Screening Systems
<b>Training</b>	Overtime and Backfill Funding for Emergency Preparedness and Response Personnel Attending ODP-Sponsored and Approved Training Classes Conduct of Training Workshops and Conferences Training Course and Program Development, Delivery, or Evaluation Hiring of Full or Part-Time Staff or Contractors / Consultants to Assist with Training Activities (not for purposes of hiring Public Safety Personnel)
<b>Exercises</b>	Development and Maintenance of a System to Monitor and Track Training Activities Other Training Costs (Travel, Supplies, etc.) Conduct of Exercise Planning Workshops Hiring of Full or Part-Time Staff or Contractors / Consultants to Assist with Exercise Activities (not for purposes of hiring Public Safety Personnel) Exercise and Program Design, Development, Conduct, or Evaluation Overtime and Backfill Costs for Participation in Exercises Development and Maintenance of a System to Monitor and Track Exercise Activities Other Exercise Costs (Travel, Supplies, etc.)
<b>Management &amp; Administration</b>	Hiring of Full-Time or Part-Time Staff or Contractors / Consultants to Assist with Management & Administration Activities (not for purposes of hiring Public Safety Personnel) All Other M&A Expenses (Travel, Meeting Related Expenses, Authorized Office Expenditures, etc.)

## **APPENDIX E. Discipline Information**

Below is a list of the disciplines for the 2005 June BSIR, which incorporates disciplines that were included in 2004 as well as new 2005 disciplines.

<b>Discipline</b>
▪ Agriculture
▪ Cyber Security
▪ Emergency Management
▪ Emergency Medical Services (Fire-based)
▪ Emergency Medical Services (Non Fire-based)
▪ Fire Service
▪ Governmental/Administrative
▪ Hazmat
▪ Health Care
▪ Law Enforcement
▪ Not for Profit/Non-Profit
▪ Public Health
▪ Public Safety Communications
▪ Public Works

## **APPENDIX F: Organization Structure Module**

- Grantees/Subgrantees are now identified by Reporting Period with the current reporting period as the default.
  - The user can only uncheck a Reporting period when the Grantee/Subgrantee is in a state of Data Entry in Progress. Any other status will not allow the checkbox to be unchecked.

The screenshot shows a web browser window titled "Organization Structure - Subgrantee - Microsoft Internet Explorer provided by Verizon Online". The address bar shows "http://www.reporting.odp.dhs.gov/Org\_SAA.aspx". The page content is for "White County Emergency Management Agency" and "Local Jurisdiction / Entity" as of "2/17/2005". The form is titled "Add Grantee/Subgrantee" and contains the following fields and options:

- Legal Agency Name:
- Legal Grantee/Subgrantee Name:
- Grantee Type:
- Urban Area:
- DUNS:
- Contact Name:
- Contact E-mail:
- Contact Phone Number:
- Reporting Period:
  - 2004 ISIP
  - 2004 BSIR (December)
  - 2005 ISIP
  - 2004 BSIR (June)
  - 2005 BSIR (June)
- Funding with Two Decimals:

Buttons:

- Default for 2005 BSIR (June) is checked.
  - User must check the Funding with two decimals checkbox if they wish to update screens that allow funding for dollars and cents.
- If unchecked, the system will accept only whole dollars

## **APPENDIX G. Technical Assistance Scheduling Process**

All requests for technical assistance (TA) must be made in writing and sent through the SAA to SLGCP. This process consists of the following steps:

- (1) State and local jurisdictions applying for TA must submit a written request (e-mail is acceptable) to their SAA. In order to expedite the TA request process, the requestor can use the “TA Service Request” form (which can be found in Appendix “A” of the Technical Assistance Catalog: [http://www.ojp.usdoj.gov/odp/docs/ODP\\_TA\\_Catalog.pdf](http://www.ojp.usdoj.gov/odp/docs/ODP_TA_Catalog.pdf)). This form can serve as the formal TA request.
- (2) The SAA evaluates the request to ensure concurrence with the State’s strategy goals and objectives.
- (3) If the SAA determines the request is in-line with the strategy, the SAA sends the request to the appropriate ODP Preparedness Officer.
- (4) Following a final review, the Preparedness Officer forwards the request to the appropriate ODP TA Managers.

For further information on requesting technical assistance, contact the ODP Preparedness Officer assigned to your State. You may also call the CSID at (800) 368-6498 or email [askcsid@dhs.gov](mailto:askcsid@dhs.gov).