State Homeland Security Program

GUIDANCE FOR BSIR
BIANNUAL STRATEGY IMPLEMENTATION REPORT (BSIR)

ODP will provide a new web application for submission of the ISIP and BSIR. This web application will replace the prevision submission method using ISIP Excel Templates. All reports must be completed and submitted to VDEM electronically using the web application. All information submitted to VDEM through these reports is considered to be dynamic. Each report submitted will be stored as a historical record of that submission. Updates will be made during subsequent submissions. It is therefore critical that each report submitted be comprehensive and include a thorough update of all information requested. All reports must be transmitted via the web in accordance with ODPscheduled submission deadlines. The URL to the new web application is http://www.reporting.odp.dhs.gov/grants.

A.   Biannual Strategy Implementation Report

Subgrantees will be required to submit updated strategy implementation information biannually. BSIRs will satisfy the narrative requirement, which are due within 30 days after the end of the reporting periods (June 30 and December 31), for the life of the award. BSIRs will update information on obligations, expenditures, and progress made on activities noted in the ISIP, and will include an update of all information submitted in that report. The report format for the BSIR will be identical to the ISIP. A Final Strategy Implementation Report is due **90 days for subgrantees** after the end date of the award period.

B.   Grant Reporting Timeline

Attachment – Reporting Deadlines

C.   Reported Information

While the web application for the ISIP and BSIR will be provided to grantees, it is important for applicants to fully understand the data points that must be collected in order to complete the ISIP in a timely manner. Each ISIP and each subsequent BSIR will include, but is not limited to, the following information for funds provided to each subgrantee and funds retained at the state level:

- Jurisdiction Name
- Total Award Amount
- Amount Awarded in each of the grant program areas:
    - SHSP
    - UASI
    - LETPP
    - CCP

- o EMPG
- o MMRS
- • Project(s) to be accomplished with funds provided during the grant period
  (Note: projects listed must support a specific goal or objective in the State Homeland Security Strategy.)
- • List the State Homeland Security Strategy goal or objective that is being supported by the project.
- • Identify each of the grant program areas from which funding will be utilized to complete the project and the amount of funds utilized from each program area:
  - o SHSP (Only)
- • Identify whether the expenditures associated with this project are state, local, or a mix.
- • Identify the amount of funding designated for each discipline from each grant program area:

  - o Law enforcement
  - o Fire service
  - o Emergency medical services
  - o Emergency management
  - o Hazmat response
  - o Public works
  - o Public health
  - o Health care
  - o Public safety communications
  - o Government/administrative
  - o Citizen Corps Councils and Programs
  - o Nonprofit
  - o Other

- • Identify the solution area(s) which expenditures will be made and the amount that will be expended under each solution area from each grant program area:
  - o Planning
    - • SHSP planning activities
    - • Public education and outreach
    - • Citizen participation: Citizen Corps Program activities development
  - o Equipment
    - • Personal Protective Equipment (PPE)
    - • Explosive Device Mitigation and Remediation Equipment
    - • CBRNE Operational and Search & Rescue Equipment
    - • Information Technology
    - • Cyber Security Enhancement Equipment
    - • Interoperable Communications Equipment
    - • Detection Equipment

- Decontamination Equipment Medical Supplies and Limited Types of Pharmaceuticals
- Power Equipment
- CBRNE Reference Materials
- CBRNE Incident Response Vehicles
- Terrorism Incident Prevention Equipment
- Physical Security Enhancement Equipment
- Inspection and Screening Systems
- Agricultural Terrorism Prevention, Response & Mitigation Equipment
- CBRNE Response Watercraft
- CBRNE Aircraft and Aviation Equipment
- CBRNE Logistical Support Equipment
- Other Authorized Equipment
  - Training
    - Development and delivery of CBRNE training
    - Delivery of CERT training
    - Delivery of other (non-CERT) citizen preparedness and saftey training and education
    - Emergency responder training relating to individuals with special needs
    - Overtime and backfill costs
  - Exercises
    - Exercise design, conduct and evaluation
    - Overtime and backfill costs
  - M&A

- Metric and/or narrative discussion indicating project progress/success, example:
  - Progress updating jurisdiction's emergency operations plans
  - Establishment of new mutual aid agreements
  - Number of personnel trained at each level in each discipline
  - Number of response teams enhanced or new response teams created
  - Number of exercises conducted and disciplines involved
  - Number of volunteer participants and roles played during exercises
  - Certification from the state that all requests for overtime funding through the LETPP comply with the requirement that funds may not be used to supplant ongoing, routine public safety activities of state and local law enforcement.
  - Number of active Citizen Corps Councils
  - Number of individuals CERT trained.

Note: the web application provided by ODP will include appropriate data fields for all information discussed above. Additionally, brief narrative descriptions may be required for certain data points, such as project titles, etc.