



**COMMONWEALTH of VIRGINIA**  
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## Informational Letter # 24

**TO:** Sub-grantees for the Homeland Security Grant Program

**DATE:** June 17, 2010

**SUBJECT:** Biannual Strategic Implementation Report (BSIR)

The Virginia Department of Emergency Management (VDEM) is pleased to announce that the Grants Reporting Tool (GRT) will be open beginning June 21, 2010 for the July 2010 Biannual Strategy Implementation Report (BSIR) submission. This submission will include reporting for grant cycle 2005 – 2009 for the Citizen Corps Program (CCP), Law Enforcement Terrorism Prevention Program (LETPP), State Homeland Security Program (SHSP), Urban Area Security Initiative (UASI), Emergency Management Performance Grant (EMPG), Metropolitan Medical Response System (MMRS), Buffer Zone Protection Program (BZPP), and several additional transit grants for progress made from January 1, 2010 to June 30, 2010. During this period subgrantees must make any changes, add and/or delete their projects (includes funding and equipment changes) that may have occurred.

Subgrantees must report information for all awards received under each program. This includes obligated and expended amounts. It is very important that this information corresponds with your financial system given that this information will be used during future monitoring visits. Definitions are:

**Awarded:** Subgrantee has received official notification of funding amounts under a specific program.

**Obligated:** A legal liability (ex. Purchase Order and/or contract) to pay under a grant, subgrant and/or contract determinable sums for services or goods incurred during the grant period.

**Expended:** Outlay of funds to fulfill an obligation (ex. paid invoice).

**Once you have finished your BSIR you will need to electronically SUBMIT the report to the State through the GRT. We can not verify that you are completed without this step. The July 2010 BSIR submission deadline is July 21, 2010.**

*“Working to Protect People, Property and Our Communities”*

The first step in using the Grants Reporting Tool (GRT) is to become registered (<https://www.reporting.odp.dhs.gov>). Once a user's registration has been approved by the state, their account status is set to "Active" in the tool and they are then able to log into the GRT. However, if you are already a user in the GRT, once you sign in you will need to reset your password. Passwords expire after a 90-day period. Please contact: **mary.sostaric@vdem.virginia.gov** for assistance with passwords before calling the GRT helpdesk. Each subgrantee should have one centralized person completing the data entry into the GRT. This person should be listed as the grant contact with VDEM. Therefore, the grant contact should have knowledge of each award received from the programs listed above. For example: Upon signing in, a subgrantee may only see one award for SHSP in the amount of \$50,000. However, since the last BSIR submission the locality received a BZPP award in the amount of \$30,000. This BZPP award must to be added to the BSIR to make the total amount \$80,000 and the new project for the BZPP award must be added in the funding module.

To help subgrantees prepare and submit their BSIRs, FEMA Grants Preparedness Directorate has made available (to all users) reference guides in the GRT. These user-friendly guides outline step-by-step instructions and answer frequently asked questions and can be found in the welcome module after login. Also, there is a subgrantee worksheet that can be used to assist in the data entry portion of the report.

We hope that this will help to alleviate the amount of effort that we are asking of you throughout this process. We understand that submitting this report is a large task and as such, we appreciate all of the hard work and dedication that you have put into this process. By submitting a comprehensive BSIR to our office, in addition to complying with federal grant requirements, you help to eliminate the need of having to reach out to the subgrantees each time that there is a request for this data. This information is valuable to our office and we thank you for all of your efforts.

Should you have any further questions or comments concerning the July 2010 submission process, please contact VDEM Grants Office at 804-897-6500: Bill Lawson, extension 6604, JoAnn Maher, extension 6601, Paulette McWaters, extension 6614, or Jocelyn Bagby, extension 6580.