



COMMONWEALTH of VIRGINIA
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Informational Letter

#7

TO: Sub-grantees for the Homeland Security Grant Program

Date: July 6, 2006

SUBJECT: June 06 BSIR Submission for the 2005 and 2004 Homeland Security Grant Program

The Virginia Department of Emergency Management (VDEM) is pleased to announce that the Grants Reporting Tool (GRT) will be open July 10, 2006, for the June 06 Biannual Strategy Implementation Report (BSIR) submission. This submission will include reporting for the Citizen Corps Program (CCP), Law Enforcement Terrorism Prevention Program (LETPP), State Homeland Security Program (SHSP), Urban Area Security Initiative (UASI), 2005 Emergency Management Performance Grant (EMPG), 2005 Metropolitan Medical Response System (MMRS), 2005 Buffer Zone Protection Program (BZPP) for progress made from January 1, 2006 to June 30, 2006 for the 2004 and 2005 funding cycles. During this period subgrantees must make any changes, add and/or delete their projects (includes funding and equipment changes) that may have occurred.

As in past BSIR submissions, you will be required to submit by fax: (804-897-6613) or email to: cheryl.adkins@vdem.virginia.gov the "BSIR Award Information Sheet" (attached) for both grant funding cycles 2004 and 2005. It is required that you submit this form once you have completed and submitted your BSIR to the state in the Grant Reporting Tool (GRT). Subgrantees must report information for all awards they have 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) 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).

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The June 06 BSIR submission deadline is July 31, 2006. The first step in using the GRT is to become registered (<https://www.reporting.odp.dhs.gov>). Once a user's registration has been approved by the state, then 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 VDEM Grants Office 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 the 2004 and 2005 Homeland Security Grant Program. 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 they have received a LETPP award in the amount of \$30,000. This LETPP award must be added to make the total amount \$80,000 and the new projects for the LETPP award must be added in the funding module. Programs include:

2004 Homeland Security Grant Program	2005 Homeland Security Grant Program
State Homeland Security Program (SHSP)	State Homeland Security Program (SHSP)
Law Enforcement Terrorism Prevention Program (LETPP)	Law Enforcement Terrorism Prevention Program (LETPP)
Citizen Corps Program (CCP)	Citizen Corps Program (CCP)
Urban Area Security Initiative (UASI)	Metropolitan Medical Response System (MMRS) <i>State will complete Data Entry</i>
	Emergency Management Performance Grant (EMPG)
	Buffer Zone Protection Program (BZPP)

Changes to the GRT for this submission release include:

- *Impact Page, Funding Module – Has been removed*
- *Metrics Page, Funding Module – The Metrics page displays a Project Funding Summary and funding allocation breakdown in the Planning, Organization, Equipment Training, Exercise, and Management & Administration. From GRT v2.2 to 3.0, users are now given the option to be exempt from completing project metrics. All projects for reporting periods after December 2005 have the option to "opt out" of metrics; however, users are encouraged to provide metrics. 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. Please note that if the Metrics Exemption checkbox is checked, the self-check status will default to "OK".*

If more information, please refer to the GRT Welcome page, What's New in version 3.0.

To help subgrantees prepare and submit their BSIRs, Grants and Training 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.

We hope that this 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 thoroughly appreciate all of the hard work and dedication that you have put into this process. By submitting a comprehensive BSIR to our office, we eliminate the process 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 December 2005 BSIR submission process, please contact VDEM Grants Office at 804-897-6500.

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