



COMMONWEALTH of VIRGINIA
Department of Emergency Management

MICHAEL M. CLINE
State Coordinator

JANET L. CLEMENTS
Deputy Coordinator

BRETT A. BURDICK
Deputy Coordinator

10501 Trade Court
Richmond, Virginia 23236-3713
(804) 897-6500
(TDD) 674-2417
FAX (804) 897-6506

Informational Letter #21

TO: Sub-grantees for the Homeland Security Grant Program

Date: December 11, 2008

SUBJECT: Biannual Strategic Implementation Report (BSIR)

The Virginia Department of Emergency Management (VDEM) is pleased to announce that the Grants Reporting Tool (GRT) is open for the January 2009 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), Emergency Management Performance Grant (EMPG), Metropolitan Medical Response System (MMRS), Buffer Zone Protection Program (BZPP), Public Safety Interoperable Communications (PSIC), and several additional transit grants for progress made from July 1, 2008 to December 31, 2008. During this period subgrantees must make any changes, add and/or delete their projects (includes funding and equipment changes) that may have occurred.

This year you will not be required to submit the "BISR Award Information Sheet". Subgrantees must report information for all awards received under each program. This includes obligated and expended amounts. During this reporting period you MUST close out your 2004. 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 SUBMIT the report to the State. We can not verify that you are completed without this step. The July 08 BSIR submission deadline is January 23, 2009.

"Working to Protect People, Property and Our Communities"

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 below. 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.

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 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 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 January 2009 submission process, please contact VDEM Grants Office at 804-897-6500: Bill Lawson, extension 6604, JoAnn Maher, extension 6601, Paulette McWaters, extension 6614, or Linda Williams, extension 6615.