

PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY

Grants Reporting Tool User's Guide

FEMA System Purpose

The Federal Emergency Management Agency (FEMA) continues to improve its grant distribution and reporting processes. One such improvement is the development of the Grants Reporting Tool (GRT). The GRT improves the accuracy and efficiency of Homeland Security's annual award and biannual grant reporting by providing a user-friendly web-based reporting system. It is designed to help State Administrative Agencies (SAAs) and Direct Tribal Grantees (DTGs) meet all reporting requirements identified by the DHS FEMA Grants Programs Directorate (GPD).

Registration

To access the GRT, each user must register by creating a user profile and account. Registration is a three-step process:

- Step 1: Enter contact information
- Step 2: Select role and organizational assignment
- Step 3: Select a user name and password

After these three steps are completed, the profile and account information will be passed to the proper party for review. SAA/DTG user information will be provided to FEMA for review. Subgrantee registration requests, however, will be submitted to the appropriate SAA/DTG. Once the profile has been approved by the appropriate authority, the user will receive an email notification that access has been granted. Users may then login to the GRT with the user name and password established in their profile.

Registration Form – Step One



Grants Reporting Tool

Welcome to the Federal Emergency Management Agency's Grants Reporting Tool.

GRT User ID & Password (Non-PIV Cardholders)

A Personal Identity Verification (PIV) Card Holder who is already registered in GRT and is logging into the system using their PIV card for the first time must enter their user ID and password for the initial login only. The user will then be prompted to enter their PIN number to be PIV authenticated into GRT. For all subsequent logins, the user must select PIV Login option only.

For Non-PIV Card Holders, please enter the GRT User ID & Password to login. If you are not already registered with GRT, please select the Register for an account link below.

User [Register for an account](#)

Password

For technical assistance, please call 1-866-476-4827 (toll-free) or email [GRT Support](#).

From the GRT homepage (<https://www.reporting.odp.dhs.gov>), first time users will register for an account by selecting the **'Register for an account'** hyperlink at the middle left-hand side of the page.

Registration Form - Step 1

Please fill out the following fields and press "Next" when complete. Please make sure this information is correct and current. Fields marked with an asterisk (*) are required. All electronic correspondence will be sent to the point of contact e-mail address, so please make certain this address is correct. If you do not have a permanent e-mail address, you will be required to establish one.

If you need assistance registering, a PDF tutorial is available. This tutorial requires Adobe Reader, which can be downloaded from [Adobe's website](#). Once you have Adobe Reader installed, click [here](#) to access the tutorial.

User Information

Name Prefix

First Name

Last Name

Address Line 1

Address Line 2

City

State

Zip Code

Phone Number Ext.

Fax Number

E-mail address

After the GRT Registration Form appears, complete all mandatory fields denoted by the asterisk (*). The required fields are described below.

Registration Form – Step Two

After entering their user information, the user must select a Role and Organizational Assignment.

Role: Local (Local Jurisdictions, Other State Agencies/Non-SAAs)

- Click on the correct Subgrantee
- Click the triple arrow button to move the selection to the Requested Subgrantee box.
- **Please choose the Subgrantee name that is an acronym.**
- To select multiple subgrantees, hold down the 'CTRL' key while clicking on each desired subgrantee.

Organizational Assignment: Pennsylvania

Registration Form – Step Three

The final step of the registration phase is the creation of the User ID and Password. Users can create their own User ID and Password that meet the requirements outlined below.

User ID Requirements

The user must create an ID unique to the system. If another user has previously chosen the desired user ID, the system will instruct the registering user to create another one.

Password Requirements

The password criteria are very strict. The password must be between 8-15 characters in length and must contain, at minimum, the following:

- 1 uppercase letter, 1 lowercase letter
- 1 number
- Either #, \$, or _

In addition, no two consecutive characters can be the same (Ss compared to ss).

Updating User Account Information

Account information can be updated by going through the Users button. You are the only person who can update the user information, i.e. name, address, phone, email. The bottom of the screen shows the subgrantees to which the user is assigned. If you change this information, the system will immediately kick you out. To change the password, click on the second tab at the top to go to that screen.

When changing the password, the new password cannot be identical to previous 8 passwords (including current) and cannot contain more than three identical consecutive characters in any position when compared to the current password (for example, QprT\$183 may be changed to QprK_926, but QprT\$183 may not be changed to QprT_926).

If your account has locked and is then reset, you will need to go into the system the same day you receive the email that your account was unlocked.

Account Types

There are two levels of accounts at the local level, User and Admin. The default when registering for an account is "Local User." Each subgrantee must establish at least one Admin User. To establish an Admin User, the request is to be made by one of the people identified on the subgrantee's current DGM-02 (Signatory Authority).

A Local Admin User can do the following:

- Input project funding data
- Review Subgrantee report
- Submit Subgrantee report to SAA/DTG for review and approval
- Create and manage Local users

Local Users can input project funding data.

Approving Accounts

As the system does not provide notifications when account requests are made, it is recommended that on logging in, an Admin User go to the Users module to check if there are any accounts that need activated. In addition to activating new accounts, if users have not logged in within the past 45 days, their accounts may need to be re-activated. For accounts that are unlocked/re-activated, the user will need to log into the system the day that they receive the email notification that their account has been activated.

When you click on the Users button, a list of all users will appear. The list will give their name, the organization to which they are assigned, the type of account, their username, and the account status. If the account status is anything other than active, action is required.

There is a total of 5 options for User Status:

- Active: User currently has access to the system
- Pending: User has requested access to GRT, but no action has been taken
- Denied: User has requested an account, but the account was denied
- Inactive: User has not logged into the system within the last 45 days.
- Locked: User's account is currently inaccessible. Admin users can unlock the accounts.

When approving users, remember that all users will see all data.

User Login

The first time a user successfully logs into the system, they will receive the GRT Rules of Behavior. Users must comply with the rules or risk losing their privileges and/or disciplinary action for failure to comply with these responsibilities. Once the user agrees to the Rules of Behavior, the Welcome Page will appear.

When the BSIR opens, the center section of the Welcome page will have the announcement that it is open. It usually opens in June and December, with the updates due in July and January. The bottom section has reference guides. Please note that all reference guides are available to all users, regardless of their system rights.

Technical Assistance

At the bottom on the screen is a phone number and email for GRT Support. Previous experience is that the GRT help desk will only unlock accounts/reset passwords; and this must be done over the phone, they will not do it via email. Technical assistance may be obtained by contacting PEMA. Technical assistance is available from PEMA. Queries should be sent to RA-GrantProgram@pa.gov.



General Information

- **Make it a habit to SAVE your work often.** While the system should be warning users that their session is about to expire, sometimes users have been kicked out anyway.
- Each page on which data is entered has a minimum of two save options: Save and Revert to Saved. The Save option will save any new data entered. The Revert to Saved will wipe out all information entered since the last time the Save button was pushed. Once in the award/project pages, a third save option, Save and Continue, is available. Save and Continue will save the data on the current page and advance to the next page.
- All Self Check blocks must be **green (OK)** for anything to be submitted.
- If upon logging in and trying to enter project data, it is greyed out, either the project has already been submitted to the SAA or another user has that project open.
- The system will not let you save the obligated amount if the total obligated and expended exceeds the award amount.

Projects

To update or view project information, click on the **Funding** button. The screen will default to the most recent grant year and the most recent reporting period. To change this, simply click on the drop downs for Grant Award Year and Reporting Period. Reporting Period will default to the current period, this should not be changed.

[recipients](#) | [Award](#) | [Project](#) | [Project \(\\$\)](#) | [Project Detail](#) | [Allocations](#) | [Strategies](#)

Grantees/Subgrantees for Pennsylvania

Grant Award Year: Reporting Period:

Grantee/Subgrantee	Grantee Type	Total Award	Last Updated
NCTF	Local Jurisdiction / Entity	\$356,499.00	12/11/2014

To move to the **Award** tab, the Grantee/Subgrantee must be selected.

Local Jurisdiction / Entity Award Information - NCTF - 2014 BSIR (December 14)

FY 2014 Grant Programs

Date Subgrant Awarded: * [mm/dd/yyyy]

	Award	Obligated ▾	Expended ▾
SHSP ▾			
2014 BSIR (December 14)	\$306,400.00		
UASI ▾			
2014 BSIR (December 14)			
EMPG ▾			
2014 BSIR (December 14)			
NEGP ▾			
2014 BSIR (December 14)			
OPSG ▾			
2014 BSIR (December 14)			
IPR ▾			
2014 BSIR (December 14)			
Total Funding			
2014 BSIR (December 14)	\$356,499.00	---	\$0.00

The award tab shows the amount of the award by program. When the BSIR is open, the **Obligated** amount will need updated. Obligations are items which have been incurred, but not yet paid. This includes the following: contracts/purchase orders created against the grant by the fiduciary; equipment requests submitted/processed by the SAA for which the equipment has not been received; and funding allocated for personnel. Do **not** include amounts allocated for operational expenses that have not been incurred. Expenditures are entered separately for each project. Please note, the Obligated amount is the overall obligation amount for the grant year.

Creating Projects

Click on the Funding button, and then select the Subgrantee name for the appropriate year. After selecting that, click the Project tab at the top. If the project names are not already there, the projects will need created. Projects that were submitted in the grant application should pre-populate.

Local Jurisdiction / Entity Award Information - NCTF - 2014 BSIR (December 14)

Project View: Self-Check View: Grantee/Subgrantee Self-Check: **ERROR**

Project Title	Funding Type	Funding	Project Status	Project Self-Check
Comments				
<input type="text"/>				

Check All Clear All

For Additional Detailed Information on the Project tab [click here](#)
 Steps for Submitting Project to SAA/DTG:

- To view self-check summaries, select one of the options from 'Self-Check View'

- 1. Project Self-Check** : When self-check is displayed as ERROR for a specific project one or more of the following areas is in error:
 - Strategies Completion
 - Allocations Completion (Solution Area Funding, Sub-Categories & Discipline) tie out
 - Project Funding & Solution Area Funding tie out
 - Matrices Completion
- 2. Subgrantee Self-Check** : Grantee/Subgrantee is displayed as ERROR when one of the following is in error:
 - One or more of the projects in ERROR
 - All projects are OK, the funding and necessary requirements per project have been met, however, the TOTAL FUNDING does not tie out between grant funding, project funding, and/or solution area funding
- 3. Submitting Projects**
 - Pass all self-checks
 - Project status is 'Data Entry in Progress' or 'Subgrantee Change Request'

To create projects, click on the drop down beside **Project View** and select **Create Project**. Please note, projects will only need created **if they did not autopopulate from the application or a new project has been added via approved DGM-03 within the reporting period.**

Enter the project name as entered in the application or as described on the DGM-03. Choose the project type that best fits the project.

For project location, use the primary zip code for the project. If unknown, a suggestion would be to use the zip code for the Task Force chair or program manager.

The project description is Project Concept from the application or the description from the DGM-03.

After entering this data, click **Create Project**. A pop-up box will appear to confirm that the project was successfully created. The Project View will remain as **Create Project**.

Once all projects have been created, click on the drop down beside **Project View** and select **Project List**. Please note, the maximum number of projects is 20.

The Project Self Check will remain red until all data has been entered for that project. Once **ALL** project information is entered and correct, the Subgrantee Self Check will turn green.

Local Jurisdiction / Entity Award Information - NCTF - 2014 BSIR (December 14)

Project View: Self-Check View: Grantee/Subgrantee Self-Check: **ERROR**

Project Title	Funding Type	Funding	Project Status	Project Self-Check
<input type="checkbox"/> Communications Sustainment	Passthrough to Local	\$0.00	Data Entry In Progress	ERROR
<input type="checkbox"/> Management of Program and Grants	Passthrough to Local	\$0.00	Data Entry In Progress	ERROR
<input type="checkbox"/> Regional Team Sustainment	Passthrough to Local	\$0.00	Data Entry In Progress	ERROR

Entering Project Information

To enter project information, click on the individual project name. The project information entered on the screen where the project was created will be shown, as well as the total funding for the award.

Program	Award	Expended
SHSP 2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
UASI 2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
EIMP 2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
NSOP 2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
OPSO 2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
IFR 2014 BSIR (December 14)	<input type="text"/>	<input type="text"/>
Total 2014 BSIR (December 14)	---	---

In the middle section, enter the total amount budgeted for the project (as indicated on either the grant application or DGM-03) under Award. Then enter the current amount expended for the project under Expended. *Do not do anything in the Shared Funding (bottom) section.*

Once the dollar amount(s) are entered, click **Save and Continue**. The next screen gives Project Details.

The Submission Type is pre-set. Choose the appropriate IJ name from the dropdown for Investment Supported. Choose “yes” or “no” for whether the project was previously funded.

Available Grants/Subgrantee(s):

- Armstrong County
- Beth El Congregation of South Hills
- Beth Hametzrah Hagodol/Beth Jacob
- Beth Shalom Congregation
- Carnegie Library
- Chesed L'Avraham of Chester County
- Commonwealth
- Congregation Beth Hametzrah of Wynnewood
- Congregation Beth Shalom
- Congregation Rodeph Shalom
- DMVA (Dept. Military Veterans Affairs)
- Delaware River Port Authority
- Department Of Agriculture
- Department Of Environmental Protection
- Department Of General Services

Shared Funding Grants/Subgrantee(s):

Buttons: [Revert to Saved] [Save] [Save and Continue]

Please note, if a project is funded by multiple programs (i.e. SHSP and UASI), the project must be entered twice, once for SHSP and once for UASI.

2014 Investment Alignment and Fusion Center

Submission Type: * State Submission

Investment Supported: * Five - Commonwealth/NW/NC

Does this project support a Previously Awarded Investment? * Yes

If the project was previously funded, another block will appear. At least one previous grant year must be identified (up to three previous years may be entered). Select the relevant prior year, then Investment Name, and enter the last completed milestone for that grant year.

Does this project support a Previously Awarded Investment? * Yes

Prior Year	Investment Name	Last Completed Milestone	Remove
- SELECT -	- SELECT -		Remove

Add Prior Investment

In the next section, use the drop-down menus to identify the Primary Core Capability, Project Status, Project Management Step, if the project is sustaining or building new capabilities, if construction/renovations of structures is necessary, and whether or not the project is deployable and/or shareable. *Please note that for some reason the Core Capability list is not in alphabetical order.*

For the start and end dates, enter the month and year. For continuing multi-year projects, enter only the time period that will be funded with that grant year.

A minimum of one Milestone must be added. The maximum number is ten. When updating the BSIR in January and July, milestones that have been completed would be checked.

2014 BSIR (December 14) Core Capability and Project Details

Primary Core Capability: Situational Assessment

Capabilities Building: Sustain

Deployable: Yes

Shareable: No

Project Status: Not Started

Project Management Step: Execute

Start Date (mm/yyyy): 06/2014

End Date (mm/yyyy): 09/2017

Does this project require new construction, renovation, retrofitting or modifications of existing structure? Yes

Milestones and NIMS Typing

Milestone	Milestone Complete	Remove
This is a major milestone	<input type="checkbox"/>	Remove

Add Milestone

Does this project support a NIMS typed resource? Yes

Enter the name of the typed resources from the Resource Type Library Tool: TRest

Enter the ID of the typed resources from the Resource Type Library Tool: 123

[Click to access the Resource Type Library Tool](#)

It is highly recommended that you push the save button while entering data and not waiting until the end.

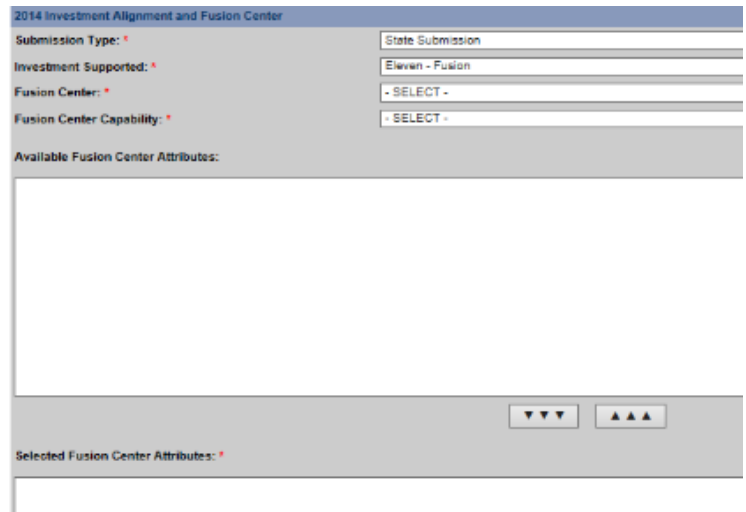


The last item is the NIMS typing. Choose “yes” or “no” from the dropdown menu. If it does, the name and ID of the typed resource(s) will need entered. Instead of simply clicking on the link to access the [Resource Type Library Tool](#), it is recommended that you right click and open the link in either a new tab or a separate window. That will enable you to go back and forth between the two screens.

Fusion Projects

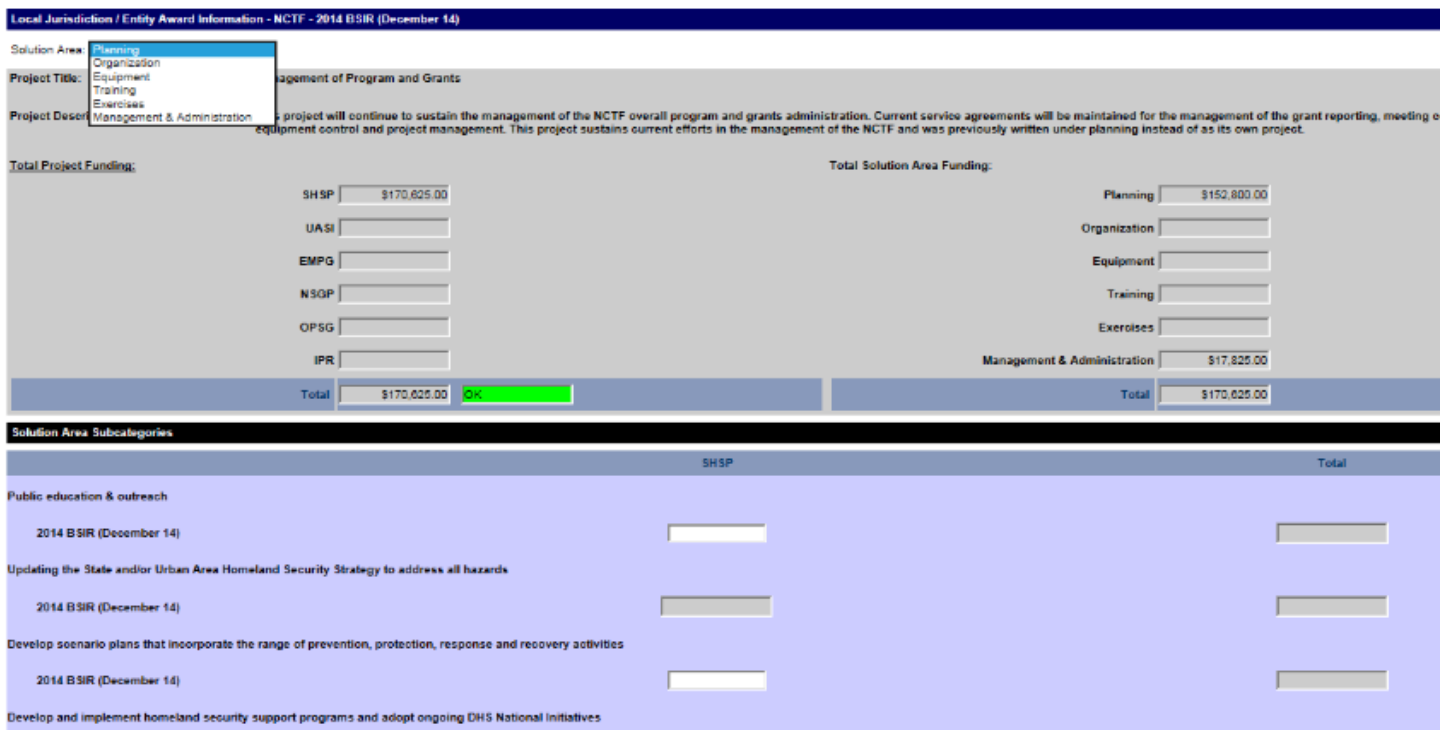
Additional information is required for Fusion Center projects. If the supported investment is Fusion, there are 3 additional blocks that need completed. Per the FOA, there is only one investment for fusion.

From the drop-down menu, select the Fusion Center to which the project is relevant and the Primary capability. After the capability is selected, the menu of “Available Fusion Center Attributes” will populate. Select the applicable attributes and use the wonky arrow in the middle to move the attributes to “Selected Fusion Center Attributes.”



Allocations Tab (Budget)

The Allocations tab is where the funding is broken out between the solution areas, disciplines, expense types, and amounts.



Total Project Funding:		Total Solution Area Funding:	
SHSP	\$170,025.00	Planning	\$152,800.00
UASI		Organization	
EMPG		Equipment	
NSGP		Training	
OPSG		Exercises	
IPR		Management & Administration	\$17,225.00
Total	\$170,025.00	Total	\$170,025.00

Solution Area Subcategories	SHSP	Total
Public education & outreach		
2014 BSIR (December 14)		
Updating the State and/or Urban Area Homeland Security Strategy to address all hazards		
2014 BSIR (December 14)		
Develop scenario plans that incorporate the range of prevention, protection, response and recovery activities		
2014 BSIR (December 14)		
Develop and implement homeland security support programs and adopt ongoing DHS National Initiatives		

The solution area is chosen from the drop down at the top. The default is Planning. The Solution Area Subcategories in GRT is the Expense Type on the application.

With the exception of M&A, each solution area has two sections: Solution Area Subcategories (Expense Types) and Disciplines. Only the Solution Area Subcategories is available under M&A. The Solution Area Subcategories will reflect the relevant expense types for that particular solution area.

Please note, there may be some categories that are grayed out. In those instances, that particular expense type is not eligible for that grant program.

The subcategories that apply towards the personnel cap have a little red triangle beside the entry field. Please note, the application lumps all personnel related expenses under 2 categories, "Authorized Personnel" and "Overtime & Backfill," while GRT breaks it out into additional categories. Enter personnel funding under the expense category that is most applicable.

The discipline entry fields are in the section below the subcategory fields. The system will total the amounts entered by both subcategory and discipline, but not until "Save" is pushed. It is recommended when entering data on this tab that the "Save" button be used instead of the "Save and Continue" button. The LETPP discipline field has a little red triangle beside it.

If the subcategory and discipline totals match for the solution area, the amount will show at the top for that solution area. If it doesn't match, it will be red. Once all funding has been entered for the project and all totals align, the self-check box beside the total project funding will be green.

Strategies

The strategy goal and 1 or 2 objective(s) are entered on the last tab. The system will only allow one goal. If there are multiple goals for a project, choose the one that is most applicable. The objective dropdown will not be available until the goal has been selected.

Updating for DGM-03s

What will need updated will depend on where the funding is moving. Refer to the Projects section for screen shots and more detailed instructions.

- Funding remaining in a project, moving between solution areas.
 - Select the project and go to the Allocations tab. Once on that tab, re-distribute the funding as necessary between the expense types, disciplines, and solution areas.
- Funding moving between existing projects.
 - Select the project that is being decreased and go to the Allocations tab. Once on that tab, remove the funding as necessary from the expense types, disciplines, and solution areas. After the allocations have been adjusted, go to the Project (\$) tab and change the award amount.
 - Select the project that is being increased and go to the Project (\$) tab and change the award amount. Then go to the Allocations tab and increase the funding as necessary by expense types, disciplines, and solution areas.
- Project being deleted.
 - Select the project that is being deleted and go to the Allocations tab. Once on that tab, remove all funding from the expense types and disciplines. After the funding has been removed, go to the Project (\$) tab and remove delete the award amount for the project. The project cannot be deleted until all funding has been removed.

Self-Check

GRT uses red/green color coding to show if there are errors. The Self-Check box(es) will be red and say “Error” until all data has been entered, the project funding balances out and all funding has been allocated. The box for each project will turn green and say “OK” once that project is finalized. The Grantee/Subgrantee Self-Check will turn green once all the projects are good **and** all funding has been allocated.

The self-checks are very helpful, especially when the dollar amounts are off slightly. It is also a quick way to see what still needs completed. For some reason, the self-check percentages will be either 0 or 100. If all that’s left is one item, the percentage will still show as 0%.

There are some self-checks built into the individual tabs, but the bulk of the checks are on the Project tab. The self-check options are “Grant Program,” “Solution Area,” and “Project Validation.”

Project Title	Solution Area	Funding	Project Status	Project Self-Check
<input type="checkbox"/> Communications Sustainment	Project Validation	\$50,795.00	Data Entry In Progress	ERROR
<input type="checkbox"/> Management of Programs and Grants	Grant Program	\$170,825.00	Data Entry In Progress	ERROR
<input type="checkbox"/> Regional Team Sustainment	Solution Area	\$138,079.00	Data Entry In Progress	ERROR

The Grant Program check shows the funding by project and program. This view verifies that all funding awarded under a specific grant has been allocated to a project.

The Solution Area check shows the funding by project and solution area. This view verifies that all funding for a project has been allocated to a solution area. It also shows the total allocated for the project as well as the total for the solution area.

The Project Validation check shows each project and what sections of that project have been completed.

Finalizing Projects and Project Status

After all the entries and updates have been made, the projects need submitted.

While working on the projects, the status will be “Data Entry in Progress.” When a project is done, click the checkbox by the project title, then click “Submit.” The project status will change to “Project Submitted.” When all projects have been submitted, click the “check all” box and click “Submit.” The Project Status will change to “Submitted to SAA/DTG.” The system will not let a project be submitted if the self-check is red.

Note – individual projects may be changed from “Data Entry in Progress” to “Project Submitted.” If employing the “Check all” box, all projects must have the same status.

All projects must have a status of “Project Submitted” in order to change the project status to “Submitted to SAA/DTG.”

If the project status is “Data Entry in Progress,” “Project Submitted,” or “Subgrantee Change Request,” updates/changes can be made to the data. If the status is “Project Submitted,” click the check box by the project title, then click “Change Status.”

If for some reason the data needs changed, and the project status is “Submitted to the SAA/DTG,” please send a request to RA-GrantProgram@pa.gov to have the projects re-opened. If time permits, the projects will be re-opened, and the project status will be “Subgrantee Change Request.”

If the project status is “Approved by SAA/DTG,” or “Submitted to FEMA,” no changes can be made until the BSIR reopens for the next reporting cycle.

Biannual Submission

The biannual submission is due around mid-January and mid-July of each year for each open grant year. This allows sufficient time for the report to be reviewed by PEMA before submission to FEMA.

Initial submission

The first BSIR submission for each grant year is the most time consuming. For this submission, all project information must be reviewed, the budget broken out, and the NIMS typing entered. While the project information will carry over from the application submission, it will still need verified.

Subsequent Submissions

For subsequent submissions, there are 5 items to be completed. The most time-consuming item would be updating project information due to approved DGM-03s.

- Updating project information to reflect approved DGM-03s (if applicable)
- Update expended amounts for each project
- Update obligated amount for each grant
- Update project status (if applicable)
- Mark milestones as complete (if applicable)

Specifics for State Agencies

Subgrantees funded from the money retained at the state level have a few extra steps. Each subgrantee can only be linked to one UASI. If a state agency has received multiple UASI funding streams, they will have an additional subgrantee name for each additional UASI.

In addition, each project that is funded with more than one funding stream must be entered individually for each funding stream. This is due to the fact that each project can be tied to one and only one Investment Justification.

Definitions

Deployable: Something that has the ability to be physically relocated to another location, such as through EMAC.

Discipline: A general defined group or function receiving grant funding for specific work in a solution area. E.g. Fire Service, Emergency Management, Public Works, etc.

Expended: Expenditures are items that have been paid. This includes the following: any eligible expenses paid by the fiduciary regardless of whether they have been reimbursed by PEMA and any equipment procured by PEMA which has been received by the Subgrantee.

Expense Type/Solution Area Subcategory: Categories of allowable expenditures within each solution area to accomplish identified projects. E.g. For Solution Area – Equipment, associated Solution Area Sub-Categories would be: Personal Protective Equipment and Planning Develop or Conduct Assessments.

Obligation: for the purpose of this guide, obligations are items which have been incurred, but not yet paid. This includes the following: contracts/purchase orders created against the grant by the fiduciary; equipment requests submitted/processed by the SAA for which the equipment has not been received; and funding allocated for personnel. This does not include amounts allocated for operational expenses that have not been incurred.

Program: A specific source of funding for projects that represent the FEMA Grant Programs. e.g. SHSP, LETPP, CCP, UASI, etc.

Project: An organized set of activities designed to achieve defined objectives or tasks resulting in specific identifiable improvements within a given budget and grant period. These should all start with an action word. e.g. Stand up an emergency operations center in the Town of Smith, Develop a public health surveillance system for the City of Jones, Develop a state-wide sustainable training system, Create a terrorism information-sharing network for Jane County, etc.

Reporting Period: The period of time within the grant reporting timeline for which you would like to review data.

Self-Check: An automatic check established by the system to determine if an item meets all requirements. A valid item will have a status of OK and be marked in green. An invalid item will have a status of ERROR and be marked in red.

Shareable: Something that is able to be used by others, but not necessarily able to be deployed.

Solution Area: Refers to one of the ranges of preparedness activities funded by HSGP grant programs; planning, organization, exercise, training, and equipment (POETE), in addition to management and administration.

Strategic Goal: A target that the state wants to achieve regarding an improved level of capability. For the ISIP, the target should come directly from the State's individual SHSS and/or Urban Area Homeland Security Strategy. e.g. Develop a regional response capability to ensure incident response coverage in areas not currently covered, etc.

Strategic Objective: A specific statement of desired achievement that supports the goal. For the ISIP, this statement should come directly from the state's individual SHSS and/or Urban Area Homeland Security Strategy and should be tied to a goal from the same strategy. e.g. Planning: Develop a statewide terrorism incident regional response plan by Oct. 2006. Organizing: Develop the organization structure for three regions by Oct. 2006. Equipping: Equip three regional response teams by Dec. 2006. Training: Train three regional response teams by March 2007. Exercising: Conduct a full-scale exercise to validate the operations of one regional response team by May 2007.

Subgrantee: for the purposes of this guide, may be a complement of county government officials expressly authorized by a region's several counties to coordinate planning, training, preparedness, and response activities on behalf of the region's several counties (also known as a "Task Force") as well as a state agency or any other entity which receives HSGP funding. A Subgrantee, when a subgrant has been awarded, is accountable to the grantee for the use of the funds provided.

Acronyms

AEL – Authorized Equipment List
BSIR – Biannual Strategy Implementation Report
CAPR – Categorical Assistance Program Reports
CBRNE – Chemical, Biological, Radiological, Nuclear, and Explosive
CCP – Citizen Corps Program
CERT – Community Emergency Response Teams
CFDA – Catalog of Federal Domestic Assistance
CFR – Code of Federal Regulations
CI/KR – Critical Infrastructure/Key Resources
COOP/COG – Continuity of Operations/Continuity of Government
DTG – Direct Tribal Grantee
EMAC – Emergency Management Assistance Compact
EMI – Emergency Management Institute
EMPG – Emergency Management Performance Grant
EOC – Emergency Operations Center
EOP – Emergency Operations Plan
FEMA – Federal Emergency Management Agency
FSR – Financial Status Report
GRT – Grants Reporting Tool
FEMA – Federal Emergency Management Agency
HAZMAT – Hazardous Materials
HSEEP – Homeland Security Exercise and Evaluation Program
HSGP – Homeland Security Grant Program
ISIP – Initial Strategy Implementation Plan
LETTP – Law Enforcement Terrorism Prevention Program
M&A – Management & Administration
MMRS – Metropolitan Medical Response System
NIMS – National Incident Management System
NIPP – National Infrastructure Protection Plan
ODP – Office for Domestic Preparedness
OJP – Office of Justice Programs
POETE – Planning, Organization, Equipment, Training, and Exercises
PPE – Personal Protective Equipment
SAA – State Administrative Agency
SEL – Standardized Equipment List
SHSEEP – State Homeland Security Exercise and Evaluation Program
SHSP – State Homeland Security Program
SHSS – State Homeland Security Strategy
SNS – Strategic National Stockpile
SOP – Standard Operating Procedure
T&EPW – Training and Exercise Planning Workshop
UASI – Urban Areas Security Initiative
UASS – Urban Area Security Strategies
UAWG – Urban Area Working Group
WMD – Weapons of Mass Destruction