

FEMA GO BSIR Reporting Process

This guide provides instructions for FEMA GO external and internal users to log-in and complete the Bi-Annual Strategy Implementation Report (BSIR) for the Homeland Security Grant Programs.

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FEMA

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Table of Contents

Training Roles and Log-in 3

Biannual Strategy Implementation Reporting (External)..... 7

Biannual Strategy Implementation Reporting (Internal)12

FEMA GO Help Desk Information17

Objectives

By the end of this FEMA GO training, you will be able to:

- Log-in as an external and internal user.
- Complete a Biannual Strategy Implementation Report as an external or internal user.

Training Roles and Log-in

Training Roles

This training is for the following external and internal roles:

Role	User
Authorized Organization Representative	AOR
Programmatic Member	PM
Financial Member	FM
Organization Member	OM
Program Specialist	PS
Program Administrator	PGA
Senior Program Administrator	SPGA

The FM and OM cannot submit the report externally, only the AOR and PM can submit the report to FEMA.

Helpful Tip:

The available screens you see are based on your role; they may differ from the screens displayed.



External User Log-in

EXTERNAL USER

Step 1:


Go to go.fema.gov.

Step 2:

Select Sign in with LOGIN.GOV.

FEMA customers

FEMA Grants Outcomes is now using Login.gov to manage your login and authentication experience. To view or manage your account, sign in to or create an account with Login.gov.

Sign in with  LOGIN.GOV

Helpful Tip:

If you have not yet created an account with Login.gov, follow the steps within the FEMA GO Startup Guide.



Internal User Log-in

Step 1:

Go to go.fema.gov.

Step 2:

Select **Log in with your PIV card**. This will take you to the welcome screen.





Biannual Strategy Implementation Report (External) (AOR, PM, FM, and OM Roles)

Navigate to the Task

Report Status

Grant Request Details

Budget Summary

Sign and Submit (AOR or PM only)

Navigate to the Task

EXTERNAL USER

Step 1:

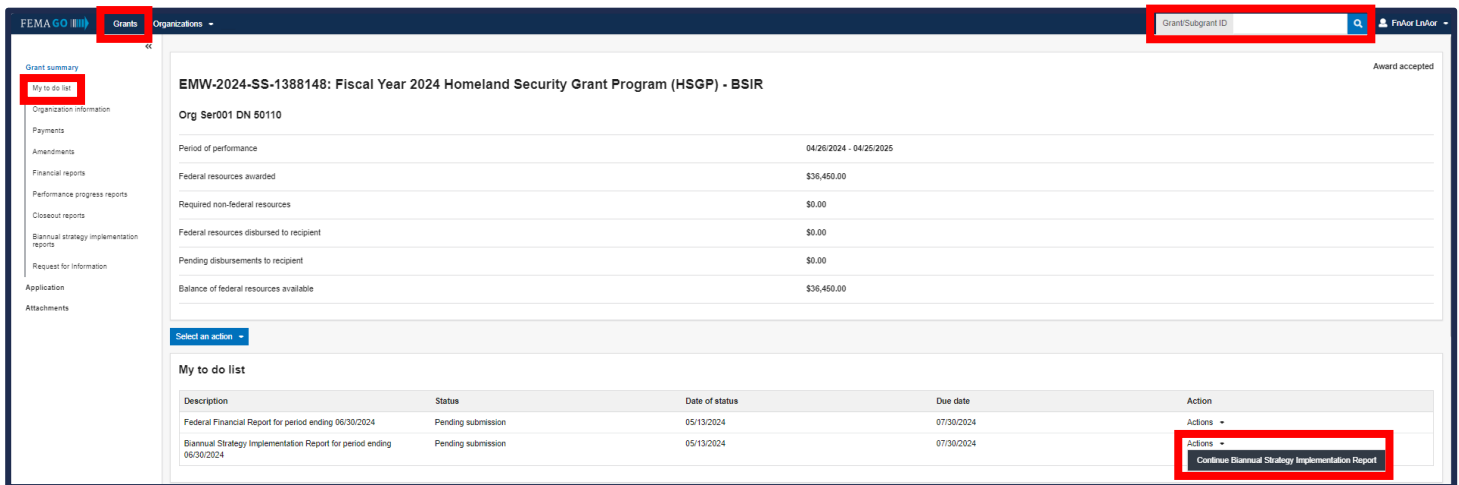
Once you are logged in, search using the Grant ID or select Grants in the top blue banner to navigate to the Grants Landing Page for the grant you would like to submit the BSIR for.

Step 2:

Once you are on the Grants Landing Page, scroll to the My to do list section and select the Actions dropdown on the right side of the main body.

Step 3:

Select **Start or Continue Biannual Strategy Implementation Report** to begin.



The screenshot shows the FEMA GO BSIR Reporting Process interface. The top navigation bar includes 'FEMA GO (11)', 'Grants', and 'Organizations'. A search bar for 'Grant/Subgrant ID' is visible. The main content area displays the grant details for 'EMW-2024-SS-1388148: Fiscal Year 2024 Homeland Security Grant Program (HSGP) - BSIR'. The 'My to do list' section is highlighted with a red box, showing a table of tasks. The 'Actions' dropdown menu is also highlighted with a red box, showing the option 'Continue Biannual Strategy Implementation Report'.

Description	Status	Date of status	Due date	Action
Federal Financial Report for period ending 06/30/2024	Pending submission	05/13/2024	07/30/2024	Actions -
Biannual Strategy Implementation Report for period ending 06/30/2024	Pending submission	05/13/2024	07/30/2024	Continue Biannual Strategy Implementation Report

Report Status

E X T E R N A L U S E R

Section 1: Report Status

- Review the **Report status** in the yellow banner at the top of the main body and note the required date for submission of the report.
- Review the **Grant summary** below the Report status in the main body.
- Review the **Instructions** in the blue banner below the Grant summary in the main body.
 - The instructions are to use this section to report the actual costs of grant-funded activities, report total costs that were spent on award activities, and after completing all the sections, sign and submit the report by selecting the signature statement and entering your system password.
- Indicate **Yes or No** for the Final report question before scrolling down in the main body.

Biannual Strategy Implementation Report for period ending 06/30/2024

Report status
Please note that you have until 07/30/2024 to submit your biannual strategy implementation report.

Grant summary

Period of performance
Federal resources awarded
Required non-federal resources
Federal resources disbursed to recipient
Pending disbursements to recipient
Balance of federal resources available

Biannual strategy implementation report

Instructions

- Use this section to report the actual costs of grant-funded activities.
- Report total costs that were spent on award activities. All awarded activities and costs are listed below from your approved grant.
- After completing all the sections, sign and submit the report by selecting the signature statement and entering your system password.

Final report?

Yes

No

Grant Request Details

EXTERNAL USER

Section 2: Grant Request Details

- Scroll down in the main body to view the **Grant request details**.
- Open the dropdown sections within the main body to review each **Activity** and the **Cost Items**.
- Enter the **Expended total(s)** for each section and review the totals for accuracy.

Grant request details
Review and enter the actual costs for each of the recipient's activity below.

Grand total: \$36,450.00 | **Expended grand total: \$0.00**

Program area: Management costs

Activity: Management and/or Administration costs test2 Total: \$450.00 | **Expended total: \$0.00**

Management and/or Administration costs activity narrative

Cost Items

Item: Fringe benefits Total: \$450.00 | **Expended total: \$0.00**

Budget Summary

E X T E R N A L U S E R

Section 3: Budget Summary

- Scroll down in the main body to review the **Budget summary**.
- The information within this section is pre-populated by the system.
- Review all the information within the **Budget summary** by scrolling down in the main body.

Budget summary	
Construction budget summary	
Cost classification	Total cost
Administrative and legal expenses	50.00

Sign and Submit

EXTERNAL USER

Section 4: Sign and Submit

- Scroll down in the main body to enter optional **Remarks** in the text field.
- Upload any optional **Attachments** from your computer.
- Select the checkbox next to the **certification statement** and enter your **password** to certify the report for submission.
- Select **Submit**.
- A green banner will then appear at the top of the Grants Landing Page stating that you have successfully submitted your biannual strategy implementation report.

Remarks
Additional comments about your biannual strategy implementation report Optional

Attachments

Maximum File Size: 1074.79MB Accepted File Types: pdf, doc, docx, xls, xlsx, jpg

[Upload from your computer](#)

Filename	Date uploaded	Description

Sign and submit

By signing this report, I FNAor LnAor certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3001-3012).

Please enter your password.

[Submit](#)

You have successfully submitted your biannual strategy implementation report.

Helpful Tip:
Only certain file types are accepted; review the accepted file types list before uploading.



Biannual Strategy Implementation Report (Internal) (PS, PGA, and SPGA Roles)

Navigate to the Task

Review Instructions

Review Outcome and Submit

Navigate to the Task

Step 1:

Select **Tasks** in the top blue banner on the welcome screen. This opens your Task Summary page.

Step 2:

Select **View** on the BSIR Report review card. This brings you to your Task List page.

The screenshot shows the 'Task Summary' page with several cards. The 'BSIR Report review' card is highlighted with a red box. It contains the following information:

Unassigned tasks: 1	
PHASE	TASKS PAST A WEEK
Pre-Award	0
View >	

Step 3:

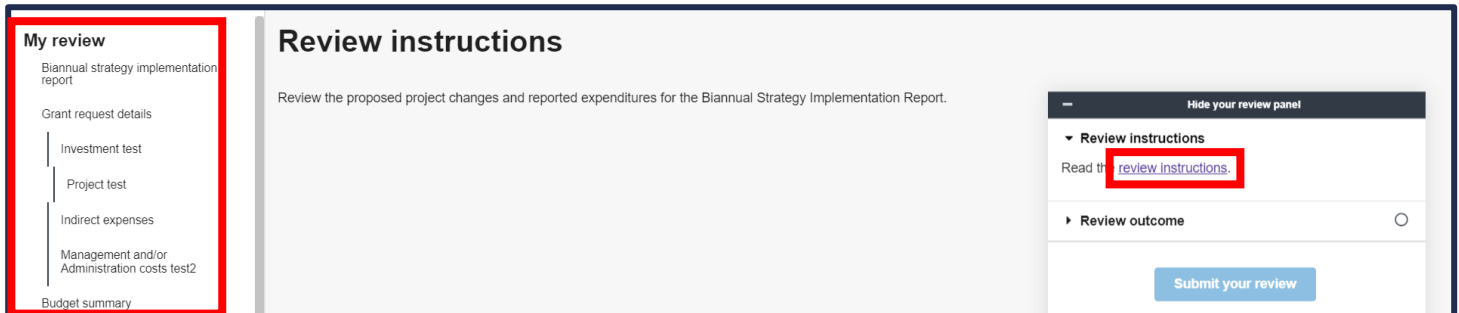
Select **Start task** or **Continue working** to begin the task.

The screenshot shows the 'Task List' page with a single task card. The 'Start task' button is highlighted with a red box.

ORGANIZATION	GRANT ID	DATE IN QUEUE	ASSIGNED TO
PRIORITY RANK	EMW-2024-SS-1388148	06/05/2024	Unassigned
REGION	FUNDING OPPORTUNITY	TASK	
	Fiscal Year 2024 Homeland Security Grant Program (HSGP) - BSIR	BSIR Report review	Start task

Review Instructions (Optional)

- Start by opening the review panel on the right side of your screen. Then select **Review instructions** within the review panel to open the dropdown section.
- Select the **review instructions link** to change the main body to display the **Review instructions**.
- Review the steps and information. Please note that in some instances, the review instructions have not been populated in the system but should be available soon.



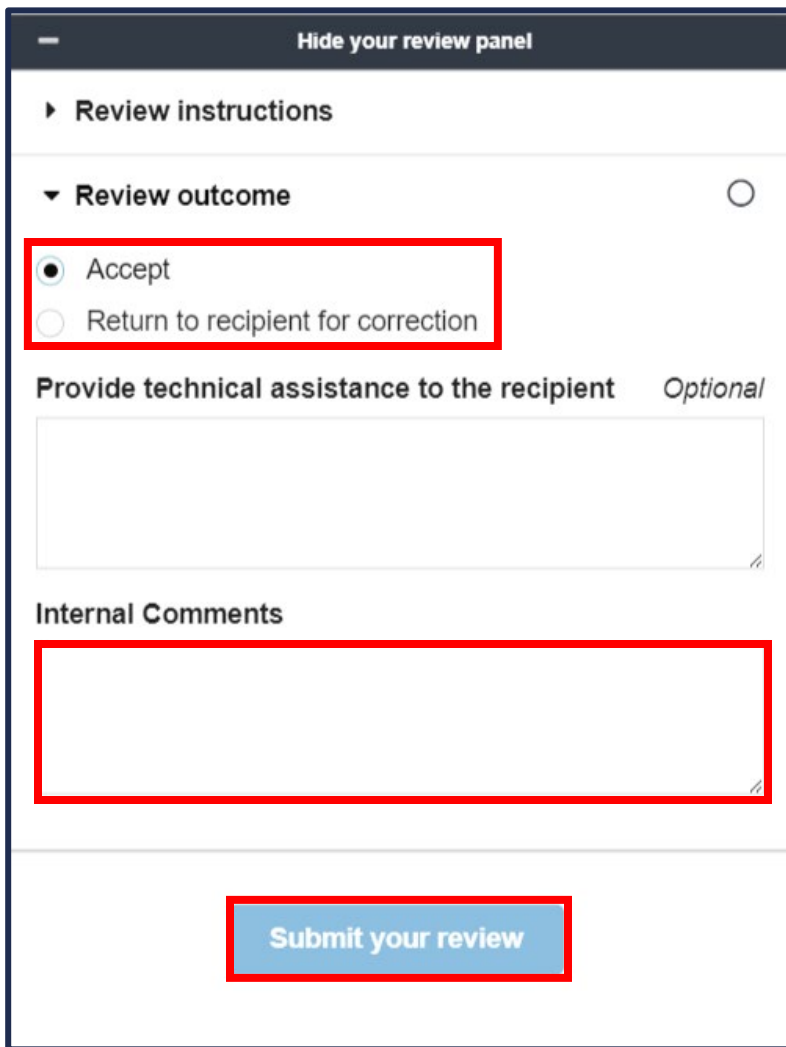
The screenshot displays the 'Review instructions' page. On the left, a navigation menu titled 'My review' is highlighted with a red border. It includes links for 'Biannual strategy implementation report', 'Grant request details', 'Investment test', 'Project test', 'Indirect expenses', 'Management and/or Administration costs test2', and 'Budget summary'. The main content area is titled 'Review instructions' and contains the text: 'Review the proposed project changes and reported expenditures for the Biannual Strategy Implementation Report.' On the right, a dropdown menu titled 'Hide your review panel' is open, showing 'Review instructions' selected and highlighted with a red box. Below the dropdown is a 'Submit your review' button.

Helpful Tip:

Review the additional links within the left navigation before completing your review.

Review Outcome and Submit

- Select the **Review outcome** dropdown within the review panel to open the dropdown section.
- Select an **outcome** for the report of **Accept** or **Return to recipient for correction**.
- Provide technical assistance to the recipient within the text field in the review panel (optional).
 - This text field is **required** if you select the Return to recipient for correction option.
- Enter the required **Internal Comments** within the text field in the review panel.
- Select **Submit your review** to complete the task.



The screenshot shows a mobile-style interface for reviewing a report. At the top, there is a toggle switch labeled "Hide your review panel". Below this is a section titled "Review instructions". Underneath, there is a dropdown menu labeled "Review outcome" which is currently expanded to show two options: "Accept" (selected with a radio button) and "Return to recipient for correction". A red box highlights these two options. Below the dropdown is a text input field with the label "Provide technical assistance to the recipient" and the word "Optional" to its right. Below that is another text input field labeled "Internal Comments", which is also highlighted with a red box. At the bottom of the panel is a blue button labeled "Submit your review", also highlighted with a red box.

FEMA GO Help Desk Information

Please send any questions to:

FEMAGO@fema.dhs.gov

(877) 585-3242

Hours: Monday - Friday 9 a.m. – 6 p.m. ET