Subrecipient BSIR Update Information

The below list will assist with completing the Biannual Strategy Implementation Report (BSIR) in the Grants Reporting Tool (GRT).

Project ($) Tab
- If any DGM-03's removed or added money to the selected project, ensure the Award amount is updated to reflect the current budget.
- Update Expended field to current expenditures for that project.

Project Detail Tab
- **Project Status:** This is the current Project life-cycle phase of the previously awarded investment or the new project. Select the most applicable step.
    - *Not Started* – Project has not even started.
    - *On Schedule* – Project is currently in process and on time.
    - *Behind Schedule* – Project is behind schedule.
    - *Ahead of Schedule* – Project will be completed ahead of time.
    - *Complete* – Project is completed, and all project funds have been expended.
    - *Canceled* – Project has been canceled.
- **Project Management Step:** Select the most applicable step.
    - *Initiate or Plan* – The authorization to begin work or resume work on any activity. Involves preparing for, assembling resources, and getting work started.
    - *Execute* – The actual work of creating the project's deliverables is carried out. Involves directing, managing, and completing all phases and aspects of work for a project.
    - *Control* – Current project status that involves planning, measuring, monitoring, and taking corrective action based on results of monitoring the completion of a project.
    - *Closeout* – The completion of all work on a project. Involves formally terminating and concluding all tasks and activities of a project.
- **2020 Specific:**
    - Investment Alignment and Fusion Center
        - If Intelligence & Information Sharing is selected for Investment Supported, a Fusion Center dropdown will appear.
        - Select if a Fusion Center is supported or is not supported.
        - If a Fusion Center is supported, make sure all relevant performance measures have been selected. (If the project is Information and Intelligence and no Fusion center support is selected, it will say Error under self-check, this is a glitch).
    - 2020 National Priority Area Alignment
        - Select the correct National Priority Area that aligns with the project.
        - Select Yes or No if it is an Election project.
- **2021 and 2022 Specific:**
    - 2021 National Priority Area Alignment
        - Select the correct National Priority Area that aligns with the project.
        - Select whether this project supports a Fusion Center. If yes, select the Fusion Center is supports as well as all the relevant performance measures.
- **Milestones:** Make sure all completed milestones for project have been checked.
- **NIMS**: Ensure NIMS question is correctly answered, and the corresponding NIMS name and ID are listed. (GRT glitches often and sometimes removes this information without warning, please double check this information at every entry)

Allocations Tab

- o Update each solution area accordingly based on any updated award amounts and expenditure amounts.
- o Keep in mind that your Solution Area subcategory amounts may change as the award money is spent throughout the period of performance from your original submission. Make sure you are updating your personnel, travel, equipment info, training supplies, etc. are all updated to accurately reflect your expenditures.