Grant Reporting Lifecycle Overview

The Federal Emergency Management Agency's (FEMA) grant reporting cycle is divided into four distinct periods; Investment Justification (IJ), Initial Strategy Plan (ISIP), Biannual Strategy Implementation Report (BSIR) and the Final BSIR Reporting Period (Close-out BSIR).

The IJ is the pre-award Investment process where States, Territories, and Urban Areas apply for their Homeland Security Grant Program (HSGP) funds. The IJs help FEMA understand the intended impacts and capability outcomes of the applicant's overall homeland security program. Additionally, it helps FEMA understand the applicant's ability, resources, plans, and strategies that are in place to successfully execute their Investments.

The FEMA reporting cycle is based on the grant award period. The award period usually consists of an ISIP and multiple BSIRs that are due after the award is granted.   Most grants will have at least six submissions over the course of the period of performance including one ISIP submission, four BSIR submissions and one final Close-Out BSIR Report. The BSIR reports are completed every six months in June and December.

The below matrix displays the current reporting periods contained in GRT from FY 2007 through FY 2017. The reporting periods whose displays concurrently in the GRT are indicated horizontally.

Figure 1: FEMA Reporting Period Matrix from 2007-2017

2007 Grant Reporting Periods	2008 Grant Reporting Periods	2009 Grant Reporting Periods	2010 Grant Reporting Periods	2011 Grant Reporting Periods
2007 ISIP				
2007 BSIR (DEC 07)	2008 Grant Reporting Periods			
2007 BSIR (JUNE 08)	2008 ISIP			
2007 BSIR (DEC 08)	2008 BSIR (DEC 08)	2009 Grant Reporting Periods		
2007 BSIR (JUNE 09)	2008 BSIR (JUNE 09)	2009 ISIP		
2007 BSIR (DEC 09)	2008 BSIR (DEC 09)	2009 BSIR (DEC 09)	2010 Grant Reporting Periods	
2007 BSIR (JUNE 10)	2008 BSIR (JUNE 10)	2009 BSIR (JUNE 10)	2010 ISIP	
2007 BSIR (DEC 10)	2008 BSIR (DEC 10)	2009 BSIR (DEC 10)	2010 BSIR (DEC 10)	2011 Grant Reporting Periods
2007 BSIR (JUNE 11)	2008 BSIR (JUNE 11)	2009 BSIR (JUNE 11)	2010 BSIR (JUNE 11)	2011 ISIP
2007 BSIR (JUNE 12)	2008 BSIR (JUNE 12)	2009 BSIR (JUNE 12)	2010 BSIR (JUNE 12)	2011 BSIR (JUNE 12)
2007 BSIR (DEC 12)	2008 BSIR (DEC 12)	2009 BSIR (DEC 12)	2010 BSIR (DEC 12)	2011 BSIR (DEC 12)
2007 BSIR (JUNE 13)	2008 BSIR (JUNE 13)	2009 BSIR (JUNE 13)	2010 BSIR (JUNE 13)	2011 BSIR (JUNE 13)
2007 Close-Out	2008 BSIR (DEC 13)	2009 BSIR (DEC 13)	2010 BSIR (DEC 13)	2011 BSIR (DEC 13)
	2008 BSIR (JUNE 14)	2009 BSIR (JUNE 14)	2010 BSIR (JUNE 14)	2011 BSIR (JUNE 14)
	2008 Close-Out	2009 BSIR (DEC 14)	2010 BSIR (DEC 14)	2011 BSIR (DEC 14)
		2009 Close-Out	2010 BSIR (JUNE 15)	2011 BSIR (JUNE 15)
			2010 BSIR (DEC 15)	2011 BSIR (DEC 15)
			2010 BSIR (JUNE 16)	2011 BSIR (JUNE 16)
			2010 BSIR (DEC 16)	2011 BSIR (DEC 16)
			2010 BSIR (JUNE 17)	2011 BSIR (JUNE 17)
			2010 Close-Out	2011 Close-Out

2012 Grant Reporting Periods	2013 Grant Reporting Periods	2014 Grant Reporting Periods	2015 Grant Reporting Periods	2016 Grant Reporting Periods	2017 Grant Reporting Periods
2012 ISIP					
2012 BSIR (JUNE 13)	2013 Grant Reporting Periods				
2012 BSIR (DEC 13)	2013 ISIP				
2012 BSIR (JUNE 14)	2013 BSIR (JUNE 14)	2014 Grant Reporting Periods			
2012 BSIR (DEC 14)	2013 BSIR (DEC 14)	2014 BSIR (DEC 14)			
2012 BSIR (JUNE 15)	2013 BSIR (JUNE 15)	2014 BSIR (JUNE 15)	2015 Grant Reporting Periods		
2012 BSIR (DEC 15)	2013 BSIR (DEC 15)	2014 BSIR (DEC 15)	2015 BSIR (DEC 15)		
2012 BSIR (JUNE 16)	2013 BSIR (JUNE 16)	2014 BSIR (JUNE 16)	2015 BSIR (JUNE 16)	2016 Grant Reporting Periods	
2012 BSIR (DEC 16)	2013 BSIR (DEC 16)	2014 BSIR (DEC 16)	2015 BSIR (DEC 16)	2016 BSIR (DEC 16)	
2012 BSIR (JUNE 17)	2013 BSIR (JUNE 17)	2014 BSIR (JUNE 17)	2015 BSIR (JUNE 17)	2016 BSIR (JUNE 17)	2017 Grant Reporting Periods
2012 BSIR (DEC 17)	2013 BSIR (DEC 17)	2014 BSIR (DEC 17)	2015 BSIR (DEC 17)	2016 BSIR (DEC 17)	2017 BSIR (DEC 17)
2012 BSIR (JUNE 18)	2013 BSIR (JUNE 18)	2014 BSIR (JUNE 18)	2015 BSIR (JUNE 18)	2016 BSIR (JUNE 18)	2017 BSIR (JUNE 18)
2012 Close-Out	2013 Close-Out	2014 Close-Out	2015 Close-Out		

For technical assistance, please call: 1-800-865-4076 or e-mail: gmd-systems-branch@fema.dhs.gov

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The designation for a reporting period includes the fiscal year (FY), the report type (ISIP, BSIR, Close-Out), and the reporting period. The reporting period description is written in the following fashion: 2017 BSIR (June 18). It is shown in the matrix as 2017 BSIR (June 18).

Figure 2: Sample Reporting Period Designation Breakdown

2017	BSIR	(June 18)

Fiscal Year (FY)   *Report Type*   *Reporting Period (Month/Year)*