



Byrne State Crisis Intervention Program Subrecipient Reporting Instructions

This resource was developed by the Kentucky Justice and Public Safety Cabinet, Grants Management Division (GMD), to help Byrne State Crisis Intervention Program (SCIP) subrecipients fulfill performance and financial reporting requirements. Byrne SCIP is a federal grant program administered by the U.S. Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA).

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Reporting Periods and Submission Deadlines

Subrecipients must submit performance and financial reports quarterly. Reports are due by the 15th of the month following the close of each reporting period.

Reporting Period	Due Date
January 1 – March 31	April 15
April 1 – June 30	July 15
July 1 – September 30	October 15
October 1 – December 31	January 15

In the event a subaward is not active for the entirety of a reporting period, the subrecipient must still complete the required reports for the timeframe the subaward was active. For example, a subrecipient with an award beginning March 1 would file reports for the January – March reporting period by April 15 and these reports would cover grant activities and expenditures which occurred between March 1 and March 31.

Submit reports by specified deadlines to ensure timely processing of reimbursement requests and GMD's ability to meet federal reporting deadlines. Contact your assigned subaward administrators promptly if extenuating circumstances arise that will delay the timely submission of one or more reports.

Required Submissions

A. Progress Reports (Quarterly)

Location: [Intelligrants 10.0 \(IGX\)](#)

Subrecipients are required to submit one (1) Progress Report per quarter in IGX, the Justice and Public Safety Cabinet's electronic grants management system. The Progress Report contains a combination of narrative, numerical, and closed-choice questions to communicate performance data. See **Appendix A: Progress Report Instructions** for more information.

B. Financial Reports (Quarterly)

Location: [Intelligrants 10.0 \(IGX\)](#)

Subrecipients are required to submit one (1) Financial Report in IGX per quarter in IGX. Each cost claimed for reimbursement must be specified by line item on the Detailed Financial Report page of the Financial Report in IGX. Line-item entries must clearly correspond to line-item titles within the approved budget. Subrecipients may only request reimbursement for costs which are allowable, properly allocated, and adequately supported by source documentation. All supporting documentation should be uploaded to IGX for each reimbursement request. For more information on adequately supporting grant costs, please see GMD's subrecipient resource titled **Cost Documentation and Financial Reporting Reference Guide**.

C. Final Report (Post-Award)

Location: *Email*

The final report is due no later than 90 days following the end of the subaward period. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. Submit this report by email to the assigned Program Administrator. A final report template is available for your assistance upon request.

Initiating Reports in IGX

- Individuals with grant administration responsibilities should maintain their own **IGX** account. To create an account, click **New User? Register Here!** on the homepage. Approval for new user accounts may take 48-72 hours.
- Once logged in, confirm that your award is accessible from the **My Tasks** module on the homepage. If not, navigate to your grant by executing a Grants search via the **Searches** dropdown tab at the top of the screen. Select “State Crisis Intervention Program (SCIP) [YEAR]” for grant type. Select your grant from the search results.
- Scroll to the bottom of the menu on the left side of the Document Landing Page. Under **Related Documents**, select *Initiate Related Doc*. Click this to initiate a *Progress Report* or *Financial Report*. Please note that this option only becomes available beginning 15 days before the close of the reporting period.
- **SAVE** your changes by clicking the save button on the top right portion of your window.
- To submit your report, look for **Status Options** in the left side menu. Click on the option to change your report status to **SUBMITTED** when it becomes available.
- Contact your assigned GMD grant administrator if you need assistance initiating a report.

Approval of Reports

GMD’s assigned program and financial administrators will review submitted reports and contact subrecipients directly if supplemental information or corrections are requested. Please respond to such requests promptly. Reports will be moved to “Progress Report Approved” or “Financial Report Approved” status in IGX upon approval.

APPENDIX A: Progress Report Instructions

This appendix provides guidance for completion of the Progress Report in IGX.

Section 1 – Individual Completing Report

Provide the name and contact information for the individual completing the report.

Section 2 – Population Demographics

The data reported in this section should include individuals who received SCIP-funded services during the reporting period.

- A. Enter the **TOTAL** number of individuals who received services during the reporting period.
- B. Enter the **TOTAL** number of anonymous contacts during the reporting period.
- C. Of the number of individuals entered in question 2A, enter the number of **NEW** individuals who received services from your agency **for the first time** during the reporting period.
***Please note that when reporting for the 1st Quarter, 2C will be the same as 2A.

Demographics

Report the demographic information of individuals who received SCIP-funded services during the reporting period to the extent this information has been willingly disclosed or identified by service recipients.

- Race/Ethnicity
- Sex
- Age
- County of Residence

Section 3 – SCIP Performance Measurement Tool

A. Crisis Intervention Activities

Identify which of the listed crisis intervention program activities took place (or will take place) using program funds for either a new program or the enhancement of an existing program.

B. Method(s) of Service Delivery

Indicate the method(s) of SCIP program service delivery.

C. Efforts to Safeguard Service Recipient Constitutional Rights

Describe any measures taken or assistance provided to program stakeholders to safeguard the constitutional rights of individuals subject to crisis intervention programs or initiatives implemented under this award.

D. Training – Stakeholders

If SCIP funds were used to provide or facilitate training for **stakeholders** (e.g. law enforcement, behavioral health providers, or court actors [prosecutors or judges] during the reporting period, indicate the total number of trainings completed and the following:

- Training topic
- Date Delivered
- Target Audience
- Number of People Trained
- Training Provider
- Link to Media Coverage, Recording of Training, Materials (if applicable)
- Training Format (Online, Conference, Meeting, Board of Directors Meeting, In Service)

E. Training – Members of the Public

If SCIP funds were used to provide or facilitate training for **members of the public** during the reporting period, indicate the total number of trainings and the following:

- Training topic
- Date Delivered
- Target Audience
- Number of People Trained
- Training Provider
- Link to Media Coverage, Recording of Training, Materials (if applicable)
- Training Format (Online, Conference, Meeting, Board of Directors Meeting, In Service)

F. Outreach and Training

If SCIP funds were used to develop outreach or training materials to support the SCIP initiative, indicate the format, link (if applicable), topic, and target audience.

Section 4 – Goals and Objectives

Be as descriptive as possible and try to avoid submitting the same responses for each quarter. The narrative section allows GMD to gain a more complete picture of your project and program and equips GMD to highlight the important work that you do. Refer to the content listed on the Goals, Objectives, and Performance Measurement page of your IGX subaward when completing this section.

- A. Describe the SCIP program's top accomplishment during the reporting period.
- B. Identify the primary goal you focused on during the reporting period and progress made toward that goal.
- C. Complete the table provided within the Progress Report to report on the status of each objective. Restate each **objective** listed on the Goals, Objectives, and Performance Measurement page of this grant. Report on the current status of each objective as well as the progress made toward achieving that objective during the reporting period.
- D. Discuss barriers faced in meeting any of the objectives for the reporting period, if any. Please include proposed means of overcoming or mitigating those barriers.
- E. If there are areas for which your agency needs or desires technical assistance from either GMD or a GMD-supported or federal technical assistance provider, please indicate and GMD will coordinate a time for further discussion.
- F. Identify one or more major activities planned for the next reporting period.
- G. Indicate if there are any innovative programs/accomplishments you wish to share regarding the SCIP initiative.

Section 5 – Evaluation

Refer to the Evaluation Plan section of the Goals, Objectives, and Performance Measurement IGX subaward page when completing this section.

- A. Provide an update on the status of your evaluation plan. Refer to the Evaluation Plan section of the Goals, Objectives, and Performance Measurement page of your grant award. Indicate how the data and information collected has been used to guide and assess this SCIP project.
- B. If the SCIP initiative includes a researcher or research partner, provide the name and contact information for the researcher/researcher.