STOP Violence Against Women Act
Subrecipient Reporting Instructions

This resource was developed by the Kentucky Justice and Public Safety Cabinet, Grants Management Division (GMD), to help Violence Against Women Act (VAWA STOP) subrecipients fulfill performance and financial reporting requirements. VAWA STOP is a federal grant program administered by the U.S. Department of Justice, Office on Violence Against Women (OVW).

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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
Quarter 1	January 1 – March 31	April 15
Quarter 2	April 1 – June 30	July 15
Quarter 3	July 1 – September 30	October 15
Quarter 4	October 1 – December 31	January 15

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. Subrecipients must also attach a quarterly VAWA MEI Progress Report Supplement with demographic and service data for the reporting period. 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. **Annual Report (VAWA MEI Impact Tool)**
   Location: Link distributed via email

   This annual reporting form was developed by the U.S. Department of Justice, Office on Violence Against Women (OVW) to provide data on the effectiveness of VAWA-funded programs. Subrecipients are to submit data directly through the VAWA Measuring Effectiveness Initiative (MEI) platform. These reports cover the calendar year and are typically due in early March. GMD will provide a link to the reporting form via email once it becomes available. See the VAWA MEI Stop Formula Grant Program resource page for training videos, written guides, and general resources.

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 "Violence Against Women Act - 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** 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 I – Individual Completing Report

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

Section II – 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. 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.

B. Discuss barriers faced in meeting any of the objectives for this reporting period, if any. Please include proposed means of overcoming or mitigating those barriers.

C. Describe efforts made during the reporting period to increase outreach to victims in high-risk situations and awareness of available services.

D. Report on the efforts made during this reporting period to recognize and address the needs of underserved populations.

Section III – Staff Training

Provide a list of all VAWA-funded staff and training activities completed during the reporting period. In addition to active staff, be sure also to include individuals who have left the project and individuals who did not complete any training during the reporting period. Please complete the table provided within the Progress Report and include the following information:

- Name of the VAWA-funded staff
- Title of the VAWA-funded staff
- Title or brief description of each training completed
- Total training hours the individual has completed during this reporting period
- Total training hours the individual has completed during the project to date.

Section IV – Attachments

A. VAWA MEI Subgrantee Progress Report Supplement (Required): Upload the VAWA MEI Subgrantee Progress Report Supplement using the standard template provided by GMD. The standard template is a fillable, abbreviated version of the STOP Formula Subgrantee Reporting Form (formerly known as the "Muskie" report) developed by OVW. Complete only the sections relevant to your VAWA STOP project. The report supplement will give you the option to indicate if a section is not applicable to your project and links are provided throughout to help you easily navigate to the next section. The form contains fields for each quarter to allow you to build upon prior reports. As the award period progresses, submissions should include your data from prior reporting periods. The built-in calculations will automatically generate annual totals for each reporting metric which can later be used when you complete the STOP Formula Subgrantee Reporting Form within OVW's MEI platform.

B. Additional Attachments (Optional): Upload relevant information about your VAWA STOP Project, including newspaper articles, products developed, or documentation supporting reported service activities.

Section V – Technical Assistance

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 describe the need or desire below and GMD will coordinate a time for further discussion.