Project Safe Neighborhoods
Subrecipient Reporting Instructions

PSN

This resource was developed by the Kentucky Justice and Public Safety Cabinet (JPSC), Grants Management Division (GMD), to help Project Safe Neighborhoods (PSN) subrecipients fulfill performance and financial reporting requirements. PSN 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

1. **BJA Project Safe Neighborhoods Grant Program Performance Measures (Quarterly)**
   Location: OJP Performance Measurement Platform

   Subrecipients must submit performance data directly to BJA through the OJP Performance Measurement Platform. Once GMD creates your user account, you will receive an activation email with instructions to access the system. If you need assistance accessing the platform or completing your report, please contact your assigned PSN subaward administrator. **Download a PDF copy of your completed PMT report once submitted.** The full list of questions in the BJA Project Safe Neighborhoods Grant Program Performance Measures questionnaire is available here: https://bja.ojp.gov/funding/performance-measures/PSN-Measures.pdf.

   > **Helpful Tips**
   > - Grant Activity (Question 3) – Select "B. We are a subrecipient."
   > - Training and Technical Assistance (Question 15) – Respond "No" to this question unless technical assistance was provided directly from a BJA-funded provider. JPSC and GMD do not qualify as BJA-funded providers for this reporting item.

2. **Progress Reports (Quarterly)**
   Location: Intelligrants 10.0 (IGX)

   Subrecipients must submit one (1) Progress Report per quarter through IGX. The report includes narrative response fields and a table for documenting progress toward the completion of grant goals and objectives. At the end of the Progress Report, you must upload a copy of the completed PMT that was submitted through the BJA Performance Measurement Platform. See **Appendix A: Progress Report Instructions** for more information. *If your subaward was issued before 2026, upload the (a) progress report template provided by GMD in the designated field and (b) PMT report in the "Completed Metrics" field.*

3. **Financial Reports (Quarterly)**
   Location: Intelligrants 10.0 (IGX)

   Subrecipients must submit one (1) Financial Report in IGX per quarter. Each cost requested for reimbursement must be itemized on the Detailed Financial Report page and clearly correspond to the line-item titles in the approved budget. Reimbursement may only be requested for costs that are allowable, properly allocated, and supported by adequate source documentation. All supporting documentation must be uploaded to IGX with each reimbursement request. For additional guidance on supporting grant costs, refer to GMD's subrecipient resource, *Cost Documentation and Financial Reporting Reference Guide*.

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 "Project Safe Neighborhoods - 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.
- Please 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.

Agency Information

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

Section 1 – Goals and Objectives

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 status of each objective as well as the progress made toward achieving that objective during the reporting period.

Section 2 – Narrative Questions

Respond to each question in this section. Focus on the grant-funded project, addressing only activities related to this award. Refer to activities completed during this reporting period.

1. **How were grant funds expended for this project during this reporting period?**

2. **What was your organization able to accomplish with these grant funds that you otherwise wouldn't have been able to accomplish?**

3. **Is the project on track, fiscally, to be completed as outlined in the grant application?** *If not, please provide an explanation as to why your agency is not on track, barriers encountered, and what your plans are to address the delay.*

4. **Is the project on track, programmatically, to be completed as outlined in the grant application?** *If not, please provide an explanation as to why your agency is not on track, barriers encountered, and what your plans are to address the delay.*

BJA Performance Measurement Tool (PMT)

Download a PDF version of the PMT for this reporting period submitted in the BJA Performance Measurement Platform and upload in the designated field.