



Byrne State Crisis Intervention Program Subrecipient Reporting Instructions

October 2026

This resource was developed by the Kentucky Justice and Public Safety Cabinet (JPSC), Grants Management Division (GMD), to help Byrne State Crisis Intervention Program (SCIP) subrecipients fulfill performance and financial reporting requirements in Intelligrants 10.0 (IGX), GMD's electronic grants management system. 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

Subrecipients must submit performance and financial reports quarterly. 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 circumstances arise that may prevent timely submission of one or more reports.

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

Required Submissions

A. Progress Reports (Quarterly)

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

Subrecipients must submit one Progress Report per quarter in IGX to provide information on project implementation, individuals served, and services provided. **Appendix A: Byrne SCIP Progress Report Question Set** communicates the Progress Report sections and questions.

B. Financial Reports (Quarterly)

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

Subrecipients must submit one Financial Report 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 adequately supported by source documentation. All supporting documentation must be uploaded to IGX for each reimbursement request. GMD's subrecipient resource titled [Cost Documentation and Financial Reporting Reference Guide](#) provides additional information on adequately supporting grant costs.

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 must 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. GMD's subrecipient resource titled [IGX: Managing User Accounts and Document Access](#) provides instructions for adding new users and assigning roles in the system.
- 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** changes by clicking the save button on the top right corner of each report section.
- To submit your report, change the report status to **SUBMITTED** using the **Status Options** section on the left side menu once all sections have been completed.
- Contact your assigned GMD grant administrator if you need assistance.

Approval of Reports

GMD's subaward administrators will review submitted reports and contact subrecipients if additional information or corrections are needed. Please respond to modification requests promptly. Approved reports will be marked as "Progress Report Approved" or "Financial Report Approved" in IGX.

APPENDIX A: Byrne SCIP Progress Report Question Set

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.

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; and
- 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); and
- 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); and
- 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.

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- 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.
 - D. 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.
 - E. 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.
 - F. 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.
 - G. Identify one or more major activities planned for the next reporting period.
 - H. 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.