



This resource was developed by the Kentucky Justice and Public Safety Cabinet (JPSC) Grants Managements Division (GMD) to help Victims of Crime Act (VOCA) Assistance subrecipients fulfill performance and financial reporting requirements in Intelligrants 10.0 (IGX), the JPSC's electronic grants management system. VOCA Assistance is a federal grant program administered by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC).

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July 2026 Updates

- Starting July 1, 2026, OVC Performance Measurement Tool (PMT) data previously reported in the OJP Performance Measurement Platform will instead be entered in IGX. All subrecipient performance reporting will take place through the IGX Progress Report for VOCA Assistance subawards with start dates on or after this date.
- Recent reviews of VOCA Assistance subrecipient audit reports issued by the DOJ Office of the Inspector General (OIG) indicate that subrecipients are encouraged to maintain written policies and procedures for VOCA reporting. Failure to maintain adequate policies and procedures for preparing and submitting performance and financial reports, including controls to ensure the accuracy of reported information and retention of supporting documentation, may result in audit findings and required corrective actions during OIG subrecipient audits.

Reporting Periods and Submission Deadlines

Subrecipients must submit performance and financial reports quarterly. Subrecipients granted a Financial Reporting Schedule Hardship Waiver may submit financial reports monthly.

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

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 the timely submission of one or more reports.

Required Submissions

1. Progress Report

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.

GMD's subrecipient resource titled [VOCA Progress Report Guide](#) includes the question sets for required data collection points and more guidance, tips, and resources to support accurate and complete performance reporting.

2. Financial Report

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

Subrecipients are required to submit one Financial Report per reporting period 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. GMD's subrecipient resource titled [Cost Documentation and Financial Reporting Reference Guide](#) provides additional information on adequately supporting grant costs.

Initiating and Submitting Reports in IGX

1. 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.
2. 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 "Victims of Crime Act - YEAR" for grant type. Select your grant from the search results.
3. 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.
4. **SAVE** changes by clicking the save button on the top right corner of each report section.
5. 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.
6. 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.