Fiscal Year Reporting Timeline for CDVSA Subgrantees

Date Due	Document/Report Due	Format of Submission
As Needed		
	Finance: Equipment Purchase Request (for items with value of $5,000 or more)	complete form, upload in GrantVantage (notify Program Coordinator)
	Finance: Budget Change Requests *(moving funds between pre-approved funded budget categories)*: - prior approval required for a **budget change** of more than $10,000 or 10% increase of a given category, whichever amount is less - any budget changes not requiring prior approval must be communicated to CDVSA through GrantVantage within 30 days of change Budget Revision Request *(moving funds into a category that lacks any pre-approved funds)*: - prior approval required for ANY **budget revision**	request in GrantVantage (notify Grants Administrator and/or Program Coordinator)
	Finance: Initiate process to de-obligate funds if unable to spend full award	contact your Program Coordinator
July		
16	**Data:** Q2 Quarterly Data Report (**OVC Discretionary 1 & 2 only**)	complete form and upload in GrantVantage
	Data: Semiannual Data Narrative Report (**OVC Discretionary 1 & 2 only**)	complete form and upload in GrantVantage
30	**Finance:** June Monthly Expense Reports (one per **each** CDVSA grant award)	create and submit in GrantVantage
	Finance: Equipment Retention/Disposal Certification Forms (one per **each** qualifying item)	complete form and upload in GrantVantage
	Data: Q4 Quarterly Enhanced Services Report (**ES only**)	complete form and upload in GrantVantage
	Data: Q4 Quarterly Data Report (**VS only**, not ES)	pull report from database and upload in GrantVantage
	Data: State Fiscal Year Data Report (**VS only**, not ES)	pull report from database and upload in GrantVantage
	Programmatic: End of Year Prevention Report (**Prevention only**)	https://survey.alchemer.com/s3/6580812/CDVSA-End-of-Year-Report
	Programmatic: Biannual Narrative Report (one **each** for BIP and PBP)	complete form and upload in GrantVantage
	Data: Q4 Data Entered into Database (**BIP & PBP only**)	enter into database
	Data: Q4 Quarterly Outcomes and Education Report (**VS only**, not ES)	complete report and upload in GrantVantage
	Programmatic: Victim Services Biannual Report (one **each** for VS and ES)	complete form and upload in GrantVantage
	Programmatic: FVPSA End of Year Performance Report (**only FVPSA** subgrantees)	complete form and upload in GrantVantage
	Programmatic: FVPSA Letter on Agency Letterhead (**only FVPSA** subgrantees)	prepare letter following sample and upload in GrantVantage
August		
30	**Finance:** July Monthly Expense Reports (one per **each** CDVSA grant award)	create and submit in GrantVantage
September		
30	**Finance:** August Monthly Expense Reports (one per **each** CDVSA grant award)	create and submit in GrantVantage
October		
16	**Data:** Q2 Quarterly Data Report (**OVC Discretionary 1 & 2 only**)	complete form and upload in GrantVantage
30	**Finance:** September Monthly Expense Reports (one per **each** CDVSA grant award)	create and submit in GrantVantage
	Data: Yearly FVPSA Data Report (**FVPSA only**)	pull report from database and upload in GrantVantage
	Data: Q1 Quarterly Enhanced Services Report (**ES only**)	complete form and upload in GrantVantage
	Data: Q1 Quarterly Data Report (VS, not ES)	pull report from database and upload in GrantVantage
	Data: Q1 Quarterly Outcomes and Education Report (**VS only**, not ES)	complete report and upload in GrantVantage

	Data: Q1 Data Entered into Database (**BIP/PBP only**)	enter into database
	Programmatic: Civil Rights Post-Training Confirmation (**All subgrantees**)	complete form and upload in GrantVantage
November		
30	**Finance:** October Monthly Expense Reports (one per **each** CDVSA grant award)	create and submit in GrantVantage
December		
30	**Finance:** November Monthly Expense Reports (one per **each** CDVSA grant award)	create and submit in GrantVantage
January		
16	**Data:** Q2 Quarterly Data Report (**OVC Discretionary 1 & 2 only**)	complete form and upload in GrantVantage
	Data: Semiannual Data Narrative Report (**OVC Discretionary 1 & 2 only**)	complete form and upload in GrantVantage
30	**Finance:** December Monthly Expense Reports (one per **each** CDVSA grant award)	create and submit in GrantVantage
	Data: Q2 Quarterly Enhanced Services Report (**ES only**)	complete form and upload in GrantVantage
	Data: Q2 Quarterly Data (**VS only**, not ES)	pull report from database and upload in GrantVantage
	Data: Q2 Quarterly Outcomes and Education Report (**VS only**, not ES)	complete report and upload in GrantVantage
	Programmatic: Victim Services Biannual Report (one **each** for VS and ES)	complete report and upload in GrantVantage
	Data: Q2 Data Entered into Database (**BIP/PBP only**)	enter into database
	Programmatic: Biannual Narrative Report (one **each** for BIP & PBP only)	complete form and upload in GrantVantage
	Programmatic: Annual Self-Evaluation of Services (one **each** for BIP & PBP only)	complete form and upload in GrantVantage
February		
30	**Finance:** January Monthly Expense Report (one per **each** CDVSA grant award)	create and submit in GrantVantage
March		
11	**Programmatic:** Muskie Progress Report for previous calendar year (**SASP & STOP only**)	complete form and upload in GrantVantage
30	**Finance:** February Monthly Expense Report (one per **each** CDVSA grant award)	create and submit in GrantVantage
April		
16	**Data:** Q3 Quarterly Data Report (**OVC Discretionary 1 & 2 only**)	complete form and upload in GrantVantage
30	**Finance:** March Monthly Expense Report (one per **each** CDVSA grant award)	create and submit in GrantVantage
	Data: Q3 Quarterly Enhanced Services Report (**ES only**)	complete form and upload in GrantVantage
	Data: Q3 Quarterly Data (**VS only**, not ES)	pull report from database and upload in GrantVantage
	Data: Q3 Data Entered into Database (**BIP/PBP** only)	enter into database
	Data: Q3 Quarterly Outcomes and Education Report (**VS only**, not ES)	complete report and upload in GrantVantage
May		
30	**Finance:** April Monthly Expense Report (one per **each** CDVSA grant award)	create and submit in GrantVantage
June		
1	**Finance:** Final Budget Change or Revision Request (one per **each** funding source, as needed)	create and submit in GrantVantage
30	**Finance:** May Monthly Expense Report (one per **each** CDVSA grant award)	create and submit in GrantVantage