



Reporting Information and Due Dates for FY10

Please make sure you are using forms and instructions for FY10. Current reporting forms can be found on the CDVSA website at: <http://www.dps.state.ak.us/cdvsa/asp/>

Report Submission:

Documents requiring signatures may either be sent via email (as a PDF document) or faxed to the Council office. Please keep the original with signatures in your files.

Submit narratives and goals and objectives in an MS Word-compatible format and email as attachments. **Do not** submit them as PDF documents.

See the last page of these instructions for a synopsis of requirements.

Please do not hesitate to contact CDVSA staff if you have any questions or need further instructions.

FAX Number:

907-465-3627

Email addresses and phone numbers (use assigned coordinator):

ann.rausch@alaska.gov 907-465-5015

linda.hoven@alaska.gov 907-465-4321

lauree.morton@alaska.gov 907-465-5503

CDVSA will send the Research Analyst's email address and phone number to programs prior to the end of the first quarter.

DUE QUARTERLY

The quarterly documents that **require signatures** are

- 1) Request for Advance,
- 2) Quarterly Expenditure/Revenue Report,
- 3) Budget Revisions (if needed), and
- 4) Goals and Objectives Changes (if needed).

You can submit these in three ways:

- 1) scan the signed document or documents, convert them to a PDF document and email the PDF document to your assigned coordinator;

- 2) fax them to the CDVSA office with a cover page to your coordinator. PDF documents are preferred as they are clearer, but either is acceptable; or
- 3) hand-deliver the signed document.

□ **REQUEST FOR FUNDS ADVANCE**

DUE DATES no earlier than:

- **1st quarter: submitted with grant award documents**
- **2nd quarter: Sept. 15, 2009**
- **3rd quarter: Dec. 15, 2009**
- **4th quarter: March 15, 2010**

The *first* through *third quarter advances* will each total 25% of the grant award. Advances will be issued if/when the following conditions are met:

Quarter	Condition
First	Submission of all FY10 grant award documents
Second	Submission of all FY09 end of year reports
Third	Submission of FY10 first quarter reports and data requirements
Fourth	Submission of FY10 second quarter reports and data requirements Compliance with on-site recommendations and submission of corrective documentation

The *fourth quarter amount advanced* will be based on a review of total expenditures during the first half of the fiscal year. If under spent during the first half of the fiscal year, a corresponding amount will be withheld from the fourth quarter advance. To request the full 4th quarter advance, submit a letter explaining why the expenditures were low during the first two quarters (such as large insurance payment not due until fourth quarter), and stating how the entire amount of the grant will be expended by June 30, 2010. Upon review, the full advance may be approved.

The Request for Advance form may be submitted by emailing the signed document in PDF format or faxing it to the Council office. Whichever way you choose to submit the documents, please keep the originals in your files.

□ **QUARTERLY EXPENDITURE/REVENUE REPORT – Email in PDF format or fax**

DUE DATES:

- **1st quarter: October 30, 2009**
- **2nd quarter: January 30, 2010**
- **3rd quarter: April 30, 2010**
- **4th quarter: August 15, 2010**

Complete the form provided for FY10. Be sure to indicate the program's name, FY10 grant award number, and the quarter being reported. Please check the appropriate line indicating whether it is the original or a revised report.

The form combines reporting of the regular grant, VOCA, FVPSA and SASP revenue/expenditures.

The first section is the revenue section. The annual budget is the grant award amount listed in the total cost line of the CDVSA Grant Award column on the Notification of Grant Award. Indicate the amount of funds received during the reporting quarter.

Subsequent sections on the first page report expenditure of the various funds. The annual budget column must show the amounts as budgeted in your grant contract or approved revised budget. The next columns are for first, second, third and fourth quarter expenditures. The final column is for year-to-date totals.

The second page requires documentation of quarterly tax filing dates and a brief budget narrative. Ensure appropriate signatures are affixed.

Match does not have to be received or expensed within a particular reporting period as long as the full amount is expended within the grant period. Match documentation is to be included on the Year End Expenditure Detail Report only.

Please keep the original copies of the expenditure/revenue reports in your files.

❑ **QUARTERLY NARRATIVE REPORT – Email Only**

DUE DATES:

- **1st quarter: October 30, 2009**
- **2nd quarter: January 30, 2010**
- **3rd quarter: April 30, 2010**
- **4th quarter: August 15, 2010**

The narrative report gives you the opportunity to tell us what is going on with your program. It gives us a sense of what is happening in terms of program participant service delivery, community relations, and agency operations. *It is to your benefit to provide as many details as possible when completing this report.* This report is submitted to Council members. It often helps the Council to recognize trends, patterns, or challenges that are common to programs around the state. Using the instructions and form provided, submit the report to your coordinator electronically through email. Hard copy reports will not be accepted.

❑ **QUARTERLY GOALS AND OBJECTIVES REPORTS – Email Only**

DUE DATES:

- **1st quarter: October 30, 2009**
- **2nd quarter: January 30, 2010**
- **3rd quarter: April 30, 2010**
- **4th quarter: August 15, 2010**

CDVSA is providing the form for reporting on the standardized goals and objectives for the six core components – immediate safety, crisis intervention, children’s services, etc. This form is an MS Excel spreadsheet and has formulas incorporated for each objective that add up the total numbers on a year-to-date basis. You will have to insert your projected numbers for each

objective just as you reported with your grant award documents. Then each quarter, enter the numbers for each objective and the total YTDs will be added up for you.

Additional objectives and goals are optional. If you have additional objectives, they may be added after the last provided objective within that particular goal. Additional goals may be added at the end of the Council required goals for that component.

If an objective or a goal is not applicable to your program, you can delete those lines.

Goals and objectives must be submitted electronically through email as an attachment. Hard copy reports will not be accepted.

Reminder: *Email the Quarterly Narrative Report and the Quarterly Goals and Objectives Report as separate documents.*

DUE AS NEEDED BY PROGRAM, BEFORE END OF YEAR

□ **BUDGET REVISIONS - Email in PDF format or fax**

DUE DATES:

- **Submit as needed**
- **In all cases, before June 30, 2010**

Requests for budget revisions must be submitted whenever a program anticipates expending 10% or \$5,000 (whichever is LESS) over the amount in a budget category. Only changes between budget categories (Personal Services, Contractual, Travel, etc.) require a Council-approved budget revision. The requests must be on the proper form, submitted, and approved **prior** to making budget changes. If any CDVSA-approved budget category is \$0.00 (for example: \$0 for Equipment Category) and you plan to spend Council funds in that category, a budget revision is required regardless of the amount.

In preparing the budget revision form, please show the budgeted amount and revised amount in ALL budget categories, not just those that you are requesting to be changed. Even if you have discussed the proposed revision in a letter or by telephone, no budget revision can be considered approved until it has been submitted on the proper form and signed off by Council staff.

*Example: You have \$4,000 budgeted for Equipment. In the second quarter, your printer breaks down and you need to purchase a new one, so you move \$2,500 from Personal Services to Equipment to cover the cost of purchasing a new printer. Do you need to submit a budget revision? **YES**. To determine whether you need to submit a budget revision, look at what number is smaller, 10% of the original budget category or \$5,000. 10% of the original Equipment budget category is \$400. This is LESS than \$5,000, so you use that number to determine whether the budget revision is necessary. The budget revision is \$2,500, which is obviously greater than \$400. Therefore, a budget revision request is necessary.*

If you make a budgetary reallocation of less than \$5,000 or 10% of a budget line, please note that you need to notify the Council office within thirty days after the reallocation has taken place. This requirement is covered in Council regulation 13 AAC 95.300(e)(2). Use a budget revision form and note on the form that the revision is not subject to Council approval. You should then use the new budget category amounts for your quarterly reports.

The Budget Revision can be submitted by emailing the signed document in PDF format or faxing it to the Council office. Whichever way you choose to submit it, please keep the document original in your files.

☐ **GOALS AND OBJECTIVES CHANGES- Email in PDF format or fax**

DUE DATES:

- **Submit as needed**
- **In all cases, before June 30, 2010**

Requests for changes in goals and objectives must be submitted using the Council form provided. Once you receive approval, use the revised goal and objectives in future quarterly reports. The Goals and Objectives request can be submitted by emailing the signed document in PDF format or faxing it to the Council office. Whichever way you choose to submit it, please keep the document original in your files.

DUE YEARLY

☐ **COMPLIANCE WITH ONSITE EVALUATION RECOMMENDATIONS – Email or hardcopy**

DUE DATE:

- **December 31, 2009**

Grant award conditions require programs to be in compliance with all onsite recommendations received prior to June 30, 2009. Corrective documentation showing compliance must be submitted to the Council office no later than December 31, 2009.

☐ **CDVSA EQUIPMENT INVENTORY REPORT- Email in PDF format or fax**

DUE DATE:

- **January 30, 2010**

As noted in Council regulation 13 AAC 95.320(i)(j)(k), programs are required to provide a copy of an updated inventory list, identifying non-expendable personal property purchased using Council funds, which cost \$500 or more at the time of purchase. This is an ongoing inventory report, not just what was purchased the prior year. The Equipment Inventory can be submitted by emailing the signed document in PDF format or faxing it to the Council office. Whichever way you choose to submit it, please keep the document original in your files.

☐ **YEAR END EXPENDITURE DETAIL REPORT – Email in PDF format or fax**

DUE DATE:

- **August 15, 2010**

This form has two pages. Be sure to complete and submit both. List your program's name, grant number, and fiscal year on the lines provided at the top of each page.

The first column on page one is your approved annual budget (use revised amounts if budget revisions were approved). The second column is year to date actual expenditures for each line item. Each category totals at the end of the category and the Total All Categories line adds the total lines from each category. The amounts in the Total All Categories columns for Total Annual Budget and Year End Actual should balance.

Match on page one:

The Total Annual Budget for CDVSA, FVPSA and VOCA is the amount listed on the Notification of Grant Award under financial coding match. The Year End Actual Expenditures should include Local Funds, Cash and In-Kind expended during the year to meet the match requirements for CDVSA, FVPSA and VOCA. *While programs are not required to submit proof of match with this form, documentation of match will be reviewed during on-site evaluations.*

Total Project Costs: adds the Total All Categories row and the Match rows

The second page is a personnel services worksheet. List each position in the position title column. In the FTE column document the percentage for the position. In the Months Position Filled column document the actual number of months someone worked in the position. In the Total Annual Budget column document the approved budgeted amount for the position. In the Salary column document the actual salary paid to this position during the fiscal year. In the Fringe column document the actual amount of fringe paid to this position during the fiscal year. In the Match if applicable column document the amount of match if any was provided for the position during the fiscal year. The Year-End Actual column will add the Salary, Fringe and match if applicable columns.

In the Fringe Benefits section document the percentage amount of salary provided for the benefit. In the Total Annual Budget column document the approved budgeted amount for the benefit. In the Match if applicable column document the amount of match if any was provided for the benefit during the fiscal year. In the Year-End Actual column document the actual amount expended for each benefit line. The Fringe Total in the Year-End Actual column will add the Health Insurance, Retirement and All Other lines in that column.

Transfer the amount in the Total line in the Total Annual Budget column from this page to the Total Annual Budget Salary total line on the first page. Transfer the amount in the Total line in the Salary column from this page to the Year End Actual column on the first page. Transfer the amount in the Fringe Total line in the Total Annual Budget column from this page to the Total Annual Budget Fringe Benefits line on the first page. Transfer the amount in the Fringe Total line in the Year-end Actual column from this page to the Year End Actual column on the first page.

Please note that this form is **in addition** to the quarterly financial report form. Both need to be submitted at the end of the fourth quarter. The Year-End Expenditure Detail Report can be submitted by emailing the signed document in PDF format or faxing it to the Council office. Whichever way you choose to submit it, please keep the document original in your files.

THE FOLLOWING REPORTS ARE FOR VICTIM SERVICE PROGRAMS ONLY.

☐ VOCA END OF YEAR PERFORMANCE REPORT – EMAIL Only

DUE DATE:

- **August 15, 2010**

Using the form provided, provide a narrative describing how funds were used and activities accomplished. Reports will be compiled into one statewide report for VOCA. Submit the report electronically through email as an attachment. Hard copy reports will not be accepted.

☐ FVPSA END OF YEAR PERFORMANCE REPORT – EMAIL Only

DUE DATE:

- **August 15, 2010**

Required Reports by Types

Report	Due Dates	Format
<input type="checkbox"/> Request for Advance	2 nd quarter: Sept. 15, 2009 3 rd quarter: Dec. 15, 2009 4 th quarter: Mar. 15, 2010 (no earlier than these dates)	Email in PDF format or fax report with signatures (Maintain originals in files)
<input type="checkbox"/> Quarterly Expenditure/Revenue	1 st quarter: Oct. 30, 2009 2 nd quarter: Jan. 30, 2010 3 rd quarter: Apr. 30, 2010 4 th quarter: Aug. 15, 2010	Email in PDF format or fax report with signatures
<input type="checkbox"/> Quarterly Performance Reports and Goals and Objectives	1 st quarter: Oct. 30, 2009 2 nd quarter: Jan. 30, 2010 3 rd quarter: Apr. 30, 2010 4 th quarter: Aug. 15, 2010	Electronic only – email as separate attachments
<input type="checkbox"/> Budget Revisions	As needed, in all cases before June 30, 2010	Email in PDF format or fax report with signatures
<input type="checkbox"/> Goals and Objectives Changes	As needed, before June 30, 2010	Email in PDF format or fax report with signatures
<input type="checkbox"/> Compliance with Onsite Evaluation Recommendations	December 31, 2009	Hard copy or email as an attachment
<input type="checkbox"/> CDVSA Equipment Inventory	January 30, 2010	Email in PDF format or fax report with signatures
<input type="checkbox"/> VOCA End of Year Performance	August 15, 2010	Electronic only – email as attachment
<input type="checkbox"/> FVPSA End of Year Performance	August 15, 2010	Electronic only – email as attachment
<input type="checkbox"/> SAP End of Year Performance	August 15, 2010	Electronic only – email as attachment
<input type="checkbox"/> Year End Expenditure Detail	August 15, 2010	Email in PDF format or fax report with signatures