

CDVSA Fiscal Year Victim Services Reporting Timeline

Month	Day	Paperwork Due	Format
July			
	1	Grant Award Notifications	Email
		Q1 Funds Advance (Floating Date)	Direct Deposit to Program
	15	Budget Revision Request Form	Email
	30	Q4 Quarterly Expenditure/Revenue Report Form	Email
		Q4 Quarterly Narrative Report Form	Email
		Q4 Outcome Measures Report	Email
		Q4 Education and Community Coordination Training Report	Email
		Year End Expenditure Detail Report	Email
		VOCA End of Year Performance Report	Email
		FVPSA End of Year Performance Report	Email
		FVPSA Letter on Agency Letterhead	Email
August			
	15	VOCA Subgrant Worksheet (for new fiscal year)	Email
September			
	15	Q2 Funds Advance	Direct Deposit to Program
		List from Programs of DVAM plans/activities	Email
October			
	30	Q1 Quarterly Expenditure/Revenue Report Form	Email
		Q1 Quarterly Narrative Report Form	Email
		Q1 Outcome Measures Report	Email
		Q1 Education and Community Coordination Training Report	Email
November			
		N/A	
December			
	15	Q3 Funds Advance	Direct Deposit to Program
	31	On-Site Evaluation Corrective Recommendations	Email
January			
	30	Q2 Quarterly Expenditure/Revenue Report Form	Email
		Q2 Quarterly Narrative Report Form	Email
		Q2 Outcome Measures Report	Email
		Q2 Education and Community Coordination Training Report	Email
		CDVSA Equipment Inventory Report	Email
February			
		N/A	
March			
	15	Q4 Funds Advance (2/3 of Quarterly Amount)	Direct Deposit to Program
		List from Programs of SAAM plans/activities	Email
April			
	30	Q3 Quarterly Expenditure/Revenue Report Form	Email
		Q3 Quarterly Narrative Report Form	Email
		Q3 Outcome Measures Report	Email
		Q3 Education and Community Coordination Training Report	Email
May			
	15	Q4 Funds Advance (1/3 of Quarterly Amount)	Direct Deposit to Program
June			
		N/A	

*Please contact your program coordinator if an alternate method of submission is needed