



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 or Revision Requests (prior approval required for ANY budget change or revision)	request in GrantVantage
	Finance: Initiate process to de-obligate funds if unable to spend full award	contact your Program Coordinator
July		
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 qualifying item)	complete form and upload in GrantVantage
	Data: Q4 Quarterly Enhanced Services Report (VOCA-ES)	complete form and upload in GrantVantage
	Data: Q4 Quarterly Data Report (VS, not ES)	pull report from database and upload in GrantVantage
	Data: State Fiscal Year Data Report (VS, not ES)	pull report from database and upload in GrantVantage
	Prevention: End of Year Report	https://survey.alchemer.com/s3/6580812/CDVSA-End-of-Year-Report
	BIP/PBP: Biannual Narrative Report (one each for BIP and PBP)	complete form and upload in GrantVantage
	BIP/PBP: Q4 Data Entered into Database	enter into database
	Victim Services: Q4 Quarterly Outcomes and Education Report (VS, not ES)	complete report and upload in GrantVantage
	Victim Services: Victim Services Biannual Report (one each for VS and ES)	complete form and upload in GrantVantage
	Victim Services: FVPSA End of Year Performance Report (only FVPSA subgrantees)	complete form and upload in GrantVantage
	Victim Services: 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		
30	Finance: September Monthly Expense Reports (one per each CDVSA grant award)	create and submit in GrantVantage
	Data: Q1 Quarterly Enhanced Services Report (VOCA-ES)	complete form and upload in GrantVantage
	Data: Q1 Quarterly Data Report (VS, not ES)	pull report from database and upload in GrantVantage
	Data: Yearly FVPSA Data Report (only FVPSA recipients)	pull report from database and upload in GrantVantage
	All Grantees: Civil Rights Post-Training Confirmation	complete form and upload in GrantVantage
	BIP/PBP: Q1 Data Entered into Database	enter into database
	Victim Services: Q1 Quarterly Outcomes and Education Report (VS, not ES)	complete report 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		
30	Finance: December Monthly Expense Reports (one per each CDVSA grant award)	create and submit in GrantVantage
	Data: Q2 Quarterly Enhanced Services Report (VOCA-ES)	complete form and upload in GrantVantage
	Data: Q2 Quarterly Data (VS, not ES)	pull report from database and upload in GrantVantage

	Victim Services: Q2 Quarterly Outcomes and Education Report (VS, not ES)	complete report and upload in GrantVantage
	Victim Services: Victim Services Biannual Report (one each for VS and ES)	complete report and upload in GrantVantage
	BIP/PBP: Q2 Data Entered into Database	enter into database
	BIP/PBP: Biannual Narrative Report (one each for BIP and PBP)	complete form and upload in GrantVantage
	BIP/PBP: Annual Self-Evaluation of Services (one each for BIP and PBP)	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 SASP & STOP Recipients: Muskie Progress Report (for previous calendar year) <i>* Form and instructions will be sent by Program Coordinator</i>	email directly to Program Coordinator
	30 Finance: February Monthly Expense Report (one per each CDVSA grant award)	create and submit in GrantVantage
April		
	30 Finance: March Monthly Expense Report (one per each CDVSA grant award)	create and submit in GrantVantage
	Data: Q3 Quarterly Enhanced Services Report (VOCA-ES)	complete form and upload in GrantVantage
	Data: Q3 Quarterly Data (VS, not ES)	pull report from database and upload in GrantVantage
	BIP/PBP: Q3 Data Entered into Database	enter into database
	Victim Services: Q3 Quarterly Outcomes and Education Report (VS, 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 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