



## Fiscal Year Reporting Timeline

Date Due	Document/Report Due	Format of Submission
<b>As Needed</b>		
	<b>Finance:</b> Equipment Purchase Request (for items with value of \$5,000 or more)	email to your Program Coordinator
	<b>Finance:</b> Budget Change or Revision Requests (prior approval required for ANY budget change or revision)	request in GrantVantage
	<b>Finance:</b> Initiate process to de-obligate funds if unable to spend full award	contact your Program Coordinator
<b>July</b>		
30	<b>Finance:</b> June Monthly Expense Reports (one per each CDVSA grant award)	create and submit in GrantVantage
	<b>Finance:</b> Equipment Retention/Disposal Certification Forms (one per qualifying item)	complete form and upload in GrantVantage
	<b>Data:</b> Q4 Quarterly Enhanced Services Report (VOCA-ES)	complete form and upload in GrantVantage
	<b>Data:</b> Q4 Quarterly Data Report (VS, not ES)	pull report from database and upload in GrantVantage
	<b>Data:</b> State Fiscal Year Data Report (VS, not ES)	pull report from database and upload in GrantVantage
	<b>Prevention:</b> End of Year Report	<a href="https://survey.alchemer.com/s3/6580812/CDVSA-End-of-Year-Report">https://survey.alchemer.com/s3/6580812/CDVSA-End-of-Year-Report</a>
	<b>BIP/PBP:</b> Biannual Narrative Report	complete form and upload in GrantVantage
	<b>BIP/PBP:</b> Q4 Data Entered into Database	enter into database
	<b>Victim Services:</b> Q4 Quarterly Outcomes and Education Report (VS, not ES)	complete report and upload in GrantVantage
	<b>Victim Services:</b> Victim Services Biannual Report	complete form and upload in GrantVantage
	<b>Victim Services:</b> FVPSA End of Year Performance Report (only recipients of FVPSA funding)	complete form and upload in GrantVantage
	<b>Victim Services:</b> FVPSA Letter on Agency Letterhead (only recipients of FVPSA funding)	prepare letter following sample and upload in GrantVantage
<b>August</b>		
30	<b>Finance:</b> July Monthly Expense Reports (one per each CDVSA grant award)	create and submit in GrantVantage
<b>September</b>		
30	<b>Finance:</b> August Monthly Expense Reports (one per each CDVSA grant award)	create and submit in GrantVantage
<b>October</b>		
30	<b>Finance:</b> September Monthly Expense Reports (one per each CDVSA grant award)	create and submit in GrantVantage
	<b>Data:</b> Q1 Quarterly Enhanced Services Report (VOCA-ES)	complete form and upload in GrantVantage
	<b>Data:</b> Q1 Quarterly Data Report (VS, not ES)	pull report from database and upload in GrantVantage
	<b>Data:</b> Yearly FVPSA Data Report (only FVPSA recipients)	pull report from database and upload in GrantVantage
	<b>All Grantees:</b> Civil Rights Training Certificate of Compliance	complete form and upload in GrantVantage
	<b>BIP/PBP:</b> Q1 Data Entered into Database	enter into database
	<b>Victim Services:</b> Q1 Quarterly Outcomes and Education Report (VS, not ES)	complete report and upload in GrantVantage
	<b>Victim Services:</b> Yearly VOCA Narrative Questions (only VOCA recipients)	survey monkey link will be emailed
<b>November</b>		
30	<b>Finance:</b> October Monthly Expense Reports (one per each CDVSA grant award)	create and submit in GrantVantage
<b>December</b>		
30	<b>Finance:</b> November Monthly Expense Reports (one per each CDVSA grant award)	create and submit in GrantVantage
<b>January</b>		
30	<b>Finance:</b> December Monthly Expense Reports (one per each CDVSA grant award)	create and submit in GrantVantage
	<b>Data:</b> Q2 Quarterly Enhanced Services Report (VOCA-ES)	complete form and upload in GrantVantage

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



## Fiscal Year Reporting Timeline

### **\*Victim Services Reporting\***

<b>Date Due</b>	<b>Document/Report Due</b>	<b>Which Programs</b>	<b>Format of Submission</b>
30 days after the end of each quarter (10/30, 1/30, 4/30, 7/30)	Quarterly Outcomes and Education Report	VS but not ES	<b>complete report and upload to GrantVantage</b>
July 30	FVPSA End of Year Performance Report	VS receiving FVPSA funding	<b>complete form and upload in GrantVantage</b>
July 30	FVPSA Letter on Agency Letterhead	VS receiving FVPSA funding	<b>prepare letter following sample and upload in GrantVantage</b>
October 30	Documentation of compliance with Civil Rights staff training	All subgrantees	<b>complete form and upload in GrantVantage</b>
October 30	Yearly VOCA Narrative Questions	VOCA recipients	<b>Survey Monkey link (will be sent)</b>
30 days after the end of Quarters 2 and 4 (Jan 30 & July 30)	Biannual Narrative Report	All VS	<b>complete report and upload to GrantVantage</b>
March 11 (or when requested)	Muskie Progress Report	Subgrantees receiving SASP and/or STOP funding	<b>email to Program Coordinator (form &amp; instructions will be sent)</b>



# Fiscal Year Reporting Timeline

## \*Financial Reporting\*

Date Due	Document/Report Due	Format of Submission
Prior to ANY purchase of equipment valued at \$5,000 or more	<b>Equipment Purchase Request</b>	<a href="#">email to your Program Coordinator</a>
	<i>Approval of an Equipment Purchase Request is required before purchasing any item valued at \$5,000 or more with CDVSA funds.</i>	
July 30	<b>Equipment Retention/Disposal Forms</b> (one per item)	<a href="#">complete form and upload to GrantVantage</a>
	<i>Equipment is considered to be those items purchased with CDVSA funds whose original value was \$5000 or greater</i>	
30th of each month	<b>Monthly Expense Reports</b> from prior month (for all CDVSA grant awards)	<a href="#">create and submit in GrantVantage</a>
About Federal awards	<i>Monthly reimbursements will be issued approximately 3 weeks after the end of the month. Reports submitted late (after the 30th) may lead to a reimbursement being processed and paid a full month later.</i>	
About State General Fund awards	<i>Quarter 1 General Funds payments will be issued approximately 8 weeks after the start of Quarter 1, dependent upon approval of beginning of the year budget and grant documents. Quarter 2, 3, and 4 General Funds payments will be issued to subgrantees approximately two weeks prior to the start of those quarters.</i>	
Prior to ANY reallocation of funds between budget categories	<b>Budget Revision or Change Request</b>	<a href="#">create and submit in GrantVantage</a>
	<i>Approval of budget change must be obtained prior to expending reallocated funds.</i>	
June 1	<b>Final Budget Revision or Change Request</b>	<a href="#">create and submit in GrantVantage</a>



# Fiscal Year Reporting Timeline

## *\*Data Reporting\**

Date Due	Document/Report Due	Which Programs	Format of Submission
30 days after the end of each quarter (10/30, 1/30, 4/30, 7/30)	<b>Quarterly Data Reports</b>	VS but not ES	<b>pull report from database and upload in GrantVantage</b>
30 days after the end of each quarter (10/30, 1/30, 4/30, 7/30)	<b>Quarterly Enhanced Services Reports</b>	Enhanced Services recipients	<b>complete form and upload in GrantVantage</b>
July 30	<b>State Fiscal Year Data Report</b>	VS but not ES	<b>pull report from database and upload in GrantVantage</b>
October 30	<b>Yearly FVPSA Data Report</b>	FVPSA recipients	<b>pull report from database and upload in GrantVantage</b>
October 30	<b>VOCA Narrative Questions</b>	VOCA recipients	<b>survey monkey link will be emailed</b>



Alaska's Council on  
Domestic Violence  
& Sexual Assault

## Fiscal Year Reporting Timeline

### **\*BIP / PBP Reporting\***

<b>Date Due</b>	<b>Document/Report Due</b>	<b>Which Programs</b>	<b>Format of Submission</b>
30 days after the end of each quarter (10/30, 1/30, 4/30, 7/30)	<b>Quarterly data</b>	BIP & PBP	<b>enter into database</b>
30 days after the end of Quarters 2 and 4 (Jan 30 & July 30)	<b>Biannual Narrative Report</b>	BIP & PBP	<b>complete form and upload to GrantVantage</b>
January 30	<b>Annual Self-Evaluation of Services</b>	BIP & PBP	<b>complete form and upload to GrantVantage</b>



Alaska's Council on  
Domestic Violence  
& Sexual Assault

## Fiscal Year Reporting Timeline

### ***\*Prevention Reporting\****

Date Due	Document/Report Due	Which Programs	Format of Submission
July 30	<b>Annual End of Year Report</b>	Prevention	<a href="http://survey.alchemer.com/s3/6580812/CDVSA-End-of-Year-Report">http://survey.alchemer.com/s3/6580812/CDVSA-End-of-Year-Report</a>
June 30, 2024	<b>Summative Evaluation Report</b> (end of 3 year cycle)	Prevention	Email Word & PDF to Prevention Program Coordinator