

# Fiscal Year 2025 Reporting Timeline

## Financial Reporting

Date Due	Document/Report Due	Format of Submission
30th of each month	<b>Monthly Expense Reports</b> from prior month (for all CDVSA grant awards)	<b>enter in Grant Vantage</b>
About Federal awards	<p>Monthly reimbursements will be issued upon receipt and approval of monthly financial reports.</p> <p>Reports submitted late (after the 30th) may lead to a reimbursement being processed and paid a full month later.</p>	
About State General Fund awards	<p>Upon execution of award, Quarter 1 advances will be issued by August 15, 2024.</p> <p>Quarter 2, 3, and 4 General Funds payments will be issued to subgrantees up to two weeks prior to the start of the quarter.</p>	
Prior to ANY purchase of equipment valued at \$5,000 or more	<b>Equipment Purchase Request</b>	<b>complete form and upload in Grant Vantage</b>
	*Approval of an Equipment Purchase Request is required <u>before</u> purchasing any item valued at \$5,000 or more with CDVSA funds.	
July 30	<b>Equipment Retention/Disposal Forms</b> (one per qualifying* item)	<b>complete form and upload to Grant Vantage</b>
	*Equipment is considered to be those items purchased with CDVSA funds whose original value was \$5000 or greater.	
<b>Budget Change Requests (BAR):</b> -moving funds between any budget categories, pre-approved or not	<b>Budget Change or Revision Request</b>	<b>create and submit in Grant Vantage</b>
	<p>*Prior approval is required for a <b>budget change</b> of more than \$10,000 or 10% increase of a given category, whichever amount is less.</p> <p>*Any <b>budget changes</b> not requiring prior approval must be communicated to CDVSA through Grant Vantage within 30 days of change.</p> <p>*Prior approval is required for ANY changes into budget categories that are <b>not pre-approved</b>.</p> <p>*For <b>budget changes/revisions</b> that require pre-approval, approval must be obtained prior to expending reallocated funds.</p>	
June 30	<b>Final Budget Revision or Change Request</b>	<b>create and submit in Grant Vantage</b>

**Fiscal Year 2025 Programmatic Reporting Timeline  
Victim Services Reporting**

Date Due	Victim Services	Submission Format
<b>Oct-24</b>		
<b>16</b>	<b>OVC Disc Recipients</b> - Quarterly OVC Data Report	Complete or upload report in Vela.
<b>30</b>	<b>All VS:</b> Civil Rights Post-Training Confirmation	Complete form and upload into GrantVantage.
<b>30</b>	<b>Victim Service:</b> Q1 Quarterly Data Report	Data is entered up to date in Vela or upload report in Vela.
<b>30</b>	<b>Victim Service:</b> Q1 Quarterly Outcomes and Education Report	Complete and upload report in Vela.
<b>30</b>	<b>FVPSA:</b> Annual FVPSA Data Report ( <b>only FVPSA</b> subgrantees)	Complete or upload report in Vela.
<b>Jan-25</b>		
<b>16</b>	<b>OVC Disc Recipients</b> - Quarterly OVC Data Report with open-ended questions.	Complete or upload report in Vela.
<b>30</b>	<b>Victim Service:</b> Q2 Quarterly Data Report	Data is entered up to date in Vela or upload report in Vela.
<b>30</b>	<b>Victim Service:</b> Q2 Quarterly Outcomes and Education Report	Complete and upload report in Vela.
<b>30</b>	<b>Victim Service:</b> Victim Services Biannual Report	Complete and upload report in Vela.
<b>Mar-25</b>		
<b>11</b>	<b>SASP &amp; STOP:</b> Muskie Progress Report for previous calendar year ( <b>SASP and STOP only</b> )	An email will be sent out with instructions for the federal reporting portal.
<b>Apr-25</b>		
<b>16</b>	<b>OVC DISC :</b> Q3 Quarterly OVC Data Report	Complete or upload report in Vela.
<b>30</b>	<b>Victim Service :</b> Q3 Quarterly Data	Data is entered up to date in Vela or upload report in Vela.
<b>30</b>	<b>Victim Service:</b> Q3 Quarterly Outcomes and Education Report	Complete and upload report in Vela.
<b>Jul-24</b>		
<b>16</b>	<b>OVC Disc Recipients</b> - Quarterly OVC Data Report with open-ended questions.	Complete or upload report in Vela.
<b>30</b>	<b>Victim Service:</b> Q4 Quarterly Data Report	Data is entered up to date in Vela or upload report in Vela.
<b>30</b>	<b>Victim Service:</b> State Fiscal Year Data Report	Data is entered up to date in Vela or upload report in Vela.
<b>30</b>	<b>Victim Service:</b> Q4 Quarterly Outcomes and Education Report	Complete and upload report in Vela.
<b>30</b>	<b>Victim Service:</b> Victim Services Biannual Report	Complete and upload report in Vela.
<b>30</b>	<b>FVPSA:</b> FVPSA End of Year Performance Report ( <b>only FVPSA</b> subgrantees)	Complete or upload report in Vela.

**Fiscal Year 2025 Programmatic Reporting Timeline  
Enhanced Services Reporting**

Date Due	Enhanced Services	Submission Format
<b>Oct-24</b>		
16	<b>OVC Disc Recipients</b> - Quarterly OVC Data Report	Complete or upload report in Vela.
30	<b>All ES:</b> Civil Rights Post-Training Confirmation	Complete form and upload into GrantVantage.
30	<b>Enhanced Services:</b> Q1 Quarterly Enhanced Services Report (not required from <b>ES-MH, ES-LA</b> )	Complete and upload report in Vela.
<b>Jan-25</b>		
16	<b>OVC Disc Recipients</b> - Quarterly OVC Data Report with open-ended questions.	Complete or upload report in Vela.
30	<b>Enhanced Services:</b> Victim Services Biannual Report	Complete form and upload in Vela.
30	<b>Enhanced Services:</b> Q2 Quarterly Enhanced Services Report (not required from <b>ES-MH, ES-LA</b> )	Complete or upload report in Vela.
<b>Apr-25</b>		
16	<b>OVC DISC :</b> Q3 Quarterly OVC Data Report	Complete or upload report in Vela.
30	<b>Enhanced Service:</b> Q3 Quarterly Enhanced Services Report (not required from <b>ES-MH, ES-LA</b> )	Complete or upload report in Vela.
<b>Jul-24</b>		
16	<b>OVC Disc Recipients</b> - Quarterly OVC Data Report with open-ended questions.	Complete or upload report in Vela.
30	<b>Enhanced Services:</b> Victim Services Biannual Report	Complete and upload report in Vela.
30	<b>Enhanced Services:</b> Q4 Quarterly Enhanced Services Report (not required from <b>ES-MH, ES-LA</b> )	Complete or upload in Vela.

**Fiscal Year 2025 Programmatic Reporting Timeline**  
**BIP / PBP Reporting**

Date Due	BIP/PBP	Submission Format
Oct-24	Report Due	
30	1st Quarter Data	Data entered into Vela.
Jan-25		
30	2nd Quarter Data	Data entered into Vela.
30	Biannual Narrative Report	Upload report in Vela.
Apr-25		
30	3rd Quarter Data	Data entered into Vela.
Jul-25		
30	4th Quarter Data	Data entered into Vela.
30	Biannual Narrative Report	Upload report in Vela.
30	Annual Self-Evaluation of Services	Upload report in Vela.

Fiscal Year 2025 Programmatic Reporting Timeline  
VAWA STOP

Date Due	VAWA STOP	Submission Format
Mar-25	Report Due	
30	Annual Muskie Report	VAWA-MEI portal

## Fiscal Year 2025 Programmatic Reporting Timeline Prevention

Date Due	Prevention	Submission Format
Jul-25		
30	<b>End of Year Prevention Report</b>	<a href="https://survey.alchemer.com/s3/6580812/CDVSA-">https://survey.alchemer.com/s3/6580812/CDVSA-</a>
30	<b>Summative Evaluation Report</b>	Sent by email