

CDVSA Reporting Timeline Financial Reporting

Due Date	Document/Report Due	Format of Submission
30th of each month	Monthly Expense Reports from prior month (for all CDVSA grant awards)	enter in GrantVantage
Prior to ANY purchase of equipment valued at \$5,000 or more	Equipment Purchase Request	complete form and upload in GrantVantage
July 30	Equipment Retention/Disposal Forms <i>(one per qualifying* item)</i>	complete form and upload to GrantVantage
Budget Change Requests (BAR): -moving funds between any budget categories, pre-approved or not	Budget Change or Revision Request	create and submit in GrantVantage
June 30	Final Budget Revision or Change Request	create and submit in GrantVantage
References		
About Federal awards	Monthly reimbursements will be issued upon receipt and approval of monthly financial reports. Reimbursements will be issued within 7 business days upon receipt/approval of the financial report.	
	Reports submitted late (after the 30th) may lead to a reimbursement being processed and paid a full month later.	
About State General Fund awards	Upon execution of award, Quarter 1 and 2 advances will be issued as one payment by August 15.	
	Quarter 3 and 4 General Funds payments will be issued to subgrantees up to two weeks prior to the start of the quarter.	
Equipment Requests	Approval of an Equipment Purchase Request is required <u>before</u> purchasing any item valued at \$5,000 or more with CDVSA funds.	
Equipment Retention	Equipment is considered to be those items purchased with CDVSA funds whose original value was \$5000 or greater.	
Budget Change Process	Pre-approval of budget changes are required, as follows: <i>when the change is more than \$10,000 or a 10% increase of a given category, whichever amount is less for ANY changes into budget categories that were not pre-approved prior to expending reallocated funds</i> Any budget changes not requiring prior approval (standard reallocation of funds to allow the reporting of actual costs) must be communicated to CDVSA through GrantVantage within 30 days of the change.	
Monthly Expense Reports	The report due in February is due on the last day of the month since February does not have 30 days.	

CDVSA Programmatic Reporting Timeline

Victim Services Reporting

Due Date	Victim Services	Submission Format
October	Document/Report Due	
30	Civil Rights Post-Training Confirmation	Complete PDF form and upload into GrantVantage .
	Q1 Victim Services Quarterly Data Report	Complete form in Vela*. Now includes outcome survey data**.
January		
16	OVC Disc Recipients - OVC Semiannual Data Report (Q1-Q2)	Run report in Vela, click "Upload OVC" , and fill out extra fields.
30	Q2 Victim Services Quarterly Data Report	Complete form in Vela*. Now includes outcome survey data**.
	Victim/Enhanced Services Biannual Report	Complete form in Vela.
March		
15	SASP Recipients: Muskie Annual Progress Report	VAWA-MEI portal - instructions sent via email
April		
30	Q3 Victim Services Quarterly Data Report	Complete form in Vela*. Now includes outcome survey data**.
July		
16	OVC Disc Recipients - OVC Semiannual Data Report (Q3-Q4)	Run report in Vela, click "Upload OVC" , and fill our extra fields.
30	Q4 Victim Services Quarterly Data Report	Complete form in Vela*. Now includes outcome survey data**.
	Victim/Enhanced Services Biannual Report- VOCA recipients must fill out VOCA section, FVPSA recipients must fill out FVPSA section	Complete form in Vela.

* If you use Vela for client management, you will still submit this form but it will be shorter. Forms are found in the Vela "Form Manager."

**Outcome Measures Survey is on our website under Victim Services: [Click Here](#)

CDVSA Programmatic Reporting Timeline

Enhanced Services Reporting

Due Date	Enhanced Services	Submission Format
October	Document/Report Due	
30	Civil Rights Post-Training Confirmation	Complete PDF form and upload into GrantVantage .
	CACs: Q1 CAC Quarterly Data Report	Complete form in Vela.
January		
16	LA and MH Recipients - Q1-Q2 OVC Data Report with semiannual questions	Run report in Vela and click upload or fill out form in form manager.
30	Everyone: Victim/Enhanced Services Biannual Report	Complete form in Vela.
	CACs: Q2 CAC Quarterly Data Report	Complete form in Vela.
April		
30	CACs: Q3 CAC Quarterly Data Report	Complete form in Vela.
July		
16	LA and MH Recipients - Q3-Q4 OVC Data Report with semiannual questions	Run report in Vela and click upload or fill out form in form manager.
30	Everyone: Victim/Enhanced Services Biannual Report. CACs must fill out VOCA section.	Complete form in Vela.
	CACs: Q4 CAC Quarterly Data Report	Complete form in Vela.

CDVSA Programmatic Reporting Timeline

BIP / PBP Reporting

Due Date	BIP/PBP	Submission Format
October	Document/Report Due	
30	Q1 Quarterly Data Report	Data entered into Vela.
January		
30	Q2 Quarterly Data Report	Data entered into Vela.
	BIP/PBP Biannual Report	Complete form in Vela.
April		
30	Q3 Quarterly Data Report	Data entered into Vela.
July		
30	Q4 Quarterly Data Report	Data entered into Vela.
	BIP/PBP Biannual Report	Complete form in Vela.
	BIP/PBP Annual Self Evaluation of Services Report	Complete form in Vela.

CDVSA Programmatic Reporting Timeline

VAWA STOP

Due Date	VAWA STOP	Submission Format
March	Document/Report Due	
15	Annual Muskie Report	VAWA-MEI portal - instructions sent via email

CDVSA Programmatic Reporting Timeline Prevention

Date Due	Prevention	Submission Format
January		
30	Mid-Year Prevention Report	TBD
July		
30	End of Year Prevention Report	TBD
30	Summative Evaluation Report	Sent by email at end of grant cycle