

**Department of the Attorney General (CPJAD)
Grant Administration Checklist
October, 2019**

Department of the Attorney General - CPJAD Forms				
	Document	Form No.	Description	Subgrantee Due Date
1	Request for Funds and Cash Balance Report (RFF)	AG/CPJAD #7	Monthly Financial Report	15th of each month
2	Project Expenditure & Obligations Report	AG/CPJAD #8	Quarterly Financial Report	15th of each calendar quarter: 1Q - January 15; 2Q - April 15; 3Q July 15; 4Q - October 15
3	Project Grant Modification Notice (Blue Form)	AG/CPJAD #19	Form used to re-allocate approved budget categories, revise project description, project goals and objectives, change Project Director/Fiscal Officer	Request must be received no later than 45 days prior to the project end date
4	Certification for Title to Property	AG/CPJAD #13	Form used to report any expendable and non-expendable personal property purchased with federal funds	Must be available to review at time of monitoring visit
5	Project Self Assessment	AG/CPJAD #32	Pre-Monitoring Tool	14 days after execution date
7	Certification of Grant-Funded Employment	AG/CPJAD #38	Form used to report any employees funded solely by VOCA funds	Must be available to review at time of monitoring visit
9	Indirect Costs Computation Worksheet	AG/CPJAD #40	Agencies with an approved 10% de minimus or a federally approved rate must complete this form if requesting an indirect cost.	Indirect Costs forms must be submitted with budget prior to execution
10	Employee Time and Activity Form	Sample		
VOCA Reporting Requirements				
	Document	Form No.	Description	Due Date
1	Subgrant Award Report (SAR)	OVC	REQUIRED - Subgrantees will provide information about agency and project activities that will be implemented with VOCA plus match funds.	14 days after contract execution; Submit hardcopy to CPJAD
2	Subgrantee Data Report - Performance Measurement Tool (PMT)	OVC	REQUIRED - Used to collect information to determine whether a program achieved its goals and objectives. Submitted online at https://ojpsso.ojp.gov/	1Q - January 15; 2Q - April 15; 3Q July 15; 4Q October 15 (with Grantee Report/ Narrative)
3	Grantee Report aka "Narrative"	OVC	REQUIRED: Used to collect qualitative data from grantees regarding VOCA-funded Victim Assistance Programs that operate in their State.	Due October 15; Email to CPJAD with (3) case studies, project evaluations, surveys, and/or project highlights (i.e. articles, special recognitions, etc.)
4	Performance Outcome Measures Report	CPJAD	REQUIRED: Used to collect quantitative data from the goals and objectives, timeline of activities, and output/outcomes that are specific to the VOCA-funded project.	Due every 6 months on January 15 and July 15; submit as email attachment to CPJAD
5	VOCA Priority Allocation	CPJAD	REQUIRED: Applicable for County VW and any RFP project serving more than (1) crime category. Used to determine the 10% priority crime requirement.	Due October 31 with supporting documentation to justify figures (i.e. internal tracking sheets, PMT data tracking forms, etc.),