

**Department of the Attorney General (CPJAD)
Grant Administration Checklist
March, 2021**

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
6	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
7	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
8	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 (POR)	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 Project Priority Area Allocation Spreadsheet	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.),
6	Source Documentation Financial Review	Sample	REQUIRED: Used to collection information on Amount of Request on RFF.	1. January RFF , Due February 15 and 2. July RFF, Due August 15