



## STOP VAW FORMULA GRANT FINANCIAL AND PROGRAM REPORTING SCHEDULE

### A. SPECIAL GRANT CONDITIONS:

Please refer to the **SPECIAL GRANT CONDITIONS** attached to your Grant Award and submit any items indicated.

### B. FINANCIAL REPORTING:

Financial reporting documents are due to this office fifteen (15) days after the end of each quarter according to the following schedule:

Reporting Period	Type of Report Due	Due Date
July 1 – September 30	<ul style="list-style-type: none"> <li>Quarterly Financial Report (with cumulative expenditures to the end of the reporting quarter)</li> <li>Property Inventory Report (if applicable)</li> <li>Cash Request (for funds needed for the upcoming quarter)</li> </ul>	October 15
October 1 – December 31	<ul style="list-style-type: none"> <li>Quarterly Financial Report (with cumulative expenditures to the end of the reporting quarter)</li> <li>Property Inventory Report (if applicable)</li> <li>Cash Request (for funds needed for the upcoming quarter)</li> </ul>	January 15
January 1 – March 31	<ul style="list-style-type: none"> <li>Quarterly Financial Report (with cumulative expenditures to the end of the reporting quarter)</li> <li>Property Inventory Report (if applicable)</li> <li>Cash Request (for funds needed for the upcoming quarter)</li> </ul>	April 15
April 1- June 30	<ul style="list-style-type: none"> <li>Quarterly Financial Report (with cumulative expenditures to the end of the reporting quarter)</li> <li>Property Inventory Report (if applicable)</li> <li>Cash Request (for funds needed for the upcoming quarter)</li> </ul>	July 15

Completed forms should be emailed to: [Charlene.Gallaway@ct.gov](mailto:Charlene.Gallaway@ct.gov)

**Failure to submit Financial Reports may result in suspension of grant payments.**

### C. PROGRESS REPORTING:

- The OPM Program Manager will electronically send the appropriate Progress Reporting forms to the Sub-Grantee's designated Project Director.
- STOP VAW Program Sub-Grantees must submit a **Semi-Annual Progress Report** and a **Calendar Year (CY) Federal Annual Progress Report**.



- All STOP VAW Progress Reports must be submitted electronically to the OPM Program Manager at this email address: [Charlene.Gallaway@ct.gov](mailto:Charlene.Gallaway@ct.gov)

### Due Date and Submission Requirements

Progress reports are due 15 days after the end of each reporting period according to the following schedule:

Reporting Period	Type of Report Due	Due Date
January 1 – June 30	<b>Semi-Annual Progress Report:</b> provide an update on grant funded activities taking place during the first six months of the reporting year	July 15 <sup>th</sup> of the grant reporting year
July 1 – December 31	Federal Annual Progress Report: provide narrative and data on grant funded activities taking place throughout the grant reporting year	January 15 of the following year
<b>Note:</b> A progress report must be submitted even if no grant funds were expended or no grant activities took place; the report must explain the lack of activity: e.g. delay in recruitment or hiring, purchasing process, planning phase, etc.		

### Failure to submit Progress Reports may result in suspension of grant payments.

Any questions and for additional information concerning progress reporting, please contact:  
[Charlene.Gallaway@ct.gov](mailto:Charlene.Gallaway@ct.gov) phone: 860-418-6287