



**Commonwealth of Massachusetts**

**Executive Office of Public Safety and Security**

**Office of Grants & Research**

## **Violence Against Women Act**

### **Technical Assistance Training Session**

**FFY24 Reporting Requirements and  
Guidance**

**Project Period: January 1, 2025 – December 31, 2025**

**March 18, 2025**



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## Agenda

- **Introductions**
- **Grant Overview**
- **Reporting Schedule**
- **Quarterly Financial Reporting**
- **Grant Award Modification (GAM) Guidelines**
- **Questions**



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## Grant Overview

- ❑ 42 Agencies and Organizations were awarded **\$3,276,619.12**
- ❑ Grant Project Period : **1/1/25– 12/31/25**  
*The start date is the date your Standard Contract Form was signed by our Executive Director, Kevin Stanton.*
- ❑ This is Year 3 of the 4-year renewable VAWA STOP grant.

Grant Application Posting Date	Project Period	STOP VAWA Federal Funding Year	Solicitation Type
Fall 24	1/1/25-12/31/25	FFY24	Renewal
Fall 25	1/1/26-12/31/26	FFY25	Renewal
Fall 26	1/1/27-12/31/27	FFY26	Competitive



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## **Reporting Schedule**

<b>Reporting Period</b>	<b>Due Date</b>
Quarter 1: January 1 – March 31, 2025	April 15, 2025
Quarter 2: April 1 – June 30, 2025 <b>PROGRAMMATIC REPORT DUE</b>	July 15, 2025
Quarter 3: July 1- September 30, 2025	October 15, 2025
Quarter 4: October 1 – December 31, 2025 <b>PROGRAMMATIC REPORT DUE</b>	January 15, 2026
Accounts Payable: January 1-31, 2026 STATE AGENCIES ONLY	February 15, 2026



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## **Quarterly Reporting Forms**

[FFY2024 STOP Violence Against Women Act \(VAWA\) Grant Program Progress Report](#)

- ☐ FY2024 Quarterly Reports are to be submitted via the above link (new link this year).
  
- ☐ Each quarterly report requests:
  - Programmatic information – BIENNIAL (Quarters 2 and 4)
  - Financial expenditure detail, which will require uploading your completed and signed Excel Financial Reporting workbook and supporting documentation.
  
- ☐ Your agency's Excel Financial Reporting Workbook, which will reflect your approved budget, will be emailed to you within the next week



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## Quarterly Reporting Form Process

- 1) Receive link and Excel Financial Reporting Workbook via email from OGR.
- 2) Open Excel workbook, input expenditures for that quarter. Scan and save backup documentation (invoices, receipts, etc).
- 3) Sign Excel Workbook Q1 Budget Summary tab and save Excel workbook.
- 4) Open: [FFY2024 STOP Violence Against Women Act \(VAWA\) Grant Program Progress Report](#).
- 5) Complete all questions in report - In Quarters 2 and 4 complete Programmatic Report questions.
- 6) Upload the signed financial report in Excel format.
- 7) Digitally sign reporting form & submit.

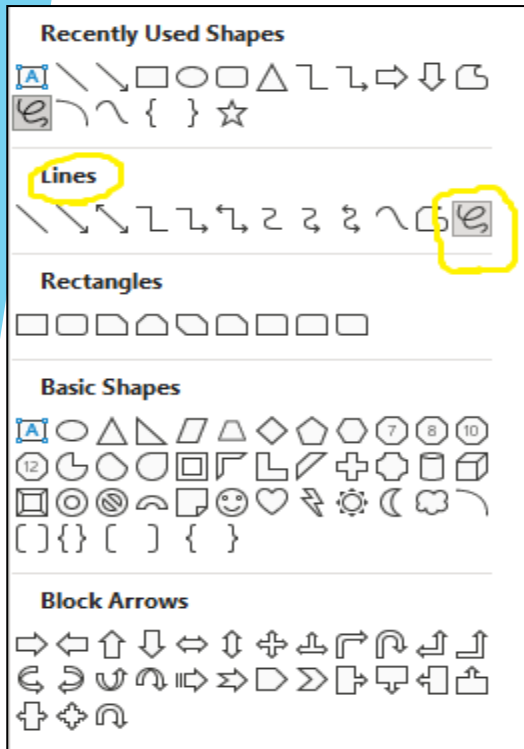
**Please note:** You will be signing in 2 places – on the financial Excel workbook and on the online form.




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## Electronically Signing Excel Workbook

- ☐ At the top of Excel, click Insert, Shapes (In Illustrations).
- ☐ In the dropdown selection, choose the Freeform: Scribble option.
- ☐ After clicking this option, the user's mouse cursor will turn from an arrow to a pencil. The subrecipient is now able to sign the *Budget Summary* page
- ☐ To complete a signature, the user will need to hold down the mouse button for the duration of the signature. Any break in the signature will cause the user to repeat the actions in order to complete the signature.



Total Costs	\$	-
Completed by		
Signature:		
Date:	February 23, 2023	
Print Name:	Steven Domings	
Email Address:	steve.m.domings@mass.gov	
certify that this report, schedules, statements, and the expenses for which payment is requested are true, correct, and complete and were made in accordance with the appropriate Federal and State regulations and that the articles or services listed were		



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## **VAWA STOP Financial Reporting & Programmatic Reporting Information**

- **Personnel** Keep all copies of official agency/city/town timesheets and/or payroll ledger reflecting personnel costs on site for inspection during site visits. **DO NOT submit Personnel backup with reports.**  
**State Agencies must provide LCM Query with the FINAL report ONLY.**
- **Overtime** Keep all copies of official city/town payroll ledger reflecting overtime costs at sub-recipient level for inspection during site visits.
- **Fringe** Keep all records on site.
- **Indirect Costs** Keep all records on site.
- **Contractors/Consultants** Submit invoice(s) for ALL subcontractor/consultant costs incurred each quarter.
- **Travel** Submit receipts and/or mileage reimbursement forms. **Mileage reimbursement rate cannot exceed \$0.62 per mile (state).**
- **Equipment/Supplies/Other** Keep all documentation and copies of receipts and/or invoices on site for inspection during site visits. However, invoices from cumulative purchases from any single vendor equal to/over \$1,000 will need to be submitted and uploaded to the quarterly reporting form.
- **Gift Cards, Transportation, etc:** Invoices and receipts will need to be submitted for all purchases. In addition, you will be asked to upload your Gift Card Policies and Procedures to the reporting form.



# Grant Award Modifications (GAMs)

All spending (ANY AMOUNT) exceeding an approved cost category's allocation as reflected in your approved budget will require the awardee to complete the GAM form and submit to your OGR program coordinator for approval **prior** to spending.

As an example, the image below reflects a quarterly report that will not be acceptable, as there is spending exceeding the amount in the approved cost category. Even though the spending is only over the category by \$10 and the overall spending is under the amount of the grant award, there is no spending allowed exceeding the approved category amount.

**Quarterly Cash Expenditures**

Cost Categories	Approved Budget	Quarter 1	Quarter 2	Quarter 3	YTD Cash Expenditures	Balance
Contract Costs		\$ -	\$ -	\$ -	\$ -	\$ -
Equipment Costs	\$ 40,000.00	\$ 30,000.00	\$ 10,010.00	\$ -	\$ 40,010.00	\$ (10.00)
Supplies Costs	\$ 20,000.00	\$ 15,000.00	\$ 2,500.00	\$ -	\$ 17,500.00	\$ 2,500.00
Other Costs		\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTALS:</b>	<b>\$ 60,000.00</b>	<b>\$ 45,000.00</b>	<b>\$ 12,510.00</b>	<b>\$ -</b>	<b>\$ 57,510.00</b>	<b>\$ 2,490.00</b>

# Grant Award Modifications (GAMs)

- Total spending must never exceed the amount of the grant award.
- A GAM will be needed for any spending in a cost category that has not previously been approved.
- It is strongly encouraged that no more than three (3) GAMs occur during a given performance period. Additional requests may or may not be approved.
- All GAM requests must be submitted and approved by OGR **prior** to the requested spending change.
- The final reporting period spending may exceed each approved budget category amount by up to \$1,000, without a GAM needed.
- No GAMs will be accepted within the last 30 days of the project period
- No GAMs will be accepted after the end of the project period.



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## **OGR Contact Information & Questions**

*We look forward to scheduling site visits with all of you to observe the wonderful work this grant is funding.*

Jenny Barron, VAWA Administrator

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