

# EXHIBIT A

## VAWA MONTHLY SUBGRANT REPORT

Due Date: **10th** day of the month

- A. Project No.: \_\_\_\_\_
- B. Project Title: \_\_\_\_\_
- C. Report Period Ending: \_\_\_\_\_
- D.  Check Box/Marked "F" if Final Report for this Grant.

**Mail original and support documentation to:**

Cuyahoga County Department of Public Safety and Justice Services (PSJS)  
 2079 East Ninth Street 5-200, Cleveland, Ohio 44115  
 Attention: Fiscal Services ( Fax) 443-2129

- E. Subgrantee: Cuyahoga County  
 Street Address: 2079 East 9th Street  
 City, State Zip: Cleveland, Ohio 44115
- F. Implementing Agency: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Monthly Payment Request: \$ \_\_\_\_\_ -

G. BUDGET COST CATEGORIES	H. APPROVED BUDGET	I. CURRENT EXPENDITURES	J. PRIOR YTD EXPENDITURES	K. TOTAL YTD EXPENDITURES	L. AVAILABLE BALANCE	M. TOTAL UNPAID OBLIGATIONS (1)
PERSONNEL		-			-	
CONSULTANT/CONTRACTS					-	
TRAVEL					-	
SUPPLIES					-	
OTHER COSTS					-	
INDIRECT COSTS					-	
<b>TOTAL COST</b>	-	-	-	-	-	
N. FUND DISTRIBUTION	APPROVED BUDGET	CURRENT EXPENDITURES	PRIOR YTD EXPENDITURES	YTD EXPENDITURES	AVAILABLE BALANCE	UNPAID OBLIGATIONS
FEDERAL/STATE FUND	-	-	-	-	-	
CASH MATCH					-	
<b>TOTAL COST</b>	-	-	-	-	-	
O. FUND CASH POSITION	FEDERAL/STATE FUNDS	LOCAL/STATE MATCH	FORFEITURES	OTHER PROJECT INCOME	<b>NOTES:</b> 1. Use only if project has unpaid invoices at the end of the subgrant period. 2. Funds rec'd for deposit during the month.	
CURRENT EXPENDITURES	-	-				
YTD RECEIPTS (2)						
YTD EXPENDITURES	-	-				
<b>BALANCE</b>	-	-			<b>PSJS USE ONLY:</b>	

P. OBJECTIVES, SUCCESSES & OBSTACLES-Please briefly describe any implementation issues, accomplishments or delays this report period.

I CERTIFY THAT ALL TRANSACTIONS REPORTED ABOVE HAVE BEEN MADE IN COMPLIANCE WITH ALL APPLICABLE STATUTES AND REGULATIONS, AND IN ACCORDANCE WITH THE APPROVED SUBGRANT AWARD AND BUDGET PER PSJS.

Designated Official Signature: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Report Prepared by:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Report Reviewed and Approved By: \_\_\_\_\_

Email:



## INSTRUCTIONS:

- A. The **Project Number** is the PSJS project number referenced on the grant award. **Please use the project number on all reports and correspondence to County.**
- B. The **Project Title** refers to the same 25 character title used on the approved applications.
- C. **Report Period Ending** is the last day of the month which the report covers.
- D. If this is the final monthly report for the project, **check** the box provided or marked **"F"**.
- E. The **Subgrantee** is the eligible unit of local government, state agency, or qualified private agency which holds the grant award with the State of Ohio, Office of Criminal Justice Services. Show name, address, city, and zip code.
- F. The **Implementing Agency** is the public or private agency which will actually administer the project on behalf of the Subgrantee. For example, Federal/State awards "X" amount of dollars to the City (Subgrantee), the City, acting as a pass-through, disburses the funds to the Community Action Organization (the Implementing Agency). Show name, address, city, and zip code of the implementing agency. This is the address where the checks will be mailed so please ensure it is accurate each time.
- G. The **Budget Cost Categories** list the expense categories as found in the approved application.
- H. **Approved Budget** show the figures found in the grant award application or a budget adjustment form issued by PSJS as the result of an approved budget category adjustment.
- I. The **Current Expenditures** are the paid and in-kind expenses from the grant funds in the appropriate cost categories. Grant Funds are the awarded funds and their match. Project Income expenditures are excluded from the figures in the cost categories. Project Income is the earnings by the subgrantee/implementing agency earned during the grant period and realized from the grant supported activities which may include but not limited to income from forfeitures, service fees, sale of commodities, usage of rental fees, sale of assets purchased with grant funds, royalties on patents and copyrights. Service fees include seminar registration fees but exclude organization membership fees for activities beyond the scope of the grant.
- J. **Prior YTD Expenditures** is the year-to-date expenditures shown on the previous 102 Monthly Financial Report (list 0 if there were none).
- K. **Total Expenditures Year-to-Date:** Add this month's Current Expenditures (Column I) and the Prior Year-to-Date Expenditures (Column J). If this is the first report, the Total Year-to-Date figures will be the same as the figures in Column I.
- L. **Available Balance** is the actual remaining funds after deducting the Total YTD Expenditures figures (Column K) from the Approved budget figures (Column H).
- M. **Total Unpaid Obligations** is not the available balance. Unpaid Obligations are those actual liabilities incurred within the grant period that were not paid and excluded in the Current Expenditures (Column J) and Total YTD Expenditures (Column K). As the unpaid becomes paid, simply reduce the Total Unpaid Obligations (Column M) by the amount paid during the month of the report and increase the paid expenditures totals in Columns J and K.
- N. **Fund Distribution** is the total amount of grant funds from the Total Cost line of the Budget Cost Categories (Column G). Show proper percentages according to allowable Federal/State funding and the cash/in-kind match. Example: Federal/State Fund = 75%, Cash/In-Kind Match = 25%, Total Cost = 100%. Total Cost line in this column should match with the Total Cost line of Column G.
- O. **Fund Cash Disposition:** Federal/State Awarded Funds, all local/state cash match, project income and forfeitures provided by the Subgrantee. **Current Receipts** is the amount being requested for reimbursement based on the allowable ratio for Federal/State funding. **YTD Receipts** is the total actual funds received as of the report date. **YTD Expenditures** is the total project expenditures posted to the appropriate fund category. **Balance** is the receipt less the expenditures.

Certification of the Report requires the signature of either the Authorizing Official indicated in the approved application. If the designated Official is other than the Authorizing Official, a letter signed by the Authorizing Official must be submitted to PSJS specifically designating the person by name and title.

Enter the name, title, address, telephone number, fax number, and e-mail address of the person preparing the report and the date of preparation. This will be the person contacted if there are any questions about the submitted report.

**Please submit the original copy to:**

Cuyahoga County Public Safety and Justice Services  
2079 East Ninth Street 5-200  
Cleveland, Ohio 44115-1302