



STATE VIOLENCE PREVENTION GRANT PROGRAM Progress and Expense Report Form

Section 1.1 Grantee Information. REQUIRED

Date		Project ID (DOA-OVP-###)	
Grantee Name			
Contact Person	Name:	Title:	
Contact Information	Phone:	Email:	
Award Category	Select one:		

Section 1.2 Progress and Expense Report Schedule and Guidelines. REQUIRED

Guidelines	- Grantee shall submit a Progress and Expense Report Form as required for expenses through project completion or the reporting period (December 5, 2025, through October 31, 2026), whichever comes first, for all program activities funded under the Grant Agreement, unless otherwise directed by the Department. - The Progress and Expense Report Form will cover eligible activities and eligible expenses incurred through October 31, 2026, or project completion (whichever comes first) and will be based on the submission due date listed below. - The Department may require more frequent reporting and expenditure information and will inform grantees of any changes to their reporting schedule. - Grantees are required to submit a report for each separate grant category and grant agreement awarded. If the grantee received an award for more than one category, funds should be reported in separate report forms. - Please contact program staff at ovp@wisconsin.gov with any questions about this process.		
Schedule of Reporting	Reporting Period December 5, 2025, through October 31, 2026 (or project completion)	Form Submission Opens Opens upon Project Completion or November 1 (whichever comes first)	Form Due Date Due upon Project Completion or November 15 (whichever comes first)
Program Categories	A: Suicide Prevention and Firearm Storage Grants B: Evidence-Based Violence Intervention and Outreach Programs C: Criminal Justice-Based Initiatives D: Domestic Violence Prevention Initiatives E: School-Based Programming		

Section 1.3 Progress Report Narrative. REQUIRED

Describe Project Activities from December 5, 2025, through project completion or October 31, 2026 (whichever is earlier). Include dates, outcomes, measures, etc. Please describe eligible activities from the start of the performance period (12/05/2025) through submission of report.

Describe Planned Project Activities for the Remainder of the Performance Period. If applicable, include dates, outcomes, measures, anticipated expenditures, etc. for any future activities through the end of the performance period.

Section 2. Expense Report. REQUIRED**Expense Report - Budget.**

(1) Enter Grant Amount from Executed Agreement Attachment B – Budget for each line item.

(2) Enter the total actual expenditures incurred for each line item if project is complete, or if project is ongoing, all expenses through October 31, 2026 (10/31/2026).

Cost Category		(1) Budgeted Grant Amount	(2) Total Actual Expenditures
A	Total Direct Costs		
B	Total Administrative/Indirect Costs		
C	Project Total (<i>Sum rows A and B</i>)		

Section 3. Civil Rights Compliance. REQUIRED.

1. Has Grantee received any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations?

☐ Yes ☐ No

2. If the answer to question 1 if “yes”, Grantee must provide a copy of the log of any such complaints covered by Title VI of the Civil Rights Act of 1964. Such log shall include a list of all reviews or proceedings based on the complaint, pending or completed, including complaint outcome for the grant performance period.

☐ Grantee agrees to provide the Department of Administration a copy of their Civil Rights complaint log. The Department’s Division of Legal Services will contact you to gather the required Civil Rights Act documentation.

☐ Not applicable as Grantee has not received any Civil Rights complaints.

Section 4. Lobbying Reporting. REQUIRED.

If the amount of the grant exceeds \$100,000.00, answer the following questions:

1. Has Grantee paid or does it expect to pay any funds, other than Federal appropriated funds, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal grant?

☐ Yes ☐ No

2. If the answer to question 1 is “yes”, has Grantee complied with the disclosure requirements set forth in 31 CFR Part 21? If Grantee answered “no” to question 1, please check the box marked “N/A”.

☐ Yes ☐ No ☐ N/A

Section 5. Monitoring Acknowledgement. REQUIRED.

- ☐ Grantee acknowledges they will be required to provide, upon request, any financial information related to expenditures funded through their grant agreement to the Department of Administration, or their designee, as part of routine financial and program monitoring. Documentation may include but is not limited to receipts, contracts, evidence of services provided, policies and procedures, etc. Grantees may also be required to provide additional organization capacity information on a schedule prescribed by the Department or its designee, including but not limited to policies, grant accounting procedures, and information regarding pending or previous litigation.

Section 6. Certification. REQUIRED.

Grantee must certify to all conditions listed below. Check all that apply.

The signatory below certifies and attests to the best of his/her/their knowledge and belief that:

- ☐ the information contained in this Progress and Expense Report Form is true, accurate, and complete;
- ☐ any expenses reported on this Progress and Expense Report Form are for eligible goods and services, the costs of which have been incurred and paid for by the Grantee;
- ☐ there is no duplication of payment from another funding source for the funds being requested;
- ☐ the Grantee will maintain records sufficient to demonstrate that the expenses were compliant with applicable American Rescue Plan Act of 2021 (ARPA) requirements for at least five (5) years from the end of the Performance Period as required per Article 18 of the award agreement;
- ☐ use of any funds is in accordance with applicable law, regulations, and the terms and conditions of the Grant Agreement; and
- ☐ the State of Wisconsin, Department of Administration, irrevocably authorizes any information Grantee provides for the purposes of advertising related to DOA's administration of federal funds under ARPA and Grantee waives any and all claims for invasion of privacy or violation of rights of publicity arising from such authorized use.

Section 7. Grantee Signature. REQUIRED

Authorized Representative Signature (typed signature acceptable)	
Print Name	
Title	
Date	