



JVSG Recurring Reports and Forms

Summary of Changes to Incentive Award Program

VPL 03-22
September 1, 2022
Attachment 3

Attachment 3: Summary of Changes to Incentive Award Program

The JVSG performance incentive award program was recently updated. The following will summarize the standing program procedures and the recent updates:

- A. Incentive award allocations may only be used for cash incentive awards to individuals or offices.
- B. When expending incentive awards, the grant recipient must adhere to its approved incentive award plan. Any significant deviations from the plan require prior approval via a JVSG State Plan modification. See VPL 01-22 Attachment 5 for an explanation of the types of deviations that require prior approval.
- C. Performance incentive awards funded on an FY basis are based on performance for the previous program year (July 1 through June 30). For example, performance incentive awards from the state's FY 22 grant are based on performance that occurred during program year (PY) 21.
- D. Incentive award allocations must be obligated by September 30 of the FY of award (i.e., within the first four quarters of the FY's grant) and expended by the end of the following quarter.
- E. Any incentive award funds not obligated within the first four quarters of the grant must remain unobligated. The unspent funds will be deobligated during grant closeout.

Amounts obligated or expended on incentive awards in any quarter must be reported in the corresponding area.