



GRANT REPORTING & SUBMISSION REQUIREMENTS

GENERAL COMPLIANCE

SUBMISSION NAME	DUE DATE & SUBMISSION METHOD	APPLICABLE ENTITIES	TOTAL # OF SUBMISSIONS
Performance Measures BASELINE	DUE: MARCH 31 METHOD: Performance Measures Form UPLOAD TO SHAREPOINT	ALL (Except for Community Corrections)	1
Performance Measures MID-POINT	DUE: JULY 15 METHOD: Performance Measures Form UPLOAD TO SHAREPOINT <i>(same form used for BASELINE)</i>	ALL (Except for Community Corrections)	1
Performance Measures YEAR-END	DUE: JANUARY 15 METHOD: Performance Measures Form UPLOAD TO SHAREPOINT <i>(same form used for MID-POINT)</i>	ALL (Except for Community Corrections)	1
MONTHLY FINANCIAL REPORT	DUE: 15 TH DAY OF FOLLOWING MONTH METHOD: Financial Report Template UPLOAD TO SHAREPOINT	ALL	12 <i>(13 if Closeout Required)</i>
ANNUAL REPORT	DUE: 60 DAYS AFTER END OF THE GRANT CYCLE METHOD: UPLOAD TO SHAREPOINT No Template Provided	ALL	1
ADVISORY BOARD INFORMATION	DUE: 15 DAYS AFTER APPROVAL BY QUORUM OF THE ADVISORY BOARD METHOD: UPLOAD TO SHAREPOINT	Community Corrections	4 (MINIMUM)
CRITICAL INCIDENTS	DUE: NO LATER THAN 24 HOURS AFTER THE INCIDENT METHOD: EMAIL TO ASSIGNED PROGRAM DIRECTOR, ASSISTANT DIRECTOR, AND DIRECTOR	Community Corrections	AS NECESSARY

DATA REPORTING

REPORT TYPE	DUE DATE & SUBMISSION METHOD	APPLICABLE ENTITIES	TOTAL # OF REPORTS
MONTHLY SNAPSHOT	DUE: LAST TUESDAY OF THE MONTH METHOD: SRS "Monthly Snapshot" REPORT UPLOAD TO SHAREPOINT	Community Corrections CRRP/ Problem Solving Courts	12
QUARTERLY REPORT	DUE: JANUARY 15, APRIL 15, JULY 15, OCTOBER 15 METHOD: UPLOAD TO SHAREPOINT	Probation Prosecutor's Diversion Jail Treatment Pretrial Services	4