



## GRANT REPORTING & SUBMISSION REQUIREMENTS

### GENERAL COMPLIANCE

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

### DATA REPORTING

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