

**BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM (BYRNE JAG)
2012 REPORTING REQUIREMENTS**

October 1, 2011 through September 30, 2012

DCCMIS DATA VALIDATION/ DCCMIS DATA EXCEPTION REPORT	
DUE DATE	NOTE
February 15, 2012	Courts will be validating that data is entered into DCCMIS for the time period of October 1, 2011, through December 31, 2011. Courts will also be reviewing error reports reflecting data entered into DCCMIS for the time period of October 1, 2011, through December 31, 2011.
May 15, 2012	Courts will be validating that data is entered into DCCMIS for the time period of January 1, 2012, through March 31, 2012. Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of January 1, 2012, through March 31, 2012.
August 15, 2012	Courts will be validating that data is entered into DCCMIS for the time period of April 1, 2012, through June 30, 2012. Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of April 1, 2012, through June 30, 2012.
November 15, 2012	Courts will be validating that data is entered into DCCMIS for the time period of July 1, 2012, through September 30, 2012. Courts will be reviewing error reports reflecting data entered into DCCMIS for the time period of July 1, 2012, through September 30, 2012.

DCCMIS USER AUDIT REPORT	
DUE DATE	NOTE
January 31, 2012	Courts will be confirming user access to DCCMIS.

FINANCIAL REPORTS	
DUE DATE	NOTE
January 20, 2012	Courts will be reporting on expenditures from October 1, 2011 through December 31, 2011.
April 20, 2012	Courts will be reporting on expenditures from January 1, 2012 through March 31, 2012.
July 20, 2012	Courts will be reporting expenditures from April 1, 2012 through June 30, 2012.
October 10, 2012	Courts will be reporting expenditures from July 1, 2012 through September 30, 2012.

PROGRESS REPORTS	
DUE DATE	NOTE
April 30, 2012 Interim Report	Courts will be reporting on progress made during the first half of the grant period – October 1, 2011 through March 31, 2012.
October 30, 2012 Final Report	Courts will be reporting on progress made during the second half of the grant period – April 1, 2012 through September 30, 2012.

BYRNE JAG QUARTERLY PROGRAM REPORTS

DUE DATE	NOTE
January 15, 2012	Courts will be reporting on activity occurring during the time period of October 1, 2011, through December 31, 2011.
April 15, 2012	Courts will be reporting on activity occurring during the time period of January 1, 2012, through March 31, 2012.
July 15, 2012	Courts will be reporting on activity occurring during the time period of April 1, 2012, through June 30, 2012.
October 15, 2012	Courts will be reporting on activity occurring during the time period of July 1, 2012, through September 30, 2012.

BYRNE JAG QUARTERLY PROGRAM INCOME REPORTS

DUE DATE	NOTE
January 20, 2012	Courts will be reporting on program income collected during the time period of October 1, 2011, through December 31, 2011.
April 20, 2012	Courts will be reporting on program income collected during the time period of January 1, 2012, through March 31, 2012.
July 20, 2012	Courts will be reporting on program income collected during the time period of April 1, 2012, through June 30, 2012.
October 10, 2012	Courts will be reporting on program income collected during the time period of July 1, 2012, through September 30, 2012.

BYRNE JAG EMPLOYEE TIME CERTIFICATION REPORTS

DUE DATE	NOTE
April 30, 2012	Courts will be reporting on employee time paid for by the grant during the time period of October 1, 2011, through March 31, 2012.
October 20, 2012	Courts will be reporting on employee time paid for by the grant during the time period of April 1, 2012, through September 30, 2012.