

## FY 2014 BYRNE JAG & RSAT GRANTEE CHECKLIST

Done	Action	Due Date
<input type="checkbox"/>	Accept contract with MSP (ADM-205)	30 days from date of award letter
<input type="checkbox"/>	Submit Program Income Waiver to Grants Management Section (ADM-208)	30 days from start date of contract
<input type="checkbox"/>	Project must be initiated.	60 days from start date of contract
<input type="checkbox"/>	Submit subcontracts to Grants Management Section (ADM-207)  <input type="checkbox"/> Grantee can apply to Grants Management Section for an extension of time to obtain subcontracts	60 days from execution of contract  Written request to Grants Mgmt. Section within 30 days from execution of contract.
<input type="checkbox"/>	Submit Office of Civil Rights (OCR) Compliance Training Form (ADM-221)	90 days from start date of contract
	Submit Employee Time Certification (ADM-214) <input type="checkbox"/> 1 <sup>st</sup> period (10/1/13-3/31/14) <input type="checkbox"/> 2 <sup>nd</sup> period (4/1/14-9/30/14)	Semi-annually
<input type="checkbox"/>	Plan for submission of audit requirement. See Part VIII, Section C of your contract for clarification.  <input type="checkbox"/> Submit Single Audit; or, <input type="checkbox"/> Submit Financial Statement Audit; or, <input type="checkbox"/> Submit Audit Notification Letter.	Within 9 months after the end of contractor's fiscal year.

<b>FINANCIAL STATUS REPORTS</b>		
Done	Report Period	Due Date
<input type="checkbox"/>	10/1/13-10/31/13	11/30/2013
<input type="checkbox"/>	11/1/13-11/30/13	12/30/2013
<input type="checkbox"/>	12/1/13-12/31/13	1/30/2014
<input type="checkbox"/>	1/1/14-1/31/14	2/28/2014
<input type="checkbox"/>	2/1/14-2/28/14	3/30/2014
<input type="checkbox"/>	3/1/14-3/31/14	4/30/2014
<input type="checkbox"/>	4/1/14-4/30/14	5/30/2014
<input type="checkbox"/>	5/1/14-5/31/14	6/30/2014
<input type="checkbox"/>	6/1/14-6/30/14	7/30/2014
<input type="checkbox"/>	7/1/14-7/31/14	8/30/2014
<input type="checkbox"/>	8/1/14-8/31/14	9/30/2014
<input type="checkbox"/>	9/1/14-9/30/14	10/30/2014

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<b>PERFORMANCE / PROGRESS / PMT REPORTS</b>		
<b>Done</b>	<b>Report Period</b>	<b>Due Date</b>
<input type="checkbox"/>	10/1/13-12/31/13	1/20/14
<input type="checkbox"/>	1/1/14-3/31/14	4/20/14
<input type="checkbox"/>	4/1/14-6/30/14	7/20/14
<input type="checkbox"/>	7/1/14-9/30/14	10/20/14

<b>PROGRAM INCOME REPORTS</b> <b>(FOR THOSE AGENCIES REPORTING INCOME ONLY!)</b>		
<b>Done</b>	<b>Due Date</b>	
<input type="checkbox"/>	10/1/13-12/31/13	1/20/14
<input type="checkbox"/>	1/1/14-3/31/14	4/20/14
<input type="checkbox"/>	4/1/14-6/30/14	7/20/14
<input type="checkbox"/>	7/1/14-9/30/14	10/20/14