

COVERDELL REPORTING TIMELINES

REQUIREMENT: A copy of each report submitted must be saved in the corresponding grant file.

REPORT	PERIOD COVERED	SUBMIT TO OCJP
Coverdell Semi-Annual Progress Narrative Report (Please contact your OCJP Program Manager for this report)	July 1 st through December 31 st January 1 st through June 30 th	Email to OCJP Program Manager January 20 th July 20 th
Tennessee Dept. of F & A Invoice for Reimbursement	Monthly	OBF.Grants@tn.gov for invoicing and/or questions
Program Income Report	July 1 st through June 30 th	By July 31 st
Equipment Summary Report	July 1 st through June 30 th	By July 31 st