

FVPSA REPORTING TABLE

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

Name of Report	Dates Covered	Date Due	Person Sent To
Domestic Violence Shelter Annual Outcome Report	July 1 – June 30	July 31 st	Submitted as on-line report
Domestic Violence Shelter Annual Output Report (This report now includes the Narrative Performance Report)	July 1 – June 30	July 31 st	Submitted as on-line report
Training Participant Outcome Survey Report	July 1 – June 30	July 31 st	Submitted as on-line report
Tennessee Dept of F & A Invoice for Reimbursement	Prior Month	Monthly	obf.grants@tn.gov for Invoicing, Questions and Inquiries
Project Equipment Summary Report – <i>if applicable</i>	Current fiscal year	July 31 st	Submitted as on-line report
Policy 03 Quarterly Expense and Revenue Report (Non-Profit Agencies Only)	1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter	November 14th February 14th May 15th August 14th	<i>Email to:</i> OCJP.P3@tn.gov
Annual Fiscal Audit <i>or</i> Annual Fiscal Report (<i>nonprofit agencies only</i>)	The most recent fiscal year.	Due no later than 9 months after the close of the agency fiscal year	<i>Email to:</i> OCJP Asst. Director, Fiscal ocjp.fiscal@tn.gov