ICAC REPORTING TIMELINES

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

REPORT	PERIOD COVERED	SUBMIT TO OCJP
ICAC Quarterly Regional Progress Narrative Report (This document is provided by your OCJP Program Manager)	**July 1st through September 30th** **October 1st through December 31st** **January 1st through March 31st** **April 1st through June 30th**	**Email to OCJP Program Manager** **October 30th** **January 30th** **April 30th** **July 31st**
F&A Invoice For Reimbursement	**Monthly (minimum quarterly)**	OBF.Grants@tn.gov **for invoicing and/or questions**
Program Income Report (for government and educational institutions only)	**July 1st through June 30th**	**July 31st**
Equipment Summary	**July 1st through June 30th**	**July 31st**