

## JAG REPORTING TABLE

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

REPORT	PERIOD COVERED	SUBMIT TO OCJP
Tennessee Dept. of F & A Invoice for Reimbursement	<b>Monthly</b> (minimum quarterly)	<a href="mailto:OBF.Grants@tn.gov">OBF.Grants@tn.gov</a> for invoicing, questions and inquiries
<a href="#">Quarterly Program Income Summary*</a>	July through September October through December January through March April through June	Completed online and copy emailed to Program Manager:  October 15th January 15th April 15th July 31 <sup>st</sup>
<a href="#">Quarterly Performance Measures Report(s)</a> via Federal Performance Measurement Platform	Quarterly for Period Ending  July through September October through December January through March April through June	Completed online (PMT System) and copy emailed to Program Manager:  October 15th January 15th April 15th July 15th
<a href="#">Equipment Summary</a>	July 1 <sup>st</sup> through June 30 <sup>th</sup>	July 31 <sup>st</sup>  <u>Equipment Summary report is only required for programs which purchased individual equipment items valued at \$500 or more</u>
<b>OCJP Annual Report forms by Priority Area:</b> <a href="#">Community Crime Prevention</a>  <a href="#">Correctional Programming</a>  <a href="#">Criminal Justice Information Systems</a>  <a href="#">Criminal Justice Professional Enhancement Training</a>  <a href="#">Multi-Jurisdictional Drug &amp; Violent Crime Task Forces</a>  <a href="#">Pre-Trial Service Delivery</a>  <a href="#">Generic Annual Report</a> (All other projects not falling into one of the above priorities.)	July 1 <sup>st</sup> through June 30 <sup>th</sup>	July 31 <sup>st</sup>

**\*NOTE: State and Local Government as well as Educational sub-recipients who do not generate program income may submit this report form annually by July 31<sup>st</sup>.**

<a href="#">Policy 03 Quarterly Expense and Revenue Report (Non-Profit Agencies Only)</a>	<b>Quarterly for Period Ending</b>  <b>July through September</b> <b>October through December</b> <b>January through March</b> <b>April through June</b>	Complete and mail to <a href="mailto:OCJP.P3@tn.gov">OCJP.P3@tn.gov</a>  <b>November 14<sup>th</sup></b> <b>February 14<sup>th</sup></b> <b>May 15<sup>th</sup></b> <b>August 14<sup>th</sup></b>
<a href="#">Training Participant Survey Report</a>	<b>July 1st – June 30th</b>	<b>Submit Online by July 31<sup>st</sup></b>
<a href="#">Domestic Violence Shelter Programs Output Report</a>	<b>July 1st – June 30th</b>	<b>Submit Online by July 31<sup>st</sup></b>  <u><b>All Fund Sources require that ALL clients participating in your domestic violence shelter program(s) be counted as part of this annual output report regardless of the grant type.</b></u>