

## RSAT REQUIRED REPORT TIMELINES

**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	Monthly (minimum quarterly)	<a href="mailto:OBF.Grants@tn.gov">OBF.Grants@tn.gov</a> for invoicing and questions
<a href="#">MAT Report</a>	July 1st through June 30th	Assigned OCJP Program Manager July 31st
<a href="#">Quarterly RSAT Data Report (OJP PMT)</a>	July – September October – December January – March April - June	Assigned OCJP Program Manager October 10th January 10th April 10th July 10th
<a href="#">Quarterly Narrative Report</a>	July – September October – December January – March April - June	Assigned OCJP Program Manager October 10th January 10th April 10th July 10th
<a href="#">Semi-Annual RSAT Recidivism Data Report (Word)</a>	July – December January – June	Assigned OCJP Program Manager January 10th July 10th
<a href="#">Semi-Annual RSAT Recidivism Data Report (Excel)</a>	July – December January – June	Assigned OCJP Program Manager January 10th July 10th
<a href="#">Quarterly Program Income Report*</a>	July through September October through December January through March April through June	Assigned OCJP Program Manager October 30 <sup>th</sup> January 30 <sup>th</sup> April 30 <sup>th</sup> July 31st
<a href="#">Title VI Report (RSAT Appendix D)</a>	July 1 <sup>st</sup> through June 30 <sup>th</sup>	Assigned OCJP Program Manager July 31st
<a href="#">Equipment Summary</a>	July 1 <sup>st</sup> through June 30 <sup>th</sup>	Assigned OCJP Program Manager July 31st

\*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>.