

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)	OBF.Grants@tn.gov for invoicing and questions
Quarterly RSAT Data Report (OJP PMT)	July – September October – December January – March April - June	Assigned OCJP Program Manager October 10th January 10th April 10th July 10th
Quarterly Narrative Report	July – September October – December January – March April - June	Assigned OCJP Program Manager October 10th January 10th April 10th July 10th
Semi-Annual RSAT Recidivism Data Report (Word)	July – December January – June	Assigned OCJP Program Manager January 10th July 10th
Semi-Annual RSAT Recidivism Data Report (Excel)	July – December January – June	January 10th July 10th
Quarterly Program Income Report*	July through September October through December January through March April through June	Assigned OCJP Program Manager October 30th January 30th April 30th July 31st
Title VI Report (RSAT Appendix D)	July 1st through June 30th	Assigned OCJP Program Manager July 31st
Equipment Summary	July 1st through June 30th	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 31st.**