

SASP 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	Monthly (minimum quarterly)	OBF.Grants@tn.gov for invoicing and/or questions
Client Survey Annual Outcome Report	July 1st – June 30th	Submit Online by July 31st
ANNUAL PROGRESS REPORT FOR SASP via Muskie	July 1st – June 30th	Form will be Provided by your Program Manager Submit to Program Manager by July 31st
Quarterly Program Income Summary*	Quarterly for Income Producing: July through September October through December January through March April through June	Submit Online by: October 15th January 15th April 15th July 31st
Equipment Summary	July 1st through June 30th	Completed online July 31st <u>Equipment Summary report is only required for programs which purchased individual equipment items valued at \$500 or more</u>

*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.

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Policy 03 Quarterly Expense and Revenue Report (Non-Profit Agencies Only)	Quarterly for Period Ending July through September October through December January through March April through June	Complete and email to OCJP.P3@tn.gov November 14th February 14th May 15th August 14th
Training Participant Survey Outcome Report	July 1st – June 30th	Submit Online by July 31st
ANNUAL FISCAL AUDIT or ANNUAL FISCAL REPORT non Profit Agencies Only	The most recent fiscal year	Due no later than 9 months after the close of the agency fiscal year: ocjp.fiscal@tn.gov