

STOP 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 (for Victim Services agencies only)	July 1st – June 30th	Submit Online by July 31st
STOP Law Enforcement Annual Outcome Report (for Law Enforcement agencies only)	July 1st – June 30th	Submit Online by July 31st
ANNUAL PROGRESS REPORT FOR STOP via Muskie	July 1st – June 30th	Form will be Provided by your Program Manager Submit to Program Manager by July 31st
Program Income Summary (for governmental and educational institutions only)	Income Producing - quarterly: July through September October through December January through March April through June NO Income Producing – annually on the fiscal year: July 1 – Jun 30	Submit Online by: October 15th January 15th April 15th July 31st July 31st
STOP Prosecutor Quarterly Report	July through September October through December January through March April through June	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</u>

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		<u>individual equipment items valued at \$500 or more</u>
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 Due by: November 14th February 14th May 15th August 14th
Training Participant Survey Outcome Report	July 1st – June 30th	Submit Online by July 31st
Domestic Violence Shelter Programs Output Report	July 1st – June 30th	Submit Online by July 31st <u>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.</u>
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