

VOCA 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
SUBGRANT AWARD REPORT (SAR)	Projection for next project year Within 30 days of start date of award and each subsequent project year	Completed online (PMT System) and copy emailed to Program Manager:
SUBGRANTEE DATA REPORT (Output)	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
Narrative Annual Performance	July 1st – June 30th	Form will be Provided by your Program Manager Submit to Program Manager by October 31st
Client Survey Annual Outcome Report	July 1st – June 30th	Submit Online by July 31st
Transitional Housing Annual Output and Outcome Report	July 1st – June 30th	Submit Online by July 31st
Quarterly Program Income Summary (for government and educational institutions only)	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

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Equipment Summary	<p>July 1st through June 30th</p>	<p>Completed online by: July 31st <u>Equipment Summary report is only required for programs which purchased individual equipment items valued at \$500 or more</u></p>
Policy 03 Quarterly Expense and Revenue Report (Non-Profit Agencies Only)	<p>Quarterly for Period Ending July through September October through December January through March April through June</p>	<p>Complete and email to OCJP.P3@tn.gov Due by: November 14th February 14th May 15th August 14th</p>
Training Participant Survey Outcome Report	<p>July 1st – June 30th</p>	<p>Submit Online by July 31st</p>
Domestic Violence Shelter Programs Output Report	<p>July 1st – June 30th</p>	<p>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></p>
<p>ANNUAL FISCAL AUDIT or ANNUAL FISCAL REPORT non Profit Agencies Only</p>	<p>The most recent fiscal year.</p>	<p>Due no later than 9 months after the close of the agency fiscal year to: ocjp.fiscal@tn.gov</p>