

## STOP REPORTING TABLE

**REQUIREMENT:** A copy of each report submitted must be saved in the corresponding grant file.

REPORT	REPORTING PERIOD	SUBMIT TO OCJP
<a href="#">Annual Output Progress Report</a> (Please click the link to access the report)	July 1 <sup>st</sup> – June 30th	Emailed to OCJP by July 31 <sup>st</sup>
Annual Outcome Report (s): <a href="#">Client Survey Outcome Report</a> <a href="#">Training Participant Survey Outcome Report</a> (Please click the link to access the report)	July 1 <sup>st</sup> – June 30th	Submit Online by July 31 <sup>st</sup>
<a href="#">Domestic Violence Shelter Output Report</a> (Please click the link to access the report)	July 1 <sup>st</sup> – June 30th	Submit Online by July 31 <sup>st</sup>
<a href="#">Policy 03 Quarterly Expense and Revenue Report (Non-profit Agencies Only)</a>	<b>Quarterly for Period Ending:</b> September December March June	<b>OCJP Fiscal Manager</b> <a href="mailto:OCJP.P3@tn.gov">OCJP.P3@tn.gov</a>  October 30th January 30th April 30th July 30 <sup>th</sup>
<a href="#">OCJP Quarterly Program Income Summary Report</a> (State and local government only)	<b>Quarterly for Period Ending:</b> September December March June	<b>Submit Online :</b>  October 15th January 15th April 15th July 15 <sup>th</sup>
<a href="#">Project Equipment Summary Report</a> (Please click the link to access the report)	July 1 <sup>st</sup> – June 30th	Submit Online by July 31 <sup>st</sup>
<b>F &amp; A Invoice for Reimbursement</b> (Please contact your OCJP Program Manager for this report)	<b>Monthly</b>	Office of Business and Finance e-mail: <a href="mailto:Maher.M.Wasef@tn.gov">Maher.M.Wasef@tn.gov</a> AND <a href="mailto:Karrisa.Carver@tn.gov">Karrisa.Carver@tn.gov</a>
<b>Annual Fiscal Audit or Annual Fiscal Report</b> ( <i>nonprofit agencies only</i> )(Please contact your OCJP Program Manager for this report)	Due no later than 9 months after the close of the agency fiscal year	OCJP Fiscal Manager <a href="mailto:Janet.Stewart@tn.gov">Janet.Stewart@tn.gov</a>