

SASP REPORTING TABLE

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

Name of Report	Dates Covered	Date Due	Person Sent To
Annual Outcome Reporting (Please click the link to access the report)	July 1 – June 30	July 31	Submitted online
Annual Output Reporting (Please click the link to access the report)	July 1 – June 30	July 31	Submitted via email
Domestic Violence Shelter Output Report (For shelter programs under any fund source)	July 1 – June 30	July 31	Submitted online
Tennessee Dept of F & A Invoice for Reimbursement (Please make request for invoices to Maher Wasef)	Prior Month	Monthly	<i>Email to:</i> Maher.M.Wasef@tn.gov AND Karrisa.Carver@tn.gov
Project Equipment Summary (Please click the link to access the report)	Current fiscal year	July 31	Submitted online if equipment was purchased through the grant.
Policy 03 Quarterly Expense and Revenue Report (Non-profit Agencies Only)	1st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter	October 30 January 30 April 30 July 30	Email to OCJP.P3@tn.gov
Annual Fiscal Audit <i>or</i> Annual Fiscal Report	The most recent fiscal year.	Due no later than 9 months after the close of the agency fiscal year	OCJP Fiscal Director Janet.Stewart@tn.gov