

VOCA REPORTING TABLE

Name of Report	Dates Covered	Date Due	Person Sent To
<u>SUBGRANT AWARD REPORT (SAR)</u>	Projection for next project year	Within 30 days of start date of award and each subsequent project year	Submitted in Online PMT System https://www.ovcpmt.org
<u>SUBGRANTEE DATA REPORT (Output)</u>	Quarterly	1 st Quarter - Jan 15 2 nd Quarter – April 15 3 rd Quarter – July 15 4 th Quarter – Oct 15	Submitted in Online PMT System https://www.ovcpmt.org
<u>OUTCOME REPORT</u>	July 1 - June 30	July 31	Submitted Online
<u>Domestic Violence Shelter Output Report</u> (For shelter programs under any fund source)	July 1 - June 30	July 31	Submitted Online
<u>NARRATIVE PERFORMANCE REPORT</u>	July 1 - June 30	October 31	Email to Program Manager
<u>Policy 03 Quarterly Expense and Revenue Report (Non-profit Agencies Only)</u>	1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter	1 st Quarter/10-30 2 nd Quarter/1-30 3 rd Quarter/4-30 4 th Quarter/7-30	OCJP.P3@tn.gov
INVOICE FOR REIMBURSEMENT (Contact Your OCJP Program Manager For The Proper Invoice For Reimbursement Form.)	Prior Month	Monthly	Karrisa.Carver@tn.gov and Maher.M.Wasef@tn.gov
<u>PROJECT EQUIPMENT SUMMARY REPORT</u> (If applicable)	Current Fiscal Year	30 days past the end of the state fiscal year – July 31	Submitted Online
<u>OCJP QUARTERLY PROGRAM INCOME SUMMARY REPORT</u> Government Agencies Only	1 st Quarter 2 nd Quarter 3 rd Quarter 4 th Quarter	1 st Quarter/10-15 2 nd Quarter/1-15 3 rd Quarter/4-15 4 th Quarter/7-15	Submitted Online
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	Janet.Stewart@tn.gov OCJP Fiscal Director

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