

COVERDELL REPORTING TIMELINES

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

REPORT	PERIOD COVERED	SUBMIT TO OCJP
Coverdell Semi-Annual Progress Narrative Report (Please contact your OCJP Program Manager for this report)	October 1 st through December 31 st January 1 st through June 30 th July 1 st through September 30 th	Email to OCJP Program Manager January 15 th July 15 th October 15 th
Coverdell Semi-Annual Performance Measures (Please contact your OCJP Program Manager for this report)	October 1 st through December 31 st January 1 st through June 30 th July 1 st through September 30 th	Email to OCJP Program Manager January 15 th July 15 th October 15 th
F&A Invoice For Reimbursement (Please contact your OCJP Program Manager for this report)	Monthly	Maher.M.Wasef@tn.gov AND Karrisa.Carver@tn.gov Office of Business and Finance Monthly
Program Income Report (This document is provided by your OCJP Program Manager)	October 1 st through September 30 th	Email to OCJP Program Manager By October 15 th
Equipment Summary Report (This document is provided by your OCJP Program Manager)	October 1 st through September 30 th	Email to OCJP Program Manager By October 15 th