

NCHIP REPORTING TIMELINES

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

REPORT	PERIOD COVERED	SUBMIT TO OCJP
<p>NCHIP Semi-Annual Progress Narrative Report and Performance Measures (This document is provided by your OCJP Program Manager)</p>	<p>October 1st through December 31st January 1st through June 30th July 1st through September 30th</p>	<p>Email to OCJP Program Manager January 20th July 20th October 20th</p>
<p>F&A Invoice For Reimbursement (Please contact your OCJP program manager for the proper Invoice for Reimbursement form.)</p>	<p>Monthly (minimum quarterly)</p>	<p>Maher.M.Wasef@tn.gov and Karrisa.Carver@tn.gov Office of Budget and Finance Monthly</p>
<p>Program Income Report (This document is provided by your OCJP Program Manager)</p>	<p>October 1st through September 30th</p>	<p>Email to OCJP Program Manager October 15th</p>
<p>Equipment Summary (This document is provided by your OCJP Program Manager)</p>	<p>October 1st through September 30th</p>	<p>Email to OCJP Program Manager October 15th</p>