

FVPSA 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
Domestic Violence Shelter Annual Outcome Report	July 1 – June 30	July 30	Submitted as on-line report
Domestic Violence Shelter Annual Output Report (This report now includes the Narrative Performance Report)	July 1 – June 30	July 30	Submitted as on-line report
State FVS Transitional Housing Annual Output Report	July 1 – June 30	July 30	Submitted as an on-line report
Tennessee Dept of F & A Invoice for Reimbursement (Please Contact Program Manager For The Proper Invoice For Reimbursement Form.)	Prior Month	Monthly	<i>Email to:</i> Maher.M.Wasef@tn.gov AND Karrisa.Carver@tn.gov
Project Equipment Summary Report –if applicable	Current fiscal year	30 days past the end of the State fiscal year (July 30)	Submitted as on-line report
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	<i>Email to:</i> OCJP.P3@tn.gov
Annual Fiscal Audit <i>or</i> Annual Fiscal Report (<i>nonprofit agencies only</i>)	The most recent fiscal year.	Due no later than 9 months after the close of the agency fiscal year	<i>Email to:</i> OCJP Fiscal Director Janet.Stewart@tn.gov