

DBH Treatment and Recovery FY22 Grant
Permanent Supportive Housing (Assertive Community Treatment & Intensive Case Management) Grants
Quarterly Report Checklist & Transmittal Coversheet

To: DHSS Finance & Management Services
Grants & Contracts Section,
Attention: _____,
Grant Administrator: _____

Date: _____

Organization: _____

Grant Number: _____

Form submitted by: _____

ACT

ICM

The checklist below will help you ensure your organizations quarterly report submittals contain all the necessary reports and appropriate documentation

Upload this completed checklist and required documentation listed below as a single pdf into GEMS. Once you have uploaded this documentation you will be able to complete your CFR.

Quarter (check one):

July 1- Sept 30 Oct 1-Dec 31 Jan 1-March 31 April 1-June 30

- A Cumulative Financial Report (CFR) for the quarter.
- Stakeholder meeting minutes for any stakeholder meetings that have occurred in the quarter
- PSH (ACT- ICM) Quarterly Report
- Upload Assertive Community Treatment or Intensive Case Management Attestation form as applicable.