

DBH Treatment and Recovery FY23 Grant
Therapeutic Court
Quarterly Report Checklist & Transmittal Coversheet

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

Date: _____
Organization: _____
Grant Number: _____
Form submitted by: _____

The checklist below will help you ensure your organization 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

- Quarterly Program Report (organizations format with RBB Performance measure requirements)
- A Cumulative Financial Report (CFR) for the quarter.