**FY24 Treatment and Recovery Grant**

**Bethel Sobering Center**

**Quarterly Report Checklist & Transmittal Coversheet**

**To:** DOH Finance & Management Services Grants & Contracts Section

**Attention Grant Administrator**: Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Organization:** Click or tap here to enter text.

**Grant Number:** Click or tap here to enter text.

**Form submitted:** Click or tap here to enter text.

**Quarter (check one):** Choose an item.

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.

Quarterly Sobering Center Narrative (Narrative of Sobering Center Activities)

A Cumulative Financial Report (CFR) for the quarter

(\*If there are expenditures over or under budget for the quarter, reasons must be noted on report).