Reports come as PDF/Excel and contain both financial and progress workbooks.

1. Report stored in department shared drive
2. Assign to appropriate department staff to review
3. Conduct financial review
4. Conduct progress review
5. Any issues with this report?
   - Yes
   - No
6. Provides explanation/revised report
7. Copy performance data into spreadsheets for tabulation/analysis
8. Reviews and approves payment

Common issues with reports might be that grantee is spending more or less at quarter than anticipated.

To Payments
1. Generate invoice using financial workbook

2. Sign and send invoice with quarterly financial report

3. Receive invoice

4. Enter invoice details into GEARS against PO

5. Process invoice in GEARS against PO

6. Department of Budget and Finance processes payment

7. Receive payment
Passthrough Grants (subgrants)

1. Provide funds for grant

2. Process payment from grantor

3. Receive notification subgrant received

4. NOFA issued

5. Apply for Grant

6. Subgrant issued

7. Track grants that are sub-granted

8. Receive Grant Award Information

9. Submit monthly report numbers

10. Receive report on sub-grant impact

11. Track grants that are sub-granted

End of process