**Section 546.190 Reporting**

Unless otherwise specified in the agreement between the Department and the recipient, an entity receiving a grant shall report financial and programmatic data to the Department on a regular basis using formats provided by the Department. The Department shall require quarterly reporting of expenditures and program achievements at a level of detail sufficient to provide for program accountability.

a) Expenditures: Unless otherwise specified in the agreement with the Department, an entity receiving a grant shall report actual expenditures using expenditure formats supplied by the Department. Expenditure summaries are to be submitted to the Department by the 15th day following the end of each fiscal quarter in which any expenditure of grant funds is made.

b) Program Report: Unless otherwise specified in the agreement with the Department, an entity receiving a grant shall submit a program report in a format provided by the Department. The program report shall include a narrative describing the entity's progress towards achieving objectives and activities as specified in the agreement with the Department. Program reports shall be submitted to the Department by the 15th day following the end of each fiscal quarter.