Per the Memorandum of Agreement (MOA) between the Albuquerque Area Health Board, Inc. (AAIHB) and Sub-award Recipient (Tribal Entity), the Sub-award Recipient must submit the following to ensure that progress reports and invoice requests are received in the required format.

# Invoice(s) / Reimbursement(s):

 Budget period: **December 31, 2022 through December 30, 2024**

* Sub-award recipient is required to submit invoices at least quarterly.
* Invoices must be complete.
* Payment will be made within fifteen (15) days of receipt of an invoice.
* A copy of the template for invoicing will be emailed to sub-award recipient’s accounts receivable office.

**Progress Reporting:**

* Quarterly Reports and Invoices are due **15 days** after each quarter ends.
* Quarterly Reports are for activities that occur during each quarter, as follows:

|  |  |
| --- | --- |
|  Quarter 1: December 31, 2022 – March 31, 2023 |  Due: April 15, 2023 |
|  Quarter 2: April 1, 2023 – June 30, 2023 |  Due: July 15, 2023 |
|  Quarter 3: July 1, 2023– September 31, 2023 |  Due: October 15, 2023 |
|  Quarter 4: October 1, 2023 – December 30, 2023 |  Due: January 15, 2023 |
|  Quarter 1: December 31, 2023 – March 31, 2024 |  Due: April 15, 2024 |
|  Quarter 2: April 1, 2024 – June 30, 2024 |  Due: July 15, 2024 |
|  Quarter 3: July 1, 2024– September 31, 2024 |  Due: October 15, 2024 |
|  Final Report: December 31, 2022 – December 30, 2024 |  Due: January 15, 2025 |

* Final Progress Report: Due January 15, 2025
	+ Include the following for Final Progress Reports:
1. A one-page report of project activities, including spending for project.
2. On Final Invoice – please reflect all costs for the entire reimbursement/budget period through December 31, 2024.
3. One Success story
4. Copy of most recent or current Audit Report due annually.

**AAIHB Staff Contact Information:**

For questions, clarifications, and/or technical assistance contact:

* Devona Bradford, Program Coordinator: (505) 250-4333; dbradford@aaihb.org
* Finance Office: Jessica Deloya, AAIHB, Accounting Technician: (505) 217-2800, ext. 116; jdeloya@aaihb.org