



Reporting and Payment Reimbursements Tribal Opioid Response 2.0 Sub-Award



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.

QUARTERLY REPORT, INVOICE, AND SPARS DATA ARE DUE 15 DAYS AFTER EACH QUARTER ENDS.

Invoice(s) / Reimbursement(s):

Budget period: **September 30, 2024 through September 29, 2029**

- Sub-award recipients are required to submit invoices at least quarterly.
- Invoices must be completed.
- 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, invoices, and SPARS data are due **15 days** after each quarter ends.
- Quarterly Reports are for activities that occur during each quarter, as follows:

YEAR 1 – quarterly report, invoice, and SPARS indicators due	
Quarter 1: September 30, 2024 – December 31, 2024	Due: January 15, 2025
Quarter 2: January 1, 2025– March 30, 2025	Due: April 15, 2025
Quarter 3: April 1, 2025– June 30, 2025	Due: July 15, 2025
Quarter 4: July 1, 2025 – September 30, 2025	Due: October 15, 2025
Final Report: September 30, 2024 – September 29, 2025	Due: November 15, 2025
YEAR 2 - quarterly report, invoice, and SPARS indicators due	
Quarter 1: October 1, 2025 – December 31, 2025	Due: January 15, 2026
Quarter 2: January 1, 2026 – March 30, 2026	Due: April 15, 2026
Quarter 3: April 1, 2026– June 30, 2026	Due: July 15, 2026
Quarter 4: July 1, 2026 – September 30, 2026	Due: October 15, 2026
Final Report: September 30, 2025 – September 29, 2026	Due: November 15, 2026
YEAR 3 - quarterly report, invoice, and SPARS indicators due	
Quarter 1: October 1, 2026 – December 31, 2026	Due: January 15, 2027
Quarter 2: January 1, 2027– March 30, 2027	Due: April 15, 2027
Quarter 3: April 1, 2027– June 30, 2027	Due: July 15, 2027
Quarter 4: July 1, 2027 – September 30, 2027	Due: October 15, 2027
Final Report: September 30, 2026 – September 29, 2027	Due: November 15, 2027
YEAR 4 - quarterly report, invoice, and SPARS indicators due	
Quarter 1: October 1, 2027 – December 31, 2027	Due: January 15, 2028
Quarter 2: January 1, 2028– March 30, 2028	Due: April 15, 2028
Quarter 3: April 1, 2028– June 30, 2028	Due: July 15, 2028
Quarter 4: July 1, 2028 – September 30, 2028	Due: October 15, 2028
Final Report: September 30, 2027 – September 29, 2028	Due: November 15, 2028
YEAR 5 - quarterly report, invoice, and SPARS indicators due	
Quarter 1: October 1, 2028 – December 31, 2028	Due: January 15, 2029



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Quarter 2: January 1, 2029– March 30, 2029	Due: April 15, 2029
Quarter 3: April 1, 2029– June 30, 2029	Due: July 15, 2029
Quarter 4: July 1, 2029 – September 30, 2029	Due: October 15, 2029
Final Report: September 30, 2028 – September 29, 2029	Due: November 15, 2029

Additional Quarterly Report Questions:

1. Please list 1-2 barriers the program encountered implementing the project.
2. Please provide a success story for each quarterly report.
3. How do you add culture into your project implementation? **Examples:** We utilize tools from White Bison's Wellbriety toolkit. We have our elders review program content that we use with participants to ensure cultural congruence.

Annual Report: Due November 15

1. Include the following for annual reports:
 - a. A one-page report of project activities, including spending for project.
 - b. On Final Invoice – please reflect all costs for the entire reimbursement/budget period starting September 30 to September 29.
 - c. One success story.
 - d. Copy of most recent or current Audit Report due annually.

SPARS Data: TOR Indicators (use for January 15, 2025 report ONLY)

1. How many Naloxone kits have we purchased?
2. How many Naloxone kits have we distributed?
3. Of the Naloxone kits distributed, how many overdose reversals occurred?
4. How many fentanyl test strips were purchased?
5. How many fentanyl test strips were distributed?
6. How many first responders have we trained on recognizing an opioid overdose and use of naloxone?
7. How many key community sectors (family, peers, military, coalitions, etc.) has your entity trained on opioid overdose and naloxone?
8. How many people were educated on the consequences of opioid and/or stimulant misuse using strategic messaging?
9. How many school-aged children received prevention and education activities on opioid consequences or stimulant misuse?
10. How many people in your entity were trained to provide school-based prevention and education activities to school aged children?
11. How many people were educated on the consequences of opioid and stimulant misuse through prevention activities?
12. How many people in your entity were reached through outreach activities that target underserved and/or diverse population?



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SPARS Data: TOR Indicators (use for April 15, 2025 report moving forward)

Please click the link below to access the TOR Indicators:

https://www.dropbox.com/scl/fi/elny7ocxmnniuxojivczb/SAMHSA-TOR-Tool_2025.docx?rlkey=uafmv7pgbfi3u5xt4kxzq2c2y&st=si4pxuwe&dl=0

AAIHB Staff Contact Information:

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

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