



Reporting and Payment Reimbursements

988 Tribal Response 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 progress reports, invoice, and evaluation data 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: **December 31, 2022 through December 30, 2025**

- Sub-award recipients are required to submit invoices every quarter.
- 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 subaward recipient’s accounts receivable office.

Progress Reporting:

- Quarterly Reports 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: 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 31, 2023	Due: January 15, 2024
YEAR 2 - quarterly report, invoice, and SPARS indicators due	
Quarter 1: January 1, 2024 – 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 1, 2024 (due to SAMHSA NCE deadline)
Quarter 4: October 1, 2024 – December 31, 2024	Due: January 15, 2025
YEAR 3 (No-Cost Extension) - quarterly report, invoice, and SPARS indicators due	
Quarter 1: January 1, 2025 – March 31, 2025	Due: April 15, 2025
Quarter 2: April 1, 2025 – June 30, 2025	Due: July 15, 2025
Quarter 3: July 1, 2025 – September 31, 2025	Due: October 15, 2025
Quarter 4: October 1, 2025 – December 30, 2025	Due: January 15, 2026
Final Report: December 31, 2024 – December 31, 2025	Due: January 15, 2026

Quarterly Report Additional Questions:

1. Please list 1-2 barriers the program encountered implementing the project.
2. Please provide a success story.
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.



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Annual Report: Due January 15, 2026

- Include the following for Annual Report:
 - 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, 2025.
 - 3) One success story.
 - 4) Copy of most recent or current Audit Report due annually.

SPARS Data: 988 Indicators

1. The number and percentage of individuals receiving mental health or related services after referral.
2. The number of people in the mental health and related workforce trained in mental health-related practices/activities that are consistent with the goals of the grant.

AAIHB Staff Contact Information:

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

- Program Coordinator: Randi Begaye, rbegaye@aaihb.org, (505) 861-9211
- Finance Office: Jessica Deloya, AAIHB, Accounting Technician, jdeloya@aaihb.org, (505) 217-2800, ext. 116