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DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH


**BUREAU OF BEHAVIORAL HEALTH WELLNESS AND PREVENTION**

**Annual Calendar and Deliverables**

**Management Memorandum 20-004**

**DATE:** December 10<sup>th</sup>, 2019

**TO:** All Bureau of Behavioral Health Wellness and Prevention (BBHWP) Funded Subrecipients and Contractors.

**FROM:** Brook Adie, Bureau Chief 

**SUBJECT:** Annual Calendar and Deliverables for Program Reporting Requirements per subaward funding criteria.

The Division of Public Behavioral Health (DPBH), Bureau of Behavioral Health Wellness and Prevention (BBHWP) is providing an annual calendar and deliverable timeline for program reporting requirements for subrecipients. Effectively immediately, the annual calendar and deliverable timeline will be put in place and will be the guiding expectation of both the BBHWP staff, funded subrecipient providers and contractors.

The following written narrative format of the annual calendar and deliverables for each specific funding source is parallel to the accompanied chart.

**Policy (2 CFR 200. Grants and Agreements)**

It is the responsibility of the BBHWP to receive and review reports individually submitted by subrecipients as required for receiving ongoing funding support on the work performed in the field of primary prevention and under the terms and conditions of their funding source and written in agreement within their subgrant assurances.

**Yearly Update:**

The corresponding Annual Calendar and Deliverable timeline will be updated to reflect the dates per event. The outlined quarterly reports, months, and events will not change with exception to the need of the BBHWP and the community they serve.

**Column: Quarterly Report**

The Quarterly Report deadlines are broken into quarterly report timeframes;

- 1<sup>st</sup> October, November, December
- 2<sup>nd</sup> January February, March
- 3<sup>rd</sup> April, May, June
- 4<sup>th</sup> July, August, September

All quarterly reports are due by the 30<sup>th</sup> of the following month.

**Column: Months of the year**

The twelve months are broken out to align with each event deliverable required through the calendar year.

- January, February, and March
- April, May, and June,
- July, August, and September
- October, November and December

**Column: Event**

Each event has a correlating date. Below are the defined acronyms, guide for each event, and the direction of the responsible activity.

**Joint meeting- January Only**

State Epidemiological Organizational Workgroup (SEOW); also known as SEW for Nevada,  
Multidisciplinary Prevention Advisory Committee (MPAC)  
Evidence-Based Practice Workgroup (EBP)

**Monthly**

Request for Reimbursement (RFR)

**Individual Meetings**

EBP workgroup meets on a monthly basis. The Nevada Evidence-Based Work Group's purpose is to assist coalitions and prevention specialists with identifying research- and evidence-based strategies and programs (EBP) that are grounded in prevention science

**MPAC Meetings**

The MPAC is required and will meet the month after the SEW meetings. The MPAC will meet four times a year and may meet more often if needed. The MPAC will review the recommendations of the SEW and interpret them in the context of community-level work in Nevada. The MPAC will make recommendations on what they think are priority needs, what strategies would work best to address the needs, and share recommendations with SAPTA.

### SEW Meetings

The SEW is required and will meet four times a year. The SEW may meet more often if needed to discuss the need of the BBHWP and its providers. The SEW will share data with MPAC and EBP and make recommendations on emerging threats, communities/populations at risk, priority topic areas. In other words, they will identify the potential problems. Data will be in the form of an annual published EPI profile, but also the SEW will review data/reports provided by various community partners and make recommendations to the MPAC and EBP on these data sources as well.

### Subrecipient/Funded Provider

- Spend Plans due to BBHWP/SAPTA in *January and May*.
- Proposed General Fund (SAPP) Subawards due to BBHWP/SAPTA by *April first*.
- First year Performance Report by *April 30<sup>th</sup> and October 29<sup>th</sup>*
- Proposed Partnership For Success (PFS), Attorney General Settlement (AG) Subaward and Substance Abuse Block Grant(SABG) subaward due to BBHWP/SAPTA by *July 1<sup>st</sup>*.
- General Fund-Close Out means all invoices in to BBHWP to close out funding by the set required date per fiscal need.
- Close out Federal Fiscal year means all invoices in to BBHWP to close out funding by the set required date per fiscal need.

### BBHWP/SAPTA

- Combined Substance Abuse and Mental Health Block Grant Annual Report due to SAMSHA by *December 2<sup>nd</sup>*.
- Synar Annual Report is due to SAMHSA *December 31<sup>st</sup>*.
- Partnership for Success (PFS) is due to SAMHSA *October 31<sup>st</sup> and December 31<sup>st</sup>*.

### Column: Date

The dates provided in the corresponding column are relating to the events within the events column. The numerical dates will change from year to year. The month for each item will remain the same.

### Last Page

The (\*) asterisk sign means a deliverable expected from the subrecipient/funded provider to BBHWP/SAPTA.

A. Request for Reimbursements (RFR) are due the 15<sup>th</sup> of every month. If the 15<sup>th</sup> falls on a weekend of holiday, then the RFR is due the following business day.

B. Quarterly reports are due by the 30<sup>th</sup> of the next month and must be posted to the secured file transfer protocol (SFTP) site.

C. It is recommended that an amendment to a subaward to be submitted 60 days in advance prior to end of funding source.

D . Spending plans/ Funding Maps are requested in April and November.

If you have any questions, please do not hesitate to contact your program subject matter expert:

- PFS Sara Bacon at (775) 684-2217, [sbacon@health.nv.gov](mailto:sbacon@health.nv.gov)
- SAPP/AG Bill Kirby at (775) 684-4054, [bkirby@health.nv.gov](mailto:bkirby@health.nv.gov)
- SABG Meg Matta at (775) 684-2227, [mmatta@health.nv.gov](mailto:mmatta@health.nv.gov)
- Manager Tracy Palmer at (775) 684-4069, [t.palmer@health.nv.gov](mailto:t.palmer@health.nv.gov)

To view the BBHWP policies and procedures and the corresponding quarterly reports please visit BBHWP webpage at <http://dpbh.nv.gov/Programs/ClinicalSAPTA/dta/Partners/MOT/>.

## Annual Calendar and Deliverables for 2020

	1 <sup>ST</sup> QUARTER	EVENT	DATE
<b>Q1 Report</b> (Oct. Nov. Dec.) SABG/PFS/SAPP <i>Due: 1/31</i>	January	SEW/MPAC/EBP Combined meeting 4Hrs.	January 6 <sup>th</sup>
		RFR	January 15 <sup>th</sup>
	February	RFR	February 18 <sup>th</sup>
		EBP Wkrgrp Mtng	February 20 <sup>th</sup>
		MPAC Mtng	February 25 <sup>th</sup>
	March	RFR	March 17 <sup>th</sup>
		EBP Wkrgrp Mtng	March 20 <sup>th</sup>
	2 <sup>ND</sup> QUARTER	EVENT	DATE
<b>Q2 Report</b> (Jan. Feb. Mar.) SABG/PFS/SAPP <i>Due: 4/30</i>	April	*General Fund (SAPP) Subawards Due to BBHWP/SAPTA	April 1 <sup>st</sup>
		RFR	April 15 <sup>th</sup>
		SEW Mtng	April 21 <sup>st</sup>
		EBP Wkrgrp Mtng	April 22 <sup>nd</sup>
		*Coalition (Yr-1) Performance Report (RFP-2018-P Deliverable)	April 30 <sup>th</sup>
		*Spend Plans/Funding Maps Due to BBHWP/SAPTA	April 30 <sup>th</sup>
	May	General Fund (SAPP) Subawards sent to Contracts	May 1 <sup>st</sup>
		RFR	May 15 <sup>th</sup>
		EBP Wkrgrp Mtng	May 20 <sup>th</sup>
		MPAC Mtng	May 26 <sup>th</sup>
SAPP Fund; Ends 6/30	June	RFR	June 15 <sup>th</sup>
		EBP Wkrgrp Mtng	June 22 <sup>nd</sup>

## Annual Calendar and Deliverables for 2020

	3 <sup>RD</sup> QUARTER	EVENT	DATE
<p><b>Ortlly Report</b> (Apr. May. Jun.) SABG/PFS/SAPP <b>Due:7/31</b></p> <p>SAPP Fund: Starts 7/1</p>	July	*PFS, AG and SABG Subawards Due to BBHWP/SAPTA	July 1 <sup>st</sup>
		RFR	July 15 <sup>th</sup>
		SEW Mtng	July 20 <sup>th</sup>
		EBP Wkrgp Mtng	July 20 <sup>th</sup>
		*General Fund-(SAPP) Close out SFY	July 30 <sup>th</sup>
	August	PFS and SABG Subawards Due to Contracts	August 1 <sup>st</sup>
		RFR	August 17 <sup>th</sup>
		EBP Wrkgrp Mtng	August 20 <sup>th</sup>
		MPAC Mtng	August 25 <sup>th</sup>
<p>PFS Fund; Ends 9/29 PFS Fund; Starts 9/30</p> <p>SABG Fund Ends 9/30</p>	September	RFR	September 15 <sup>th</sup>
		EBP Wrkgrp Mtng	September 21 <sup>st</sup>
	4 <sup>TH</sup> QUARTER	EVENT	DATE
<p><b>Ortlly Report</b> (Jul, Aug, Sept.) SABG/PFS/SAPP <b>Due: 10/31</b></p> <p>SABG Fund- 10/1 Starts</p>	October	RFR	October 15 <sup>th</sup>
		SEW Mtng	October 19 <sup>th</sup>
		EBP Wkgrp Mtng	October 20 <sup>th</sup>
		*Yr -1 Performance Report (RFP-2018-P)	October 29 <sup>th</sup> October 30 <sup>th</sup> (NV Day) Oct. 31 <sup>st</sup> (Saturday)
		<b>BBHWP/SAPTA section report PFS+ EBPP/CC (SPARS) due to SAMSHA</b>	October 29 <sup>th</sup>
		Close Out Grant Year	October 30 <sup>th</sup>
	November	RFR	November 16 <sup>th</sup>
		EBP Wrkgrp Mtng	November 20 <sup>th</sup>
		MPAC Mtng	November 25 <sup>th</sup>

## Annual Calendar and Deliverables for 2020

		*Spend Plans /Funding Maps Due to BBHWP/SAPTA	November 30 <sup>th</sup>
<b>Annual:</b> SA/MH Block Grant Annual Report	December	<u>SA &amp; MH Block Grant Due</u>	<u>December 2<sup>nd</sup></u>
		RFR	December 15 <sup>th</sup>
<b>Annual:</b> Synar Annual Report		EBP Wrkgrp Mtng	December 21 <sup>st</sup>
<b>Annual:</b> PFS Grant		<u>Synar &amp; PFS Due</u>	<u>December 31<sup>st</sup></u>

### Annual Event Calendar/Deliverables: 2020

\*RFR's are required by the 15<sup>th</sup> of the month, if the 15<sup>th</sup> falls on a holiday or weekend then RFR's are due to next business day.

\*Upload Quarterly reports to the SFTP site for funding sources: SABG/SAPP/PFS.

\*Any Subaward amendment must be submitted 60 days in advance prior to end of funding period.

\*Spend Plans are requested in January and May, allowing time for adjustment if needed.

#### BBHW/SAPTA Contacts

##### General Fund: SAPP and Settlement: AG

Health Program Specialist                      Bill Kirby              (775) 684- 4054              [bkirby@health.nv.gov](mailto:bkirby@health.nv.gov)

##### Partnership For Success (PFS)

Health and Human Services Professional Sara Bacon              (775) 684-2217              [sbacon@health.nv.gov](mailto:sbacon@health.nv.gov)

##### Substance Abuse Block Grant (SABG)

Health Program Specialist                      Meg Matta              (775) 684-2227              [mmatta@health.nv.gov](mailto:mmatta@health.nv.gov)

Manager    Tracy Palmer              (775) 684-4069              [t.palmer@health.nv.gov](mailto:t.palmer@health.nv.gov)