

Annual Calendar and Deliverables

First Quarter

<http://dpbh.nv.gov/Programs/Clinical/SAPTA/dta/Grants/SAPTAGrants/>

January				
Event/Deliverables To State	State Deliverable to Providers	State Deliverable to SAMHSA	Monthly/Quarterly/Annually	Working Date
Request For Reimbursement (RFR)			Monthly	15-Jan
	Prevention Coalition Meeting		Monthly	22-Jan
(Oct-Dec) SAPP/PFS/SABG WITS entry and paper report			Quarterly	30-Jan
Collaborative Recommendations from the SEOW, MPAC, and EBPPPAW			Annually	28-Jan
Verification of Block Grant Expenditure and RFR in WITS (SABG)			Monthly	31-Jan
February				
Event/Deliverables To State	State Deliverable to Providers	State Deliverable to SAMHSA	Monthly/Quarterly/Annually	Working Date
2021 Legislative Session Begins (120 days)				1-Feb
	Feedback of Quarterly Report (SAPP, PFS, SABG)		Quarterly	12-Feb
		Evidence Based Practices, Programs, and Policies Active Workgroup Meeting (EBPPPAW)	Monthly	16-Feb
Request For Reimbursement (RFR)			Monthly	18-Feb
Verification of Block Grant Expenditure and RFR in WITS (SABG)			Monthly	28-Feb
March				
Event/Deliverables To State	State Deliverable to Providers	State Deliverable to SAMHSA	Monthly/Quarterly/Annually	Working Date
2021 Legislative Session In Progress				
Request For Reimbursement (RFR)			Monthly	15-Mar
Statewide Epidemiology Organization Workgroup (SEOW) Meeting			Quarterly	23-Mar
		Evidence Based Practices, Programs, and Policies Active Workgroup Meeting (EBPPPAW)	Monthly	25-Mar
Verification of Block Grant Expenditure and RFR in WITS (SABG)			Monthly	31-Mar
Q4 (Oct - Dec) Spend Plans for each funding source (SAPP/PFS/SABG)	Feedback/Support for Spending Plan/Funding Map		Quarterly	31-Mar

Second Quarter

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April

Event/Deliverables To State	State Deliverable to Providers	State Deliverable to SAMHSA	Monthly/Quarterly/Annually	Working Date
2021 Legislative Session In Progress				
Fiscal Year 2022 General Fund (SAPP) subawards Due (to BBHWP/SAPTA)			Annually	2-Apr
ALL Comprehensive Community Prevention Plans (CCPP) Must be Updated and Uploaded to SFTP (the CCPP is reflective of your three year updates: RFP due 09/20/2020)				12-Apr
		Tribal Council Meeting: Prevention Coalition Present Activities in Rural Communities		14-Apr
		SAB: Updated SEOW Flowchart tied to Data		14-Apr
	Training: Contracts 101, Section C/Fiscal Budget 101		Annually	15-Apr
Request For Reimbursement (RFR)			Monthly	15-Apr
	Prevention Coalition Meeting (Training on EBPPPAW 101; Manual, Mission/Guide/Policy Updates and Waiver Form		Monthly	20-Apr
		Evidence Based Practices, Programs, and Policies Active Workgroup Meeting (EBPPPAW)	Monthly	22-Apr
(Jan-March) SAPP/PFS/SABG WITS entry and paper report			Quarterly	30-Apr
Verification of Block Grant Expenditure and RFR in WITS (SABG)			Monthly	30-Apr

May

Event/Deliverables To State	State Deliverable to Providers	State Deliverable to SAMHSA	Monthly/Quarterly/Annually	Working Date
2021 Legislative Session In Progress				
Program Analyst: Send ALL SAPP General Fund Subawards to Contracts Unit for Review				
			(SAPP) General Fund Subawards sent to Contracts (Annually)	1-May
Multidisciplinary Prevention Advisory Committee (MPAC) Meeting				6-May
	Feedback of Quarterly Report (SAPP, PFS, SABG)		Quarterly	14-May
Sustainable Plan - 2021 to 2023 timeframe (RFP 2018-P Section B)				15-May
Request For Reimbursement (RFR)			Monthly	15-May
		Evidence Based Practices, Programs, and Policies Active Workgroup Meeting (EBPPPAW)	Monthly	27-May
Verification of Block Grant Expenditure and RFR in WITS (SABG)			Monthly	31-May
2021 Legislative Session Ends				31-May

June

Event/Deliverables To State	State Deliverable to Providers	State Deliverable to SAMHSA	Monthly/Quarterly/Annually	Working Date
Stop Act Survey			Annual	1-Jun
Request For Reimbursement (RFR)			Monthly	15-Jun
Statewide Epidemiology Organization Workgroup (SEOW) Meeting			Quarterly	17-Jun
		Evidence Based Practices, Programs, and Policies Active Workgroup Meeting (EBPPPAW)	Monthly	24-Jun
	SAPP Fund Ends			30-Jun
Verification of Block Grant Expenditure and RFR in WITS (SABG)			Monthly	30-Jun
Q1 (Jan - March) Spend Plans for each funding source (SAPP/PFS/SABG)	Feedback/Support for Spending Plan/Funding Map		Quarterly	30-Jun

Annual Calendar and Deliverables

Third Quarter

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July

Event/Deliverables To State	State Deliverable to Providers	State Deliverable to SAMHSA	Monthly/Quarterly/Annual	Working Date
	Fiscal Year 2022 SAPP General Fund Starts		Annual	1-Jul
PFS and SABG subawards, due to BBHWP/SAPTA			Annual	1-Jul
Statewide Epidemiology Outcomes Workgroup Meeting (SEOW)			Quarterly	9-Jul
Request For Reimbursement (RFR)			Monthly	15-Jul
		Evidence Based Practices, Programs, and Policies Active Workgroup (EBPPPAW)	Monthly	29-Jul
*All RFRs Must be Submitted		General Fund (SAPP) close out SFY	Annual	30-Jul
(April - June) SAPP/PFS/SABG WITS entry and paper report			Quarterly	31-Jul
Verification of Block Grant Expenditure and RFR in WITS (SABG)			Monthly	31-Jul

August

Event/Deliverables To State	State Deliverable to Providers	State Deliverable to SAMHSA	Monthly/Quarterly/Annual	Working Date
			Partnership For Success and Substance Abuse Block Grant Subawards due to contracts (Annual)	1-Aug
	Feedback of Quarterly Report (SAPP, PFS, SABG)		Quarterly	13-Aug-20
Request For Reimbursement (RFR)			Monthly	17-Aug
		Evidence Based Practices, Programs, and Policies Active Workgroup Meeting	Monthly	26-Aug
Multidisciplinary Prevention Advisory Committee Meeting (MPAC)			Quarterly	25-Aug
Verification of Block Grant Expenditure and RFR in WITS (SABG)			Monthly	31-Aug

September

Event/Deliverables To State	State Deliverable to Providers	State Deliverable to SAMHSA	Monthly/Quarterly/Annual	Working Date
	Evaluation Report Training for Year 2 of RFP 2018-P, Section 9			7-Sep
Request For Reimbursement (RFR)			Monthly	15-Sep
Statewide Epidemiology Organization Workgroup (SEOW) Meeting			Quarterly	16-Sep
			PFS Grant Ends - Annual	29-Sep
			PFS Grant Starts FY 2021/22 -	30-Sep
			SABG Grant Ends - Annual	30-Sep
		Evidence Based Practices, Programs, and Policies Active Workgroup Meeting (EBPPPAW)	Monthly	30-Sep
Verification of Block Grant Expenditure and RFR in WITS (SABG)			Monthly	30-Sep
Q2 (April - June) Spend Plans for each funding source (SAPP/PFS/SABG)	Feedback/Support for Spending Plan/Funding Map		Quarterly	30-Sep

Fourth Quarter

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October

Event/Deliverables To State	State Deliverable to Providers	State Deliverable to SAMHSA	Monthly/Quarterly/Annual	Working Date
	Fiscal Year 2022 Substance Abuse Block Grant Fund Starts		Annual	1-Oct
Request For Reimbursement (RFR)			Monthly	15-Oct
Statewide Epidemiology Organization Workgroup Meeting (SEOW)			Quarterly	19-Oct
		Evidence Based Practices, Programs, and Policies Active Workgroup Meeting (EBPPPAW)	Monthly	28-Oct
All RFRs Due			Close Out Grant Year (Annual)	30-Oct
(July-Sept.) SAPP/PFS/SABG WITS entry and paper report			Quarterly (Oct 31 Sunday)	1-Nov
Verification of Block Grant Expenditure and RFR in WITS (SABG)			Monthly (Oct 31 Sunday)	1-Nov
Year 2 Annual Performance Report - Performance Reporting Period due November 1st since October 31st falls on Sunday.			Annually (Oct 31 Sunday) - Review Components of the Required Reports, Section 4 of RFP 2018-P for YEAR 2.	1-Nov

November

Event/Deliverables To State	State Deliverable to Providers	State Deliverable to SAMHSA	Monthly/Quarterly/Annual	Working Date
Complete an Annual Evaluation of 3 Prevention Projects, Evaluation Report submitted to BBHWP			Annual - RFP 2018-P Section 9 Evaluation Report Year 2-4	8-Nov
	Feedback of Quarterly Report (SAPP, PFS, SABG)		Quarterly	12-Nov
Request For Reimbursement (RFR)			Monthly	15-Nov
Multidisciplinary Prevention Advisory Committee Meeting (MPAC)			Quarterly	16-Nov
		Evidence Based Practices, Programs, and Policies Active Workgroup Meeting	Monthly	18-Nov
Verification of Block Grant Expenditure and RFR in WITS (SABG)			Monthly	30-Nov

December

Event/Deliverables To State	State Deliverable to Providers	State Deliverable to SAMHSA	Monthly/Quarterly/Annual	Working Date
		SA/MH Block Grant Federal Reports	Annual	1-Dec
Request For Reimbursement			Monthly	15-Dec
Statewide Epidemiology Organization Workgroup Meeting (SEOW) Meeting			Quarterly	16-Dec
		Evidence Based Practices, Programs, and Policies Active Workgroup Meeting	Monthly	30-Dec
		SYNAR Act Federal Report	Annual	30-Dec
		SPF - PFS Federal Grant Report	Annual	30-Dec
Verification of Block Grant Expenditure and RFR in WITS (SABG)			Monthly	31-Dec
Q3 (July - Sept) Spend Plans for each funding source (SAPP/PFS/SABG)	Feedback/Support for Spending Plan/Funding Map		Quarterly	31-Dec