

Nebraska Department of Health and Human Services (DHHS)
 Division of Public Health
 Immunization Program

Tribal Set Aside Application

RELEASE DATE	APPLICATION DUE DATE
July 1, 2016	August 15, 2016, 12:00 p.m. CT

AMENDMENT

PROGRAMMATIC REQUIREMENTS is hereby amended to read:

Subrecipient Reporting Requirements

Report	Date Due	Period Covered
1 st Quarter Work Plan Report* 1 st Quarter Expenditure Report** 1 st Quarter Program Income Report***	April 15 th	<u>1st Quarter</u> January February March
2 nd Quarter Work Plan Report* 2 nd Quarter Expenditure Report** 2 nd Quarter Program Income Report***	July 15 th	<u>2nd Quarter</u> April May June
3 rd Quarter Work Plan Report* 3 rd Quarter Expenditure Report** 3 rd Quarter Program Income Report***	October 15 th	<u>3rd Quarter</u> July August September
4 th Quarter/Final Work Plan Report* 4 th Quarter/Final Expenditure Report** 4 th Quarter/Final Program Income Report***	March 1 st	<u>4th Quarter</u> October November December

*The narrative reports describing progress toward meeting goals and objectives of the narrative/work plan and evaluation of the project activities shall be submitted to the DHHS along with the expenditure reports within 15 days after the end of each quarter, with the exception of the fourth quarter report.

**Expenditures must reflect approved budget line items and amounts. Amounts budgeted for operations in one activity may be reassigned to another budget item, provided that the proposed expenditures are for allowable costs. Budget revisions of more than 10% of the total budget or revisions eliminating or adding a line item are subject to prior written approval by the DHHS. The report of expenses must be signed and dated by both the program and financial officials itemizing the expenses by respective approved budget categories incurred by Subrecipient for the subaward period January 1, 2017 through December 31, 2018.

***Program income may include donations, vaccine administration fees, or 3rd party reimbursements under the Medicaid Program. Income should be used to defray cost of service delivery. Subrecipient will be expected to identify through quarterly reports the program income earned and how it is used. If the final expenditure report for any fiscal year does not have a zero balance for program income, prior to close out of the grant, the final reimbursement will be reduced by the amount of unused program income. Program income shall be disbursed as earned and cannot be carried over between fiscal years.

RFA POINT OF CONTACT:



Christine Kutschkau
Subaward Coordinator

DATE: 7-21-16