

## Contractual Requirements: At a Glance

### Contractual

- The Letter of Award (LOA) from Behavioral Health System Baltimore, Inc. (BHSB) requires submission of the following documents within 2 weeks:
  - W-9
  - specified insurance documentation
  - [MD Department of Assessments and Taxation](#), Letter of Good Standing
  - Pre-Award Risk Assessment
  - Contract Management System Registration Form
- If applicable, the LOA will also require the following documents within 2 weeks:
  - budget
  - Maryland Department of Health program certificate
  - accreditation certification
  - BHSB ACH Authorization Form
- BHSB's [Contract Management System \(CMS\)](#) will generate an email notification when the budget is approved, and the contract will be emailed to the sub-vendor's identified Contract Signatory within 5-7 business days for electronic signature, with daily reminders until the contract is signed. The Contract Signatory will receive a copy of the fully executed contract once all parties have signed. Please keep a copy of the fully executed contract for your records.
- If the contract is not signed within 5 business days, payments will be held until contractual obligations are fulfilled.

### Programmatic

- Attachment A of the contract lists contract deliverables, which are items that are specifically required for that particular contract. The Attachment A is viewable via [CMS](#) once the LOA is forwarded.
- Program reports must be submitted via CMS at the frequency specified for each contract. Refer to CMS for due date(s).
- If the Attachment A specifies a required staffing pattern, the sub-vendor is required to inform their assigned Program Lead of staff changes associated with the contract during the contract period.

### Financial

- Sub-vendors are expected to maintain appropriate financial records and ensure that financial documentation is available to BHSB upon request. Budget must be submitted via CMS within 2 weeks of receiving the LOA from BHSB. BHSB reviews and approves budgets prior to contract execution.
- Budget modifications can be initiated any time after the execution of the contract up until March 15<sup>th</sup>, which is the last date for submission. Budget modifications should be submitted following consultation with your assigned Program Lead. Budget modifications should be implemented only after being approved by the BHSB; otherwise, the expense is subject to disallowance.
- Fiscal reports, which are expenditure reports that are electronically entered into CMS, must be submitted at a frequency specified for each contract. The fiscal

report may also require uploading supporting documents, depending on the contract type and programmatic or financial requirements. Refer to CMS for due date(s). Reimbursement is withheld until all required documents are submitted, reviewed, and approved.

- Sub-vendors shall submit all fiscal reports reflecting actual expenditures (no estimates) in a timely manner as part of contract compliance. Please contact your Grants Accountant immediately if you are unable to submit a required report by the due date.
- An [Annual Report \(BHSB 440 Forms\)](#) must be submitted to BHSB for funded contracts within 30 days after the end of the fiscal year or within 30 days after the end of the contract.
- An annual financial audit report is required for contracts that equal or exceed a cumulative amount of \$100,000. An audit report must be submitted with the management letter to BHSB within nine (9) months from the end of the organization's fiscal year.
- For cost reimbursement contracts over \$100,000, an annual financial audit must include in their scope review of the Annual Reports (BHSB 440 Forms) submitted to BHSB.
- A Single Audit is required for an agency that receives greater than a cumulative amount of \$750,000 in federal funding.
- When warranted, BHSB will conduct a desk or in-person audit review.
- Checks to sub-vendors are processed on the 1<sup>st</sup> and the 15<sup>th</sup> of each month or the next business day if a holiday or a weekend. Funds sent electronically are available within 72 hours from issuance. Payments are issued net 30 upon receipt of an acceptable Fiscal Report, and required documents and are subject to the availability of funds from the funder.

#### Accountability Compliance Audits (ACA)

- An Accountability Compliance Audit (ACA) is conducted annually for all contracts. An ACA is an objective examination and verification of adherence to contract terms, conducted retrospectively.
- An email notification will be forwarded at least three (3) weeks in advance of the scheduled ACA. It will include an overview of information that will be reviewed during the ACA, such as client logs, case files, and/or any other documentation necessary to evidence completion of Attachment A requirements.
- Approximate length of time for completion of most ACAs is 1 to 2 hours.
- A preliminary *Summary of ACA Findings* will be provided during the Exit Interview (immediately following completion of the ACA).
- Based on *Final ACA Findings*, targeted technical assistance or a Program Improvement Plan (PIP) may be required.

#### Key Links

- [CMS login](#)
- [CMS instructions](#)
- [Information and forms for sub-vendors](#)