

Guidance on Project Funds & VT CHEP Reminders Version 2

Updated: October 23, 2023

As we approach the end of the grant, there have been a variety of questions regarding projects and other logistics. Please see below for guidelines and reminders.

Please see pages 4-6 for newly added information/reminders, since the October 6th version.

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Projects That Have Concluded & Not Using Full Award Amounts

For a project that will not use their full award amount and has concluded, you may confirm this information in either two ways. (1) via email, (2) updating their most recent version of the Terms of Award with initials next to the applicable changes.

For an email, please ensure the following information is included and confirmed by the project. Please forward the exchange to Kyra Wood for the VT CHEP's records.

- Project conclusion date
- Any outstanding materials, OR confirming all materials have been completed and submitted
- The award amount
- Amount of award spent
- Amount of award not spent and will *not* be invoiced for

Projects are still required to submit all final materials. This includes:

- Emergent Learning After Action Review
- Final Invoice
- Final Narrative Report

Reallocating Funds

Please see pages 7-8 for, "Guidelines for Reallocation of Project Funding", sent on September 6th. If a project will receive additional funds, updates must be made to the most recent version of their Terms of Award. An email confirming the additional funds will not be sufficient.

Project Purpose and Intent

If a project receives additional funds, the intent of the use of funds must align with the project's original intent. We understand some projects may *add additional efforts* that build off of their original purpose. These efforts need to be explained in the updated Terms of Award along with the additional funding. Examples:

- A project originally had 3 events scheduled, and with additional funding will have an additional 2 events.
- A project originally had an education booth scheduled at a fair in March and the additional funding will allow them to have another education booth at a different fair in September.

For projects who are looking to shift their budgets or purpose, this needs to be approved by your local coalition and follow guidelines that were established by your group. The VT CHEP is not part of the approval process. Note that all funds need to be spent by November 30, 2023.

Funding Deadlines

- The final date to submit invoices, receipts, invoices, and final assessment materials is Wednesday, December 6, 2023. No exceptions will be made.
- It is important to maintain at least a monthly invoice submission schedule to ensure we are on schedule for closing the VT CHEP grant.
- **November 30, 2023 VT CHEP End Date**
 - The VT CHEP is in operation through November 30, 2023. Projects can extend their work deadline through this date. As a reminder, we can only reimburse for expenditures that have occurred. The funds cannot be used to pay an advance on something that is past the end of the VT CHEP grant on November 30, 2023. For example, paying for December 2023 or January 2024 rent.
 - Any receipts that show a purchase/payment/invoice date past November 30, 2023 will not be accepted for submission.

Funding Restrictions

Please see page 9 for, "Restrictions on Expenditures with VT CHEP Funds - October 2022". If there are questions about use of funds, please reach out to Kyra Wood.

Accessing Information

The Templates Webpage on the VtPHI's website includes a timeline with due dates and templates including, invoice templates, invoice checklist, monthly report templates, and invoice timelines.

The Template webpage is: vtphi.org/templates and the password is: VTCHEP2023. This is password protected for Backbone partner access and is case sensitive. *(Please do not share this password outside of the VT CHEP Backbone staff, Integrators, and District Directors).*

Please send all updated documentation to the VtPHI District Liaison at kwood@vtpha.org for the VT CHEP's records.

Final Assessment Materials

Backbone Organization Requirements

Backbone Organizations and Integrators must submit a final monthly narrative report, final invoice, and an Emergent Learning After Action Review.

Due: **Wednesday, December 6 (by the conclusion of the the VT CHEP grant)**

Community Project Requirements

Community projects must submit a final monthly narrative report, final invoice, and an Emergent Learning After Action Review.

Due: **By the conclusion of the project or conclusion of the VT CHEP grant (whichever comes first).**

The Templates Webpage (vtphi.org/templates) on the VtPHI's website includes a timeline with due dates and templates including monthly report templates, invoice templates and the Emergent Learning After Action Review. Please see above instructions in the "Accessing Information" section.

What If There Are VT CHEP Funds Unspent?

The VT CHEP team is managing the overall budget of the VT CHEP grant on an ongoing basis and working with all partners to support the spending of all funds that were allocated.

If there are unspent funds, they will be returned to the VT Department of Health. At this time, the VT CHEP does not know how the VT Department of Health will reallocate unspent CDC Health Equity funds.

If additional information is shared with the VT CHEP before the conclusion of this grant, we will provide Backbone organizations and District Directors with updates. If we do not have one to share before the VT CHEP grant closure, you may reach out to the VT Department of Health directly.

Documentation Required After The VT CHEP Grant

The State of Vermont requires grantees to retain documents related to the VT CHEP grant for **three years** after the grant concludes (December 2026). Below are the exact terms:

*The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the **three-year period**, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.*

Who Can I Contact After the VT CHEP Grant Ends

The VT Public Health Institute colleagues will be available post grant. You may contact Penrose Jackson, Interim Executive Director at jacksonhouse@gmavt.net, or fill out the contact form on the VtPHI website at vtphi.org/contact.

The VT CHEP Website

The VT Public Health Institute website will be available after the VT CHEP grant and can be accessed here: vtphi.org. VT CHEP grant materials will be available on the VtPHI site and you can access them from the VtPHI homepage by navigating under the “Impact” drop down. If documents or information is needed that you cannot find on the site, please use the contact form on the VtPHI website at vtphi.org/contact.

NE Public Health Training Center Learning Management System

The New England Public Health Training Center (NEPHTC) learning management system houses the VT CHEP webinars and materials that were recorded, and will be available for at least three years after the VT CHEP grant ends. There are over thirty-five webinars and materials available for your use.

Find how to create a free account to continue to access these materials here:

<https://vtphi.org/wp-content/uploads/2023/04/How-to-Access-the-VT-Community-Health-Equity-Partnership-Webinar-Recordings-and-Materials-on-the-NE-Public-Health-Training-Center-2.pdf>.



Guidelines for Reallocation of Project Funding

September 6, 2023 - November 30, 2023

As we approach the remaining 3 months of the VT CHEP grant, some projects have communicated that they will be unable to spend their full award amount. There have been questions about reallocating these unspent funds. Please see below for the VT CHEP's guidelines on this process.

Which funds can be reallocated?

- Any project funds not allocated by July 24, 2023 and did not roll over into the extension period, cannot be re-allocated.
 - Example: If you had \$168,000 available to award and awarded \$160,000 of that by July 24, the other \$8,000 is not available for allocation now.
- Any project funds currently allocated, and will be released by a project, can be reallocated to an existing project.

What are the steps for reallocating funds to an existing project?

1. For the project returning funds, the most recent version of the project's Terms of Award (TOA) will need to be updated with the final award amount.
 - This can be done by crossing out the existing total award amount, updating the number, and both parties (community project and Backbone) initial and date each change.
 - Example: A project's total award amount is \$10,000 and they will not be spending \$2,000, the updated number on the TOA would be \$8,000.
2. Existing community projects that would like additional projects funds will need to provide:
 - An amount of funding they would use. While not required, the VT CHEP suggests requesting an outline of how the money will be spent (i.e. budget).

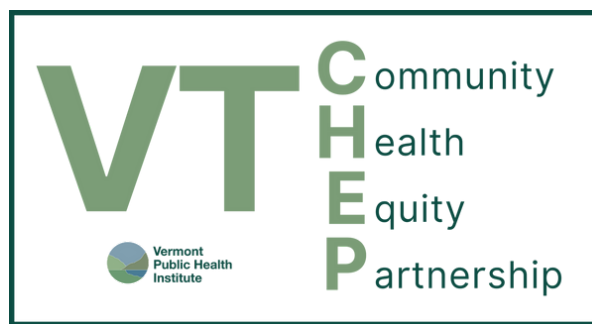
- A description of what work will be done with the additional funding and how it aligns with their original intent/purpose of the project.
- 3. The local collaborative / review committee must approve the reallocation of the funds to the community project.
- 4. Any additional funds allocated to a project will need to be reflected in an updated TOA.
 - Update the most recent version of the project's TOA with their current information on use of funds and have both parties sign and date. Or, you may cross out information to replace with new information, then each party initials and dates next to each change.
- 5. Please send all updated documentation to Kyra at kwood@vtpha.org.

Other Details for Consideration

Monthly narrative reports: Community projects and Integrators are required to submit on a monthly basis, even if there is not an invoice to be submitted. Please reach out to Kyra to discuss options for flexibility.

Deadline - Wednesday, November 15: By this date, all expenditures and reports **through October 31, 2023** must be submitted to the VtPHI.

Deadline - Wednesday, December 6: All final expenditures, reports, and final assessment materials must be submitted to the VtPHI by this date. Any expenditures sent after this date will not be reimbursed.



Restrictions on Expenditures with VT CHEP Funds

October 2022

- ➔ Recipients may not use funds for research that would require review by an Institutional Review Board (IRB) for human subjects' protection.
- ➔ Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body.
 - The salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.
 - See [Additional Requirement \(AR\) 12](#) for detailed guidance on lobbying.
 - See [detailed topic guidance](#) for CDC recipients.
- ➔ Recipients may not use funds for automobiles.
- ➔ Recipients may not use funds for clinical care. Services that are eligible for coverage by health insurance cannot be covered by VT CHEP funds.
 - A provider or person with a medical license may receive funds to provide other services such as education.
- ➔ Recipients may not use funds for single items over \$5,000 value.
 - If a recipient pays for multiple items in one payment, and it shows over \$5,000, the receipt will act as a support for multiple items under \$5,000 value.
- ➔ Restrictions apply to construction projects.
 - The labor to *build and renovate* cannot be covered by VT CHEP funds.
 - The purchasing of materials, planning, and designing for a project are eligible.

Recipients may use funds only for reasonable program purposes, including personnel (salaries/wages and contracted personnel), travel, supplies, and services.

Projects must align with the Data Driven Problem Statement.

Please email Kyra Wood, VtPHI District Liaison, at kwood@vtpha.org with questions.