

**Vermont Department of Health Equity and Capacity Building Grants**  
**Frequently Asked Questions (FAQ) Track Two Focus**  
**Updated June 23, 2022**

As a reminder the landing page for this grant is at [vermontcf.org/health-equity](http://vermontcf.org/health-equity). This FAQ **updates** and clarifies items in the Request for Proposal (RFP) linked at the site. This FAQ list is not meant to be exhaustive as it does not cover all situations. If you have specific programmatic questions not covered here, please use the point of contact information at the bottom of the page.

**Q: What are the final dates to submit applications?**

A: The original RFP did not have closing dates as we wanted to accommodate all organizations that wanted more time to complete applications. **The current final deadline for both Track One and Track Two applications is August 31, by 11:59 pm. However, we encourage organizations to submit applications as soon as possible since funding is limited.**

**Q: How do I determine if we should apply for Track One or Track Two?**

A: Track one is primarily for organizations that have experience following Uniform Guidance procedures for receiving and documenting federal grants. A fiscal sponsor may have this experience. This usually means expanding current programming or creating new initiatives that directly affect the community. Track Two is primarily for growing organizations that wish to build internal capacity and processes so that they can seek out future funding opportunities. We realize that it can be difficult to decide which track to apply for. If you have any questions about applying, please contact the Program Manager, Al Belluche to discuss your proposal. Contact info is at the bottom of this page.

**Q: If we applied and did not receive a Track One grant, can we still apply for a Track Two grant?**

**Q: Can we apply in both tracks?**

A: Yes, organizations can apply for both tracks if they did not receive a Track One award. There are two different applications. Remember that Track Two is primarily designed to provide Technical Assistance to build internal capacity of organizations.

**Q: What exactly is meant by Technical Assistance and can you give examples?**

A: Technical Assistance can be a variety of actions or services that will help an entity stabilize itself and be better prepared for future service to the community. Building capacity could include hiring service providers to perform a variety of supporting tasks. Examples of tasks could be, but are not limited to the following areas: financial related advice and services, board/organization strategic planning, feasibility assessments, facilitating meetings with community members, data gathering/research, computer hardware/software, etc.

**Q: What are the minimum and maximum grant sizes for Track Two?**

A: To make the grant accessible to all, there is no minimum or maximum grant size. We expect the average grant to be around \$50,000.

**Q: What follow up funding might be available after March 2023?**

A: This CDC Health Disparities grant is pandemic related and is one-time funding. There is no follow up funding like this expected. Organizations will have to secure other funding if they want funding to continue any initiatives supported by this grant.

**Vermont Department of Health Equity and Capacity Building Grants**  
**Frequently Asked Questions (FAQ)**  
**April 20, 2022**

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**Q: Can an organization put multiple projects in one application?**

A: Yes. We ask that if an organization or entity has several distinct ideas or projects, they clearly state that in one application, even if they will work with or plan to subgrant funds to another organization(s).

**Q: Can an organization apply knowing that they will use a fiscal sponsor?**

A: Yes, in most cases, the entity doing the bulk of the work should apply and identify their fiscal sponsor in the application.

**Q: Can an organization both apply for a grant and serve as a fiscal sponsor for another organization?**

A: Yes.

**Q: Is there a list of potential fiscal sponsors available?**

A: Unfortunately, the Vermont Department of Health (VDH) nor the Vermont Community Foundation has a list of organizations that have agreed to be a fiscal sponsor as this is up to each organization. We encourage organization to reach out individually and each case is different. If you need help or have a specific request, please contact the Program Manager at the bottom of this page.

**Q: Can you explain the reimbursement model?**

A: Common to most federal grants, grantee organizations can only receive funds from VDH after submitting an invoice for activities or service performed. Once an applicant is selected as a grant recipient, the applicant will work with VDH to build out a reimbursement schedule and scope of work. Reimbursement schedules tend to range from monthly to quarterly. Grantee organizations must adhere to Federal statutes regarding federal funds, also known as Uniform Guidance. We realize this a burden on most organizations. Unfortunately, as of this time there is no known work-around or solution to this issue.

**Q: What are the reporting requirements?**

A: In progress reporting is in development and we plan to design a process that is as simple as federal requirements allow.

**Q: What is the end of the Grant period?**

A: Currently the end of the grant period remains May 31, 2023, with all reporting and invoices due during the first week of July. CDC verbally indicated that they would like to extend this grant period. It is not known when, or if the grant period will be extended or for how long. Organizations should plan to complete all activities by May 31, 2023, or before, and prepare to submit all final deliverables and invoices by the first week of July 2023. We will inform grantees of any changes as soon as we can.

**Q: Can you please clarify what you mean by "recipients may not use funds for clinical care."**

A: In general, COVID-19 testing, COVID-19 vaccines, public health education, and screening for disease are allowed. Wellness and disease prevention efforts are also allowed. Treatment of a diagnosed disease, illness, or injury (physical, mental, dental) are clinical care and not the intent of this grant.

**Q: Do we need an UEI or other business-related information to apply?**

A: While technically not part of the online application, not having these documents in place would preclude an organization from being approved to receive funds. Therefore, we **highly** encourage organizations without these business related documents to collaborate with a fiscal sponsor or apply for Track Two funding since these requirements that rely on outside agencies can take a very long time to complete.

**Q: If we miss the initial May 1, 2022 deadline, can we submit a Track One application after that date?**

A: Yes. If an organization is unable to meet the initial May 1, 2022 deadline, applications will be accepted **up until August 31, by 11:59 pm. Please note that this is an important update to the original Request for Proposal. Please contact the program manager if you plan to submit a Track One application after the May 1, 2022 or a Track Two application after July 8, 2022.**

Point of contact for programmatic questions is Al Belluche, Health Equity Program Manager, Vermont Community Foundation, [abelluche@vermontcf.org](mailto:abelluche@vermontcf.org), 802.388.3355 ext. 247