

*Guide to Obtaining*

**Community Water Fluoridation (CWF) Grant Funding**

**STEP BY STEP INSTRUCTIONS**

1. **Submit Grant Application.** Town manager or utilities department manager identifies a need for upgrades or replacement of fluoride equipment and supplies. Locality is welcome to work with VDH and vendors to develop a written request. This request may be in the form of a mailed letter (sent to Virginia Department of Health, Dental Health Program, 109 Governor St., 9th Floor, Richmond, Virginia 23219), or by email (addressed to Jeanette.bowman@vdh.virginia.gov), or online at: <http://www.vdh.virginia.gov/oral-health/cwf/fluoridation-grant-funding/>. If submitted by email or mail, the letter of request must be on the locality's official letterhead and include:
  - Brief description of community and type of water system
  - Number of people served
  - Description of proposed project
  - Itemized estimate of fluoridation project
  - Official estimates or quotes from vendors to verify associated costs
  - Town Manager's or Utilities Director's signature
2. **VDH to Prepare Formal Contract.** Upon receiving letter of request for funding, VDH will verify that the project is needed, and draw up a MOU (Memorandum of Understanding) contract within 60 days. Both parties will have 48 hours upon receipt to review and sign it.
3. **Wait.** *DO NOT TO BEGIN* moving forward with project until contract has been fully executed (i.e., both parties have signed contract.)
4. **Sign Contract.** Once contract is fully executed, grantee may now begin work.
5. **Request Reimbursement.** Grantee must finish project, pay vendors, and request reimbursement from VDH by June 30<sup>th</sup>. The letter of request for reimbursement must be an invoice that answers project-specific questions. The invoice also must include copies of paid invoices and proof of cleared payments.
6. **Receive Reimbursement.** Grantee will receive reimbursement within 30 days of submission of completed paperwork.

## **GRANT-ELIGIBLE ITEMS**

Costs that are necessary for optimal fluoridation are grant-eligible. This may include replacement parts, demolition, equipment installation, upgrading equipment and minor remodeling.

<b>Category</b>	<b>Examples (partial list)</b>	<b>Notes</b>
Equipment	<ul style="list-style-type: none"> <li>• Bulk tank</li> <li>• Replacement parts</li> <li>• Scales</li> <li>• Pumps</li> <li>• Feeders</li> </ul>	Includes shipping
Supplies	<ul style="list-style-type: none"> <li>• Fluoride chemicals</li> <li>• Reagents</li> </ul>	Includes shipping
Planning, Minor Remodeling	<ul style="list-style-type: none"> <li>• Electrical parts and labor</li> <li>• Integrating fluoride monitoring system into current SCADA</li> </ul>	This includes changes to interior arrangements or other physical characteristics of an existing facility so it can be used more effectively for the sole purpose of adding fluoride to the community's water supply
Engineering and Design	<ul style="list-style-type: none"> <li>• Includes self-engineering and self-design</li> <li>• Warranty plus service partnership</li> </ul>	Consult with ODW to ensure the reasonable in-house reimbursement rates
Installation	<ul style="list-style-type: none"> <li>• Plumbing</li> <li>• Electrical &amp; mechanical work</li> <li>• Re-piping bulk tank into feed system</li> <li>• Crane rental to lift bulk tank and set through roof</li> </ul>	This includes fixed or semi-fixed location of a system component, complete system, or self-contained unit, with its accompanying assemblies, accessories and parts used for the sole purpose of adding fluoride to the community's water supply

## **GRANT-INELIGIBLE ITEMS**

<b>Category</b>	<b>Examples (partial list)</b>	<b>Notes</b>
Site restoration	<ul style="list-style-type: none"> <li>• Erection or completion of walls or floors in shell spaces</li> <li>• Relocation of existing exterior walls, roofs, or floors</li> </ul>	Completion of space in existing buildings that would change "footprint" of existing facility
Construction	<ul style="list-style-type: none"> <li>• New construction</li> <li>• Concrete resurfacing</li> </ul>	Building or erecting new buildings that would change "footprint" of existing facility