

Guide to Obtaining

Community Water Fluoridation (CWF) Grant Funding

Please read step-by-step instructions before starting project

- 1. Submit Grant Application.** The town manager or utilities department manager identifies a need for upgrades or replacement of fluoride equipment and supplies. A locality may apply for assistance by completing the application on the VDH website at the following link:
[Fluoridation Grant Funding - Oral Health \(virginia.gov\)](#)
- 2. Formal Agreement Preparation.** Upon receiving the completed application and supporting documents, VDH will verify that the project qualifies for funding and communicate approval/disapproval by email. If approved, VDH will draft a MOU (Memorandum of Understanding) within 60 days and email the MOU to the application contact for signing. **Both parties will have 48 hours upon email receipt to review and sign it.**
- 3. Wait. DO NOT TO BEGIN** moving forward with your project until the subrecipient agreement has been fully executed which means it has been signed by all parties.
- 4. Sign Agreement.** The agreement will first be sent by email to the subrecipient for signature and returned to VDH. The agreement will then be signed by a VDH official and returned to the subrecipient. **At this point, the agreement is fully executed and the subrecipient may now place orders and begin the project.**
- 5. Begin and Complete Your Project.** Procure purchases and complete your projects as soon as possible after receiving your fully executed agreement. Follow the scope of service as requested and agreed upon by VDH. Should there be a need for changes, contact VDH immediately to discuss the need.
- 6. Request Reimbursement.** A locality must complete the project, pay vendors, and then request reimbursement from VDH by the contract end date. The request for reimbursement must be an invoice. Supporting documents must include copies of paid invoices and proof of cleared payments. *Please be advised that projects may require ODW sign off that the project was completed satisfactorily as part of the payment approval process.* Invoices and documentation must be submitted by the subrecipient directly to the following email: OFHS-AP@vdh.virginia.gov.
- 7. Receive Reimbursement.** Reimbursement should be received within 30 days of submission.

***Important reminder-** An agreement must be fully executed **BEFORE** ordering or purchasing grant funded items or services. The VDH cannot reimburse any receipts with dates outside of the contract agreement period.