

# COVID-19 CIS OPERATIONAL RELIEF GRANTS

## Application Instructions

---

### IMPORTANT:

- This grant opportunity is for Children's Integrated Services (CIS) Fiscal Agents to apply for funding to cover costs associated with the provision of providing CIS services via Telehealth. For the purposes of this grant opportunity, "telehealth" refers to the delivery of services via remote methods
- This is a competitive grant process. You are responsible for making sure your application is complete, accurate, and received on time. *Submitting early will not affect the outcome.*
- The deadline to apply is August 26, 2020.

**Remember:** To be eligible you must be:

1. Related to COVID-19
  2. Incurred or anticipated – from March 1, 2020 to October 31, 2020
  3. Not covered by another funding source
- 

## OVERVIEW

### Eligibility:

To be eligible for this funding opportunity programs must meet the following eligibility criteria:

1. Be a CIS Fiscal Agent.
2. Provide CIS services via telehealth.
3. Have eligible costs associated with COVID-19 that have not already been covered by a state/federal or municipal program, including a COVID-19 relief program, this includes but is not limited to:
  - a. CIS Extraordinary Financial Relief Retainer Fund.
  - b. Agency of Human Service's Health Care Stabilization funds.

4. Provide supporting documentation (i.e. receipts, caseloads, invoices, etc.) as to expenses, revenue losses, and projections for funds requested.
5. Provide documentation as to the subcontractor allocation methodology used to determine funding request.

Application Deadline:

Applications must be postmarked on or by August 26, 2020. Applications shall be submitted via email to [AHS.DCFDCDCIS@vermont.gov](mailto:AHS.DCFDCDCIS@vermont.gov) or mail to

CIS Telehealth Grant Application  
Child Development Division  
280 State Drive  
NOB 1 North  
Waterbury, VT 05671-1040

Late applications will not be accepted.

Questions:

Questions will be accepted through August 14<sup>th</sup>. They will be answered in the Frequently Asked Questions document, and can be submitted by emailing them to [AHS.DCFDCDCIS@vermont.gov](mailto:AHS.DCFDCDCIS@vermont.gov)

---

## STEPS TO APPLY

Directions and Application Guidance:

**Directions:**

- Programs shall complete the [COVID-19 CIS Telehealth Grant Application](#).
- Applicants should provide responses to *all* information requested in the application.
- Programs should document their costs associated with COVID-19. Typical costs would include, but not be limited to telehealth platform costs, phone costs, and technology hardware for CIS service providers.
- For the months of March-July programs should document their actual expenses incurred that have not been previously covered by a state/federal or municipal

program, including a COVID-19 relief program. Programs shall provide documentation of expenses incurred in the form of receipts and invoices.

- For the period between August 1, 2020 --October 31, 2020 programs should document their anticipated costs associated that have not been previously covered or applied for by a state/federal or municipal program, including a COVID relief program. For example: ongoing telehealth subscription costs.
- Document all expenses and their relation to COVID-19 and attached the documentation to the application.
- Programs shall document all COVID-19-19 specific additional state, federal, and/or municipal dollars received or applied for to-date.

#### **Guidance:**

- CIS Fiscal Agent contractors should complete this application on behalf of the CIS sub contactors in their region funded through the CIS bundled contract. The application should be completed with input from all sub contracted service providers. Additional input should be obtained from the CIS Administrative Team to the extent possible in the available time.
- Only COVID-19-specific costs associated with the provision of telehealth services incurred in order to meet the requirements of the CIS bundled contracts should be included. Costs already covered through the CIS Retainer Fund or other funding mechanisms are excluded.
- Applicants may only include COVID-19-specific costs incurred or anticipated from the March 1, 2020 through October 31, 2020.
- Include supporting documentation for expenses for which you are requesting financial relief.
- A request for financial relief does not ensure an award of funds; the Agency reserves the right to award funds in whole or part based on a team review as well as a holistic review of requests received and funds available.

#### **Grant Awards & Payments:**

Programs will be notified of their grant award in mid-September. Programs can anticipate funds for incurred costs that have not previously been covered by the beginning of October.

Programs will need to submit invoices and copies of receipts showing actual incurred losses/costs associated with COVID-19 for August 1<sup>st</sup> through October 31<sup>st</sup>, 2020 in accordance with the below timeline:

<b>Invoice Due By:</b>	<b>Description:</b>	<b>Documentation Required:</b>
November 15, 2020	Incurred Costs/Losses not paid in the first payment.	Itemized Invoice and supporting documentation