

Community Water Fluoridation (CWF) Grant Funding Guide

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 and copy Jill.woodlief@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.

Email questions to:

Jill Woodlief, Community Water Fluoridation Coordinator at Jill.woodlief@vdh.virginia.gov

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.

Category	Examples (partial list)	Notes
Equipment	<ul style="list-style-type: none"> • Bulk tank • Replacement parts • Scales • Pumps • Feeders 	Includes shipping
Supplies	<ul style="list-style-type: none"> • Fluoride chemicals • Reagents 	Includes shipping
Planning, Minor Remodeling	<ul style="list-style-type: none"> • Electrical parts and labor • Integrating fluoride monitoring system into current SCADA 	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"> • Includes self-engineering and self-design • Warranty plus service partnership 	Consult with ODW to ensure the reasonable in-house reimbursement rates
Installation	<ul style="list-style-type: none"> • Plumbing • Electrical & mechanical work • Re-piping bulk tank into feed system • Crane rental to lift bulk tank and set through roof 	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

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