



## Home and Community-Based Services Grant Opportunity: Frequently Asked Questions (FAQ)

Updated May 28, 2024

This FAQ addresses questions related to the Vermont Agency of Human Services (AHS) [Home and Community-Based Services \(HCBS\) Grant Opportunity](#). The HCBS Grant Opportunity is a pivotal initiative aimed at bolstering the quality, accessibility, and sustainability of Vermont’s system of care for individuals and their families who rely on HCBS to lead independent and fulfilling lives. AHS will continue to update this FAQ over time. Specific topics covered in the FAQ include:

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If you don’t find an answer to your question below, please reach out to [AHS.HCBSGrants@vermont.gov](mailto:AHS.HCBSGrants@vermont.gov).

### General Reporting Requirements

1. Where can I find information about the grant reporting requirements?

Grant reporting requirements are outlined in your Grant Agreement document. In addition, the [HCBS Grant Reporting Requirements Reference Table](#) provides an overview of common reporting requirements and due dates, as well as information about the submission format and where to submit your reports.

2. Our organization received grants in more than one track. Can I email all of my reports together?

Please submit reports for each award in a separate email and be sure to include the grant award number and type of report in the subject line of the email.

3. If our organization implements our grant-funded project before 12/31/24, are we required to continue to submit reports (e.g., performance and outcome measure reports, interim and final narrative reports)?

Please continue to submit reports per the terms of your Grant Agreement.



#### 4. What format should I use for my Performance and Outcome Measure Reports?

You may select the format for your Performance and Outcome Measure Report so long as the Report includes the information outlined in the mutually agreed upon Performance and Outcome Measure Plan. Some awardees are using Excel spreadsheets, others are using tables in Word documents, and others have taken a combination approach. If you have any questions or would like assistance with your Performance and Outcome Measure Report format, please email [AHS.HCBSGrants@vermont.gov](mailto:AHS.HCBSGrants@vermont.gov).

### Financial Reporting & Reimbursement

#### 5. My organization did not incur any grant-related expenses during this reporting period. Do I still need to submit the Financial Workbook?

If your organization did not incur any grant-related expenses during the reporting period, you are not required to submit a Financial Workbook for that reporting period. Instead, please email both [AHS.COContractsGrants@vermont.gov](mailto:AHS.COContractsGrants@vermont.gov) and [AHS.HCBSGrants@vermont.gov](mailto:AHS.HCBSGrants@vermont.gov) stating that you did not incur any grant-related expenses during this reporting period.

#### 6. Am I required to submit invoices or proof of payment with my Financial Workbook?

You are not required to submit invoices or proof of payment. However, please note that per Attachment C Section 13 of your Grant Agreement, "Records Available for Audit," awardees are required to maintain all records pertaining to performance under this grant agreement.

#### 7. Can we submit a Financial Workbook and seek reimbursement outside of the regular reporting schedule?

If due to extenuating circumstances your organization requires reimbursement outside of your regular reporting schedule, please submit a detailed request to both [AHS.COContractsGrants@vermont.gov](mailto:AHS.COContractsGrants@vermont.gov) and [AHS.HCBSGrants@vermont.gov](mailto:AHS.HCBSGrants@vermont.gov). The Agency of Human Services will allow this on a case-by-case basis.

#### 8. How will our organization receive our reimbursement payment?

If your organization has set up an ACH transfer with the Vermont Agency of Human Services, you will be reimbursed via ACH transfer. Otherwise, your organization will receive a check in the mail. If you would like to set up ACH transfer for your organization, please submit a request to [AHS.COContractsGrants@vermont.gov](mailto:AHS.COContractsGrants@vermont.gov).

#### 9. Can I sign the Financial Workbook using an electronic signature?

Electronic signatures are permitted; please ensure that Financial Workbooks are signed by an authorized signatory at your organization.



10. My organization would like to make a change to our grant project budget. Do I need approval?

Per Attachment B of your Grant Agreement, you may transfer up to 10% of your budget between line items of the approved budget without prior approval. Shifting costs within an approved line item does not require prior approval. Transfer of any amount above 10% must be submitted in writing in advance for approval. Requests to change the approved budget line items must be submitted in writing in advance for approval; changes should not increase the total amount of your budget and should be related to the goals and activities outlined in your Grant Agreement. Written requests can be submitted to [AHS.HCBSGrants@vermont.gov](mailto:AHS.HCBSGrants@vermont.gov).

### Project Implementation

11. My organization is presenting or publishing materials about our HCBS Grant award. Should we include information about the funding source?

Please include the following information in any presentations or publications.

The Vermont Agency of Human Services Home and Community-Based Services (HCBS) Grant Opportunity is funded by Section 9817 of the American Rescue Plan Act of 2021.