

New ADAP Invoice Process Webinar Q & A

Where can I find the PowerPoint on the ADAP website?

http://www.healthvermont.gov/sites/default/files/documents/pdf/ADAP_New_FY19_ADAP_Grant_Invoice_Process.pdf

Are the monthly invoice technical assistance calls required?

No, they are available if a grantee needs technical assistance with the new invoice process.

If we have a 2-year grant that started 7/1/17 and goes through 6/30/19 are we required to switch to this new methodology?

No, for grants issued with a start date prior to 7/1/18 that extend into FY19, your grant invoice process will remain the same with prospective payments utilizing the custom invoice templates ADAP provides.

Can subsequent months or quarterly (other than final) include expenses incurred in a previous quarter?

Not at this time.

Will quarterly cap overages be documented on the invoice, to be invoiced later/4th quarter?

The final invoice, if it includes costs from earlier months/quarters, must describe the additions in the "Other Direct Services" narrative section at the bottom of the invoice template.

If there are other funding sources in the grant program, should we present total expenses less the additional funding?

The invoice must only describe expenditures against the executed grant agreement (funding levels and sources described in Attachment B – Payment Provisions of the grant document.)

Will templates be provided to each of us with our details or will it be a blank worksheet?

There will be two templates available on the VDH/ADAP website. One for grantees with a 10% indirect rate and one for grantees with a federally approved indirect rate other than 10%.

Can submitted invoice be a PDF or do you need the capability to e-sign?

Yes, it can be a PDF.

Are electronic signatures allowed on the invoices?

Yes.

Once you begin submitting invoices using one method, can you switch to the other format during the same year, or must you use only one format for the whole year?

The format is dictated by the language in the executed grant agreement. A methodology change would require a formal amendment to the grant document and would be approved at the discretion of the State.

Will we still be required to also complete the block grant quarterly reports?

Yes, all programmatic reporting described in Attachment A of a grantee's grant document will be required.

Updated: 6/14/18