

**State of Vermont**  
**Department of Health**  
Div. of Alcohol and Drug Abuse Programs  
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**HealthVermont.gov**

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*Agency of Human Services*

To: ADAP Grantees

From: Emily Trutor, Deputy Director

Date: March 25, 2020

Re: ADAP grant execution, monitoring and payment process modifications due to COVID-19

Governor Scott's order of March 13, 2020 declared a state of emergency in Vermont in response to the COVID-19 (coronavirus). The order allows the Governor to exercise his emergency powers to take important community mitigation steps to help slow the spread of COVID-19 and to protect the most vulnerable. Part of this effort includes telework expectations for State Employees.

In an effort to move most of our work to a virtual environment the Division has established the following staffing coverage plans and procedures to ensure the execution and monitoring of subgrants, as well as, the timely payment of grant invoices. At this time, procedures are follows:

#### Grant Execution

Grant execution is continuing without interruption.

We are currently fully staffed in the operational grant's management team with two (2) back-ups. Grant development is on-going.

Please contact your ADAP assigned grant manager via email if you have any questions regarding the execution of grant agreements. If you do not receive a response within two (2) business days please contact ADAP at 802-651-1550, leave a voicemail message and an ADAP staff member will return your call.

ADAP will notify grantees in writing if there are changes to this process.

#### Grant Monitoring

Grant monitoring is continuing without interruption.

Staffing is adequate to meet this need at this time with numerous back-ups assigned. Please continue to submit reporting electronically as described in your executed grant agreement. Federal audits and the Subrecipient Grant Report, if applicable, should still be mailed to the address listed in your grant agreement.

If your organization is unable to meet the reporting expectations within your grant agreement, please reach out to your ADAP assigned grant manager via email for guidance and/or technical assistance. If you do not receive a response within two (2) business days please contact ADAP at 802-651-1550, leave a voicemail message and an ADAP staff member will return your call.

ADAP will notify grantees in writing if there are changes to this process.



#### Grant Invoice Processing

The grant invoice process is continuing without interruption.

We are currently fully staffed in the operational grant's management team with three (3) back-ups. Please continue to submit grant invoices to [ahs.vdhadapgrants@vermont.gov](mailto:ahs.vdhadapgrants@vermont.gov) for processing.

If you are unable to physically sign the invoice, please have your organization's designated signer type their name into the signature line and submit the invoice through their email account. The receipt of the email from the designated signer can serve as an original signature.

ADAP reserves the right to conduct retrospective reviews of approved invoices and adjust payments as applicable.

If your organization needs technical assistance with this process, please contact your ADAP assigned grant manager via email. If you do not receive a response within two (2) business days please contact ADAP at 802-651-1550, leave a voicemail message and an ADAP staff member will return your call.

ADAP will notify grantees in writing if there are changes to this process.

Please let us know if you have any questions or concerns. We will continue to send updates via email and will post relevant memos, including this one, on the ADAP website at <https://www.healthvermont.gov/alcohol-drugs/grants-contracts>.

Thank you.

