



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: James Reardon, Commissioner of Finance & Management  
From: Nathan Lavery, Fiscal Analyst  
Date: April 9, 2010  
Subject: JFO #2434, #2435, #2436, #2437

No Joint Fiscal Committee member has requested that the following items be held for review:

**JFO #2434** — \$10,466 grant from the University of Vermont to Agriculture, Food & Markets. These funds will be used to provide oversight of the voluntary Johne's disease program, review risk assessment and management plans, and process invoices for participating veterinarians. [JFO received 3/4/10]

**JFO #2435** — \$40,000 donation from the Watershed Center (Bristol, Vermont) to the Department of Fish & Wildlife. This funding represents 25% of the of the purchase price for a conservation easement in the Town of Bristol. [JFO received 3/09/10]

**JFO #2436** — \$951,000 grant from the U.S. Department of Labor to the Department of Disabilities, Aging and Independent Living. This grant will be used to further develop a statewide employment-focused Neuro-Resource Facilitation (NRF) System for disabled veterans with Traumatic Brain Injury in Vermont. **This grant includes a request for two (2) limited service positions.** [JFO received 3/09/10]

**JFO #2437** — \$293,998 grant from the U.S. Department of Health & Human Services to the Office of Vermont Health Access. This grant will be used to support the development of a State Medicaid Health Information Technology Plan (SMHP). **The establishment of two (2) limited service positions are associated with this request.** [JFO received 3/09/10]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Roger Allbee, Secretary  
Wayne Laroche, Commissioner  
Joan Senecal, Commissioner  
Susan Besio, Director



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Fiscal Analyst  
Date: March 9, 2010  
Subject: Grant Requests

Enclosed please find five (5) requests that the Joint Fiscal Office has received from the administration. These requests include the establishment of six (6) limited service positions and the retention of two existing positions.

**JFO #2433** — \$3,999,923 grant from the U.S. Department of Labor to the Vermont Department of Labor. These funds will be used to study the demand for Green Jobs in Vermont and the northeast. Vermont will act as the lead administrative state for this collaboration with Massachusetts, Connecticut, Maine, New York, New Hampshire, and the District of Columbia. Vermont's share of this award is approximately \$530,000. **The establishment of two (2) limited service positions are associated with this request, as is the retention of two existing positions.** This grant is awarded under the American Recovery and Reinvestment Act and **expedited review of this item has been requested.** Joint Fiscal Committee members will be contacted within two weeks with a request to waive the statutory review period and accept this item.

*[JFO received 3/4/10]*

**JFO #2434** — \$10,466 grant from the University of Vermont to Agriculture, Food & Markets. These funds will be used to provide oversight of the voluntary Johne's disease program, review risk assessment and management plans, and process invoices for participating veterinarians.

*[JFO received 3/4/10]*

**JFO #2435** — \$40,000 donation from the Watershed Center (Bristol, Vermont) to the Department of Fish & Wildlife. This funding represents 25% of the of the purchase price for a conservation easement in the Town of Bristol.

*[JFO received 3/09/10]*

**JFO #2436** — \$951,000 grant from the U.S. Department of Labor to the Department of Disabilities, Aging and Independent Living. This grant will be used to further develop a statewide employment-focused Neuro-Resource Facilitation (NRF) System for disabled veterans with Traumatic Brain Injury in Vermont. **This grant includes a request for two limited service positions.**

*[JFO received 3/09/10]*

**JFO #2437** — \$293,998 grant from the U.S. Department of Health & Human Services to the Office of Vermont Health Access. This grant will be used to support the development of a State

Medicaid Health Information Technology Plan (SMHP). **The establishment of two (2) limited service positions are associated with this request.** This grant is awarded under the American Recovery and Reinvestment Act and **expedited review of this item has been requested.** Joint Fiscal Committee members will be contacted within two weeks with a request to waive the statutory review period and accept this item.

[JFO received 3/09/10]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; [nlavery@leg.state.vt.us](mailto:nlavery@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by March 23 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner  
Patricia Moulton Powden, Commissioner  
Roger Allbee, Secretary  
Wayne Laroche, Commissioner  
Joan Senecal, Commissioner  
Susan Besio, Director

**State of Vermont**  
 Department of Finance & Management  
 109 State Street, Pavilion Building  
 Montpelier, VT 05620-0401

Agency of Administration

[phone] 802-828-2376  
 [fax] 802-828-2428


**STATE OF VERMONT**  
**FINANCE & MANAGEMENT GRANT REVIEW FORM**

<b>Grant Summary:</b>		This grant funds the further development of a statewide employment-focused Neuro-Resource Facilitation (NRF) System for disabled veterans with Traumatic Brain Injury in Vermont. DAIL will oversee the grant. There is a sub-grant of \$495,000 to the Brain Injury Association of Vermont as a partner in further developing the NRF system.			
<b>Date:</b>		2/22/2010			
<b>Department:</b>		Department of Disabilities, Aging and Independent Living			
<b>Legal Title of Grant:</b>		Employment Focused Neuro-Resource Facilitation for Vermont Veterans with Traumatic Brain Injury			
<b>Federal Catalog #:</b>		17-261			
<b>Grant/Donor Name and Address:</b>		U.S. Department of Labor, Frances Perkins Building 200 Constitution Ave., N.W., Washington, DC 20210			
<b>Grant Period:</b>	<b>From:</b>	1/1/2010	<b>To:</b>	12/31/2013	
<b>Grant/Donation</b>		\$951,000			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$178,313	\$297,187	\$475,500	\$951,000	
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		2	The Grants Manager position is currently funded under a different grant which will expire March 31, 2010. The second position, Administrative Assistant is a new limited service position.		
<b>Additional Comments:</b>					
<b>Department of Finance &amp; Management</b>		<i>[Signature]</i>	(Initial)		
<b>Secretary of Administration</b>		<i>[Signature]</i>	(Initial)		
<b>Sent To Joint Fiscal Office</b>		3/8/2010	Date		

**RECEIVED**  
 MAR 08 2010  
**JOINT FISCAL OFFICE**

REC 1/25/10

Commissioner's Office  
103 South Main Street  
Waterbury VT 05671-1601  
Voice 241-2401/TTY 241-3557  
Fax (802) 241-2325

TO: Grant Reviewers  
FROM:  Joan K. Senecal, Commissioner  
DATE: January 12, 2010  
RE: Department of Labor Earmark NRF Development Grant

Attached please find a Notification of Award for funds provided by the U.S. Department of Labor (DOL) Employment and Training Administration. Earlier this year, the Vermont Agency of Human Services was awarded an earmark of \$951,000 through DOL to develop a statewide employment-focused "Neuro-Resource Facilitation (NRF)" system to support the independence and employment of Vermont's disabled veterans with Traumatic Brain Injury (TBI) returning from Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF).

We have also included a Request for Classification Review for both a TBI Grant Manager and TBI Administrative Assistant position. Both are existing positions that are currently funded by Health Resources and Services Administration (HRSA) funds that will be end March 31, 2010. With new funding, the Grant Manager position will remain a limited service position, but the TBI Administrative Assistant position, which is currently contracted through a temporary agency, will now be a limited service position.

The Department of Disabilities, Aging and Independent Living's (DAIL) Division of Disability and Aging Services (DDAS) TBI Program will oversee the Brain Injury Association of Vermont's (BIA-VT) efforts to further develop Vermont's NRF system. The system currently includes partnerships with the Department of Mental Health (DMH), the Aging Disability and Resource Centers (ADRC), DAIL's Division of Vocational Rehabilitation (DVR), and is also being established in collaboration with a wide variety of veteran services including the Vermont National Guard and the Veterans Administration.

If you have any additional questions regarding the funding process of development of the Neuro-resource facilitation system, please contact Glen McClintock, TBI Grant Manager at 241-3719.

REC'D FEB 12 2010

# STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
<b>1. Agency:</b>	Agency of Human Services			
<b>2. Department:</b>	Department of Disabilities, Aging and Independent Living			
<b>3. Program:</b>	Division of Disability and Aging Services - Adult Services Unit			
<b>4. Legal Title of Grant:</b>	Employment Focused Neuro-Resource Facilitation for Vermont Veterans with Traumatic Brain Injury			
<b>5. Federal Catalog #:</b>	17-261			
<b>6. Grant/Donor Name and Address:</b>	Department of Labor; Frances Perkins Building, 200 Constitution Ave., NW; Washington, DC 20210			
<b>7. Grant Period:</b>	<b>From:</b>	1/1/2010	<b>To:</b>	12/31/2013
<b>8. Purpose of Grant:</b>	Provide employment focused neuro-resource facilitation services to disabled veterans and other Vermonters with traumatic brain injury.			
<b>9. Impact on existing program if grant is not Accepted:</b>	If the grant is not accepted, projected services will not be implemented at this time.			
10. BUDGET INFORMATION				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>
<b>Expenditures:</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>	
Personal Services	\$48,090	\$96,179	\$144,269	
Operating Expenses	\$14,873	\$21,308	\$36,181	
Grants	\$99,500	\$148,000	\$247,500	
<b>Total</b>	<b>\$162,463</b>	<b>\$265,487</b>	<b>\$427,950</b>	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$162,463	\$265,487	\$427,950	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$15,850	\$31,700	\$47,550	
Other Funds:	\$	\$	\$	
Grant (source )	\$	\$	\$	
<b>Total</b>	<b>\$178,313</b>	<b>\$297,187</b>	<b>\$475,500</b>	
<b>Appropriation No:</b>	3460016500	<b>Amount:</b>	\$456,000 ✓ } ✓	
	3460020000		\$495,000 ✓ }	
			\$	
			\$	
			\$	
			\$	
			\$	

REC'D FEB 12 2010

**STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)**

	<b>Total</b> \$951,000
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**PERSONAL SERVICE INFORMATION**

**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.  
 Appointing Authority Name: \_\_\_\_\_ Agreed by: \_\_\_\_\_ (initial)

12. Limited Service Position Information:	# Positions	Title
	1	TBI Grant Manager
	1	TBI Administrative Assistant
<b>Total Positions</b>		

**12a. Equipment and space for these positions:**  Is presently available.  Can be obtained with available funds.

**13. AUTHORIZATION AGENCY/DEPARTMENT**

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <i>Joan K Senecal</i>	Date: <i>1/22/10</i>
	Title: <i>Commissioner</i>	
	Signature: <i>Patrick Flood</i>	Date: <i>2/10/2010</i>
	Title: <i>Deputy Secretary</i>	

**14. SECRETARY OF ADMINISTRATION**

Approved: *mg* (Secretary or designee signature) *T. Bell* Date: *2/24/10*

**15. ACTION BY GOVERNOR**

Check One Box: Accepted (Governor's signature) *[Signature]* Date: *3/4/10*  
 Rejected

**16. DOCUMENTATION REQUIRED**

Required GRANT Documentation	
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)

End Form AA-1

**STATE OF VERMONT  
Joint Fiscal Committee Review  
Limited Service - Grant Funded  
Position Request Form**

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Agency of Human Services/Department of Disabilities, Aging and Independent Living

Date: 2/17/2010

Name and Phone (of the person completing this request): Glen McClintock (802) 241-3719

Request is for:

- Positions funded and attached to a new grant.  
 Positions funded and attached to an existing grant approved by JFO # \_\_\_\_\_

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

Granting Agency: U. S. Department of Labor  
Employment and Training Administration

Title of Grant: "Employment Focused Neuro-Resource Facilitation for Vermont Veterans with Traumatic Brain Injury"

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
TBI Grant Manager	2	Disability and Aging Services	4/01/2010 thru 12/31/2013
TBI Administrative Assistant		TBI Program	

The TBI Grant manager position is an existing limited service position that is currently funded through a Federal Health Resources and Services Administration Grant which ends March 31, 2010. The TBI Administrative Assistant position, also funded through this grant, is currently hired through a temporary agency.

\*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

It is estimated that up to 20% of returning veterans will return from Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF) with some form of traumatic brain injury (TBI). These funds are a result of a Federal Earmark, granted through Senator Leahy's Office to provide neuro-resource facilitation services to help veterans access services in their community to support independence and employment.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

REC'D FEB 19 2010



STATE OF VERMONT  
Joint Fiscal Committee Review  
Limited Service - Grant Funded  
Position Request Form

*Joan K. Senecal*

Signature of Agency or Department Head

*2/17/10*  
Date

*Mohy Paulye*

Approved/Denied by Department of Human Resources

*2/17/10*  
Date

*Susan Bell*

Approved/Denied by Finance and Management

*2/22/10*  
Date

*Tu*

Approved/Denied by Secretary of Administration

*3/3/10*  
Date

Comments:

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT AND TRAINING ADMINISTRATION

GRANT / AGREEMENT  
NOTIFICATION OF  
AWARD/OBLIGATION

Under the authority of the *Workforce Investment Act*, this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - *Employment Focused Neuro-Resource Facilitation for Vermont Veterans with Traumatic Brain Injury*.

Name & Address of Awardee:  
VERMONT AGENCY OF HUMAN SERVICES  
DIVISION OF DISABILITY & AGING SERVICES  
103 SOUTH MAIN STREET  
WATERBURY, VERMONT 05671

Agreement #: EA-19851-10-60-A-50  
CFDA #: 17.261  
Accounting Code: Mod Amount:  
A300-LBB9-4123-5PR03-000 \$951,000.00  
EIN: 036000264  
DUNS #: 809376155

The Period of Performance shall be from **January 01, 2010 thru December 31, 2013**.  
Total Government's Financial Obligation is **\$951,000.00** (unless other wise amended).  
Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period.  
In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements:

29 CFR Part 97, for State/Local Governments and Indian Tribes; OR  
29 CFR Part 95, for Institutions of Higher Education, Hospitals and other Non-Profit Organizations and Commercial Organizations.

Cost Principles:

OMB Circular A-87, for State/Local Governments and Indian Tribes;  
OMB Circular A-21, for Institutions of Higher Education; OR  
OMB Circular A-122, for Non-Profit Organizations.  
48 CFR Part 31.

Other Requirements (As Applicable):

29 CFR Part 96 and 99, Single Audit Act  
29 CFR Part 93, Lobbying Certification  
29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements  
29 CFR Part 98, Debarment and Suspension; Drug Free Workplace  
20 CFR Part 652 et al., Workforce Investment Act  
Wagner-Peyser Act  
Grant Award Document, Parts I through IV, and attachments.

90-day indirect

The awardee's signature below certifies full compliance with all terms and conditions as well as the above stated grant regulations and certifications, and that this document has not been altered.

Signature of Approving Official - *AWARDEE*

Signature of Approving Official - *DOL / ETA*

12/17/09  
DATE OF ACCEPTANCE

*Camille F. George*  
AUTHORIZED SIGNATURE FOR AWARDEE

Camille F. George  
(TYPED NAME AND TITLE)

Director, State Unit on Aging

JAN 8 2010

DATE OF EXECUTION

*B. Jai Johnson*  
SIGNATURE OF GRANT OFFICER

B. JAI JOHNSON  
(TYPED NAME AND TITLE)

# **I. TECHNICAL PROPOSAL**

## **1. Abstract**

The purpose of this project is to provide employment focused neuro-resource facilitation services to disabled veterans and other Vermonters with traumatic brain injury. Neuro-resource facilitation is a best practice approach to serving individuals with traumatic brain injury that focuses on supporting access to appropriate assessment, treatment, and benefits. The Vermont NRF system will also support access to employment through outreach to the Vermont business community and providing training on appropriate accommodations and the specific issues facing disabled veterans (including the dual-diagnosis of traumatic brain injury and post traumatic stress disorder).

This project is being developed by the Vermont Agency of Human Services (AHS), in partnership with the Brain Injury Association of Vermont (BIA-VT). In addition to AHS and the BIA-VT, other funding partners include the Division of Vocational Rehabilitation (DVR), the Department of Mental Health (DMH), and Aging and Disability Resource Connection (ADRC). Additional collaborators include the Vermont Association of Business Industry and Rehabilitation (VABIR), Vermont's Department of Labor (DOL), The State Office of Veteran Affairs (OVA), the White River Junction VA Medical Center Poly-Trauma Unit, and the National Guard's Military Family Community Network. (MFCN). Technical assistance will be provided by the Brain Injury Association of New Hampshire, noted for its best practice model of Neuro-Resource Facilitation by the National Association of Head Injury Administrators (NASHIA).

Traumatic Brain Injury (TBI) has been identified as the signature wound of veterans returning from Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF); however, TBI services for those who do not qualify for Medicaid services are already severely limited. Vermont is seeking to establish an employment focused neuro-resource facilitation system to meet the needs of these returning veterans while improving services for all Vermonters with TBI.

Individuals with traumatic brain injury (TBI) require specialized assistance from trained facilitators who understand the impact of a TBI on executive functioning and have knowledge of accommodations and treatment that can help support recovery. This system of neuro-resource facilitation will represent a tiered system of support leading from general information and referral (I&R) to direct support and referral, to employment and/or more intensive services. It is expected that NRF Services will serve approximately 200 to 300 veterans and their family members each year with an additional 500 civilians also receiving services.

This NRF system will include eight direct service positions; one (1) Information, Referral and Assistance Specialist and, five (5) statewide Neuro-resource Facilitators, who will be based regionally to help individuals with TBI access benefits, resources and a wide variety of services that support independence. In addition, the NR Facilitators will focus on supporting access to employment and will work with two (2) regional Neuro-Resource Job Developers who will provide education and support to Vermont business to help them understand the issues facing individuals with TBI and the unique issues facing returning veterans.

Oversight will be provided by the State Traumatic Brain Injury (TBI) Program, including quality assurance and monitoring of performance measures. The State TBI Program staff will also focus on developing a plan of sustainability through the ongoing development of state and local partnerships.

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Congressional Earmark 2008	17.261	\$ -	\$ -	\$ -	\$ -	\$ -
2.		-	-	-	-	-
3.		-	-	-	-	-
4.		-	-	-	-	-
5. Totals		\$ -	\$ -	\$ -	\$ -	\$ -

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				
	(1)	(2)	(3)	(4)	(5)
a. Personnel	\$ 236,059.20	\$ -	\$ -	\$ -	\$ 236,059.20
b. Fringe Benefits	52,479.00	-	-	-	52,479.00
c. Travel	27,364.80	-	-	-	27,364.80
d. Equipment	-	-	-	-	-
e. Supplies	3,900.00	-	-	-	3,900.00
f. Contractual	495,000.00	-	-	-	495,000.00
g. Construction	-	-	-	-	-
h. Other	41,097.00	-	-	-	41,097.00
i. Total Direct Charges (sum of 6a - 6h)	\$ 855,900.00	\$ -	\$ -	\$ -	\$ 855,900.00
j. Indirect Charges	95,100.00	-	-	-	95,100.00
k. TOTALS (sum of 6i and 6 j)	\$ 951,000.00	\$ -	\$ -	\$ -	\$ 951,000.00
7. Program Income	\$ -	\$ -	\$ -	\$ -	\$ -

<b>Name of Grantee Organization</b>
<b>Amount Awarded</b>

<b>Funding Period</b>
to
<b># of Months:</b>

<b>Object Class Category (a.): PERSONNEL</b>				
A Position	B % of Time	C Monthly Salary/Wage	D # of Months	E Cost
1. Project Director - TBI Grant Manager	100.00%	\$ 4,165.00	36.00	\$ 149,940.00
2. Administrative Assistant	60.00%	\$ 3,987.00	36.00	\$ 86,119.20
3.		\$		\$
4.		\$		\$
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27.		\$		\$
28.		\$		\$
29.		\$		\$
30.		\$		\$
31.		\$		\$
32.		\$		\$
33.		\$		\$
34.		\$		\$
35.		\$		\$
36.		\$		\$
37.		\$		\$
38.		\$		\$
39.		\$		\$
40.		\$		\$
<b>TOTAL PERSONNEL</b>				\$ 236,059.20

**Budget Narrative - PERSONNEL**

The total amount for Staff Salaries is projected to be \$236,059.20. This includes the cost of a full-time TBI Grant Manager (Project Manager) and a 24 hour per week TBI Administrative Assistant over the course of the project (3 years).

**Object Class Category (f.): CONTRACTUAL**

A Brief Description	B Cost
1. NRF Services provided by the Brain Injury Association of VT	\$ 495,000.00
2.	
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20.	
<b>TOTAL CONTRACTUAL</b>	<b>\$ 495,000.00</b>



**Budget Narrative: CONTRACTUAL**

Neuro-resource facilitation services will be sub-contracted through the Brain Injury Association of Vermont (BIA-VT). Contracted services are expected to average \$165,000 per year for three (3) years. These funds will support three and three-quarter (3.75) full-time staff (\$44,000 per position including fringe and admin.); however, combined with other state, federal and private funding sources, the BIA-VT will support at a minimum of eight direct service staff including one (1) Information, Referral and Assistance Specialist, (5) NR Facilitators and two (2) NR Job Developers.



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Representative Ann Pugh

From: Nathan Lavery, Fiscal Analyst

Date: March 9, 2010

Subject: JFO #2436

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed grant materials and cover memo. He requests your observations regarding the enclosed item.

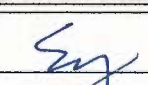
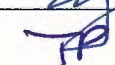
cc: Rep. Michael Obuchowski

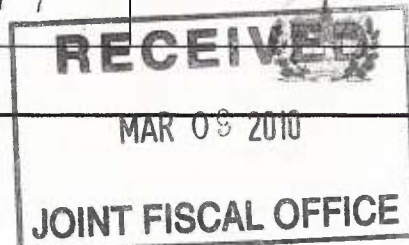
**State of Vermont**  
 Department of Finance & Management  
 109 State Street, Pavilion Building  
 Montpelier, VT 05620-0401

Agency of Administration

[phone] 802-828-2376  
 [fax] 802-828-2428


**STATE OF VERMONT**  
**FINANCE & MANAGEMENT GRANT REVIEW FORM**

<b>Grant Summary:</b>		This grant funds the further development of a statewide employment-focused Neuro-Resource Facilitation (NRF) System for disabled veterans with Traumatic Brain Injury in Vermont. DAIL will oversee the grant. There is a sub-grant of \$495,000 to the Brain Injury Association of Vermont as a partner in further developing the NRF system.			
<b>Date:</b>		2/22/2010			
<b>Department:</b>		Department of Disabilities, Aging and Independent Living			
<b>Legal Title of Grant:</b>		Employment Focused Neuro-Resource Facilitation for Vermont Veterans with Traumatic Brain Injury			
<b>Federal Catalog #:</b>		17-261			
<b>Grant/Donor Name and Address:</b>		U.S. Department of Labor, Frances Perkins Building 200 Constitution Ave., N.W., Washington, DC 20210			
<b>Grant Period:</b>		<b>From:</b>	<b>To:</b>		
		1/1/2010	12/31/2013		
<b>Grant/Donation</b>		\$951,000			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$178,313	\$297,187	\$475,500	\$951,000	
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		2	The Grants Manager position is currently funded under a different grant which will expire March 31, 2010. The second position, Administrative Assistant is a new limited service position.		
<b>Additional Comments:</b>					
<b>Department of Finance &amp; Management</b>				(Initial)	
<b>Secretary of Administration</b>				(Initial)	
<b>Sent To Joint Fiscal Office</b>		3/8/2010		Date	

  
**RECEIVED**  
 MAR 08 2010  
**JOINT FISCAL OFFICE**

Rec'd  
1/25/10

Commissioner's Office  
103 South Main Street  
Waterbury VT 05671-1601  
Voice 241-2401/TTY 241-3557  
Fax (802) 241-2325

TO: Grant Reviewers  
FROM:  Joan K. Senecal, Commissioner  
DATE: January 12, 2010  
RE: Department of Labor Earmark NRF Development Grant

Attached please find a Notification of Award for funds provided by the U.S. Department of Labor (DOL) Employment and Training Administration. Earlier this year, the Vermont Agency of Human Services was awarded an earmark of \$951,000 through DOL to develop a statewide employment-focused "Neuro-Resource Facilitation (NRF)" system to support the independence and employment of Vermont's disabled veterans with Traumatic Brain Injury (TBI) returning from Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF).

We have also included a Request for Classification Review for both a TBI Grant Manager and TBI Administrative Assistant position. Both are existing positions that are currently funded by Health Resources and Services Administration (HRSA) funds that will be end March 31, 2010. With new funding, the Grant Manager position will remain a limited service position, but the TBI Administrative Assistant position, which is currently contracted through a temporary agency, will now be a limited service position.

The Department of Disabilities, Aging and Independent Living's (DAIL) Division of Disability and Aging Services (DDAS) TBI Program will oversee the Brain Injury Association of Vermont's (BIA-VT) efforts to further develop Vermont's NRF system. The system currently includes partnerships with the Department of Mental Health (DMH), the Aging Disability and Resource Centers (ADRC), DAIL's Division of Vocational Rehabilitation (DVR), and is also being established in collaboration with a wide variety of veteran services including the Vermont National Guard and the Veterans Administration.

If you have any additional questions regarding the funding process of development of the Neuro-resource facilitation system, please contact Glen McClintock, TBI Grant Manager at 241-3719.

REC'D FEB 12 2010



**STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)**

BASIC GRANT INFORMATION				
<b>1. Agency:</b>	Agency of Human Services			
<b>2. Department:</b>	Department of Disabilities, Aging and Independent Living			
<b>3. Program:</b>	Division of Disability and Aging Services - Adult Services Unit			
<b>4. Legal Title of Grant:</b>	Employment Focused Neuro-Resource Facilitation for Vermont Veterans with Traumatic Brain Injury			
<b>5. Federal Catalog #:</b>	17-261			
<b>6. Grant/Donor Name and Address:</b>	Department of Labor; Frances Perkins Building, 200 Constitution Ave., NW; Washington, DC 20210			
<b>7. Grant Period:</b>	<b>From:</b>	1/1/2010	<b>To:</b>	12/31/2013
<b>8. Purpose of Grant:</b>	Provide employment focused neuro-resource facilitation services to disabled veterans and other Vermonters with traumatic brain injury.			
<b>9. Impact on existing program if grant is not Accepted:</b>	If the grant is not accepted, projected services will not be implemented at this time.			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY 2011	FY 2012	
Personal Services	\$48,090	\$96,179	\$144,269	
Operating Expenses	\$14,873	\$21,308	\$36,181	
Grants	\$99,500	\$148,000	\$247,500	
<b>Total</b>	\$162,463	\$265,487	\$427,950	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$162,463	\$265,487	\$427,950	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$15,850	\$31,700	\$47,550	
Other Funds:	\$	\$	\$	
Grant (source )	\$	\$	\$	
<b>Total</b>	\$178,313	\$297,187	\$475,500	
<b>Appropriation No:</b>	3460016500	<b>Amount:</b>	\$456,000	} /
	3460020000		\$495,000	
			\$	
			\$	
			\$	
			\$	

REC'D FEB 12 2010

**STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)**

		<b>Total</b>	\$951,000
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**PERSONAL SERVICE INFORMATION**

**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: \_\_\_\_\_ Agreed by: \_\_\_\_\_ (initial)

12. Limited Service Position Information:	# Positions	Title
	1	TBI Grant Manager
	1	TBI Administrative Assistant
<b>Total Positions</b>		

**12a. Equipment and space for these positions:**  Is presently available.  Can be obtained with available funds.

**13. AUTHORIZATION AGENCY/DEPARTMENT**

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <i>Joan K Senecal</i>	Date: <i>1/22/10</i>
	Title: <i>Commissioner</i>	
	Signature: <i>Patrick Flood</i>	Date: <i>2/10/2010</i>
	Title: <i>Deputy Secretary</i>	

**14. SECRETARY OF ADMINISTRATION**

<input type="checkbox"/>	Approved: <i>mg</i>	(Secretary or designee signature) <i>T. Bell</i>	Date: <i>2/24/10</i>
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**15. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/>	Check One Box: Accepted	(Governor's signature) <i>Janet Pelt</i>	Date: <i>3/4/10</i>
<input type="checkbox"/>	Rejected		

**16. DOCUMENTATION REQUIRED**

Required GRANT Documentation	
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)

**End Form AA-1**

**STATE OF VERMONT  
Joint Fiscal Committee Review  
Limited Service - Grant Funded  
Position Request Form**

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Agency of Human Services/Department of Disabilities, Aging and Independent Living

Date: 2/17/2010

Name and Phone (of the person completing this request): Glen McClintock (802) 241-3719

Request is for:

- Positions funded and attached to a new grant.  
 Positions funded and attached to an existing grant approved by JFO # \_\_\_\_\_

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

Granting Agency: U. S. Department of Labor  
Employment and Training Administration

Title of Grant: "Employment Focused Neuro-Resource Facilitation for Vermont Veterans with Traumatic Brain Injury"

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
TBI Grant Manager	2	Disability and Aging Services	4/01/2010 thru 12/31/2013
TBI Administrative Assistant		TBI Program	

The TBI Grant manager position is an existing limited service position that is currently funded through a Federal Health Resources and Services Administration Grant which ends March 31, 2010. The TBI Administrative Assistant position, also funded through this grant, is currently hired through a temporary agency.

\*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

It is estimated that up to 20% of returning veterans will return from Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF) with some form of traumatic brain injury (TBI). These funds are a result of a Federal Earmark, granted through Senator Leahy's Office to provide neuro-resource facilitation services to help veterans access services in their community to support independence and employment.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

REC'D FEB 19 2010



STATE OF VERMONT  
Joint Fiscal Committee Review  
Limited Service - Grant Funded  
Position Request Form

*Joan K. Senecal*

Signature of Agency or Department Head

*2/17/10*

Date

*Molly Paulje*

Approved/Denied by Department of Human Resources

*2/17/10*

Date

*Susan Bell*

Approved/Denied by Finance and Management

*2/22/10*

Date

*T. Bell*

Approved/Denied by Secretary of Administration

*3/3/10*

Date

Comments:



U.S. DEPARTMENT OF LABOR  
EMPLOYMENT AND TRAINING ADMINISTRATION

GRANT / AGREEMENT  
NOTIFICATION OF  
AWARD/OBLIGATION

Under the authority of the *Workforce Investment Act*, this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - *Employment Focused Neuro-Resource Facilitation for Vermont Veterans with Traumatic Brain Injury*.

Name & Address of Awardee:  
VERMONT AGENCY OF HUMAN SERVICES  
DIVISION OF DISABILITY & AGING SERVICES  
103 SOUTH MAIN STREET  
WATERBURY, VERMONT 05671

Agreement #: EA-19851-10-60-A-50  
CFDA #: 17.261  
Accounting Code: Mod Amount:  
A300-LBB9-4123-5PR03-000 \$951,000.00  
EIN: 036000264  
DUNS #: 809376155

The Period of Performance shall be from January 01, 2010 thru December 31, 2013.

Total Government's Financial Obligation is \$951,000.00 (unless other wise amended).

Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period.

In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements:

29 CFR Part 97, for State/Local Governments and Indian Tribes; OR

29 CFR Part 95, for Institutions of Higher Education, Hospitals and other Non-Profit Organizations and Commercial Organizations.

Cost Principles:

OMB Circular A-87, for State/Local Governments and Indian Tribes;

OMB Circular A-21, for Institutions of Higher Education; OR

OMB Circular A-122, for Non-Profit Organizations.

48 CFR Part 31.

Other Requirements (As Applicable):

29 CFR Part 96 and 99, Single Audit Act

29 CFR Part 93, Lobbying Certification

29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements

29 CFR Part 98, Debarment and Suspension; Drug Free Workplace

20 CFR Part 652 et al., Workforce Investment Act

Wagner-Peyser Act

Grant Award Document, Parts I through IV, and attachments.

90-day indirect

The awardee's signature below certifies full compliance with all terms and conditions as well as the above stated grant regulations and certifications, and that this document has not been altered.

Signature of Approving Official - *AWARDEE*

Signature of Approving Official - *DOL / ETA*

12/17/09  
DATE OF ACCEPTANCE

*Camille F. George*  
AUTHORIZED SIGNATURE FOR AWARDEE

Camille F. George  
(TYPED NAME AND TITLE)

Director, State Unit on Aging

JAN - 8 2010

DATE OF EXECUTION

*B. Jai Johnson*  
SIGNATURE OF GRANT OFFICER

B. JAI JOHNSON  
(TYPED NAME AND TITLE)

## ADMINISTRATIVE COSTS

ursuant to 20 CFR 667.210(b), grantees are advised that there is a 10% limitation on administrative costs on funds administered under this grant. The Grant Officer may, however, approve additional administrative costs up to a maximum of 15% of the total award amount, if adequate justification is provided by the grantee at the time of the award. In no event, may administrative costs exceed 15% of the total award amount. The cost of administration shall include those disciplines enumerated in 20 CFR 67.220(b) and (c).

**Sec. 667.220 What Workforce Investment Act title I functions and activities constitute the costs of administration subject to the administrative cost limit?**

(a) The costs of administration are that allocable portion of necessary and reasonable allowable costs of State and local workforce investment boards, direct recipients, including State grant recipients under subtitle B of title I and recipients of awards under subtitle D of title I, as well as local grant recipients, local grant subrecipients, local fiscal agents and one-stop operators that are associated with those specific functions identified in paragraph (b) of this section and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

(b) The costs of administration are the costs associated with performing the following functions:

(1) Performing the following overall general administrative functions and coordination of those functions under WIA title I:

- (i) Accounting, budgeting, financial and cash management functions;
- (ii) Procurement and purchasing functions;
- (iii) Property management functions;
- (iv) Personnel management functions;
- (v) Payroll functions;
- (vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
- (vii) Audit functions;
- (viii) General legal services functions; and
- (ix) Developing systems and procedures, including information systems, required for these administrative functions;

(2) Performing oversight and monitoring responsibilities related to WIA administrative functions;

(3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;

(4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA system; and

(5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

(c) (1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.

(2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.

(3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

(4) Except as provided at paragraph (c) (1), all costs incurred for functions and activities of subrecipients and vendors are program costs.

(5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:

- (i) Tracking or monitoring of participant and performance information;
- (ii) Employment statistics information, including job listing information, job skills information, and demand occupation information;
- (iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;
- (iv) Local area performance information; and
- (v) Information relating to supportive services and unemployment insurance claims for program participants;

(6) Continuous improvement activities are charged to administration Or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

# What Workforce Investment Act Title I Functions and Activities Constitute the Costs of Administration Subject to Administrative Cost Limit?

These costs of administration are that allocable portion of necessary and reasonable allowable costs of...

State and local *Workforce Investment Boards*:

*Direct recipients* including:

- State grant recipients
- Local grant recipients
- One-stop operators
- Local grant subrecipient - 117(d)(3)(b)(i)(II)
- Local fiscal agents - 117(d)(3)(b)(i)(II)

These costs:

- Are not related to the direct provision of workforce investment services, including services to participants and employers
- Can be personnel
- Can be non-personnel
- Can be direct
- Can be indirect

associated with the major functions.

## ADMINISTRATIVE COSTS

### General administrative functions and coordination of functions:

- accounting
- audit resolution
- audits
- budgeting
- financial and cash management
- general legal services functions
- incident report resolution
- information system development (see 5 )
- investigation resolution
- payroll functions
- personnel management
- procurement
- property management
- purchasing
- review resolution
- development of systems and procedures for administrative functions

### Oversight and monitoring related to WIA Administrative functions

### Costs of goods and services required for administrative functions of the program, including goods and services such as:

- office supplies
- postage
- rental and maintenance of office space
- rental or purchase of equipment
- utilities

### Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA system

### Costs of information systems related to administrative functions. For example:

- personnel
- procurement
- purchasing
- property management
- accounting and payroll systems, including the purchase, systems development and operating costs of such systems.

### Awards to subrecipients or vendors that are solely for the performance of administrative functions.

# **PART I**

## **STATEMENT OF WORK**

**(The awardee's technical proposal is incorporated as the Statement of Work. If there is a discrepancy between this technical proposal and any DOL guidance or cost principle, the DOL guidance or cost principle will prevail. The grantee must confirm that all costs are allowable before expenditure.)**

# **I. TECHNICAL PROPOSAL**

## **1. Abstract**

The purpose of this project is to provide employment focused neuro-resource facilitation services to disabled veterans and other Vermonters with traumatic brain injury. Neuro-resource facilitation is a best practice approach to serving individuals with traumatic brain injury that focuses on supporting access to appropriate assessment, treatment, and benefits. The Vermont NRF system will also support access to employment through outreach to the Vermont business community and providing training on appropriate accommodations and the specific issues facing disabled veterans (including the dual-diagnosis of traumatic brain injury and post traumatic stress disorder).

This project is being developed by the Vermont Agency of Human Services (AHS), in partnership with the Brain Injury Association of Vermont (BIA-VT). In addition to AHS and the BIA-VT, other funding partners include the Division of Vocational Rehabilitation (DVR), the Department of Mental Health (DMH), and Aging and Disability Resource Connection (ADRC). Additional collaborators include the Vermont Association of Business Industry and Rehabilitation (VABIR), Vermont's Department of Labor (DOL), The State Office of Veteran Affairs (OVA), the White River Junction VA Medical Center Poly-Trauma Unit, and the National Guard's Military Family Community Network. (MFCN). Technical assistance will be provided by the Brain Injury Association of New Hampshire, noted for its best practice model of Neuro-Resource Facilitation by the National Association of Head Injury Administrators (NASHIA).

Traumatic Brain Injury (TBI) has been identified as the signature wound of veterans returning from Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF); however, TBI services for those who do not qualify for Medicaid services are already severely limited. Vermont is seeking to establish an employment focused neuro-resource facilitation system to meet the needs of these returning veterans while improving services for all Vermonters with TBI.

Individuals with traumatic brain injury (TBI) require specialized assistance from trained facilitators who understand the impact of a TBI on executive functioning and have knowledge of accommodations and treatment that can help support recovery. This system of neuro-resource facilitation will represent a tiered system of support leading from general information and referral (I&R) to direct support and referral, to employment and/or more intensive services. It is expected that NRF Services will serve approximately 200 to 300 veterans and their family members each year with an additional 500 civilians also receiving services.

This NRF system will include eight direct service positions; one (1) Information, Referral and Assistance Specialist and, five (5) statewide Neuro-resource Facilitators, who will be based regionally to help individuals with TBI access benefits, resources and a wide variety of services that support independence. In addition, the NR Facilitators will focus on supporting access to employment and will work with two (2) regional Neuro-Resource Job Developers who will provide education and support to Vermont business to help them understand the issues facing individuals with TBI and the unique issues facing returning veterans.

Oversight will be provided by the State Traumatic Brain Injury (TBI) Program, including quality assurance and monitoring of performance measures. The State TBI Program staff will also focus on developing a plan of sustainability through the ongoing development of state and local partnerships.

## **2. Statement of Needs**

### **A. Project's Purpose**

The purpose of this project is to create employment focused Neuro-Resource Facilitation (NRF) services for disabled veterans and other Vermonters with traumatic brain injury (TBI). Neuro-resource facilitation is an approach that focuses on supporting access to appropriate services. It does this by creating linkages and forming partnerships that help veterans with TBI, their families and communities choose, get, and keep information, services and supports to aid them in making informed choices and meeting their goals. This NRF approach is also ideally suited to supporting employment by including business as a key community support for those veterans and other Vermonters with TBI seeking to return to the workforce.

### **B. Description of the Major Issues Addressed**

**Issue #1 – This project seeks to enhance employment opportunities to veterans and other Vermonters with Traumatic Brain Injury (TBI) by supporting access to appropriate TBI assessment, best practice TBI treatment options, benefits, and disability specific employment support.**

Currently there are an estimated 8,000 residents with some form of TBI currently living in Vermont. However, there are only 70 individuals being served by the Vermont State Medicaid Waiver program. In addition, it is estimated that up to 20% of returning veterans will return with some form of Traumatic Brain Injury, primarily due to exposure to Improvised Explosive Devices (IED's). With Vermont facing the largest deployment of National Guardsman in its history, and including those who are currently or have already served, there could be close to an additional 1000 veterans who require assistance in accessing TBI services and who will require specialized support to access employment opportunities.

In order to provide these employment opportunities it will be important that Vermont communities are well informed about the issues facing returning veterans with traumatic brain injury (TBI): It will be important that families are able to provide appropriate support; that health care professionals are aware of TBI best practice strategies; and that employers do not fear hiring disabled veterans with TBI and have a better understanding of the issues they face and needed accommodations.

### **C. Individuals to be Served (Participants)**

#### **a) Description of Individuals Being Served and Eligibility Criteria (if Applicable)**

The Brain Injury Association of Vermont will provide Neuro-Resource facilitation services to 200-300 veterans each year with an additional 500 civilians also receiving services. Many of these may require only information, referral, and minor assistance. Others will require assistance in accessing appropriate assessment services to determine whether they have a TBI. Some will qualify for more intensive NRF services. To be eligible for these services the individual must be a legal resident of Vermont for at least 90 days, have medical documentation of a traumatic brain injury, have liquid assets of less than \$100,000, and be expected to benefit from the services.

#### **b) Rationale for Selection**

Lack of understanding the affects of a traumatic brain injury (TBI) remains a deterrent to accessing appropriate assessment and treatment. Only recently has awareness of TBI increased



as TBI has been identified as the signature wound of veterans returning from Iraq and Afghanistan. This project seeks to focus on providing individual support to these veterans as well as educating families, service providers and businesses about the specific issues facing veterans and other Vermonters with TBI.

### **3. Description of the Impacted Area**

#### **A. Area Delineated**

The target area is the State of Vermont. Vermont, the second least populated state in the union, is bordered on all sides by some noteworthy neighbors: Quebec, Canada to the north; Massachusetts to the south; New York to the east; and New Hampshire to the west.

Vermont is a very rural state and transportation remains a key impediment to independence and employment. There are three major North/South routes but East/West transportation remains a patchwork of winding roads. Many residents live on unpaved roads and many routes are difficult to manage during Winter and wet Spring months without an appropriate vehicle.

Instead of a stand alone service the neuro-resource facilitation (NRF) system seeks to reach people where they are. The NRF system has a 1-800# that provides access to appropriate information and referral from the Brain Injury Association of Vermont. Within different community the NRF system will focus on increasing awareness of traumatic brain injury through training and developing natural supports, such as peer support groups. Neuro-resource Facilitators will also be available in five (5) regions across the state to meet in people's homes if needed.

#### **B. Labor Market Information for the Area**

With seasonal adjustment Vermont is currently experiencing a 7.3% unemployment rate. The last few months has seen a decline in all industries. According to the State of Vermont's Department of Labor, [www.vtlmi.info](http://www.vtlmi.info), the following Vermont occupations are projected to be the fastest-growing: 1) Registered Nurses, 2) Retail Salespersons, 3) Home Health Aides, 4) Social and Human Service Assistants, 5) Personal and Home Care Aides, 6) Customer Service Representatives, 7) Teacher Assistants, 8) Child Care Workers, 9) Janitors and Cleaners, Except Maids and Housekeeping Cleaners, and 10) Carpenters.

According to America's Career Info Net, [www.careerinfonet.org](http://www.careerinfonet.org), the top five largest employers in the state are IBM, Fletcher Allen Health Care, Killington Village Inn (Ski center and resort), Grand Summit Hotel and Conference Center, and Mount Snow Resort. The largest of these is IBM, which employs about 6,800 workers at its Essex Junction facility. IBM may be a large employer, but tourism is the largest industry in the state of Vermont. Ski resorts and summer camps help to attract people to Vermont year round.

Vermont has a tradition of supporting employment for any disabled individual who wishes to work. One of the most important predictors of successful employment is matching the skills and interests of the individual with the appropriate job. This success is also predicated on the employment options available. In order to serve retuning veterans and other Vermonters with

TBI effectively, it will be important that there are well established relationships with a variety of businesses and knowledge of the needs of the business community.

Job Developers for this project will be hired through the Vermont Association of Business Industry and Rehabilitation (VABIR). VABIR has a solid reputation as a resource to the Vermont business community and has established relationships that will support outreach and education about the specific issues facing veterans and other Vermonters with TBI.

### **C. Socioeconomic Information for the Area**

At the time of the 2005 Census, Vermont's total population was 608,827, White 96.8% , African American .5%, Native American .4%, Asian .9%, Other .2%, Hispanic, .9%. The Medium age was 37.7.

According to census data, there are 479,140 individuals over the age of 16 in the Vermont labor force. The majority of these individuals are in the management, professional, and related occupations. Of these, 0.2 percent are in the armed forces; however, this may not take in to consideration the large percentage of Vermonters in the National Guard.

Vermont is facing many challenges. Its workforce is aging and the average age of Vermont residents is higher than that of their national counterparts. In addition, youth are leaving Vermont before they enter the workforce. A recent study commissioned by the Department of Economic Development researching the problem of "youth flight" and the graying of Vermont's population found that of some 2,800 graduates of our colleges, 94 percent of those surveyed say a community where they can afford to live, work, and play is important to them. However, only 33 percent of those alumni surveyed who still live in Vermont agree the state offers this.

This same study noted that in 2004, Vermont had the lowest birth rate among 50 states in the nation and the District of Columbia and from 2005 to 2015, the number of people ages 16 to 24 are expected to decline eight percent. It went on to note that the number of Vermont residents in the 25 to 34 year old group is expected to increase 25 percent which will be offset by the 35-54 group, which is expected to decline 11 percent in the same time period.

These numbers emphasize the importance of recognizing and supporting veterans with disabilities as a valuable human resource for Vermont business.

## **4. Statement of Work**

### **A. Project Goals**

*Goal #1* – Increase awareness of issues related to veterans with TBI for their families, health care providers, the business community, and consumers themselves.(See quantifiable measures under Item #5. Outcomes, Section A. Performance Measures and Planned Outcomes).

*Goal #2* – Expand access to NRF Services. (See quantifiable measures under Item #5. Outcomes, Section A. Performance Measures and Planned Outcomes)

*Goal #3* – Increase employment of veterans with TBI for each year of the project

## **B. Major Project Components**

### **a) Description of Components for Addressing Each Issue and Goal.**

#### ***Component #1 – NRF General Training & Outreach:***

An NRF Information, Referral, & Assistance (IR&A) Specialist will coordinate outreach and training efforts. They will develop an information distribution strategy and a strategic training plan that addresses the needs of consumers, their families, service providers, and Vermont businesses. They will manage a resource data-base that provides up-to date information through a 1-800 number, and with funding through the Aging and Disability resource Centers (ADRC) they will coordinate IR&A with other providers, including Vermont 211. The IR&A Specialist will also take a lead role in supporting outreach and training efforts with the Neuro-Resource Facilitators and NRF Job Developers.

Neuro-Resource Facilitation is focused on supporting access to resources and the BIA-VT 1-800 information line is key to reaching individuals on a state-wide basis. Particularly in a rural state such as Vermont access to appropriate information is essential and efforts to create awareness of the 1-800 line are crucial. In addition to the 1-800 line, as part of an overall information distribution strategy, the IR&A Specialist will support statewide services is through the development of consumer run support groups.

In addition to the information distribution strategy the IR&A Specialist will work collaboratively with the State TBI Program to develop and implement a strategic training plan that addresses the needs of a variety of populations: 1) It will be important that all health care professionals (i.e.: therapists, nurses, physicians, etc.) become more aware of traumatic brain injury in order to properly identify it and provide appropriate assessment, treatment and referral; 2) It will also be important that training is available to help family members and other collateral supports to understand how to provide the best support and get the support they need; and 3). Training will also be developed, through consultation with the NRF Job Developers, to educate and increase awareness of Vermont business regarding the issues and/or challenges facing our returning veterans. The State TBI Program will sponsor at least six trainings each year of the project, inviting guest speakers known for their expertise in one of the areas of need developed in the strategic training plan.

#### ***Component #2 – NRF Business Outreach***

There are currently several systems that provide employment support for Vermonters with disabilities. Support services are available through the Department of Labor Disability Navigators, the Division of Vocational Rehabilitation, and the Vermont Community Mental Health Centers, which all include supported employment programs. These programs, as well as the Vermont Association for Business, Industry, and Rehabilitation provide outreach and education to Vermont businesses and with Vermont business associations such as the Business Area Councils, the Work Force Investment Boards, the Business leadership Network, and local Chambers of Commerce and business organizations.

As Vermont prepares to serve returning veterans from Iraq and Afganistan, there is an opportunity to coordinate effort to outreach to Vermont business and create awareness about the specific challenges that returning veterans are facing and support awareness of the valuable

human resource they represent. Because a large percentage of these veterans will be retuning with some form of traumatic brain injury (TBI), it will be important that business is aware of how symptoms of TBI can affect workers, what accommodations can be made, and what support services are available.

In order to accomplish this, the Brain Injury Association of Vermont will contract with the Vermont Association for Business, Industry, and Rehabilitation (VABIR) for Job development services. VABIR has a solid reputation as a resource to the Vermont business community and has established relationships that will support outreach and education about the specific issues facing veterans and other Vermonters with traumatic brain injury.

Two Neuro-resource facilitation (NRF) Job Developers will be hired, one covering the Northern Region of the State, the other covering the Southern half. In each region, the NRF Job Developer will seek to develop relationships with the business community where they are identified as a resource for education and training, a resource for qualified job applicants and as ongoing support. As the project progresses, the NRF Job Developers will also work in tandem with the NR Facilitators to provide individualized placement services.

***Component #3 –Employment Focused Neuro-Resource Facilitation:***

The 2003 *Needs Assessment of Individuals with Traumatic Brain Injury and Their Families*, noted that service coordination as one of the most important elements of a TBI system of care. Limited ability to meet eligibility requirements for service and a lack of funding for ongoing support were also identified as major barriers.

There is a large gap between the comprehensive services provided through the Medicaid Program and the void of services available for other citizens. The 2003 Needs Assessment and a 2007 Traumatic Brain Injury (TBI) Study provide a compelling argument that support services for those not qualifying under the TBI Medicaid Program should be made available to Vermonters with TBI. Neuro-resource facilitation services are designed to meet this need.

In addition to an IR&A Specialist and two (2) NR Job Developers, the BIA will be supported to hire five (5) Neuro-Resource Facilitators. The model for their services will be based on the best practice model developed by the Brain Injury Association of New Hampshire (BIA-NH) who will provide technical assistance for project development. The Five NRF Facilitators will cover specific areas across the state: 1) Chittenden County 2) Washington County, 3) Rutland Region, 4) Southern Vermont, and 5) the Northeast Kingdom.

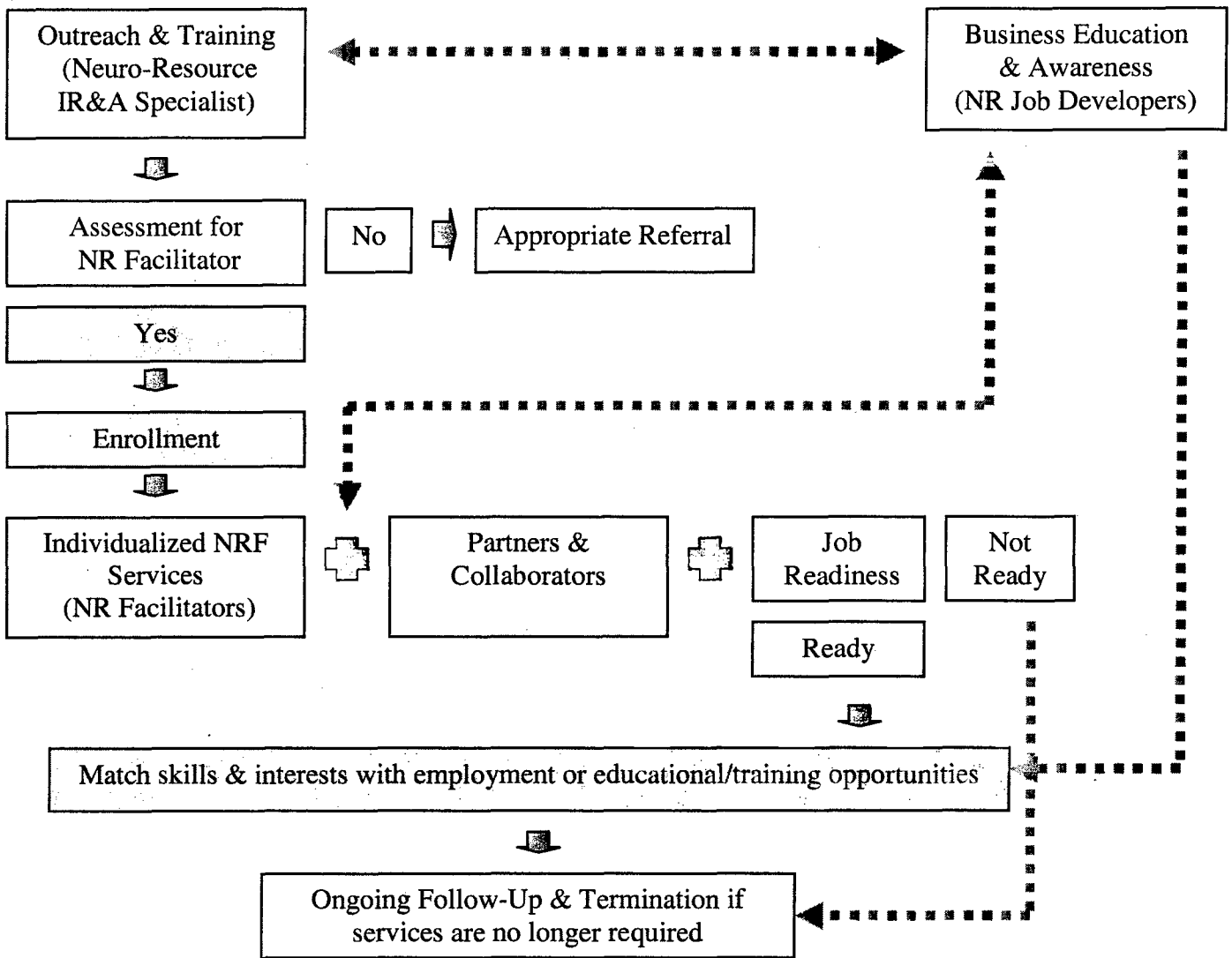
General NRF services will provide: (a) assessment of an individual's needs and the provision of information and referral; (b) advocating for, obtaining, and accessing services and supports; (c) routine follow-up; (d) and reassessment to determine additional needs, the efficacy of existing services and supports and/or the termination of services. A portion of NRF services will be specifically focused on the issues of Vermont residents who have served in the armed forces of the United States in Operation Iraqi Freedom and Operation Enduring Freedom.

In addition, Neuro-resource (NR) Facilitators will be responsible for managing the application for more intensive support services through a Traumatic Brain Injury (TBI) Fund managed by

the Brain Injury Association of Vermont. These are funds that have been specifically set aside by the Vermont Legislature to support individuals with TBI. NR Facilitators will prepare support and sustainability plans in conjunction with the applicant, their family, and other support providers. They will also monitor the ongoing use of funds, provide quality oversight, and participate in the creation of a plan for sustainability or ongoing follow-up once special fund resources have been depleted.

Referral to the program will primarily occur through assessment/screening services provided by the Veterans Administration (VA) and the Veterans and Family Outreach Program funded through the National Guard. Referrals are also expected from state/community services and health care organizations, as well as through the Brain Injury Association of Vermont's 1-800#.

**b) Diagram of Project Components (Services Flow Chart)**



### C. Work Schedule

The following work schedule has been expanded from a two-year period of performance to a three-year work schedule. This increased time schedule is essential to the program in order to allow for expanded outreach, partnership building, and quality of implementation. It also provides additional assurance that sustainability strategies will be successful despite unforeseen delays.

Project Component	Task	Year 1				Year 2				Year 3				Staff / Organization Responsible	
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4		
Outreach	Create BIA-VT Info packet for Veterans	X												IR&A Specialist	
	Create TBI Tool-kit for VT business			X										NRF Job Developer	
	Distribute TBI Card w/1-800#	X	—————→											NR Facilitators	
	Advertise BIA-VT	X	—————→											BIA Executive Dir.	
Information, Referral, & Assistance	Create Veteran specific IRA protocol	X												IR&A Specialist	
	Implement information distribution strategy		X											IR&A Specialist	
	Implement strategic training plan		X											IR&A Specialist, State TBI Advisory Board	
	Manage referral for NRF Services	X												IR&A Specialist, TBI Committee	
Individualized Employment focused NRF Services	Hire NRF facilitators in remaining regions	X	X	X										BIA Executive Dir, TBI Grant Manager	
	Assist with resource access	X	—————→											NR Facilitator	
	Evaluate for needed accommodations	X	—————→											NR Facilitator	
	Coordinate support services	X	—————→											NR Facilitator	
	Assess for Job readiness		X	—————→											NR Facilitator
	Job Placement Services			X	—————→										

Project Component	Task	Year 1				Year 2				Year 3				Staff / Organization Responsible
		Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	
Follow-Up	Provide 60, 90 and 180 follow-up		X	X	X									
*Plan for Sustainability	Assure funding beyond project period											X		TBI Grant manager
*Evaluation Activities	Conduct evaluation of outcome measures											X		TBI Grant Manager
	Prepare final report+												X	TBI Grant Manager

\* Plan for sustainability will be complete six months prior to the end of the funding period.

+ Evaluation activities will occur in the month following the end of the funding period.



#### **D. Partner/Collaborator Participation**

Collaboration is a key aspect of this project. Current funding partners include the Division of Vocational Rehabilitation, the Department of Mental Health's MHISSION Project (Mental Health Intergovernmental Service System Interactive Online Network Project), Vermont legislative appropriations and funding available through Aging and Disability Resource Connections (ADRC). Key collaborators also include the Vermont Association of Business Industry and Rehabilitation (VABIR), the Department of Labor (DOL), the State Office of Veteran's Affairs, the White River VA Medical Center Poly-Trauma Unit, and the National Guard's Military Family Community Network (MFCN).

The Division of Vocational Rehabilitation has committed to sharing the cost of a Job Developer to be hired through VABIR. As a project subcontractor, the Brain Injury Association of Vermont will contract directly with VABIR to provide Job Development services. In addition to business education and placement services the position will focus on carrying out the goals outlined by the Vermont Governor at last year's summit on the Employment of Veterans with Disabilities. These goals are aligned with project goals to create a coordinated approach to educating business about the specific issues facing Vermont's returning disabled veterans, including a business tool kit.

The Department of Mental Health's MHISSION Project will share the cost of a Neuro-resource (NR) Facilitator in Chittenden County, Vermont's most populated area. The MHISSION Project (Mental Health Intergovernmental Service System Interactive Online Network Project) is a statewide intergovernmental initiative to address the needs of Vermont veterans and other adults with trauma-spectrum illness who are involved with the criminal justice system. The NR Facilitator will provide ongoing neuro-resource facilitation but will also be a liaison to the Mental Health courts, helping to identify and divert Veterans with traumatic brain injury from the corrections system to appropriate treatment options.

Funding for the BIA-VT Information and Referral Specialist will be shared by the Aging and Disability Resource Connections (ADRC) ten partner coalition. Beyond providing quality IR&A services and training, this position will work with the coalition to be sure that appropriate information is available throughout different support services with the idea that a veteran could walk through any door, mental health services, aging services, Vermont 211, etc. and have access to appropriate and up to date TBI information through a shared data-base.

Oversight and coordination of the NRF system, including the BIA-VT NR Facilitators and the VABIR Job Developers will be provided by the State TBI Program through the Division for Disability and Aging Services (DDAS). The expansion of the NRF system and additional focus on employment, will follow current efforts by the State TBI Program to create a foundation that supports the development of linkages between state/community & military/veteran services.

#### **E. Linkages with the Workforce Investment System**

This project seeks to link neuro-resource facilitation services to the existing resources of Vermont's workforce development system. It will do this by developing collaborative relationships with the Department of Labor Disability Navigators and the Vermont Association for Business Industry and Rehabilitation (VABIR). VABIR has also developed relationships with business organizations

across the state including the statewide Work Force Investment Boards (WIB), Business Advisory Councils (BAC) and the Business Leadership Network (BLN).

This project will also compliment current efforts to build capacity to serve the employment needs of returning veterans. The Department of Labor (DOL) has identified “Veteran Service Specialists” and the Division of Vocational Rehabilitation (DVR) has also identified VR Counselors to work specifically with returning veterans. The NR Facilitators and NR JOB Developers will help veterans navigate these and other valuable state services. In addition, they will work to help these services better meet the needs of returning veterans. For instance, DVR has already committed to training select VR Benefits Counselors in how both state/federal and military/veteran benefits can compliment each other to better meet the needs of the returning veteran.

Combining the efforts of the Department of Labor, the Brain Injury Association of Vermont, and VABIR is the best way to provide services that help employers deal with issues of retention, particularly since the effects of traumatic brain injury (TBI) are often not fully recognized until veterans have been home for some time. Education is needed to address the fears of employers who may not understand the effects of TBI and/or who need access to appropriate support, information and referral when faced with an employed veteran who is suffering from TBI symptoms.

The partnership with Vocational Rehabilitation also provides linkages to the DVR Vermont Works Infrastructure Grant Project which is focused on creating Employer Outreach Coalitions in Vermont communities. The purpose of this project is to develop innovative models for collaboration between employment service providers (eg. Job Developers, Placement Specialist etc.) in order to enhance and streamline services to local employers

General outreach to employers and the business community including developing marketing and informational tools for employers; developing forums to engage local employers such as the development and/or support of local Business Advisory Councils, hosting local Chamber events, local career fairs and/or other similar strategies; developing strategies to facilitate communication and collaboration between various local employment placement programs and developing tools to track employment outcomes and progress for consumers who are working or seeking work.

## **5. Project Outcomes**

### **A. Performance Measures and Planned Outcomes**

This project will utilize a performance measure framework developed by Mark Friedman, author of When Trying Hard Isn't Good Enough. This approach integrates both quantitative and qualitative measures and sets these measures as a part of an ongoing quality improvement process. This process includes all parties in setting performance measures and in ongoing discussions regarding confounding factors and efforts to spur goal attainment. A model of this framework can be used as a key to understand the order of performance measures:

Example:

	Quantity	Quality
Effort	#	# / %
Effect	#	%

### Performance Table

NAME OF PERFORMANCE MEASURE	MEASURE DEFINITION OR FORMULA	PLANNED LEVEL OF OUTCOMES
<b>Measure 1: Effort / Quantity</b> <b># of NR Facilitator Contacts</b>	Contacts determined by recipient, i.e.: consumer, family member, veteran, etc or by type: i.e.: phone, or in person	A minimum 100 Contacts per NR Facilitator per year.
<b>Measure 2: Effort / Quantity</b> <b># of IR&amp;A Specialist Contacts</b>	Contacts determined by recipient, i.e.: consumer, family member, veteran, etc or by type: i.e.: phone, or in person	A minimum 500 Contacts per year (200-300 will be veterans or their families).
<b>Measure 3: Effort / Quantity</b> <b># of Outreach materials distributed</b>	Materials determined by type, concussion card, TBI Survival Guide, etc.	500 materials distributed the first project year with an increase to >1000 in each consecutive year
<b>Measure 4: Effort / Quantity</b> <b># of trainings</b>	Trainings noted by type, i.e. health care professionals, business, consumer, family members, etc.	Minimum 8 trainings provided per year
<b>Measure 5: Effort / Quantity</b> <b># of business contacted</b>	By business name	Minimum 50 business contacts per year
<b>Measure 1: Effort / Quality</b> <b>Avg NR Facilitator Case Load</b>	Veterans and other Vermonters with TBI who receive NR Facilitator services	Average case load of 15 consumers per NRF Facilitator
<b>Measure 2: Effort / Quality</b> <b>% of consumers who rate service satisfaction</b>	Satisfaction survey provided with outcomes to be delineated by type of service, i.e: training, NR Direct Services, etc.	Average of 90% consumer satisfaction noted per year.
<b>Measure 3: Effort / Quality</b> <b># of community collaborator contacts</b>	Community Collaborators identified by type	A minimum of 20 Community Collaborators will be identified in the first year, with additional collaborators identified in subsequent years
<b>Measure 1: Effect / Quantity</b> <b># of Veterans identified with TBI</b>	Veterans will be identified through joint project to develop data-base with the Department of Mental Health and the State Office of Veterans Affairs.	A minimum of 20 veterans in corrections with TBI will be identified in the first year of the project. After the first year, increase in outcomes will be set by first year baseline data.
<b>Measure 2: Effect / Quantity</b> <b># of veterans receiving benefits for TBI disability</b>	Benefit information will be sought directly from the VA Benefits Administration	An additional 5 veterans will be identified as having a TBI through the Benefits Administration in the first year. After the first year, increases in outcome will be set by first year baseline data.
<b>Measure 3: Effect / Quantity</b> <b># of veterans and other Vermonters with TBI employed</b>	Employment outcomes to follow general DVR outcomes for placement and stabilization	A minimum of 10 veterans with TBI will be employed during the first project year. After the first year, increases in outcome will be set by first year baseline data.

## Performance Table

NAME OF PERFORMANCE MEASURE	MEASURE DEFINITION OR FORMULA	PLANNED LEVEL OF OUTCOMES
<b>Measure 1: Effect / Quality % increase of Veterans identified with TBI</b>	Veterans will be identified through joint project to develop data-base with the Department of Mental Health and the State Office of Veterans Affairs	During the first year the project will support an 80% increase in the number of veterans in correction identified with TBI. (a minimum of 20). After the first year, increase in outcome will be based on first year baseline data.
<b>Measure 2: Effect / Quality % increase in veterans receiving benefits for TBI disability</b>	Benefit information will be sought directly from the VA Benefits Administration	The first year of the project will support a 20% increase in Veterans identified with TBI through the Benefits Administration (An additional 5 veterans will be identified as having a TBI)
<b>Measure 3: Effect / Quality % increase of veterans and other Vermonters with TBI employed</b>	Employment outcomes to follow general DVR outcomes for placement and stabilization	After a baseline is set during the first year (A minimum of 10 Veterans with TBI will be employed) an increase of 10% is expected the first year, 20% the second year, and a 5% increase in the final year.

## B. Evaluation Component

### a) Design of the Evaluation

This project will utilize a performance measure framework developed by Mark Friedman, author of When Trying Hard Isn't Good Enough. This approach integrates both quantitative and qualitative measures and sets these measures as a part of an ongoing quality improvement process. This process includes all parties in setting performance measures and in ongoing discussions regarding confounding factors.

This project will expand and integrate new performance measures within this quality improvement process. The evaluation will closely follow these performance measures and the TBI Grant manager will oversee the process of evaluation. The steps involve include: 1) making sure that all stakeholders are identified and provided an opportunity to participate in the evaluation process; 2) provide guidance to be sure that stakeholders are aware of the project and understand the project plans and it's mission; 3) outline performance measures and timeline for collecting/collating data for performance review; 4) gathering information through dialogue with stakeholders and other data sources; 5) analyze and stratify results, collate and check data and compare; and 6) report findings noting stakeholder, audience needs, and programmatic needs.

From the inception of the project quality assurance strategies, well integrated into the development of the NRF System, will greatly enhance the ability to achieve successful outcomes. NRF system services will be driven by a performance-based framework with a focus, not only on numbers served, but on quality indicators and quantifiable outcomes. This will provide for a dynamic and useful framework for ongoing evaluation.

### b) Evaluator

The TBI Grant Manager will be responsible for the design and implementation of the evaluation. Goals will be aligned with the performance measures outlined in the performance measure

framework and the sub-contractor will provide a written report on a quarterly basis that includes performance measures and narrative outlining issues influencing performance measures.

The TBI Grant Manager will also meet quarterly with the sub-contractor to review performance measures and will provide quarterly written reviews to the sub-contractor outlining any strategies for performance improvement.

All information resulting from quarterly reports will be compiled by the Grant Manager who will keep an electronic record of outcomes that will generate yearly reports, as well as a cumulative final project evaluation that outlines unduplicated service numbers and quality measures.

## **6. Management and Personnel**

### **A. Applicant Organization and Project Administration**

#### **a) Organization Structure**

The applicant organization is the State of Vermont, Agency of Human Services, Department of Aging and Independent Living (DAIL), Division of Disability and Aging Services (DDAS), Adult Services Unit (ASU), Traumatic Brain Injury (TBI) Program. The TBI Program oversees all TBI related Medicaid services. Under the supervision of the TBI Program Supervisor, the TBI Grant Manager administers all non-Medicaid funds, monitoring service delivery and addressing quality assurance issues.

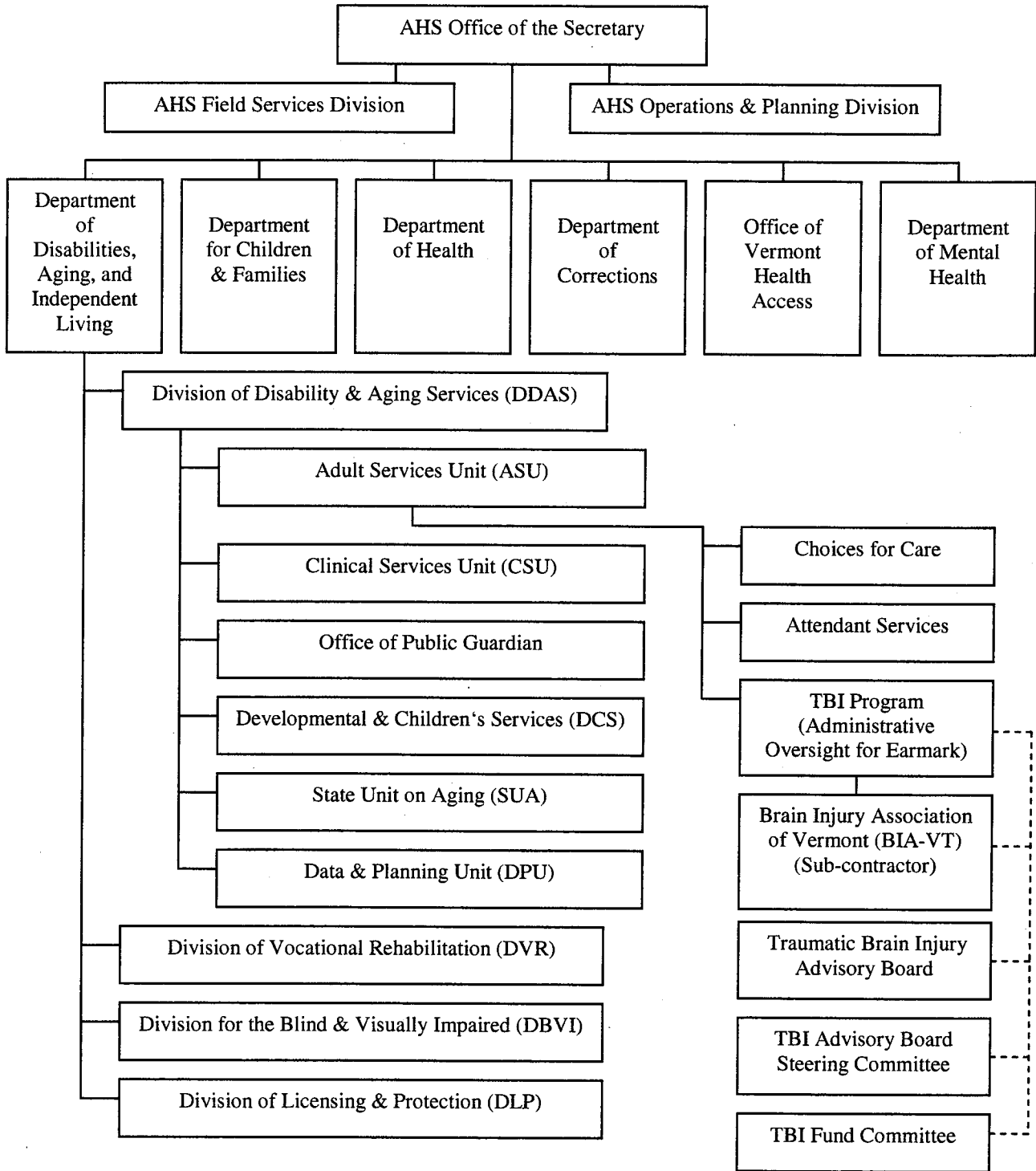
The TBI Grant Manager is assisted by the State TBI Advisory Board and the TBI Steering Committee who provides guidance and support for grant activities. The TBI Advisory Board, which meets quarterly, consists of 20-25 members including providers, advocates, state agency representatives, individuals with TBI and family members. The Vermont TBI Advisory Board guides the development of brain injury identification, education, prevention, advocacy and treatment.

TBI Steering Committee acts as the working group of the Advisory Board. The Steering Committee is composed of TBI Program Staff and Advisory Board members from the Department of Health-Division of Children with Special Health Needs, Brain Injury Association of Vermont, Vermont Center for Independent Living (VCIL), Vermont Protection and Advocacy, and individuals with TBI. The Steering Committee meets during the months between Advisory Boards meetings (approximately eight meetings per year) and carries out recommendations of the Advisory Board.

The TBI Advisory Board and the TBI Steering Committee provide guidance regarding the project mission and advise on issues as they arise. However, the ongoing oversight of applications to neuro-resource facilitation services is provided by a TBI Fund Committee. The TBI Fund Committee reviews applications for neuro-resource facilitation and provides recommendations on appropriate service strategies and referrals for individuals who do not qualify for service. The TBI Fund Committee consists of the TBI Program Supervisor, the TBI Grant Manager, the Executive Director of the Brain Injury Association of Vermont (BIA-VT), and the BIA-VT Information, Referral and Assistance Specialist.

*Location of the Project within the Organization's Structure*

**VERMONT AGENCY OF HUMAN SERVICES**



### ***Relationship of Project to Other Organizational Activities***

The Division of Disability and Aging Services (DDAS) is responsible for all community-based long-term care services for older Vermonters, individuals with developmental disabilities, traumatic brain injuries and physical disabilities. The Division contracts with a variety of local private service providers to provide services and supports to an estimated 15,000 older Vermonters and people with disabilities. The Division also provides direct supports through the Office of Public Guardian.

The Division is comprised of the Director's Office and six (6) support units: 1) the State Unit on Aging (includes quality assurance)(SUA); 2) the Data and Planning Unit (DPU); 3) the Office of Public Guardian (OPG); 4) the Developmental and Children's Services Unit (DCSU); 5) the Clinical Services Unit (CSU); and 6) the Adult Services Unit (ASU). The Adult Services Unit administers all Medicaid funded programs that provide individualized services to older Vermonters and people with disabilities. Supports include long term care services ("Choices for Care" includes nursing home and home and community based services, including TBI), adult personal care/attendant services, high technology nursing, and other Medicaid services.

The Traumatic Brain Injury Program, under the Adult Services Unit, monitors home and community-based Medicaid services for all Vermonters with TBI who qualify for these services. By also providing oversight of the development of the Neuro-Resource Facilitation system, the State TBI Program provides a valuable link from community based services to more intensive medical and rehabilitative waiver services.

In addition to Medicaid services, the State TBI Program also administers funds from the Health Resources and Services Administration and these funds have been used to plan and support the initiation of services outlined under the Earmark request. In addition, legislative funds have been available to provide additional support that compliments plans outlined under the Earmark Proposal; however, Earmark dollars are in addition to those that would otherwise be available in the absence of such funds.

The State TBI Program is also in a unique position to support additional partnerships with other state agencies. It has been responsible for the development of partnerships with the Department of Mental Health, the Division of Vocational Rehabilitation, and will continue to develop partnerships with other state agencies including the Department of Labor. It is also uniquely positioned to align the development of NRF services with state quality management strategies through the Division's State Unit on Aging.

### **b) Project Administration**

#### ***Project Oversight and Start-up Responsibilities***

The TBI Grant Manager will provide administrative oversight for this project; however, the day to day operations of the project will be overseen by the Executive Director of the Brain Injury Association of Vermont. All direct services will be contracted through the BIA-VT.

Both the TBI Grant Manager and the BIA-VT Executive Director will work collaboratively during the start-up phase and throughout program development. The TBI Grant Manager is

ideally suited to support collaborations within a variety of state government, while the BIA-VT can focus on developing community relationships. This is an ideal relationship for developing a plan for sustainability.

### ***Fiscal Responsibilities and Processes***

The fiscal agent will be the applicant organization, the Vermont Department of Disabilities, Aging, and Independent Living (DAIL). The DAIL business office has extensive experience with Federal financial monitoring and reporting. The TBI Grant Manager will be responsible for monitoring submission of contract invoices and assuring compliance of contract goals.

Once compliance has been met, the TBI Grant Manager will submit invoices to the DAIL business office who will process payments, monitor spending, and submit necessary financial reports including the ETA 9130 Financial Report.

### ***Reporting Responsibilities and Processes***

In addition to participating in financial monitoring and contract compliance, The TBI Grant Manager will be responsible for all summary and year end reports to the ETA. These reports will outline progress towards project goals, confounding issues, and corrective measures. The TBI Grant Manager will meet with contracted services at least monthly to collect, review, and analyze programmatic data and will also maintain all information pertaining to project performance including data resource, other supporting material, and/or any written product resulting from contracted services.

## **B. Staffing Level Rationale**

All programmatic staff will be hired through the Brain Injury Association of Vermont (BIA-VT). The Information, Referral & Assistance Specialist, overseeing the 1-800# and outreach, will be the main contact for individuals seeking service through the BIA-VT. Individuals may also seek services directly from one on the five (5) Neuro-resource (NR) Facilitators or the two (2) NR Job Developers. Quality Performance measures are set at an active case load of 15 consumers for NR Facilitators; however, it is assumed that all staff will provide basic IR&A services to as many as 500 individuals (including 200-300 veterans and their families) each year.



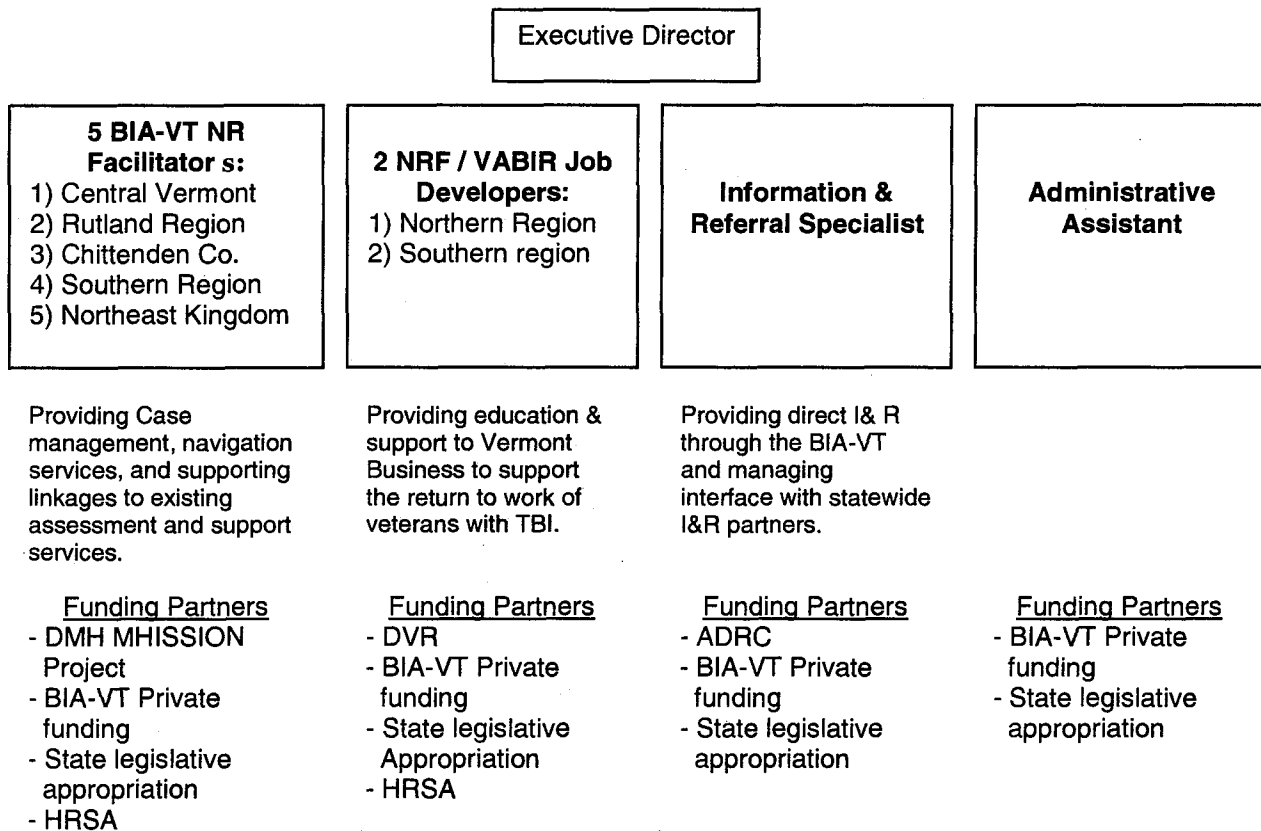
*Programmatic diagram*

**Oversight provided by the Department of Disabilities, Aging, and Independent Living (DAIL), Division of Disability and Aging Services (DDAS) TBI Program**

  
**Vermont's Neuro-Resource Facilitation System**

A Partnership between the Division of Disabilities and Aging Services (DDAS) State TBI Program, the Brain Injury Association of Vermont (BIA-VT), the Division of Vocational Rehabilitation (DVR), The Department of Mental Health (DMH) MISSION Project, the Vermont Association for Business Industry and Rehabilitation (VABIR), and Aging & Disability Resource Connections (ADRC)

**Brain Injury Association of Vermont+**



+The Brain Injury Association of Vermont will work in partnership with other stakeholders to establish a Neuro-Resource Facilitation System. The BIA-VT will provide supervisory and administrative oversight of the NRF system and will be responsible for administrative oversight of the TBI Reserve Fund. The DDAS TBI program will provide quality oversight for the use of all State funds and the BIA-VT, TBI program, and TBI Advisory Board will work collaboratively to plan future growth.

### ***Key Staff***

#### **TBI Program Supervisor** (Erin Weaver)

The Traumatic Brain Injury (TBI) Program Supervisor is responsible for funding and activities related to providing services for individuals with TBI including oversight of the home and community-based waiver services, managing the day to day operations of the State TBI Program, and supervising supervision of the TBI grant Manager. Qualifications include expertise in understanding Medicaid and other state services designed to serve Vermonters with TBI and knowledge of best practice strategies concerning the assessment and treatment of TBI.

#### **TBI Grant Manager** (Glen McClintock, LICSW)

The TBI Grant Manager provides oversight for all TBI funding other than Medicaid. This position will oversee the administration and evaluation of the project. Qualifications include experience in systems development, quality assurance, grant oversight and management and creation of a plan for sustainability.

#### **TBI Administrative Assistant** (Jane Culver)

The TBI Administrative Assistant will provide administrative assistance to this project including data entry, file management, communications support, and scheduling.

#### Subcontracted positions

#### **BIA-VT Executive Director** (Trevor Squirrel)

The BIA-VT Executive Director will oversee programmatic development. Qualifications include experience in non-profit program development, management of staff, and non-profit fund-raising activities.

#### **NRF Information, Referral & Assistance Specialist** (Barbara Winters)

The NRF IR&A Specialist will provide outreach and training in addition to up-to-date information on resources available to veterans and other Vermonters with TBI. Qualifications include experience with Word, including management of an access resource database, good customer relationship skills, knowledge of all aspects of TBI resources, research, and appropriate treatment.

#### **Neuro-Resource Facilitator** (TBD)

The NR Facilitator will support veterans and other Vermonters with TBI to access appropriate assessment, treatment and benefits to support independence and employment. Qualifications include knowledge of all aspects of TBI resources, research, and appropriate treatment, knowledge of military and civilian benefits, knowledge of employment support strategies, and excellent customer service skills.

#### **Neuro-Resource Job Developer** (TBD)

The NR Job Developer will develop relationships with Vermont business in order to develop awareness about the issues facing disabled veterans with TBI and the valuable human resource they represent. Qualifications include excellent customer service skills, experience working with the business community and knowledge of business organizations and employment services, all aspects of TBI resources, research, and appropriate treatment; employer tax incentives, and placement service strategies.

## **7. Sustainment Plan**

It is anticipated that the NRF System will continue beyond the project period. The partnership developed between the State TBI program and the Brain Injury Association is ideally suited to support plans for sustainability. In providing administrative oversight, the State TBI Program is able to support the inter-agency collaborations that are a hallmark of this project. In turn, the BIA-VT, as a community based non-profit, has the ability to increase capacity through foundation funding and engaging in a variety of fund-raising activities.

The TBI Grant Manager will continue to focus on developing partnerships across state departments that compliment each other and support mutually agreed-upon goals. The current partnerships with the Division of Vocational Rehabilitation and the Department of Mental Health offer good examples of how collaborations can not only support sustainability, but can integrate new approaches and increase awareness in different service systems. The TBI Grant Manager is also uniquely situated to be aware of other governmental funding opportunities that may support or expand existing services.

The TBI Grant Manager also administers legislative funds that support services for individuals with traumatic brain injury. The Brain Injury Association of Vermont (BIA-VT) is utilizing these funds to expand neuro-resource facilitation services. It is expected that the BIA-VT will continue to advocate for the continuation and increasing appropriations to this fund and that these funds will play a role in the ongoing sustainability of the project.

In addition to legislative advocacy, the BIA-VT supports funding activities throughout the year, including a "Walk for Thought" and the Statewide TBI Conference. There are plans to add additional fund-raising activities in the coming year. The BIA-VT will also continue to aggressively pursue private foundation funding to support ongoing infrastructure costs. Ultimately, the project is designed to blend a variety of funding sources to support a comprehensive neuro-resource facilitation system. The blending of these funds will help mitigate the loss of earmark funding by assuring that even though the program may lose some capacity, core services would remain available.

**BUDGET INFORMATION**

**PART II**

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Congressional Earmark 2008	17.261	\$ -	\$ -	\$ -	\$ -	\$ -
2.		-	-	-	-	-
3.		-	-	-	-	-
4.		-	-	-	-	-
5. Totals		\$ -	\$ -	\$ -	\$ -	\$ -

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				
	(1)	(2)	(3)	(4)	(5)
a. Personnel	\$ 236,059.20	\$ -	\$ -	\$ -	\$ 236,059.20
b. Fringe Benefits	52,479.00	-	-	-	52,479.00
c. Travel	27,364.80	-	-	-	27,364.80
d. Equipment	-	-	-	-	-
e. Supplies	3,900.00	-	-	-	3,900.00
f. Contractual	495,000.00	-	-	-	495,000.00
g. Construction	-	-	-	-	-
h. Other	41,097.00	-	-	-	41,097.00
i. Total Direct Charges (sum of 6a - 6h)	\$ 855,900.00	\$ -	\$ -	\$ -	\$ 855,900.00
j. Indirect Charges	95,100.00	-	-	-	95,100.00
k TOTALS (sum of 6i and 6 j)	\$ 951,000.00	\$ -	\$ -	\$ -	\$ 951,000.00
7. Program Income	\$ -	\$ -	\$ -	\$ -	\$ -

<b>SECTION C - NON-FEDERAL RESOURCES</b>					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	
9.					
10.					
11.					
12. TOTAL (sum of lines 8 - 11)	\$	\$	\$	\$	
<b>SECTION D - FORECASTED CASH NEEDS</b>					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. NonFederal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
<b>SECTION E - BUDGET ESTIMATES FOR FEDERAL FUNDS FOR BALANCE OF THE PROJECT</b>					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Congressional Earmark 2008	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
<b>SECTION F - OTHER BUDGET INFORMATION</b>					
21. Direct Charges		22. Indirect Charges			
23. Remarks					

<b>Name of Grantee Organization</b>
<b>Amount Awarded</b>

<b>Funding Period</b>
to
<b># of Months:</b>

<b>Object Class Category (a.): PERSONNEL</b>				
A Position	B % of Time	C Monthly Salary/Wage	D # of Months	E Cost
1. Project Director - TBI Grant Manager	100.00%	\$ 4,165.00	36.00	\$ 149,940.00
2. Administrative Assistant	60.00%	\$ 3,987.00	36.00	\$ 86,119.20
3.		\$		\$
4.		\$		\$
5.		\$		\$
6.		\$		\$
7.		\$		\$
8.		\$		\$
9.		\$		\$
10.		\$		\$
11.		\$		\$
12.		\$		\$
13.		\$		\$
14.		\$		\$
15.		\$		\$
16.		\$		\$
17.		\$		\$
18.		\$		\$
19.		\$		\$
20.		\$		\$
21.		\$		\$
22.		\$		\$
23.		\$		\$
24.		\$		\$
25.		\$		\$
26.		\$		\$
27.		\$		\$
28.		\$		\$
29.		\$		\$
30.		\$		\$
31.		\$		\$
32.		\$		\$
33.		\$		\$
34.		\$		\$
35.		\$		\$
36.		\$		\$
37.		\$		\$
38.		\$		\$
39.		\$		\$
40.		\$		\$
<b>TOTAL PERSONNEL</b>				\$ 236,059.20

**Budget Narrative - PERSONNEL**

The total amount for Staff Salaries is projected to be \$236,059.20. This includes the cost of a full-time TBI Grant Manager (Project Manager) and a 24 hour per week TBI Administrative Assistant over the course of the project (3 years).



**Object Class Category (b.): FRINGE BENEFITS**

A Position/s	B Benefit/s	C Rate	D Base Amount	E Cost
1. TBI Grant Manager	Full Package	35.00%	\$ 149,940.00	\$ 52,479.00
2.				
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40.				
<b>TOTAL FRINGE BENEFITS</b>				<b>\$ 52,479.00</b>

**Budget Narrative - FRINGE BENEFITS**

The fringe benefit rate for the TBI Grant Manager is 35% and accounts for the full package of benefits that consists of (a) medical, dental and vision coverage; (b) long term disability insurance; (c) holiday and sick leave pay; (d) life insurance; and (e) FICA and Unemployment Insurance. Fringe only applies to the TBI Grant Management position and is based on a rate of 35% of the total salary. The TBI Administrative Assistant position is a temporary position and Fringe is included in personnel costs.

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**Object Class Category (c.): TRAVEL**

A Item	B # of Staff	C # of Units	D Unit Type	E Cost per Unit	F Cost
1. Mileage - TBI Grant Manager	1.00	#####	Miles	\$ 0.55	\$ 7,920.00
2. Lodging for Training/Conferences	3.00	16.0	Day/s	200.00	9,600.00
3. Per Diem for Training/Conferences	3.00	16.0	Day/s	23.85	1,144.80
4. Plane Tkts for Training/Conferences	3.00	6.0	Trip/s	350.00	6,300.00
5. Miscellaneous Travel	2.00	12.0	Day/s	100.00	2,400.00
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7.					
8.					
9.					
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11.					
12.					
13.					
14.					
14.					
16.					
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19.					
20.					
<b>TOTAL TRAVEL</b>					<b>\$ 27,364.80</b>

**Budget Narrative: TRAVEL**

Milage costs for the TBI Grant Manager to help establish and support a Neuro-Resource Facilitation system. Milage is calculated at an average of 400 miles a month over the course of the project (three years = 14,400 miles) at .55 per mile. Training/Conferences includes two two-day out of state trainings per year, including any DOL required training. Training Conferences, per diem, and plane costs include TBI Grant Manager, TBI Program Supervisor, and BIA-VT Executive Director. Miscellaneous Travel funds are for costs associated with local travel & trainings for TBI Grant Manager & Administrative Assistant, including costs associated with the Statewide TBI Advisory Board which meets 4 times a year. Total costs of travel is \$27,364.80

**Object Class Category (d.): EQUIPMENT**

(Includes equipment costing \$5,000 or more and a useful life of more than one year)

A Item	B # of Items	C Cost per Item	D Cost
1.		\$	\$
2.			
3.			
4.			
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19.			
20.			
<b>TOTAL EQUIPMENT</b>			\$

**Budget Narrative: EQUIPMENT**

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**Object Class Category (e.): SUPPLIES**

(Includes equipment costing less than \$5,000)

A Item	B # of Units	C Unit Type	D Cost per Unit	E Cost
1. Office Supplies	36	Month/s	\$ 75.00	\$ 2,700.00
2. Video Projector	1	Item/s	\$1,200.00	\$1,200.00
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20.				
<b>TOTAL SUPPLIES</b>				<b>\$ 3,900.00</b>

**Budget Narrative: SUPPLIES**

Office supplies \$2,700 include file folders, paper, pens, and other basic supplies for TBI Grant Manager and TBI Administrative Assistant . The budgeted amounts listed on the SF-424A worksheets are based on an assessment of costs for similar projects. Video projector will be used for statewide project training.



**Object Class Category (f.): CONTRACTUAL**

A Brief Description	B Cost
1. NRF Services provided by the Brain Injury Association of VT	\$ 495,000.00
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<b>TOTAL CONTRACTUAL</b>	<b>\$ 495,000.00</b>

**Budget Narrative: CONTRACTUAL**

Neuro-resource facilitation services will be sub-contracted through the Brain Injury Association of Vermont (BIA-VT). Contracted services are expected to average \$165,000 per year for three (3) years. These funds will support three and three-quarter (3.75) full-time staff (\$44,000 per position including fringe and admin.); however, combined with other state, federal and private funding sources, the BIA-VT will support at a minimum of eight direct service staff including one (1) Information, Referral and Assistance Specialist, (5) NR Facilitators and two (2) NR Job Developers.

**Object Class Category (h.): OTHER COSTS**  
 (Including Training Expenses)

A Item	B # of Units	C Unit Type	D Cost per Unit	E Cost
1. Training	18	Day/s	\$ \$1,500.00	\$ 27,000.00
2. Educational Materials	60	Item/s	\$50.00	3,000.00
3. Postage	5,700	Item/s	\$0.44	2,508.00
4. Concussion Card & other Direct Mail Items	8,589	Item/s	\$1.00	8,589.00
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20.				
<b>TOTAL OTHER COSTS</b>				<b>\$ 41,097.00</b>

**Budget Narrative: OTHER COSTS**

Training includes materials, room, and speakers for six trainings per year for three years at a cost of \$1,500 per training (\$27,000 total). Educational materials include the costs of books, pamphlets, and DVDs for training purposes based on 20 items per year (\$50 per item) for three years. Postage to mail outreach letters, books, flyers, client documentation, etc. estimated at 1,900 pieces per year for three years at \$.44 each = \$2,508. Cost of Concussion Cards and other Direct Mail pieces estimated at \$1.00 per unit for a total of \$8,589. Total other costs are \$41,097.00

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**Object Class Category (i.): INDIRECT CHARGES**

Choose one of the following options to apply indirect charges to the grant:

**OPTION A**

<b>For grantees that have an approved Indirect Cost Rate Agreement</b>	
Federal agency that issued the agreement	
What is the approved rate (%)?	
What is the base against which rate is applied? (Note: enter description as specified in the agreement)	
What is the the base amount (\$)?	
Enter the rate (%) that will be used for this grant	
Enter the amount (\$) that will be used for this grant	

**OPTION B**

<b>For grantees that <i>DO NOT</i> have an approved Indirect Cost Rate Agreement</b>	
Enter fixed amount (\$) that will be used	\$ 95,100.00

(Note: This will be only temporary until your Indirect Cost Rate Application is Submitted and Approved)

**TOTAL INDIRECT CHARGES** \$ 95,100.00

**Budget Narrative - INDIRECT CHARGES**

The Agency of Human Services Department of Aging and Independent Living (DAIL) does not have an Indirect Cost Rate Agreement but it does have an approved cost allocation plan through the Department of Health and Humnan Services. The 10% rate applied in Option B adequately represents the rate of DAIL's allocation plan.

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**ADMINISTRATIVE COSTS**

*Pursuant to 20 CFR 667.210(b), grantees are advised that there is a 10% limitation on administrative costs on funds administered under this grant. The Grant Officer may, however, approve additional administrative costs up to a maximum of 15% of the total grant award amount, if adequate justification is provided by the grantee at the time of the award. In no event, may administrative costs exceed 15% of the total award amount. The cost of administration shall include those activities enumerated in 20 CFR 667.220(b) and (c).*

**Links:**

[http://www.dol.gov/dol/allcfr/title\\_20/Part\\_667/20CFR667.210.htm](http://www.dol.gov/dol/allcfr/title_20/Part_667/20CFR667.210.htm)

[http://www.dol.gov/dol/allcfr/Title\\_20/Part\\_667/20CFR667.220.htm](http://www.dol.gov/dol/allcfr/Title_20/Part_667/20CFR667.220.htm)

**Budget Narrative - ADMINISTRATIVE COSTS**

There are no administrative costs in addition to the 10% indirect cost noted previously (Option B) as part of the VT Department of Aging and Independent Living's Cost Allocation Plan..

***PART III***

***ASSURANCES / CERTIFICATIONS***



## ASSURANCES - NON-CONSTRUCTION PROGRAMS.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Completed on submission to Grants.gov <i>Carmell J. George</i></p>	<p>* TITLE</p> <p><i>Director, State Unit on Aging</i></p>
<p>* APPLICANT ORGANIZATION</p> <p><i>VT Dept. of Disabilities Aging</i> <i>&amp; Independent Living</i></p>	<p>* DATE SUBMITTED <i>10/17/09</i></p> <p>Completed on submission to Grants.gov</p>

## Lobbying Certification (29 CFR Part 93)

### Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal Action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10.
  - (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
  - (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(see reverse for public burden disclosure)

<p>1. Type of Federal Action:</p> <p>a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p>a. bid/offer/application b. initial award c. post-award</p>	<p>3. Report Type:</p> <p>a. initial filing b. material change For Material Change Only: year ____ quarter date of last report</p>
<p>4. Name and Address of Reporting Entity: ___ Prime ___ Subawardee Tier ____, if known:</p> <p style="text-align: center;">Congressional District, if known:</p>	<p>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime.</p> <p style="text-align: center;">Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p style="text-align: center;">CFDA Number, if applicable:</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):</p> <p style="text-align: center;">(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p> <p style="text-align: center;">(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	
<p>11. Amount of Payment (check all that apply):</p> <p>___ actual ___ planned \$</p> <p>12. Form of Payment (check all that apply):</p> <p>___ a. cash ___ b. in-kind; specify: nature _____ value</p>	<p>13. Type of Payment (check all that apply)</p> <p>___ a. retainer ___ b. one-time fee ___ c. commission ___ d. contingent fee ___ e. deferred ___ f. other, specify:</p>	
<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in item 11:</p> <p style="text-align: center;">(attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: ___ YES ___ NO</p> <p style="text-align: right; color: blue; font-size: 1.2em;">*Not Applicable*</p>		
<p>16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>		<p>Signature: <i>Camille F. George</i> Print Name: <b>Camille F. George</b> Title: <b>Director, State Unit on Aging</b> Telephone Number: <b>802 241 2427</b> Date: <b>12/17/09</b></p>

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**DISCLOSURE OF LOBBYING ACTIVITIES**  
**(Continuation Sheet)**

Reporting Entity:

Page \_\_\_\_ Page

## ***PART IV***

# ***SPECIAL CLAUSES AND CONDITIONS***

*Should there be any inconsistency between these Clauses /  
Conditions and the Awardee's proposal, these Clauses /  
Conditions shall govern.*

# PART IV - SPECIAL CLAUSES

## Clause #1:- BUDGET LINE ITEM FLEXIBILITY

Flexibility is allowed within the grant budget (*except wages, salaries and fringe benefits, and indirect cost rates*), provided no *single line item* is increased or decreased by more than 20%. Changes in excess of 20% and any changes in wages, salaries and fringe benefits, and indirect cost rates **MUST receive** prior written approval from the Grant Officer.

Any changes in mix or match within the wages and salaries line **do not** require a grant modification. However, your assigned DOL Federal Project Officer (FPO) must review these changes prior to implementing these changes. Failure to obtain such prior written approval may result in cost disallowance.

## Clause #2: - INDIRECT COST RATE AND COST ALLOCATION PLAN

This clause is applicable to all awardees receiving funds from multiple sources. Organizations receiving funds from only one source do not need an approved indirect cost rate (ICR) or cost allocation plan (CAP).

Mark the appropriate clause for your organization and fill in the blanks, as appropriate:

A. A current approved CAP or ICR agreement dated \_\_\_\_\_ has been provided and approved by \_\_\_\_\_  
(Federal Cognizant agency - Copy Attached).

Regarding only the ICR agreement,

- a) Indirect Rate approved \_\_\_\_\_%
- b) Type of Indirect Cost Rate (Provisional/Predetermined/Fixed) See attached ICR agreement
- c) Allocation Base See attached ICR agreement
- d) Current period applicable to rate See attached ICR agreement

B. No CAP or ICR agreement has been approved by a Federal Agency.

### Note:

Regarding "B", a pro rata share of the indirect costs specified on the 424A, Section B, Object Class Category, "j", has been approved for the first **90 days** of the grant period. This is based on the fact that your organization has not established an ICR agreement or approved CAP.

Within this 90-day period, you must submit an acceptable indirect cost proposal or CAP to your Federal cognizant agency<sup>1</sup> to obtain a provisional indirect rate or a CAP approval. ***Failure on your part to submit an indirect cost proposal within this 90 day period means that you shall not receive further reimbursement for your indirect costs.***

If DOL is your Federal cognizant agency, proposals shall be sent to the appropriate office in the DOL's Division of Cost Determination (see detailed list attached).

<sup>1</sup> Providing preponderance of Federal funds to the organization.



**Ceiling Indirect Amounts (applicable to A or B above):**

An Indirect Cost ceiling in the amount of \$ 95,100, as specified on the 424A, Section B, Object Class Category, "j", has been applied under this agreement based on the grantee's budget or written documentation received.

The total amount of DOL's financial obligation under this award **will not be** increased to reimburse awardee organizations for higher negotiated indirect cost rates than those rates or amounts identified in this clause.

**Note:**

A ceiling amount does not exclude your organization from the responsibility of submitting an indirect cost rate for approval.

**DIVISION OF COST DETERMINATION, USDOL  
LISTING OF ADDRESSES AND TELEPHONES**

As of February 23, 2009

**A. NATIONAL OFFICE**

Address:	200 Constitution Ave., N.W., Room S-1510-A Washington, D.C. 20210	
Main office number:	(202) 693-4100	
Fax:	(202) 693-4099	
Chief:	Victor M. Lopez e-mail address: <a href="mailto:lopez.victor@dol.gov">lopez.victor@dol.gov</a> (202) 693-4106	<u>States Covered</u>
Cost Negotiators:	Casimer Carros e-mail address: <a href="mailto:carros.casimer@dol.gov">carros.casimer@dol.gov</a> (202) 693-4107	Washington, DC area
	Margie Merced Email address: <a href="mailto:merced.margie@dol.gov">merced.margie@dol.gov</a> (202)693-4104	Washington, DC area
	Damon Tomchick e-mail address: <a href="mailto:tomchick.damon@dol.gov">tomchick.damon@dol.gov</a> (202) 693-4105	Washington, DC area

**B. LISTING OF REGIONAL COST NEGOTIATORS**

<i>Region</i>	<i>Address</i>	<i>States Covered</i>
I, II, & III	Cost Negotiator: Stephen Cosminski e-mail address: <a href="mailto:cosminski.stephen@dol.gov">cosminski.stephen@dol.gov</a>  P.O. Box 509 Perkasie, PA 18944  Tel: (215) 257-8712 Fax: (215) 257-8994	Connecticut, Maine, Massachusetts, New Hampshire, Vermont, Rhode Island, New York, New Jersey, Pennsylvania, Puerto Rico, Delaware, Maryland, Virginia, West Virginia, Virgin Islands
IV	Cost Negotiator: Philip Zahnd e-mail address: <a href="mailto:zahnd.phil@dol.gov">zahnd.phil@dol.gov</a>  111 Zahnd Way Florence, Alabama 35634  Tel: (256) 272-0075 Fax: (256) 272-0085	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee

- V & VII      Cost Negotiator: Ronald Goolsby  
e-mail address: [goolsby.Ronald@dol.gov](mailto:goolsby.Ronald@dol.gov)  
  
230 South Dearborn Street  
10th Floor  
Chicago, Illinois 60604-1505  
  
Tel: (312) 886-5247  
Fax: (312) 353-0127
- VI      Cost Negotiator: Carol McKone  
e-mail address: [mckone.carol@dol.gov](mailto:mckone.carol@dol.gov)  
  
P.O. Box 821067  
Ft. Worth, Texas 76182  
  
Tel: (817) 281-1503  
Fax: (817) 281-1530
- VIII & X      Cost Negotiator: Arthur Campbell  
e-mail address: [campbell.arthur@dol.gov](mailto:campbell.arthur@dol.gov)  
  
P.O. Box 3433  
Renton, WA 98056  
  
Tel: (425) 271-3848  
Fax: (425) 271-5295
- Illinois, Indiana, Iowa, Kansas, Michigan,  
Minnesota, Missouri, North Dakota, South  
Dakota, Nebraska, Ohio, and Wisconsin
- Arkansas, Louisiana, Kentucky, Oklahoma,  
Texas, Colorado, Nevada, Arizona,  
Wyoming & New Mexico
- Alaska, Idaho, Oregon, Washington,  
Montana, Utah, California, & Hawaii

An updated list can also be found at: <http://www.dol.gov/oasam/programs/boc/costdeterminationguide/contact.htm>

# ***PART IV - SPECIAL CONDITIONS***

1. **Federal Project Officer:** The DOL/ETA Federal Project Officer (FPO) for this grant/agreement is:  
Glen Josephson  
U.S. Department of Labor/ETA  
John F. Kennedy Federal Building  
Room E-350  
Boston, MA 02203  
(617)788-0155  
E-mail: [Josephson.Glen@dol.gov](mailto:Josephson.Glen@dol.gov)

The FPO is not authorized to change any of the terms or conditions of the grant/agreement. Such changes, if any, will be accomplished by the Grant Officer by the use of a properly executed grant/agreement modification.

2. **Equipment:** Awardees must receive *prior approval* from the DOL/ETA *Grant Officer* for the purchase and/or lease of any equipment with a *per unit acquisition cost of \$5,000 or more, and a useful life of more than one year*. This includes the purchases of ADP equipment. The grant award *does not* give approval for equipment even if it is specified in a grantee's statement of work unless specifically approved in the grant award execution letter by the Grant Officer. If not, awardee must submit a detailed description list to the FPO for review within 30 days of the grant/agreement award date. Failure to do so will necessitate the need for approval of equipment purchase on an individual basis.
3. **Program Income:** The awardee is authorized to utilize the addition method if any *Program Income* is generated throughout the duration of this grant/ agreement. The awardee is allowed to deduct costs incidental to generating Program Income to arrive at a net Program Income [29 CFR Part 95.24©]; or [29 CFR Part 97.25©(g)(2)].
4. **Pre-Award:** The awardee hereby agrees that all costs incurred by the awardee prior to the start date specified in the grant agreement issued by the Department are *incurred at the awardee's own expense*.
5. **Reports:**  
(A) Pursuant to Training and Employment Notice (TEN) 12-07, Implementation of New OMB Approved Form ETA 9130, U.S. DOL ETA FINANCIAL REPORT, dated October 1, 2007, all ETA grantees are required to report quarterly financial data on the ETA 9130, beginning with the quarter ending September 30, 2007. (From the September 30, 2007

reporting quarter and forward, previously required financial reporting forms, including the Standard Form 269, are no longer accepted by ETA.) The ETA on-line reporting system has been modified to accommodate the ETA 9130 required data elements, which include a new Federal cash section. Expenditures are required to be reported on an accrual basis, cumulative from the beginning of the life of a grant, through the end of each reporting period. Upon receipt of an ETA award, grantees will receive instructions for accessing both the on-line financial reporting system and the HHS Payment Management System. Copies of the ETA 9130 and detailed reporting instructions are available at [www.doleta.gov/grants](http://www.doleta.gov/grants). The ETA Basic reporting format is applicable for the WIA Incentive grants.

Grantees are no longer required to submit the SF-272, Federal Cash Transaction Report, and SF-272 (a) Federal Cash Transaction Report, Continuation Sheet, provided the grantee files the SF- 272 (e) electronic report in accordance with the HHS Payment Management System requirements. Grantees are required to submit a brief narrative quarterly and final report to the designated Federal Project Officer (FPO) and the Grant Officer (GO) on grant activities funded under this agreement. All reports become due no later than 45 days after the end of each reporting quarter. Reporting quarter end dates are June 30, September 30, December 31, and March 31.

#### (B) QUARTERLY PERFORMANCE REPORTS

The awardee shall submit the QUARTERLY performance report to the ETA not later than 45 days after the end of the calendar quarters; and FINAL progress reports not later than 90 days after all funds have been expended, or the period of grant funds availability has expired. ***(DO NOT MAIL REPORTS DIRECTLY TO THE GRANT OFFICER).***

- (1) The awardee shall use the standard forms and instructions (including Form 9134) to report on employment outcomes and other data relating to the performance reports.
- (2) The awardee shall utilize ETA's electronic reporting system to submit their quarterly reports.

6. **Consultants:** *Consultant* fees paid under this grant/agreement shall be limited to \$585 per day without additional DOL Grant Officer approval.

7. **Rebates:** The awardee agrees to advise the Grant Officer, in writing, of any *forthcoming* income resulting from lease/rental rebates or other rebates, interest, credits or any other monies or financial benefits to be received directly or indirectly as a result of or generated by these award dollars. Appropriate action must be taken to ensure that the Government is reimbursed proportionally from such income.

8. **Publicity:** No funds provided under this grant shall be used for publicity or propaganda purposes, for the preparation, distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress, except in presentation to the Congress itself. Nor shall grant funds be used to pay the salary or expenses of any grant or agreement awardee or agent acting for such awardee, related to any activity designed to influence legislation or appropriations pending before the Congress.
9. **Public Announcements:** When issuing statements, press releases, requests for proposals, bid solicitation, and other documents describing project or programs funded in whole or in part with Federal money, all awardees receiving Federal funds, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.
10. **Executive Order 12928:** In compliance with Executive Order 12928, the Grantee is strongly encouraged to provide subcontracting/ subgranting opportunities to Historically Black Colleges and Universities (HBCUs) and other Minority Institutions (MIs) such as Hispanic Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals (SDBs).
11. **Procurement:** Except as specifically provided, DOL/ETA acceptance of a proposal and an award of federal funds to sponsor any program(s) does not provide a waiver of any grant requirements and/or procedures. For example, the OMB circulars require an entity's procurement procedures must require that all procurement transactions shall be conducted, as practical, to provide open and free competition. If a proposal identifies a specific entity to provide the services, the DOL/ETA's award does not provide the justification or basis to sole-source the procurement, i.e., avoids competition.
12. **Veteran's Priority Provisions:** The Jobs for Veterans Act (Pub. L. 107-288) provides priority of service to veterans and spouses of certain veterans for the receipt of employment, training, and placement services in any job training program directly funded, in whole or in part, by DOL. Grantees are required to provide priority of services for veterans and eligible spouses pursuant to 20 CFR part 1010, the regulations implementing priority of service for veterans and eligible spouses in Department of Labor job training programs under the Jobs for Veterans Act published at 73 Fed. Reg. 78132 on December 19, 2008. In circumstances where a grant recipient must choose between two equally qualified candidates for training, one of whom is a veteran, the Jobs for

Veterans Act requires that grant recipients give the veteran priority of service by admitting him or her into the program. To obtain priority of service a veteran must meet the program's eligibility requirements. Grantees must comply with DOL guidance on veterans' priority. Currently, ETA Training and Employment Guidance Letter (TEGL) No. 5-03 (September 16, 2003) provides general guidance on the scope of the Job for Veterans Act and its effect on current employment and training programs. TEGL No. 5-03, along with additional guidance, is available at the "Jobs for Veterans Priority of Service" Web site: <http://www.doleta.gov/programs/vets>.

13. **Audits:** The awardee agrees to comply with the required financial and compliance audits in accordance with the Single Audit Act of 1984.
  
14. **Salary and Bonus Limitations:** Under Public Law 109-234 and Public Law 111-8, Section 111, none of the funds appropriated in Public Law 111-5 or prior Acts under the heading "Employment and Training" that are available for expenditure on or after June 15, 2006, shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. These limitations also apply to grants funded under this SGA. The salary and bonus limitation does not apply to vendors providing goods and services as defined in OMB Circular A-133. See Training and Employment Guidance Letter number 5-06 for further clarification:  
[http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2262](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2262).
  
15. **Intellectual Property Rights:** The Federal Government reserves a paid up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the grantee, subgrantee or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or licensing fee associated with such copyrighted material, although they may be used to pay costs for obtaining a copy which are limited to the developer/seller costs of copying and shipping. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities.

If applicable, the following needs to be on all products developed in whole or in part with grant funds:

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes are permissible. All other uses require the prior authorization of the copyright owner."

16. **Evaluation, Data, and Implementation:** The grantee agrees to cooperate with the U.S. Department of Labor (USDOL) in the conduct of a third-party evaluation, including providing to USDOL or its authorized contractor appropriate data and access to program operating personnel and participants in a timely manner.

17. **ACORN Prohibition:** The Employment and Training Administration (ETA) issued a Training and Employment Guidance Letter (TEGL) number 08-09, which can be found at <http://wdr.doleta.gov/directives/>. This TEGL provides detailed guidance concerning this prohibition. ***All Grantees, Contractors, sub-recipients, and sub-contractors using ETA funds must not enter into any type of grant, contract, cooperative agreement, agreement, memoranda of understanding, or any other method of procurement with ACORN or any of their affiliates.***

Signing this award agreement, or the expenditure of grant funds, certifies that your organization has read and will comply with all parts of this grant agreement.



# ***ATTACHMENTS***

***#1 - QUARTERLY FINANCIAL  
STATUS  
REPORT (ETA-9130)***

# U.S. DOL ETA FINANCIAL REPORT

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by DOL	OMB Approval No 1205-0461  Expires 11/30/2008
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3. Recipient Organization (Name and complete address including Zip code)

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number	6. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No	7. Basis of Accounting <input type="checkbox"/> Accrual
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8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
---	------------------------	--

10. Transactions	Cumulative
<b>Federal Cash :</b>	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Total administrative expenditures	
g. Federal share of unliquidated obligations	
h. Total Federal obligations (sum of lines e and g)	
i. Unobligated balance of Federal funds (line d minus h)	
<b>Recipient Share:</b>	
j. Total recipient share required	
k. Recipient share of expenditures	
l. Recipient share of unliquidated obligations	
m. Total recipient obligations (sum of lines k and l)	
n. Remaining recipient share to be provided (line j minus m)	
<b>Program Income:</b>	
o. Total Federal program income earned	
p. Program income expended in accordance with the addition method	
q. Unexpended program income (line o minus line p)	
<b>11. Additional expenditure data required</b>	
a. Other Federal funds expended	

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all expenditures and unliquidated obligations are for the purposes set forth in the award documents.

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
	d. Email address
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)

Prescribed by OMB A-102 and A-110

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (1205-0NEW), Washington, DC 0503.

**U.S. DOL ETA  
Financial Status Report  
Instructions**

**(Basic Instructions for ETA – 9130)**

**Report Submission**

- 1) Recipients will be required by U.S. DOL/ETA to submit the Financial Report (FR) electronically through on-line reporting.
- 2) Recipients will be provided passwords/PINs to facilitate reporting.

**Reporting Requirements**

- 1) The submission of the FR will be on a quarterly basis. A final FR shall be required at the completion of the award agreement. For quarterly reports, the following calendar quarter reporting period end dates shall be used: 3/31, 6/30, 9/30, and 12/31. For the final FR, the reporting period end date shall be the end date of the project/grant period.
- 2) Quarterly reports shall be submitted no later than 45 days after the end of each specified reporting period. Final reports shall be submitted no later than 90 days after the project/grant period end date.

Note: U.S. DOL/ETA requires both cash management and financial status information for all reports.

**Line Item Instructions for the U.S. DOL ETA Financial Report**

FR Number	Reporting Item	Instructions
<b>Cover Information</b>		
	Federal Agency and Organizational Element to Which Report is Submitted	Enter "U.S. Department of Labor Employment & Training Administration."
	Federal Grant or Other Identifying Number Assigned by Federal Agency	Enter the grant number assigned to the award by DOL/ETA.
	Recipient Organization	Name and complete address including zip code.
a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
b	EIN	Enter the recipient organization's Employer Identification Number (EIN).
	Recipient Account Number or Identifying Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the DOL/ETA.
	Final Report (Yes/No)	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 8.
	Basis of Accounting (Accrual)	Mark box indicating recipient uses an accrual basis reporting system for recording transactions related to this award. DOL/ETA regulations require that recipients report expenditures and program income on an accrual basis. For accrual basis reporting, accrued expenditures are recorded when a requirement to pay is established.  Note: Recipients are not required to change their accounting systems to

FR Number	Reporting Item	Instructions
		accommodate DOL/ETA requirements that differ from their underlying accounting practices. Instead, recipients must furnish the requested information based on available documentation and best estimates.
8	Project/Grant Period, From: (Month, Day, Year)	Indicate the period established in the grant award document during which DOL/ETA sponsorship begins and ends.  Note: DOL/ETA requires financial reports to be cumulative by fiscal year of appropriation. This requirement will necessitate submittal of separate financial reports for each source of funds available for expenditure under a DOL/ETA grant.
	Project/Grant Period ,To: (Month, Day, Year)	See the instructions immediately above for "Project/Grant Period, From: (Month, Day, Year)".
9	Reporting Period End Date: (Month, Day, Year)	Enter the ending date of the reporting period. For DOL/ETA required quarterly financial reports, the following calendar quarter reporting period end dates shall be used: 3/31, 6/30, 9/30, and 12/31. For the final FR, the reporting period end date shall be the end date of the project/grant period.
10	<b>Transactions</b> Enter cumulative amounts for each line item as of the reporting period end date. Use Line 11, Remarks, to provide any information deemed necessary to support/explain the numbers provided on the FR.	
<b>Federal Cash</b>		
10a	Cash Receipts	Enter the cumulative amount of actual cash received from the DOL/ETA grant as of the reporting period end date. Cash receipts are reflected in the total amount of grant funds drawn down from the Payment Management System. (PMS)
10b	Cash Disbursements	Enter the cumulative amount of DOL/ETA grant fund disbursements (e.g., cash, checks) as of the reporting period end date. Disbursements are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and subcontractors.
10c	Cash On Hand (Line 10a minus Line 10b)	Enter the amount of Line 10a minus Line 10b. This amount should represent immediate cash needs. If any drawdown was made prematurely or there are other reasons for any excess cash on hand, provide an explanation on Line 11, Remarks.
<b>Federal Expenditures and Unobligated Balance:</b>		
10d	Total Federal Funds Authorized	Enter the total amount of DOL/ETA grant funds authorized as of the reporting period end date.
10e	Federal Share of Expenditures	Enter the cumulative amount of accrued expenditures from DOL/ETA grant funds. Accrued expenditures are the sum of actual cash disbursements for direct charges for goods and services; the amount of indirect expenses charged to the award; and the amount of cash advances and payments made to subrecipients and subcontractors MINUS any rebates, refunds, or other credits. Accrued expenditures also include the total costs of all goods and property received or services performed, whether or not a cash payment has occurred. Accrued expenditures are

Form Number	Reporting Item	Instructions
		recorded in the reporting quarter in which they occur, regardless of when the related cash receipts and disbursements take place.
10f	Total Administrative Expenditures	Enter the cumulative amount of accrued expenditures for administrative activities. Administrative activities are necessary and reasonable costs (direct and indirect) which are not related to the direct provision of services to participants, but to overall general administrative functions. Consult your program/grant regulations for specific definitions and limitations on administrative costs. (This is a portion of the amount reported on Line 10e.)
10g	Federal Share of Unliquidated Obligations	<p>Unliquidated obligations reflect any obligation that has not been reported as an accrued expenditure or for which a cash disbursement has not yet occurred as of the reporting period end date. Enter the DOL/ETA grant funds portion of unliquidated obligations which includes direct and indirect expenditures incurred but not yet paid or charged to the award, including amounts due to subrecipients and subcontractors. On the final report, this line should be zero.</p> <p><i>Do not include any amount in Line 10g that has been reported in Line 10e or Line 10f. Do not include any amount in Line 10g for a future commitment of funds (e.g., long-term contract) for which an obligation/accrual has not been incurred.</i></p>
10h	Total Federal Share (Sum of Lines 10e and 10g)	Enter the sum of Lines 10e and 10g.
10i	Unobligated Balance of Federal funds (Line 10d minus Line 10h)	Enter the amount of Line 10d minus Line 10h.
<b>Recipient Share:</b>		
10j	Total Recipient Share Required	If your DOL/ETA program/grant includes a required matching amount of funds, enter the total required match amount for the project/grant period. The required recipient share to be provided includes all matching funds provided by recipients and third-party providers to meet the level required by the DOL/ETA. This amount should not include any match funds in excess of the amount required by DOL/ETA (e.g., cost overruns for which the recipient incurs additional expenses and, therefore, contributes a greater level match than the level required by DOL/ETA). If your program/grant does not have a required match, enter zero.
10k	Recipient Share of Expenditures	Recipient share refers to any non-DOL/ETA funds, including any required matching funds, expended for the purposes or activities of the project or program. Enter the total amount of actual disbursements or accrued expenditures (less any rebates, refunds, or other credits) including payments to subrecipients and subcontractors from non-DOL/ETA funds only. This amount may include the value of allowable in-kind match contributions and any non-DOL/ETA sources of program income.
10l	Recipient Share of Unliquidated Obligations	Unliquidated obligations reflect any obligations that has not been reported as an accrued expenditure or for which a disbursement has not occurred as of the reporting period end date. Enter the portion of unliquidated

FFR Number	Reporting Item	Instructions
		<p>obligations which includes direct and indirect expenses incurred but not yet paid, including amounts due to subrecipients and subcontractors from non-DOL/ETA funds only.</p> <p><i>Do not include any amount in Line 10l that has been reported in Line 10k. Do not include any amount in Line 10l for a future commitment of funds (e.g., long-term contract) for which an obligation/accrual has not been incurred.</i></p>
10m	Total Recipient Share (sum of Lines 10k and 10l)	<p>Enter the sum of Lines 10k and 10l.</p> <p>Note: Recipient share may exceed the required match amount as stated in Line 10j.</p>
10n	Remaining Recipient Share to be Provided (Line 10j minus Line 10m)	<p>Enter the amount of Line 10j minus Line 10m. If recipient share in Line 10m is greater than the required match amount in Line 10j, enter zero.</p>
<b>Program Income:</b>		
10o	Total Federal Program Income Earned	<p>Enter the total amount of program income earned by the recipient directly generated as a result of allowable and supported activities of the DOL/ETA program/grant. If no program income is earned during the project/grant period, enter zero for this line item and section.</p>
10p	Program Income Expended in Accordance With the Addition Alternative	<p>Enter the total amount of program income that is expended to further or continue any allowable project or program activities of the DOL/ETA grant.</p>
10q	Unexpended Program Income (Line 10o minus Line 10p)	<p>Enter the amount of Line 10o minus Line 10p. This is the amount of program income that has been earned but not expended, as of the reporting period end date.</p>
<b>11. Additional Expenditure Data Required</b>		
11a	Other Federal funds expended	<p>Enter other Federal funds expended for the same purpose for which subject grant was awarded.</p>
12	Remarks	<p>Enter any explanations deemed necessary or information required by DOL/ETA.</p>
13a-b	Certification	<p>The authorized official certifies by entering PIN.</p>
13c	Telephone (Area Code, Number and Extension)	<p>Enter the telephone number (including area code and extension) of certifying individual..</p>
13d	Email Address	<p>Enter the email address of the certifying individual.</p>
13e	Date Report Submitted (Month, Day, Year)	<p>Enter the date the FR is submitted to DOL/ETA in the format of month, day, year.</p>
14	Agency Use Only	<p>This section is reserved for DOL/ETA use.</p>

## Request for Classification Review Position Description Form A

### For Department of Personnel Use Only

Notice of Action # _____	Date Received (Stamp) _____
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____	
New Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____	
Classification Analyst _____	Date _____
Comments: _____	Effective Date: _____
	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____	Mental Demands: _____
Working Conditions: _____	Accountability: _____
	Total: _____

#### Incumbent Information:

Employee Name:  Employee Number:

Position Number:  Current Job/Class Title:

Agency/Department/Unit:  Work Station:  Zip Code:

Supervisor's Name, Title, and Phone Number:

How should the notification to the employee be sent:  employee's work location  or  other address, please provide mailing address:

#### New Position/Vacant Position Information:

New Position Authorization:  Request Job/Class Title:

Position Type:  Permanent or  Limited / Funding Source:  Core,  Partnership, or  Sponsored

Vacant Position Number:  Current Job/Class Title:

Agency/Department/Unit:  Work Station:  Zip Code:

Supervisor's Name, Title and Phone Number:

#### Type of Request:

**Management:** A management request to review the classification of an existing position, class, or create a new job class.

**Employee:** An employee's request to review the classification of his/her current position.

## 1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

What?

The TBI Grant Manager is responsible for the development of comprehensive services for Vermonters with traumatic brain injury (TBI) not served by Medicaid Waiver services. Towards this goal it manages state and federal funds, including a \$1 million earmark focused on serving Vermont veterans with TBI returning from Operation Iraqi Freedom (OIF) and Operaiton Enduring Freedom (OEF).

It is estimated that over 8,000 Vermont residents are living with some type of Traumatic Brain Injury (TBI) and this number is expected to increase. Up to 20% of veterans returning from OIF and OEF are expected to have some form of TBI. While veterans primarily receive services for TBI through the Veterans Administration (VA), it is anticipated that many veterans and family member will seek services outside of the VA.

While number of Vermonters with TBI increases, Vermont's Medicaid Waiver services are currently only able to serve 70 individuals. The remaining population is served with limited non-Medicaid, federal and state funds, specifically allocated for TBI services. The TBI Grant Manager is responsible for the acquisition and use of funds, including the \$1 million earmark, to support system development outside of the current TBI Medicaid services system.

How?

This position will provide administrative, planning, fiscal management and coordination for the development of non-Medicaid funded TBI services. This includes identifying financial resources, grant writing, and grant administration including: oversight of grant activities, quality assurance, collecting and collating data, fiscal management, and submission of required reports. Additional duties include:

1. Devloping and supervising sub-contracts, including setting and monitoring outcomes.
2. Acting as liaison with project collaborators, including sub-contractors and other state agencies.
3. Oversee acquisition of in-kind contributions as required by funding source.
4. Providing oversight for the development and functioning of the State TBI Advisory Board, and the TBI Advisory Board Steering Committee.
5. Supervising the TBI Administrative Assistant.



## 1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

What?

The TBI Grant Manager is responsible for the development of comprehensive services for Vermonters with traumatic brain injury (TBI) not served by Medicaid Waiver services. Towards this goal it manages state and federal funds, including a \$1 million earmark focused on serving Vermont veterans with TBI returning from Operation Iraqi Freedom (OIF) and Operaiton Enduring Freedom (OEF).

It is estimated that over 8,000 Vermont residents are living with some type of Traumatic Brain Injury (TBI) and this number is expected to increase. Up to 20% of veterans returning from OIF and OEF are expected to have some form of TBI. While veterans primarily receive services for TBI through the Veterans Administration (VA), it is anticipated that many veterans and family member will seek services outside of the VA.

While number of Vermonters with TBI increases, Vermont's Medicaid Waiver services are currently only able to serve 70 individuals. The remaining population is served with limited non-Medicaid, federal and state funds, specifically allocated for TBI services. The TBI Grant Manager is responsible for the acquisition and use of funds, including the \$1 million earmark, to support system development outside of the current TBI Medicaid services system.

How?

This position will provide administrative, planning, fiscal management and coordination for the development of non-Medicaid funded TBI services. This includes identifying financial resources, grant writing, and grant administration including: oversight of grant activities, quality assurance, collecting and collating data, fiscal management, and submission of required reports. Additional duties include:

1. Devloping and supervising sub-contracts, including setting and monitoring outcomes.
2. Acting as liaison with project collaborators, including sub-contractors and other state agencies.
3. Oversee acquisition of in-kind contributions as required by funding source.
4. Providing oversight for the development and functioning of the State TBI Advisory Board, and the TBI Advisory Board Steering Committee.
5. Supervising the TBI Administrative Assistant.

Why?

The overriding goal of this position is to develop a comprehensive system of care for all Vermonters with traumatic brain injury currently not served with Medicaid funds. This may include:

- Increasing Provider knowledge and skill,
- Coordination of Public Education initiatives,
- Tracking the incidence and prevalence of TBI,
- Building capacity for direct services.

## 2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

This position collaborates with other state department representatives including the Department for Children and Families, Department of Mental Health, Department of Corrections, and Division of Disability and Aging Services program managers. It develops, facilitates, and monitors system development for the Brain Injury Association of Vermont's Statewide Neuro Resource Facilitation Program. This position facilitates ongoing collaboration and service development with the Veterans Administration Polytrauma Clinic and the Vermont Military Family Community Network to support returning Veterans with Traumatic Brain Injury.

## 3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Education: Bachelors degree in human services and extensive experience with state human services.

Must have Considerable knowledge and experience in the field of traumatic brain injury as well as extensive knowledge of services, supports, and best practices designed to assist both children, adults, and veterans with traumatic brain injury and other disabilities to live as independently as possible in their own community.

Must have ability to establish and maintain effective working relationships to collaborate and coordinate with other agencies, providers, advocates, and the public. Must have considerable knowledge of program development principles and techniques

Considerable Knowledge of Microsoft applications (Word, Excel, Outlook, Access, PowerPoint, and Publisher) is required.

Experience in grant management including fiscal oversight

Ability to correctly interpret and apply funding rules and regulations of considerable complexity.

Ability to communicate effectively, both orally and in writing.

Ability to evaluate grant project accomplishments in relation to project goals, activities, and timelines.

Ability to develop sub-contracts, including budgets and contract deliverables

Ability to manage different funding sources, with varied reporting requirements, towards a common goal.

Ability to provide quality assurance oversight

Ability to write grant proposals and prepare grant reports including related budget documents.

Supervisory experience and knowledge of supervisory principles and practices.

#### 4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

Yes: TBI Administrative Assistant and additional supervision of contracts and consultants.

#### 5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Supervision is provided by the TBI Program Supervisor. Weekly meetings with the TBI program Supervisor occur to review and discuss grant goals and objectives. This position is expected to have a level of self-reliance and direction. Duties are performed with substantial independence under the general direction of the Division of Disability and Aging Services Adult Services Unit Director. Attends monthly Adult Services Unit meetings. Annual evaluation identifies areas that may need improvement.

#### 6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

Writing grant proposals and grant reports with strict and sometimes short deadlines

Utilizing different funding sources, with varied requirements, to create a comprehensive system of care for Vermonters with TBI. For example, funds may require an in-kind match while other do not, so care must be taken in how funds are blended and braided.

Collaborating and coordinating with agencies, providers, advocates, the public, and meeting specific timelines will present challenges and opportunities and require significant effort. For example, there are 24 TBI Advisory Board members that represent state agencies, providers, advocates, and the public that all play a role in meeting the goals of this grant.

**7. Accountability**

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

"To ensure that individuals with brain injury will have available a comprehensive system of supports and services that will foster optimal functioning, living, and working in one's own community." This involves overseeing the administration of a projected 2 (two) million dollars in federal grant funds and additional state funds. This includes ensuring that Federal in-kind match is collected and accounted for as applicable.

**8. Working Conditions**

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Extensive in-state travel.	10%
Interaction and differences of opinions with service providers, agency personnel, and family members can be anticipated, requiring considerable tact and diplomacy.	10%
Implementation and oversight of a statewide neuro resource facilitation program for veterans and	40%

civilians with all levels of brain injury statewide. Writing complex grant proposals or grant reports with strict deadlines. Evening, weekend, or overtime duty may be anticipated as well as travel to National Conferences to represent Vermont .	10% 10%
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- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Driving statewide and sometimes in neighboring states to do client assessments and provider meetings in all weather conditions to provide perform clinical intake and technical assistance	5%

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
Education and presentation materials, laptop, computer equipment, etc.	10-20 lbs	weekly

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Driving	Required an avg. of 1x/week in-state
Sitting	Much of the time is spent at the computer, in meetings, driving, at hospital doing assessments, or on the phone

**Additional Information:**

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

This position must be self-directed and able to operate independently under the general
---

supervision of a the TBI Program Supervisor.

Employee's Signature (required):



Date:

12/23/09

**Supervisor's Section:**

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

Oversight and Management of Federal Grants as they play an integral role in the development of systems to support the expanding needs of individuals with brain injury in Vermont.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

Grantwriting and administration including the development and supervision of outcomes as well as being a liaison with project partners.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

This accurately describes the duties and Responsibilities of the TBI Grant Manager

4. Suggested Title and/or Pay Grade:

TBI Grant Manager Grade 24

Supervisor's Signature (required):



Date:

12/23/09

**Personnel Administrator's Section:**

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes  No If yes, please provide detailed information.

Attachments:

Organizational charts are **required** and must indicate where the position reports.

Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Suggested Title and/or Pay Grade:

[Empty box for suggested title and/or pay grade]

Personnel Administrator's Signature (required):

*Susan R. Jewett*

Date:

*1-13-10*

**Appointing Authority's Section:**

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

[Empty box for clarifying information and/or additional comments]

Suggested Title and/or Pay Grade:

*TBI Grant Manager PG 24*

*Jean K. DeNeceal*

Appointing Authority or Authorized Representative Signature (required)

*12/28/09*

Date





## Request for Classification Review Position Description Form A

### For Department of Personnel Use Only

Notice of Action # _____	Date Received (Stamp) _____
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____	
New Mgt Level ____ B/U ____ OT Cat. ____ EEO Cat. ____ FLSA ____	
Classification Analyst _____	Date _____
Comments: _____	Effective Date: _____
	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____	Mental Demands: _____
Working Conditions: _____	Accountability: _____
	Total: _____

#### Incumbent Information:

Employee Name:  Employee Number:   
Position Number:  Current Job/Class Title:   
Agency/Department/Unit:  Work Station:  Zip Code:   
Supervisor's Name, Title, and Phone Number:   
How should the notification to the employee be sent:  employee's work location  or  other address, please provide mailing address:

#### New Position/Vacant Position Information:

New Position Authorization:  Request Job/Class Title:   
Position Type:  Permanent or  Limited / Funding Source:  Core,  Partnership, or  Sponsored  
Vacant Position Number:  Current Job/Class Title:   
Agency/Department/Unit:  Work Station:  Zip Code:   
Supervisor's Name, Title and Phone Number:

#### Type of Request:

**Management:** A management request to review the classification of an existing position, class, or create a new job class.

**Employee:** An employee's request to review the classification of his/her current position.

## 1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

What?

The TBI Administrative Assistant supports the TBI Grant Manager to develop comprehensive services for Vermonters with traumatic brain injury (TBI) not served by Medicaid Waiver services. This includes providing administrative support to manage state and federal funds, including a \$1 million earmark through the Department of Labor, focused on serving Vermont veterans with TBI returning from Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF).

It is estimated that over 8,000 Vermont residents are living with some type of Traumatic Brain Injury (TBI) and this number is expected to increase. Up to 20% of veterans returning from OIF and OEF are expected to have some form of TBI. While veterans primarily receive services for TBI through the Veterans Administration (VA), it is anticipated that many veterans and family member will seek services outside of the VA.

Available services are currently limited and Vermont's Medicaid Waiver services are only able to serve 70 individuals. The remaining population is served with non-Medicaid, federal and state funds, including the recent DOL Earmark, that are specifically allocated for TBI services. As federal grant and state allocations increase, so does the administrative responsibilities for the funds and the activities they sponsor.

The TBI Administrative Assistant will provide clerical support for these non-Medicaid grant funds, including the new Department of Labor Earmark. These duties include the collection and filing of required data and supporting documents, tracking and recording in-kind contributions from project collaborators and tracking memberships and recording and distributing minutes for the TBI Advisory Board and TBI Steering Committee.

How?

Under the supervision of the TBI Grant Manager the TBI Administrative Assistant will provide administrative support to assist with:

1. Ensuring all State and Federal financial and progress reporting requirements are met in a timely manner.
2. Coordination of public education and trained workforce activities
3. Assist with membership and correspondence with the State TBI Advisory Board and the

TBI Steering Committee.

4. Developing and supervising sub-contracts, including setting and monitoring outcomes.
5. Acting as liaison with project collaborators, including sub-contractors and other state agencies.
6. Oversee acquisition of in-kind contributions as required by funding source.

Why?

The overriding goal of this position is to support the development of a comprehensive system of care for all Vermonters with traumatic brain injury currently not served with Medicaid funds. This may include supporting the TBI Grant Manager to:

- Increasing Provider knowledge and skill,
- Coordinate of Public Education initiatives,
- Track the incidence and prevalence of TBI,
- Build capacity for direct services.

## 2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

This position will provide clerical support to the TBI grant manager and the TBI Program. On occasion they may represent the Grant manager or TBI program at State level agencies, health care and service providers, advocacy organizations, professionals in the field of TBI, individuals with TBI and their families, the general public, contractors, consultants, and organizations serving veterans. This position also provides administrative support to the TBI Advisory Board and TBI Steering Committee. Examples include scheduling meetings, recording minutes, organizing trainings, tracking in-kind contributions, etc.

## 3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

NA

## 4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and

other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

No

### 5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Supervision is provided by the TBI Grant Manager with input from the TBI Program Supervisor. Weekly meetings with the TBI Grant manager occur to review and discuss funding goals and objectives. This position is expected to have a level of self-reliance and direction. This position is expected to attend monthly Adult Services Unit meetings. Annual evaluation will identify areas that may need improvement.

### 6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

Prioritizing work assignments and coordinating with state agencies, sub-grant providers and contractors, TBI providers, advocates, and the general public will present challenges and opportunities and require significant effort. Knowledge of MS Office Programs will be critical in establishing systems to satisfy State and federal reporting requirements.

### 7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

This position primarily provides administrative support to the TBI Grant Manager in completion of the goals outlined by Federal and State funds, monitoring expenditures, and ensuring that required in-kind match is collected.

### 8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Duties are performed predominately in an office setting	
Private means of transportation should be available for occasional travel when appropriate.	
Must be adaptable and able to work within tight time limits and under considerable stress. Some evening and weekend duty may be necessary.	

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
N/A	

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
Education and presentation materials, laptop, computer equipment, etc.	10-20 lbs	weekly

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Walking, sitting, driving, bending, reaching are required	Daily

**Additional Information:**

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

This position must be self-directed, particularly in regard to seeking in-kind contributions required by funding, and organizing meetings and maintaining correspondence with the TBI Advisory Board and TBI Steering Committee.

Employee's Signature (**required**): \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor's Section:**

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

Clerical support for oversight and Management of Federal Grants as they play an integral role in the development of systems to support the expanding needs of individuals with brain injury in Vermont.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

Ability to organize detailed information, interact with a variety of stakeholders, and be self directed in maintaining in-kind contributions, and tracking and correspondence with members of the State TBI Advisory Board and TBI Steering Committee.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

This accurately describes the duties and Responsibilities of the TBI Administrative Assistant

4. Suggested Title and/or Pay Grade:

TBI Administrative Assistant (Admin B) Grade 19

Supervisor's Signature (required):



Date: 1/12/2010

**Personnel Administrator's Section:**

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes  No If yes, please provide detailed information.

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.



Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (required): Sara R. Jewett Date: 1-13-10

**Appointing Authority's Section:**

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Suggested Title and/or Pay Grade:

TBI Administrative Assistant (Admin B) Grade 19

Joan L. Lereval  
Appointing Authority or Authorized Representative Signature (required)

1/13/10  
Date



State of Vermont  
Department of Labor  
5 Green Mountain Drive  
P.O. Box 488  
Montpelier, VT 05601-0488  
[www.labor.vermont.gov](http://www.labor.vermont.gov)

[phone] 802-828-4000  
[fax] 802-828-4022

August 18, 2009

Glen McClintock, LICSW  
Traumatic Brain Injury Grant Manager  
Division of Disability and Aging Service  
Individual Supports Unit  
103 South Main Street, Weeks Building  
Waterbury, VT 05671-1601

RE: Earmark for Neuro-Resource Facilitation for Veterans with Traumatic Brain Injury (TBI)

Dear Mr. McClintock:

The Vermont Department of Labor, Disability Program Navigator Initiative (DPN), looks forward to collaborating with the Brain Injury Association of Vermont (BIA-VT) who will be providing employment focused neuro-resource facilitation (NRF) services for returning veterans and other Vermonters with Traumatic Brain Injury (TBI).

Neuro-resource (NR) Facilitators will help DPNs by supporting access to appropriate TBI assessment and treatment; by providing education, training and support to families and health care professionals; and by providing access to TBI funding focused on supporting independence. These disability specific services will help Navigators support disabled veterans and other Vermonter's with TBI to become employed.

In addition, an NRF Job Developer will help support the work of the Disability Navigators by providing education and training to the Vermont business community concerning issues facing veterans with TBI and the valuable human resource they represent.

Given the large numbers of Vermonters with traumatic brain injury (TBI) who do not currently qualify for services and the anticipated increase in returning veterans with TBI, the Vermont Department of Labor, Disability Navigator Program Initiative, strongly supports this earmark proposal.

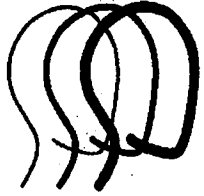
Sincerely,

A handwritten signature in black ink, appearing to read "Jim", written over a faint circular stamp.

Jim Greenwood, Director  
Workforce Development

JG:ds





# Brain Injury Association of Vermont

877-856-1772 - [support1@biavt.org](mailto:support1@biavt.org) - [www.biavt.org](http://www.biavt.org)

P.O. Box 482, Waterbury, VT 05676

August 3, 2009

Glen McClintock, LICSW  
Traumatic Brain Injury Grant Manager  
Division of Disability and Aging Service  
Individual Supports Unit  
103 South Main Street, Weeks Building  
Waterbury, VT 05671-1601

RE: Earmark for Neuro-Resource Facilitation for veterans with Traumatic Brain Injury (TBI)

The mission of the Brain Injury Association of Vermont (BIA-VT) is to create a better future for Vermonters with brain injury and their families through prevention, education, advocacy and support. Our vision is to bring Vermont to a place where brain injuries are prevented and those who already have a brain injury can get all the help they need.

Our partnership with the Agency of Human Services, TBI Program is helping us to reach our mission and make our vision a reality. With earmark funding, the BIA-VT will be able to expand services to serve the needs of returning veterans with TBI and make sure that they have access to up to date information regarding benefits, appropriate treatment, and community resources.

Our unique focus on employment will provide disability specific support for veterans and other Vermonters with TBI. We are uniquely positioned to provide expertise in the area of TBI for other employment services such as Vocational Rehabilitation and the Department of Labor and it will be important to include Vermont business in our efforts to create linkages and build awareness of TBI issues and a network of community supports.

Once again, the BIA-VT notes its strong commitment to the goals outlined in this earmark. If you have any questions regarding our role in the development of this project, please feel free to contact me directly.

Sincerely,

Trevor Squinell  
Executive Director, Brain Injury Association of Vermont

*The mission of the Brain Injury Association of Vermont is to create a better future for Vermonters with brain injury and their families through prevention, education, advocacy and support.*

*Community support is critical to achieving our mission; please donate.*



**VABIR**

August 3, 2009

Glen McClintock, LICSW  
Traumatic Brain Injury Grant Manager  
Division of Disability and Aging Service  
Individual Supports Unit  
103 South Main Street, Weeks Building  
Waterbury, VT 05671-1601

VERMONT ASSOCIATION  
OF BUSINESS, INDUSTRY  
AND REHABILITATION

**RE: Earmark for neuro-resource facilitation for veterans with traumatic brain injury (TBI)**

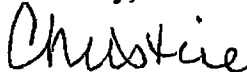
Since its inception in 1979, the Vermont Association of Business, Industry and Rehabilitation (VABIR) has been Vermont's liaison between private sector employment and skilled workers with disabilities. Working under a program through the US Department of Education called Projects With Industry (PWI), VABIR provides pragmatic, real-world information to both employers and job-seekers.

VABIR's success and expertise is based on its relationships with other organizations and professionals whose goals include assuring meaningful, appropriate employment for all members of our community. For this reason VABIR is excited to develop a close working relationship with the Brain Injury Association of Vermont (BIA-VT). VABIR will be an active partner in the development of an employment focused neuro-resource facilitation system for returning veterans and other Vermonters with TBI and enthusiastically supports this earmark proposal.

With funding from the Division of Vocational Rehabilitation (DVR) and the BIA-VT, VABIR will provide administrative support and guidance for a Neuro-Resource Job Developer who will be responsible for educating Vermont business and the specific issues facing returning veterans with TBI and the valuable human resource they represent.

This is a timely, worthwhile and valuable project. VABIR is in full support of this earmark proposal and I would be happy to answer any additional questions you may have regarding VABIR's involvement and commitment.

Sincerely,



Christine McCarthy  
Executive Director

Vermont Association of Business, Industry, and Rehabilitation

*Call for your  
nearest location.*

1-800-639-2909



**STATE OF VERMONT**  
**OFFICE OF VETERANS AFFAIRS**  
118 State Street  
Montpelier, VT 05620-4401  
(802) 828-3379

August 20, 2009

GLEN MCCLINTOCK, LICSW  
Traumatic Brain Injury Grant Manager  
Division of Disability and Aging Service  
Individual Supports Unit  
103 South Main Street, Weeks Building  
Waterbury, VT 05671-1601

**RE: Earmark for Neuro-Resource Facilitation for veterans with Traumatic Brain Injury (TBI)**

The Vermont Office of Veteran's Affairs supports the Agency of Human Services' earmark proposal to develop Neuro-Resource facilitation (NRF) services for our returning veterans with traumatic brain injury (TBI). This earmark, to be administered by the State TBI program, will support the expansion of NRF services through the Brain Injury Association of Vermont (BIA-VT) and will focus on meeting the specific needs of our returning veterans with TBI.

As the Director of the Vermont Office of Veteran's Affairs I have worked closely with the State TBI Program and BIA-VT. I am a member of the State TBI Advisory Board and the TBI Advisory Board's Veterans Sub-Committee I advise on the development of NRF services and have participated in training and conferences focused on supporting the development of these services for Vermont veterans.

This earmark will help expand services while strengthening collaborative relationships which are necessary to appropriately serve the needs of returning veterans with TBI and their Families. Collaboration is a hallmark of the BIA-VT's Neuro-resource facilitation (NRF) services and as an active participant in this collaborative approach the State Office of Veteran's Affairs supports this earmark

Sincerely,

A handwritten signature in black ink, appearing to read 'CAV', with a long horizontal flourish extending to the right.

CLAYTON A. CLARK  
Veteran Services Director



**State of Vermont  
VocRehab Vermont**

Department of Disabilities, Aging and Independent Living  
103 South Main Street, Weeks IA  
Waterbury VT 05671-2303  
[www.vocerehab.vermont.gov](http://www.vocerehab.vermont.gov)

Agency of Human Services

Phone or TTY: 802-241-2186  
Toll Free: 866-879-6757  
Fax: 802-241-3359

August 3, 2009

Glen McClintock, LICSW  
Traumatic Brain Injury Grant Manager  
Division of Disability and Aging Service  
Individual Supports Unit  
103 South Main Street, Weeks Building  
Waterbury, VT 05671-1601

RE: Neuro-resource facilitation for veterans with traumatic brain injury (TBI)

The Division of Vocational Rehabilitation (DVR) would like to note its support for the Earmark Proposal to create a Neuro-Resource Facilitation System in Vermont to best serve returning veterans and other Vermonters with Traumatic Brain Injury. DVR is an active partner in the development of this system.

As a part of this system, DVR plans to partner with the Brain Injury Association of Vermont (BIA-VT) to fund half of NR Job Developer focused on raising awareness and educating Vermont business about the issues facing disabled veterans and the valuable human resource they represent. This position will be hired through the Vermont Association of Business Industry and Rehabilitation (VABIR), an organization know for it's expertise in working with Vermont business to promote the employment of individuals with disabilities.

The NR Job Developer, working with Neuro-Resource Facilitators and other system partners will be an effective approach to helping veterans and other Vermonters with TBI return to the workforce. Once again, we'd like to note our support and commitment to this partnership.

Sincerely,

A handwritten signature in cursive script, appearing to read "Diane Dalmasse".

Diane Dalmasse  
Director, Division of Vocational Rehabilitation





*The*  
**UNIVERSITY**  
*of* **VERMONT**

**COLLEGE of MEDICINE**

**DIVISION of PUBLIC PSYCHIATRY**

**CENTER FOR CLINICAL & TRANSLATIONAL SCIENCES**

August 3, 2009

Glen McClintock, LICSW  
Traumatic Brain Injury Grant Manager  
Division of Disability and Aging Service  
Individual Supports Unit  
103 South Main Street, Weeks Building  
Waterbury, VT 05671-1601

**RE: Earmark for Neuro-Resource Facilitation for veterans with Traumatic Brain Injury (TBI)**

The Vermont Department of Mental Health (DMH)'s MISSION-VT Project is a committed partner in the development of a Vermont system of Neuro-Resource Facilitation. The MHISSION-VT Project (Mental Health Intergovernmental Service System Interactive Online Network Project) is a statewide intergovernmental initiative to address the needs of Vermont veterans and other adults with trauma-spectrum illness who are involved with the criminal justice system. This goal is ideally aligned with the goals of the Earmark to support employment of returning disabled veterans and other Vermonters with TBI.

The MHISSION-VT Project will partner with the Brain Injury Association of Vermont (BIA-VT) to support a full time Neuro-Resource Facilitation position in Chittenden County who will be responsible for providing expertise on resources and treatment options for individuals with TBI with a specific focus on supporting veterans with TBI entering the correctional system to access a specialized veteran's court. This court often mandate treatment, and can also stipulate that the individual must be employed. The shared NRF position will not only provide guidance around accommodations for individuals with TBI, but will also offer support for employment through collaborations with the NR Job Developer and other partners.

For this reason, the MISSION-VT Project strongly supports this Earmark proposal to establish much needed services for our returning veterans. Please feel free to contact me if you have any questions regarding this unique and important partnership.

Sincerely,

Thomas A. Simpatico, M.D.  
Director, MHISSION-VT  
Professor of Psychiatry  
Director, Division of Public Psychiatry  
University of Vermont College of Medicine

**VCIL** Vermont Center for  
Independent Living

*Citizens with disabilities working together for dignity, independence, and civil rights*

Aug. 14, 2009

Glen McClintock, LICSW  
Traumatic Brain Injury Grant Manager  
Division of Disability and Aging Service  
Individual Supports Unit  
103 South Main St., Weeks Building  
Waterbury, VT 05671-1601

Dear Mr. McClintock:

The Vermont Center for Independent Living (VCIL) is pleased to extend our full support for the earmark proposal to expand neuro-resource facilitation services through the Brain Injury Association of Vermont (BIA-VT). As a joint partner in the 10-member coalition, the VT Aging & Disability Resource Connection (ADRC), we look forward to collaborating with the BIA-VT, who is also one of the 10 joint partners of the ADRC, to provide timely and appropriate information and referral to our returning veterans and other Vermonters with traumatic brain injury (TBI).

As a statewide disability rights organization, we are aware that services for individuals with TBI are sorely lacking statewide. Earmark funding for neuro-resource facilitation will be invaluable in helping to meet the growing need for services, particularly for returning veterans and their families. It will be important that people are made aware of the availability of these services and know how to access them. Our information, referral and assistance services through the ADRC will help support the "No wrong door" philosophy to help people find the services they need.

For this reason, once again we would like to note our support for the Earmark to develop neuro-resource facilitation. We look forward to collaborating with you on this project.

Yours truly,

Sarah Launderville



Executive Director

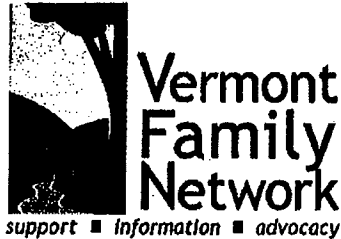
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11 East State Street, Montpelier, VT 05602  
802-229-0501, 800-639-1522 (voice & TTY), fax: 802-229-0503  
email: [vcil@vcil.org](mailto:vcil@vcil.org) • web site: [www.vcil.org](http://www.vcil.org)

With offices in Bennington, Chittenden, Rutland, and Windham Counties







August 14, 2009

Glen McClintock, LICSW  
Traumatic Brain Injury Grant Manager  
Division of Disability and Aging Service  
Individual Supports Unit  
103 South Main Street, Weeks Building  
Waterbury, VT 05671-1601

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For this reason, once again we would like to note our support for the Earmark to develop neuro-resource facilitation. We look forward to collaborating with you on this project.

Sincerely,

  
Barbara E. Wagner  
Executive Director

August 18, 2009

Glen McClintock, LICSW  
Traumatic Brain Injury Grant Manager  
Division of Disability and Aging Service  
Individual Supports Unit  
103 South Main Street, Weeks Building  
Waterbury, VT 05671-1601

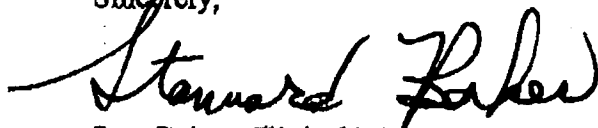
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For this reason, once again we would like to note our support for the Earmark to develop neuro-resource facilitation. We look forward to collaborating with you on this project.

Sincerely,



Stan Baker, Clinical Director signing for Marie Zura



**VERMONT ARMY NATIONAL GUARD**  
**Airmen, Soldiers and Family Readiness Program**  
789 Vermont National Guard Road  
Colchester, VT 05446-3099

August 26, 2009

Mr. Glen McClintock, LICSW  
Traumatic Brain Injury Grant Manager  
Division of Disability and Aging Service  
Individual Supports Unit  
103 South Main Street (Weeks Building)  
Waterbury, Vermont 05671-1601

Dear Glen,

Hello from the Airmen, Soldiers & Family Readiness Program here at Camp Johnson in Colchester. The Vermont Army National Guard is pleased to fully understand your continued efforts to take care of our veterans and helping to mentally prepare those veterans slated for subsequent tours in Iraq and Afghanistan. We are especially pleased with your proposal to develop neuro-resource facilitation (NRF) services for those soldiers returning with degrees of traumatic brain injury. The work provided by the Brain Injury Association of Vermont (BIA-VT) will enable the Vermont Army National Guard to continue its "wrap-around" of available services to returning veterans. I know your program ideas will also help build community awareness of the issues some of our returning veterans face.

The Airmen, Soldiers & Family Readiness Program--as partners in the Military, Family and Community Network (MFCN) with the Veteran's Administration and the Vermont Agency of Human Services--will benefit from your program. MFCN helps military families by helping them understand available community resources and it accomplishes this by supporting collaboration between civilian and military services. Both the State TBI Program and the Brain Injury Association of Vermont are currently members of the MFCN and a part of this collaborative effort.

The Airmen, Soldiers & Family Readiness Program looks forward to the additional collaboration opportunities this funding will provide. We share a commitment to best serve the needs of our returning servicemen with TBI and their families. For this reason, we want to once again note our strong support of this NRF proposal.

I can be reached at 802-338-3391 or at [randall.gates@us.army.mil](mailto:randall.gates@us.army.mil) with any questions.

A handwritten signature in black ink, appearing to read "Randall K. Gates".

Randall K. Gates  
Major, Vermont Army National Guard  
State Family Program Director



Glen McClintock, LICSW  
Traumatic Brain Injury Grant Manager  
Division of Disability and Aging Service  
Individual Supports Unit  
103 South Main Street, Weeks Building  
Waterbury, VT 05671-1601

August 14, 2009

Dear Mr. McClintock:

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For this reason, once again we would like to note our support for the Earmark to develop neuro-resource facilitation. We look forward to collaborating with you on this project.

Sincerely,

A handwritten signature in cursive script that reads "MaryEllen Mendl".

MaryEllen Mendl

Director

---

412 Farrell Street • South Burlington, Vermont 05403 • Fax: 802-861-2544

Dial 2-1-1 or 1-866-652-4636 • [www.vermont211.org](http://www.vermont211.org)

*Our Mission: To promote the health and well-being of all people in Vermont through a statewide information and referral system for streamlined access to community resources.*

## **Glen McClintock, L.I.C.S.W.**

LICSW License # 089-0000903

Office: 295 N. Main Street, Barre, VT. 05641

Mail: 21 Franklin St., Barre, VT. 05641

**(802) 479-0164 / (802) 279-3936**

glen.mcclintock@gmail.com

---

### **EXPERIENCE**

#### **Private Psychotherapy Practice** (June, 2003 to present)

Providing counseling and psychotherapy to individuals, couples and families at private offices in Barre, Vermont

#### **State of Vermont**

Department of Disability, Aging, and Independent Living, Division of Disability & Aging Services (December, 2007 to present)

##### **Traumatic Brain Injury Grant Manager**

Responsible for developing a statewide system of care for returning veterans with Traumatic Brain Injury (TBI) which includes acquisition and management of federal and state funds, oversight of grant sub recipients, public speaking and training, and creation of quality management processes.

Department of Disability, Aging, and Independent Living, Division of Vocational Rehabilitation (May, 2001 to December, 2007)

##### **Vocational Rehabilitation Supported Employment Coordinator**

Provided oversight of 40+ state-wide contracts with community based agencies (\$2.2 million in federal funds) to provide supported employment to people with significant disabilities. Duties include fiscal management and promotion of best practice strategies as well as oversight of quality improvement processes.

#### **City and County of San Francisco**

San Francisco General Hospital's Mental Health Rehabilitation Facility (December 1996 to April, 2001)

##### **Director of Rehabilitation Services (Sr. Psychiatric Social Worker)**

Managed Rehabilitation Services Department staff of 23+. Responsible for oversight of Vocational Program, Skills Development Curriculum, and Dual Diagnosis Program for individuals with significant mental health issues in long-term care. Led implementation of Psychiatric Rehabilitation principles & technology and resident diabetes program.

##### **Psychiatric Social Worker/ Complex Behavior, Asian, and General Psychiatric Unit**

Provided psychosocial assessments, discharge planning, crisis intervention, group, family, and individual work with dual and triple diagnosis residents with chronic, severe mental illness. Provided leadership to address cultural issue. Led implementation of Professional Assault Response techniques to promote dignity of residents. Participated in quality improvement process.

#### **Sonoma County Mental Health** (May 1995 to November 1996)

##### **Clinical Coordinator / Creative Living Center (Clinical Social Worker - Associate)**

Provided psychosocial assessments, crisis intervention, and group facilitation. Facilitated the creation and coordination of individual treatment plans, and assisted severely mentally ill adults in attaining personal goals, promoting greater autonomy and independence. Coordinated training and provided clinical guidance to staff concerning rehabilitation strategies. Participated in the development of a new system of care and led programmatic shift from a social program to a Day Rehabilitation Program..

##### **Case Management Specialist / Adult Integrated Services**

Responsible for case management of 40+ chronically mentally-ill individuals, coordination of two augmented care/licensed board and care homes, a dual diagnosis residential program, and a day rehabilitative program.

#### **Central City Hospitality House's Youth Program** (January 1991 to February 1994)

##### **Youth Program Administrator/ Residence Counselor/ Outreach Worker**

Responsible for administrative support including grant writing and data reporting, database management, and personnel support. Responsible for creation of "On Your Own" Street guide for Homeless Youth. Provided practical and emotional support to youth in licensed 12-bed facility. Provided safe sex education and referral information to male street workers.

**First Nationwide Bank** (June 1983 to August 1990)

*Electronic Communications Manager*

Managed Electronic Communications Staff and department budget, responsible for production of company slide, video, film, and stage production nationwide.

### **INTERNSHIP/VOLUNTEER WORK**

**San Francisco General Hospital**

*SFGH Ward 5A (AIDS Unit) Volunteer* (November 1989 to May 1990)

Provided emotional and practical support to AIDS Patients in an acute care setting

**Sonoma County**

*Psychiatric Social Work Intern* (September 1994 to May 1995)

Provided assessments, case management, therapy, and group facilitation to individuals with chronic mental illness, coordination of a day program and licensed board and care.

**St. Luke's Hospital** (In-patient Psychiatric Unit) (September 93 to May 94)

*Psychiatric Social Work Intern*

Provided assessments, group therapy, and provided discharge planning for in-patient psychiatric unit.

### **EDUCATION**

M.S.W. (Master's in Social Welfare) Awarded 1995, University of California at Berkeley, Specialization: Families, Individuals, Groups, & Community Mental Health

B.A. Clinical Psychology, Awarded 1993, San Francisco State University

### **PROFESSIONAL AFFILIATIONS**

National Association of Social Workers (NASW)

Association of Persons in Supported Employment (APSE)

Coaching Center of Vermont

# **Trevor J. Squirrel**

PO Box 128  
Underhill Center, Vermont 05490  
802-899-2382 – [tsquirre@sover.net](mailto:tsquirre@sover.net)

## **SUMMARY OF QUALIFICATIONS**

- Over 20 years management experience emphasizing a collaborative yet decisive style
- Managed all operations of multiple organizations, including finance
- Successful at developing and sustaining organizations and programs
- Proficient at building productive relationships to further an organization's goals
- Persuasive written and verbal skills
- Comfortable initiating and building rapport with influential individuals and organizations.

## **PROFESSIONAL EXPERIENCE**

### **MANAGEMENT**

- Oversaw and guided the budget growth of Nordic Soccer from \$100,000 (1998) to \$750,000 (2005).
- Coordinated and ran the annual outdoor tournament – Nordic Cup, which brings 175 teams and 8,500 visitors to Burlington in June of each year.
- Developed and executed a plan for a 70,000 sq. ft. indoor soccer center and directed operations of the center which serves 2500 children and adults each week.
- Project manager and founder of the Tree Farm Management Group responsible for the development of a 100-acre, 12-field outdoor athletic facility (1997-2005).
- Facilitated and collaborated on the development and planning for financial and organizational sustainability for the Winooski Community Partnership and Brain Injury Association of Vermont
- Currently managing a task force with the responsibility of passing Trust Fund legislation in the Vermont legislature for the traumatic brain injury community.
- Leading the development of a plan for the Town of Underhill to identify and inventory natural resource features and assets through aerial photography and remote sensing.

### **DEVELOPMENT / MARKETING / MOTIVATION**

- Primary author of many successful grant applications for the Vermont Soccer Association, Tree Farm Management Group, and Brain Injury Association of Vermont.
- Cultivated donor relationships and encouraged donor involvement in fundraising activities.

- Developed sponsor programs for general and specific program/event support.
- Experience recruiting volunteers (as many as 150 at any one time), hiring and managing employees (as many as 15 at any one time) and independent contractors (as many as 50 at any one time)
- Wrote persuasive letters and documents/brochures, frequently influencing decision makers.
- Responsible for board development at organizations I was involved with; both vocational and avocational.

### COMMUNICATION

- Directed policy development and strategic planning process.
- Proficient at resolving technical, political, and interpersonal problems among individuals and groups holding differing points of view.
- Presentations/talks at conferences, local civic organizations, business, and government groups with the goal of informing and/or persuading.
- Organized and facilitated annual, board, and other public meetings.
- Primary interface for the Tree Farm Management Group regarding State and Municipal regulatory and permitting process, including Act 250.
- Experience working with the Vermont State Legislature.

### WORK HISTORY

2005-present	Executive Director	Brain Injury Association of Vermont Waterbury, Vermont
2005- 2007	Director (consulting)	Winooski Community Partnership Winooski, Vermont
1998-2005	Director of Operations	Nordic Soccer Burlington, VT
1994-1998	Consultant	Network Services Burlington, VT
1992-1994	Project Manager	San Marcos Telephone San Marcos, TX
1987-1992	Director-Eastern Region	Communications Technology Inc. Richardson, TX
1983-1987	National Sales	BUSCOM Santa Clara, CA



## **EDUCATION**

- Master of Science in Environmental Studies, Green Mountain College
- Masters program (27 hours), Psychology, State University of New York at Oswego  
-Research and Teaching Assistant
- B.S., Psychology, State University of New York at Oswego  
-Honors in Psychology

## **COMMUNITY INVOLVEMENT**

- Underhill Planning Commission (Vice – Chair) – 2007-present
- Chittenden County Regional Planning Commission – Natural Resources Committee – 2007-present
- Traumatic Brain Injury Trust Fund Committee (Chair) – 2006-present
- Vermont Traumatic Brain Injury Advisory Board – 2006-present
- Underhill Conservation Commission – 2006-present
- Nature Conservancy – volunteer – easement monitoring – 2006 - 2008
- Tree Farm Management Group (100 acre outdoor multi-purpose recreational facility) – President and Project Manager - 1997-2005
- Vermont Soccer Association – President – 1989-1999
- Vermont Sports Council – Board of Directors – 1987-1989
- Vermont Soccer League – President – 1984-1986

## **INTERESTS**

Hiking, back country skiing, snowshoeing, fishing, cooking

## **REFERENCES**

Upon request

# **Erin E. Weaver, MT-BC**

25 Joan Ave.  
Richmond, VT. 05477

Home: 434-3786

email: [erin.weaver@dail.state.vt.us](mailto:erin.weaver@dail.state.vt.us)

Work: 241-1456

## **EDUCATION/CERTIFICATION**

- 2003 Certified Brain Injury Specialist through the American Academy for the Certification of Brain Injury Specialists
- 1996 State University of New York at New Paltz, New Paltz, New York  
Bachelor of Science in Music Therapy  
Board Certified Music Therapist

## **PROFESSIONAL EXPERIENCE**

- ◆ Traumatic Brain Injury Program Supervisor – State of Vermont Division of Disability, Aging, and Independent Living; 12/05 – Present  
Responsibilities include: Administrative, planning, and program development work for the Department of Disability, Aging & Independent Living involving the expansion of in-state services to consumers with Traumatic Brain Injuries (TBI).
- Treasurer, National Association of State Head Injury Administrators; 9/08 - Present
- ◆ Traumatic Brain Injury Program Specialist – State of Vermont Division of Vocational Rehabilitation; 9/00 – 11/05  
Responsibilities include: Coordinate Admission and discharge process for individuals applying for TBI Program Services, Management of TBI Waiver Database System, Coordination of community mental health providers approval process, Evaluate quality of program services, Prepare and submit federal and state reports, Assist in training program to build community capacity to serve individuals with TBI, Coordinate home and community based TBI Waiver Services
- ◆ Case Manager, Howard Community Services – Division of the Howard Center for Human Services; 6/98 – 9/00  
Responsible for supervising, initiating, and coordinating the services that maximize independence of individuals with Developmental Disabilities while providing support, crisis management, and advocacy to these individuals and their teams.
- ◆ Respite Provider, Howard Community Services; 12/98 – Present  
Provide respite to families of individuals with developmental disabilities
- ◆ Music Therapy Intern, St. Luke's Medical Center, Cleveland, Ohio; 12/96-6/97  
Created and implemented Music Therapy sessions for medical and psychiatric patients as part of a multidisciplinary team in the Department of Therapeutic Arts; Documentation through assessments and charting; Supervision of junior intern

***Assessed, designed, documented, and implemented weekly group and individual Music Therapy sessions with the following populations:***

Onion River Day site of Howard Community Services, 11/99 –8/00

- ◆ Adults with developmental disabilities and traumatic brain injury

The Converse Home, 2/98 – 8/00, Burlington, Vermont

- ◆ Adults over 65 with varying degrees of dementia

Gateway Community Psychiatric Center, 1/96 – 5/96, New Paltz, New York

- ◆ Adults and Senior adults in a psychiatric day-treatment program

**RELATED EXPERIENCE**

Fletcher Allen Health Care, Burlington, Vermont

February 1998 – August 1999

Position: Volunteer Music Therapist on Oncology Unit, In-Servicing to hospital staff

Burlington Health and Rehabilitation Center, Burlington, Vermont

July 1997 – December 1997

Position: Music Therapist for individuals with Traumatic Brain Injuries and Senior Adults

United Cerebral Palsy: Yankee Folly Residence, New Paltz, New York

September 1995 – May 1996

Position: Residential Counselor, Direct Care

***References Furnished Upon Request***

**BARBARA WINTERS** PO Box 202, Huntington, VT 05462 γ (802)434-3811

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### **SUMMARY OF QUALIFICATIONS**

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- ★ Knowledge of physical and mental disabilities and their effects on individual functions.
- ★ Knowledge of brain injury's sequelae and treatment.
- ★ Experience in health care delivery in community care, acute and sub acute facilities.
- ★ Experienced in community reintegration for individuals with cognitive disabilities.
- ★ Ability to collaborate with individuals and organizations to meet the needs of consumers.
- ★ Ability to communicate effectively with a wide variety of individuals and organizations.
- ★ Skilled in generation of ideas and possibilities.
- ★ Experienced in supported employment for individuals with disabilities.
- ★ Ability to go from a concept into program development, implementation and maintenance.
- ★ Excellent oral, verbal and written communication skills.
- ★ Extensive and varied work/life experience.
- ★ Certification in Basic Mediation

### **EDUCATION**

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**CHAMPLAIN COLLEGE**, Burlington, VT  
*Associate in Science Degree, Occupational Therapy Assistant* May, 1999  
President's List, Spring 1999; GPA 3.64 (4.0 scale)

**TRINITY COLLEGE**, Burlington, VT  
*Bachelor of Arts, Educational Studies, major - Business, minor* May, 1987

**CANTON AGRICULTURAL AND TECHNICAL COLLEGE**, Canton, NY  
*Liberal Arts* May, 1973

### **PROFESSIONAL EXPERIENCE**

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#### **HEALTH CARE**

**Kindred Healthcare-People First – Starr Farm Nursing Center** 6/06 – Present  
**Certified Occupational Therapy Assistant**  
Provide OT services for clients in a skilled nursing/rehabilitation facility for patients in order to help them regain, develop and build skills that are important for independent functioning and well being. Services are provided under the supervision of an OTR and address psychological, social and environmental factors that may impede the client's ability to function as independently as possible.

**Chittenden East School District – Support Services** 1/07 – Present  
Provide occupational therapy assessment and treatment for students with disabilities to facilitate participation in education. Work with student's team to ease transition from high school to jobs or college.

**Barbara Winters, LLC** 2/01 – 1/08  
Sole proprietor of consulting business to provide care management, life skills coaching and caregiver education to individuals with brain injury and their caregivers.

**Rehab Care Inc - Burlington Health & Rehab, Burlington, VT** 12/99 – 6/06  
**Certified Occupational Therapy Assistant – per diem**  
Provide OT services for clients in a skilled nursing/rehabilitation facility for patients in order to help them regain, develop and build skills that are important for independent functioning and well being. Services are provided under the supervision of an OTR and address psychological, social and environmental factors that may impede the client's ability to function as independently as possible.

**New England Medical Systems – Occupational Therapy Department 6/03 – 10/05**

**Certified Occupational Therapy Assistant part-time**

Perform clinical evaluations for Driver Rehabilitation program for individuals with cognitive disabilities. Provide occupational therapy services to school districts for students with disabilities to assist in transition to independent living. Provide training to institutions on patient lifting systems.

**TBI Community Reintegration Program - Professional Nurses Service, Inc.**

**Care Manager**

**7/99 – 12/03**

Coordinate all aspects of community re-entry and rehabilitation for clients with brain injuries. Work with client, family and support team members, rehabilitation professionals and financial entities in order to maximize client's independent living skills. Develop care plans and strategies for reaching client's goals.

**Life Skills Assistant**

Work one-on-one with brain injured clients to develop compensatory strategies and skills to maximize abilities for independent living.

**Supported Employment Assistant**

Assist clients with brain injuries in seeking and maintaining employment.

**TBI Educator**

Teach *Care Management and LSA Core Training Module* course twice a year, at a minimum. Develop other educational modules as needs are identified through TBI clients' chart audits or by Professional Nurses staff.

**OTHER**

**Chittenden Solid Waste District**

**Project Manager – Waste Reduction**

**9/90 – 10/96**

Developed nationally recognized programs to maximize waste reduction in Chittenden County, Vermont. Worked in a team atmosphere as the lead individual on new projects and programs.

**EMPLOYMENT HISTORY**

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<b>KINDRED HEALTHCARE-PEOPLE FIRST – STARR FARM NURSING CENTER</b>	<b>6/06 – Present</b>
<b>CHITTENDEN EAST SCHOOL DISTRICT – Support Services</b>	<b>1/07 – Present</b>
<b>BARBARA WINTERS, LLC</b>	<b>2/01 – 1/08</b>
<b>NEW ENGLAND MEDICAL SYSTEMS</b>	<b>6/03 – 10/05</b>
<b>PROFESSIONAL NURSES SERVICE, INC. - Winooski, VT</b>	<b>5/99 - 12/03</b>
<b>REHAB CARE INC. - Burlington Health and Rehab - Burlington, VT</b>	<b>12/99 – 6/06</b>
<b>FLETCHER ALLEN HEALTH CARE - Burlington, VT</b>	<b>1/97 – 5/99</b>
<b>CHITTENDEN SOLID WASTE DISTRICT - Williston, VT</b>	<b>9/90 - 10/96</b>
<b>STATE OF VERMONT - Agency of Natural Resources - Solid Waste Division</b>	<b>7/87 - 9/90</b>
Statewide Recycling Programs Coordinator	3/89 - 9/90
Recycling Specialist	7/87 - 3/89
<b>GENERAL ELECTRIC COMPANY – Burlington, VT</b>	<b>7/78 – 2/86</b>

**VOLUNTEER**

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**Brain Injury Association of Vermont – founding Board Member – 6/09**

**Vermont Occupational Therapy Association of Vermont – Membership Chair**

**current**

**Huntington Selectboard – Vice-Chair**

**3/02-3/05**

**References Available Upon Request**

**Hartrich, Toni**

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**From:** McClintock, Glen [Glen.McClintock@ahs.state.vt.us]  
**Sent:** Monday, February 22, 2010 10:29 AM  
**To:** Hartrich, Toni  
**Subject:** Clarification Regarding DOL Earmark Grant

Toni ~

I wanted to clarify that we did not check #11, "Personal Service Contract" on the AA1 form because the funds allocated to the Brain Injury Association of Vermont (BIA-VT) are a sub-grant. In the Budget the BIA-VT line item falls under "Contractual", but this is only because this is how the line item was labeled. It is still a sub-grant.

Please let me know if I can provide any additional clarification.

Thank you,

Glen McClintock  
TBI Grant Manager  
(802) 241-3719

2/22/2010