



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: January 30, 2024  
Subject: LSP Requests – JFO #3179

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

**JFO #3179:** Two (2) limited-service positions. One (1) to the Department of Mental Health, Project AWARE Lead Coordinator and one (1) to the Agency of Education, Project AWARE Co-Coordinator. The positions will liaison to coordinate and expand the state's efforts to develop sustainable infrastructure for school-based mental health. Both positions are fully funded through 9/29/28 from previous SAMHSA grant award JFO #2934.

*[Received January 26, 2024]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by **February 20, 2024**, we will assume that you agree to consider as final the Governor's acceptance of this request.

**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: Dept of Mental Health; Agency of Education Date: 10/18/2023

Name and Phone (of the person completing this request): DMH: Laurel Omland 802-279-5012; AOE: Tracy Waterson 828-5012

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # 2934 updated awa

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

Substance Abuse and Mental Health Services Administration (SAMHSA), Vermont Project AWARE 2023, FAIN H79SM088027, Assistance Listing number 93.243

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>
VT Project AWARE Lead Coordinator	1	DMH Child, Adolescent & Family Unit	9/30/2023-9/29/2028
VT Project AWARE Co-Coordinator	1	AOE Student Support Services Division	9/30/2023-9/29/2028

\*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:

The SAMHSA notice of funding opportunity requires a partnership between the State mental health authority and education authority. It requires a 1.0 FTE project coordinator at the applicant entity, which is VT Dept of Mental Health. It also requires a minimum of 0.25 FTE position at the partnering State authority, in this case the Agency of Education. Given the nature of the project, the VT proposal and budget included a 1.0 FTE Agency of Education project co-coordinator to liaise with the participating Local Education Agencies and to align necessary guidance and quality improvement activities across AOE divisions. The SAMHSA award includes the budget for these two full-time limited service positions.

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

Signature of Agency or Department Head	DocuSigned by: <u>Alison Krompf</u> 11/9/2023	DocuSigned by: <u>Heather Bowdrey</u> 11/30/2023	DocuSigned by: <u>Joan W. Daboy</u> 12/1/2023
	E110B3865A3D41A	EC1DED4E63634C7	8406AFD86A604E5
	Signature of Agency or Department Head	Date	Date
	<u>Harold Schwartz</u>	<u>12 08 23</u>	

Approved/Denied by Department of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

**Adam Greshin** Digitally signed by Adam Greshin  
Date: 2023.12.19 11:18:42 -05'00'

Approved/Denied by Finance and Management \_\_\_\_\_ Date \_\_\_\_\_

Sarah Clark

12/20/2023 | 10:10:27 EST

Approved/Denied by Secretary of Administration \_\_\_\_\_ Date \_\_\_\_\_

Approved/Denied by Governor (required as amended by 2019 Leg. Session) \_\_\_\_\_ Date \_\_\_\_\_

Comments:

DS  
30

**VERMONT DEPARTMENT OF PERSONNEL**  
**Request for Classification Review**  
**Position Description Form A**

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded  areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

**INSTRUCTIONS:** Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

**To Submit this Request for Classification Review:** If this is a filled position, the employee must sign the original\* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

\*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

**If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.**

## Request for Classification Review Position Description Form A

### For Department of Personnel Use Only

Notice of Action # _____ 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: _____ Willis Rating/Components:    Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	Date Received (Stamp)          Effective Date: _____ Date Processed: _____
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#### 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.*

The VT Project AWARE Lead Coordinator (AWARE Coordinator) will be responsible for the day-to-day management of a \$9M federally-funded project to coordinate and expand the state's efforts to develop sustainable infrastructure for school-based mental health (SBMH) programs within the Vermont Multi-Tiered Systems of Support (VTmtss) Framework. While the state's Department of Mental Health will take the lead for this project, its success will be accomplished through collaboration and partnership with the Agency of Education, Local Education Agencies, (LEAs), Designated Local Mental Health Agencies (DAs), Center for Health and Learning, Northeastern Family Institute, Up for Learning, Outright Vermont, an evaluator, and a technical assistance entity to support dissemination of a model for integrating a tiered approach of SBMH. The focus of this project will include consultation to build understanding of child/youth social, emotional and behavioral health needs, screening, assessment, early intervention for students at risk, and intervention for students with identified mental health needs.

The AWARE Coordinator will coordinate efforts to leverage national and state funding and experts/leaders in implementation of practices, such as Interconnected Systems Framework. Regular contact with Substance Abuse and Mental Health Service Administration (SAMHSA) Project and Finance Managers will also occur to ensure compliance with all regulations and policies.

The grant will create state-level and local-level teams to provide intensive support and resources for three Local Education Agencies and their local Designated Mental Health Agencies to develop sustainable infrastructure for school-based social, emotional, mental health supports within the VTmtss. Additionally, these teams will inform the statewide structures for the scale-up and sustainability of mental health and wellness supports within VTmtss throughout all districts in the state. This will focus on the following goals: 1) increase awareness of mental health, substance use, and co-occurring disorders among school-aged youth; 2) increase the mental health literacy of individuals who interact with school-aged youth to understand and detect the signs and symptoms of mental illness, substance use/misuse, and co-occurring disorders; 3) promote and foster resilience building and mental health well-being for all school-aged youth; 4) provide positive behavioral health supports, targeted services to those who need more support, and

intensive services to those who need them; 5) connect school-aged youth who may have behavioral health issues, including serious emotional disturbance or serious mental illness, and their families to needed services; 6) increase and improve access to culturally relevant, developmentally appropriate, and trauma-informed school and community-based AWARE activities and services.

The AWARE Coordinator will collaborate with key personnel within the project and external entities within state agencies and with community providers. This person will schedule and facilitate regular meetings to ensure the project is performing the proposed activities and achieving the goals; prepare and submit required federal reports; and ensure that data for the evaluation plan is collected and reported as required. This person will work closely with the Agency of Education's Project Co-Coordinator who will be responsible for liaising with LEAs enrolled in the project. This person will work with DMH's business and grants division to create and oversee funding agreements, properly account for federal funds, and document costs so to minimize the chances of any audit findings and comply with all state and federal regulations.

## 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*.

Federal: SAMHSA Grants Specialist and Project Officer

DMH: finance director, grants/contracts coordinator, CAFU director, Mental Health Collaborations Director, Suicide Prevention Director - coordination

Agency of Education: Division Directors, supervisors, and education programs coordinators

VDH Family & Child Health Division: Director of Adolescent and Reproductive Health, program managers and staff

Designated Agencies: Child, Youth and Family Services Directors, school mental health program leaders and supervisors

Local Education Agencies: superintendents, principals, special education directors, social-emotional learning/MTSS coordinators (differing roles/titles within districts), school counselors, school nurses

Community-based non-profit entities who will provide training and programming under the project

Advisory Committee - Advocates, families, UVM College of Education and Social Services (Center on Disability and Community Inclusion), Larner College of Medicine (VT Child Health Improvement Program)

Project Evaluator

Project Technical Assistance Entity

## 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 and Experience: Master's degree or higher in Mental Health or closely related field AND two (2) years or more of experience at a professional level in mental health care administration or program development. OR

Master's degree or higher in Mental Health or related field and at least 5-years' experience providing clinical mental health services, including at least two (2) years in school-based mental health services.

Working knowledge of Microsoft Office, including Excel with ability to collect and interpret data.

#### 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.

The funded grant project identifies broad goals, objectives, activities and has clearly defined reporting requirements and timelines. This position will work with supervisor to establish priorities and actions to adhere to those project goals, objectives, tasks, and deadlines. This position will be expected to perform work activities with modest supervision and is expected to complete many work projects independently without direct supervision. This position clearly communicates grant project and departmental expectations, desired outcomes, and effectively oversees the responsibilities of project partners, providing necessary oversight and management of resources to accomplish expectations.

#### 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.*

- Expected to oversee implementation of multi-year, state-wide school mental health integration initiative involving state and local education and mental health service systems and in compliance with federal project requirements.
- Ensuring sub-recipients comply with expectations and reporting timelines.
- Evaluating how the project is meeting proposed activities and goals, whether it is having the intended impact on state and local schools systems as well as students/families, and if the long-term impacts of the project will contribute to the overall improvement of the system to respond to the mental health needs of children, youth and families
- Evaluating the needs for and effectiveness of training, technical assistance and programming across the implementation sites.
- Expected to coordinate with educators, mental health providers, other community entities and leaders across State and local systems.
- Evaluating how existing State policy, practices, and guidance may need to be modified to improve local integration goals.

The work to adopt and implement an enhanced VTmtss approach across districts and school mental health system will require engaging many stakeholders, sometimes with conflicting perspectives, and bringing a framework to implement with fidelity. This will require attention to detail while holding the big-picture, and an ability to communicate clearly and directly in the face of multiple demands.

Tolerance for stress; a foundation in school mental health systems; foundation in Multi-Tiered Systems of Support; skills with numbers; and the ability to support change in these complex systems will be important skills for this position.

Significant financial resources are involved and will require skills in organization to track allocations, budget submissions/amendments, and invoices.

## 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.*

Overseeing implementation and management of a multi-year, federal grant initiative (\$9M) in coordination with Agency of Education. Adhere to federal guidelines for project activities and goals, submission of data, and reporting. Hold LEAs, DAs, and project vendors accountable to these funding agreements, guidelines, activities and goals. Improving the mental health and wellness outcomes for students and staff in Vermont's



schools.
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## 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?
Mild stress: Interaction with government staff, representatives of other education and human service organizations, and families and advocates is frequent and may involve differing perspectives and strong feelings.	80
Moderate: Position must track and adhere to federal reporting deadlines to maintain federal funds.	20

- 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?
N/A		

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

Type	How Much of the Time?
sitting, standing	80
driving	20

### 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 will oversee a multi-year federal grant project focused on integrating mental health and wellness in education for children, youth and families. Given the amount of funding available through the federal grant (over \$9 million), the federal expectations regarding deliverables and reporting requirements, and the need to coordinate implementation activities, DMH requires a state position to ensure proper oversight and coordination of the grant.

This RFR is submitted concurrent with an RFR to upgrade the School Mental Health and Practice Development Coordinator position into a School Mental Health Programs Manager to supervise this new VT Project AWARE Lead Coordinator position.

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?

- 1) Oversees all grant activities under federal project requirements, including management of budget, reporting, and compliance
- 2) Supervises project sub-contractors and sub-recipients to deliver measurable, cost-effective results.
- 3) Coordinate the with AOE Project Co-Coordinator to determine educational programming, technical assistance, and resource development/promotion LEAs, DAs, and state team.

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?

- Knowledge of school-based mental health systems and best practices in school-based mental health services
- Understanding of VT's system of care for children, youth and families and how school-based MH fits within that system including strengths and pressures.
- Effective in engaging diverse stakeholders and developing workplan to create change in practice and quality oversight
- Understanding of practice model implementation and dissemination strategies
- Excellent communication skills in writing and speaking across diverse groups; Public speaking
- Attention to detail
- Skilled in contract development and oversight
- Ability to use data to inform quality improvement and system design.
- Skilled use of spreadsheets, tracking systems, using varied sources of information to capture current project status and support recommendations for future efforts
- Ability to establish and maintain effective working relationships with contractors, grantees, Agency staff and other state and federal government staff members
- Knowledge of Trauma-informed and trauma-specific approaches and ability to infuse trauma-informed concepts in policies, procedures, processes
- Knowledge of Social Emotional Learning models used in schools (e.g. PBIS and Interconnected Systems Framework)

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

4. Suggested Title and/or Pay Grade:

VT Project AWARE Lead Coordinator, PG 25

Supervisor's Signature (required): DocuSigned by: Marianna Donnelly, 5270B070E4AB4AC... DocuSigned by: [Signature], 6481384785504CD... Date: 10/6/2023  
10/6/2023

**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.

[Empty text box for providing 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).

No

Suggested Title and/or Pay Grade:

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

Personnel Administrator's Signature (required): DocuSigned by: Shannon Reaves, 608062E4EBC74D4... Date: 10/18/2023

**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 text box for clarifying information and/or additional comments]

Suggested Title and/or Pay Grade:

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

Appointing Authority or Authorized Representative Signature (required): DocuSigned by: Emily Hawes, C50275615A62462 Date: 10/18/2023



## **VT Project AWARE Lead Coordinator (AWARE Coordinator)**

**Job Code:**

**Pay Plan:**

**Pay Grade:** 25

**Occupational Category:** Administrative Services, HR & Fiscal Operations

**Effective Date:**

**Class Definition:**

Development, administrative, coordination and monitoring work for the Department of Mental Health to oversee a state-wide federally-funded grant project to coordinate and expand the state's efforts to integrate mental health care for students within the Vermont Multi-Tiered System of Support. Position works closely with a broad range of local, regional, state and federal stakeholders. Duties are performed under the general supervision of the School Mental Health Programs Manager with expectation for independent judgment and professional expertise.

All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, strengths-based relationships and results orientation.

**Examples of Work:**

Provide professional oversight and management of a \$9M federally-funded 5-year project (through 9/29/2028) from the Substance Abuse and Mental Health Services Administration (SAMHSA) entitled "Project AWARE- Advancing Wellness And Resiliency in Education." While the Department of Mental Health will take the lead for this project, its success will be accomplished through collaboration and partnership with a number of other organizations across

state government, local education agencies, mental health providers, other community entities, and students and families. Additionally, regular coordination with Agency of Education's AWARE Co-Coordinator and regular contact with SAMHSA Government Project Officers will occur to ensure compliance with all regulations and policies.

Oversee grant activities and ensure coordination across project partners. Responsible for the day-to-day administration of the grant and ensuring that the deliverables are completed with adherence to project goals and timelines. Collaborate with key project personnel, state agencies, local education agencies, local designated mental health agencies and project vendor(s) as necessary. Schedule and facilitate regular (monthly) meetings with participating LEA and local community mental health agencies. Develop and facilitate a grant planning team and advisory body to inform state-level project activities. Develop project work plans aligned to project timelines and oversee goal progress. Track and report activities and expenses. Oversee allocation of grant budget. Negotiate, administer, and monitor contracts, sub-recipient grant agreements and Memorandums of Understanding necessary to carry out the activities of the project. Work with project evaluator to complete timely and complete submission of quarterly and annual data and program progress reporting to SAMHSA. Ensures timely and accurate reporting by project team members and vendor(s). Coordinate technical assistance support for project partners to enhance their capability to address grant activities. Develop written materials, arrange training workshops, on-site technical assistance, and consultation to support the grant goals at the state and local levels. Work collaboratively with Agency of Education Project Coordinator. Work with Agency of Education leadership to develop or revise guidance documents, tools, and resources for LEAs to infuse social, emotional, mental health and wellness concepts in the VT multi-tiered system of supports (VTmtss). Develop plan to sustain identified project activities with non-federal funding after cessation of the federal funding award. Manage federal grant project budget in coordination with DMH business office to properly account for federal funds and document costs so to minimize the chances of any audit findings and comply with all state and federal regulations. Communicate and meet with SAMHSA program, budget, and evaluation officials. Other duties as assigned.

**Environmental Factors:**

Duties are performed primarily in a standard office setting. Interaction with government staff, representatives of other human service organizations, and families and consumers is frequent and may involve conflict and strong feelings. Tact and diplomacy are needed. Frequent travel may be necessary for which private means of transportation should be available. Some evening and weekend work and some out-of-state travel may be required.

**Knowledge, Skills and Abilities:**

Knowledge and skills in project management, grant administration and compliance monitoring

Knowledge of federal, state and local mental health services and programs

Knowledge of school mental health approaches, practices, alignment with educational multi-tiered systems of support

Excellent communication skills both verbally and in writing

Strong initiative to promote an effective and efficient work environment

Strong judgment both clinically and administratively to ensure effective decision-making

Awareness of cultural, religious, economic and social values and conditions and their effect on the acceptance and use of mental health and educational services.

Commitment to implement high quality programs, practices, and policies that are recovery-oriented, trauma-informed, and equity-based to reduce health disparities and impact social determinants of health

Commitment to strengths-based, family centered approaches in systems-change and service delivery

Ability to develop and maintain positive interpersonal professional relationships with varied roles in State and local entities including providers, educators, advocates, families and students

Ability to follow State and Agency policies and procedures pertaining to contracting, procurement, grant administration, state and federal business practices, rules and regulations

Ability to review data, assess program performance, identify problem areas, and recommend solutions and potential changes

Ability to prepare, present, and interpret programmatic and financial data and narrative progress reports

Ability to develop, negotiate and oversee contracts and grant agreements

Ability to engage and leverage creative, critical, strategic and detailed thinking

**Minimum Qualifications:**

Master's degree or higher in Mental Health or closely related field AND two (2) years or more of experience at a professional level in mental health care administration or program development.  
OR



Master's degree or higher in Mental Health or related field and at least 5-years' experience providing clinical mental health services, including at least two (2) years in school-based mental health services.

**Preferred Qualifications:**

The ideal candidate will have experience with federally funded programs and will have some experience in mental health community-based and/or education settings. Knowledge of school-based mental health services approaches is also extremely beneficial.

**Special Requirements:**

Candidates must pass any level of background investigation applicable to the position. In accordance with AHS Policy 4.02, Hiring Standards, Vermont and/or national criminal record checks, as well as DMV and adult and child abuse registry checks, as appropriate to the position under recruitment, will be conducted on candidates, with the exception of those who are current classified state employees seeking transfer, promotion or demotion into an AHS classified position or are persons exercising re-employment (RIF) rights. Travel required for periodic trainings, meetings, and consultation.



Emily Hawes  
Commissioner  
847001

Samantha Sweet  
Director of Mental Health Services  
840013

VACANT  
Crisis Program Director  
810013

Hayley McGowan  
CAFU Medical Director  
Contractor - 0.3 FTE

Laurel Omland  
Director of Child & Family Services  
840001

Patricia Singer  
Adult MH Operations Director  
840008

Alexandra Nerenberg  
Care Management Director  
840168

Marianna Donnelly  
School MH Programs Manager  
840002  
PG 26

VACANT  
Project AWARE Lead Coordinator  
0  
PG 25

Kathryn Wolfe  
Pediatric MH Care Access  
Program Manager (0.5 FTE)  
840358

Dana Robson  
CAFU Operations Chief  
840021

Kara Hurwitch  
Children's Care Manager  
840016

VACANT  
Children's Care Manager  
840169

Erika Rojas  
Children's Care Manager  
840004

VACANT  
Children's Care Manager -  
Limited Service  
840376

VACANT  
Housing Program Admin  
840024

Carolyn McBain  
Employment Service Specialist  
840183

Kevin McKivergan  
UR Care Manager  
840022

Skip Irish  
UR Care Manager  
840102

August Weems  
Adult Care Manager -  
Limited Service  
840377

Anne Rich  
Adult Care Manager  
840023

Isaac Lawrence  
Adult Care Manager  
840048

Heather Bedell  
Adult Care Manager  
840242

Jeremy Therrien  
Adult Care Manager  
840237

**VERMONT DEPARTMENT OF PERSONNEL**  
**Request for Classification Review**  
**Position Description Form A**

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded  areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

**INSTRUCTIONS:** Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

**To Submit this Request for Classification Review:** If this is a filled position, the employee must sign the original\* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

\*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

**If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.**

# 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 _____	Effective Date: _____
Comments:		Date Processed: _____
Willis Rating/Components:	Knowledge & Skills: _____	Mental Demands: _____
	Working Conditions: _____	Total: _____
		Accountability: _____

### 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:  Grant #1H79SM088027 - federal award to AHS, awaiting JFO approval and Inter-Agency distribution  
 Request Job/Class Title:  Education Coordinator I  
 Position Type:  Permanent or  Limited / Funding Source:  Core,  Partnership, or  Sponsored  
 Vacant Position Number:  Current Job/Class Title:   
 Agency/Department/Unit:  AOE/05100/5100076000 Work Station:  National Life-Davis 5 Zip Code:  05620  
 Supervisor's Name, Title and Phone Number:  Tracy Watterson pos# 770055, Assistant Division Director SSS Division

### 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.*

The VT AWARE Co-Coordinator at the Agency of Education (AOE) will support the VT AWARE Lead Coordinator at the Vermont Department of Mental Health (DMH) with the day-to-day management of a \$9M federally funded project to coordinate and expand the state's efforts to develop sustainable infrastructure for school-based mental health (SBMH) programs within the Vermont Multi-Tiered Systems of Support (VTmtss) Framework. The VTmtss Framework is administered by the AOE, and the VT AWARE Co-Coordinator will work closely with the AOE's VTmtss Team to provide the expertise, tools, and resources to the three grant recipients to reach the systems improvement and integration of the mental health into the VTmtss Framework related goals of this grant. The mental health related professional learning and support will be provided by the VT AWARE Lead Coordinator and grant partners. While the state's DMH will take the lead for this project, its success will be accomplished through collaboration and partnership with the Agency of Education, Local Education Agencies, (LEAs), Designated Local Mental Health Agencies (DAs), Center for Health and Learning, Northeastern Family Institute, Up for Learning, Outright Vermont, an evaluator, and a technical assistance entity to support dissemination of a model for integrating a tiered approach of SBMH. The focus of this project will include consultation to build understanding of child/youth social, emotional and behavioral health needs, screening, assessment, early intervention for students at risk, and intervention for students with identified mental health needs.

The VT AWARE Co-Coordinator (this position) will support the VT AWARE Lead Coordinator (DMH) to coordinate efforts to leverage national and state funding and experts/leaders in implementation of practices, such as Interconnected Systems Framework. Regular contact with Substance Abuse and Mental Health Service Administration (SAMHSA) Project and Finance Managers will also occur to ensure compliance with all regulations and policies. The grant will create state-level and local-level teams to provide intensive support and resources for three Local Education Agencies and their local Designated Mental Health Agencies to develop sustainable infrastructure for school-based social, emotional, mental health supports within the VTmtss Framework. Additionally, these teams will inform the statewide structures for the scale-up and sustainability of mental health and wellness supports within VTmtss Framework throughout all districts in the state. This will focus on the following goals: 1) increase awareness of mental health, substance use, and co-occurring disorders among school-

aged youth; 2) increase the mental health literacy of individuals who interact with school-aged youth to understand and detect the signs and symptoms of mental illness, substance use/misuse, and co-occurring disorders; 3) promote and foster resilience building and mental health well-being for all school-aged youth; 4) provide positive behavioral health supports, targeted services to those who need more support, and intensive services to those who need them; 5) connect school-aged youth who may have behavioral health issues, including serious emotional disturbance or serious mental illness, and their families to needed services; 6) increase and improve access to culturally relevant, developmentally appropriate, and trauma-informed school and community-based AWARE activities and services.

The VT AWARE Co-Coordinator, with the VT AWARE Lead Coordinator will collaborate with key personnel within the project and external entities within state agencies and with community providers. This person will schedule and facilitate regular meetings to ensure the project is performing the proposed activities and achieving the goals; prepare and submit required federal reports; and ensure that data for the evaluation plan is collected and reported as required. This person will work closely with the VT AWARE Lead Coordinator to be responsible for liaising with LEAs enrolled in the project. This person may work with DMH's business and grants division to create and oversee funding agreements, properly account for federal funds, and document costs so to minimize the chances of any audit findings and comply with all state and federal regulations.

## 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*.

The VT AWARE Co-Coordinator will:

be supervised by the Assistant Director of the Student Support Services Division to assist the VT AWARE Lead Coordinator with administrative and specialized program leadership to operationalize the systemic and educational aspects of the Project AWARE grant program: planning, coordination, facilitation, and participation in state teams and advisory boards and to develop a plan for the sustainability of identified grant activities beyond the grant period.

make independent decisions regarding the maintenance of the grant's contracts, the scheduling, Agendas creation, and facilitation of meetings of the State Team, and in collaboration with the AOE VTmtss Team act as an expert on the VTmtss Framework and with the AOE Education Quality Assurance Team as an expert on continuous improvement science and the comprehensive needs assessment process used for districts and schools to complete their continuous improvement plans. This expertise is unique to the AOE and the VT AWARE Lead Coordinator will rely on the VT AWARE Co-Coordinator to lead this work in the grant.

be an active member of the AOE Social Emotional Wellness Team and engage the AOE cross-division leadership to further integrate social, emotional, behavioral, and mental health and wellness concepts into the VTmtss Framework through the development and facilitation of guidelines, tools, and resources for Local Education Agencies (LEA) in Vermont.

lead the coordination of activities across relevant AOE teams working on social, emotional, behavioral, or mental health and wellness programs as needed to create coherent

structures at the state and local level and to scale up the grant activities to LEA not participating in the grant.

may interact with the following entities are VT AWARE Co-Coordinator:

Federal: SAMHSA Grants Specialist and Project Officer

DMH: finance director, grants/contracts coordinator, CAFU director, Mental Health Collaborations Director, Suicide Prevention Director - coordination

VDH Family & Child Health Division: Director of Adolescent and Reproductive Health, program managers and staff

Designated Agencies: Child, Youth and Family Services Directors, school mental health program leaders and supervisors

Local Education Agencies: superintendents, principals, special education directors, socialemotional learning/MTSS coordinators (differing roles/titles within districts), school counselors, school nurses

Community-based non-profit entities who will provide training and programming under the project

Advisory Committee - Advocates, families, UVM College of Education and Social Services (Center on Disability and Community Inclusion), Larner College of Medicine (VT Child Health Improvement Program)

Project Evaluator

Project Technical Assistance Entity

**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.

The VT AWARE Co-Coordinator will need to have the skills and knowledge to:

work independently to lead the activities of this grant at the AOE. They will need to support social-emotional and mental health projects within and across Divisions focused on the intergration of mental health within the VTmtss Framework, clearly communicate orally and in writing, and assist in analyzing data to identify trends and needs as they related to the educational environments of the district and schools engaged in this grant.

facilitate conversations with partners who may have diverse perspectives, facilitating systems change and continuous improvement initiatives in an educational setting, supporting education systems' improvement of problems of practice that disproportionately impact vulnerable student populations, authentically engaging families, students, and the community, and integrating tiered supportsfor all students.

understand and articulate the concepts of youth mental health prevention and support, the VTmtss Framework, and continuous improvement science as beneficial approaches to system change at the school district-level.

#### 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.

The VT AWARE Co-Coordinator will meet weekly with their supervisor to set expectations for assisting the VT AWARE Lead Coordinator, engaging AOE colleagues in cross-team collaboration, and approval of tools and resources before publication when those involve the VTmtss Framework and continuous improvement science process and procedures .

The VT AWARE Co-Coordinator will be informally evaluated by their supervisor three times a year as well as an annual formal evaluation.

#### 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.*

While assisting the VT AWARE Lead Coordinator with the management of a federally funded grant, the VT AWARE Co-Coordinator may collaborate to:

-oversee implementation of multi-year, state-wide school mental health integration initiative involving state and local education and mental health service systems and in compliance with federal project requirements.

-Ensure sub-recipients comply with expectations and reporting timelines.

-Evaluate how the project is meeting proposed activities and goals, whether it is having the intended impact on state and local schools systems as well as students/families, and if



the long-term impacts of the project will contribute to the overall improvement of the system to respond to the mental health needs of children, youth and families

-Evaluate the needs for and effectiveness of training, technical assistance and programming across the implementation sites.

-coordinate with educators, mental health providers, other community entities and leaders across State and local systems.

-Evaluate how existing State policy, practices, and guidance may need to be modified to improve local integration goals.

The work to adopt and implement an enhanced VTmtss approach across districts and school mental health system will require engaging many stakeholders, sometimes with conflicting perspectives, and bringing a framework to implement with fidelity. This will require attention to detail while holding the big-picture, and an ability to communicate clearly and directly in the face of multiple demands.

## 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.*

The VT AWARE Co-Coordinator will:

support the VT AWARE Lead Coordinator at the Vermont Department of Mental Health (DMH) with the day-to-day management of a multi-year \$9M federally-funded project.

Work with three LEA and designated staff, serving ~ 6,000 students and three Designated Agencies, each supporting one of the LEA, to 1) increase awareness of mental health, substance use, and co-occurring disorders among school-aged youth; 2) increase the mental health literacy of individuals who interact with school-aged youth to understand and detect the signs and symptoms of mental illness, substance use/misuse, and co-occurring disorders; 3) promote and foster resilience building and mental health well-being for all school-aged youth; 4) provide positive behavioral health supports, targeted services to those who need more support, and intensive services to those who need them; 5) connect school-aged youth who may have behavioral health issues, including serious emotional disturbance or serious mental illness, and their families to needed services; 6) increase

and improve access to culturally relevant, developmentally appropriate, and trauma-informed school and community-based AWARE activities and services.

The outcomes measures of these grant goals will be determined in coordination with the State Team and the grant's external evaluator.

## 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?
Travel throughout VT will be required for some trainings, meetings, and consultation.	50% or more

- 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?
Winter travel throughout Vermont.	25% or more

- 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?
training, meeting, and consultation materials	40 lb	25% or more

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

Type	How Much of the Time?
sitting	up to 7.5 hours/day
standing	up to 7.5 hours/day

### 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 will include telework and in-person trainings, meetings, and consultation.

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?

Independently managing small projects and working collaboratively across agencies and teams.  
Strong grants and program management skills and ability to successfully interact with educators and other members of the education field.

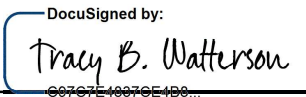
2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

Someone in this position needs to have knowledge of education systems and their leadership structures, skill in managing small projects, and the ability to collaborate and clearly communicate with a variety of stakeholders and their values.

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

4. Suggested Title and/or Pay Grade:

Education Programs Coordinator I, PG 24

Supervisor's Signature (required):  Date: 11/2/2023

**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).

[Empty rectangular box]

Suggested Title and/or Pay Grade:

[Empty rectangular box]

Personnel Administrator's Signature (**required**): \_\_\_\_\_ Date: \_\_\_\_\_

**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 rectangular box]

Suggested Title and/or Pay Grade:

Education Programs Coordinator I, PG 24

DocuSigned by:  
*Heather Bowley*  
FC48FD4E6363467...

11/6/2023

Appointing Authority or Authorized Representative Signature (**required**)

Date



**Department of Health and Human Services**  
 Substance Abuse and Mental Health Services Administration  
 Center for Mental Health Services

**Notice of Award**  
 FAIN# H79SM088027  
**Federal Award Date**  
 08/10/2023

### Recipient Information

**1. Recipient Name**

HUMAN SERVICES VERMONT AGENCY OF  
 280 STATE DR  
 WATERBURY, VT 05671

**2. Congressional District of Recipient**

00

**3. Payment System Identifier (ID)**

1036000264D4

**4. Employer Identification Number (EIN)**

036000264

**5. Data Universal Numbering System (DUNS)**

809376155

**6. Recipient's Unique Entity Identifier**

YLQARK22FMQ1

**7. Project Director or Principal Investigator**

Laurel Omland

laurel.omland@vermont.gov  
 802-241-0090

**8. Authorized Official**

Shannon Thompson  
 shannon.thompson@vermont.gov  
 802-461-5792

### Federal Agency Information

**9. Awarding Agency Contact Information**

Salvador Ortiz  
 Grants Specialist  
 salvador.ortiz@samhsa.hhs.gov  
 (240) 276-1421

**10. Program Official Contact Information**

Jennifer Treger  
 Program Official  
 jennifer.treger@samhsa.hhs.gov  
 240-276-1892

### Federal Award Information

**11. Award Number**

1H79SM088027-01

**12. Unique Federal Award Identification Number (FAIN)**

H79SM088027

**13. Statutory Authority**

Sec 520A(42USC290bb-32) & Sec 520B (42USC290bb-33), PHS Act

**14. Federal Award Project Title**

Vermont Project AWARE 2023

**15. Assistance Listing Number**

93.243

**16. Assistance Listing Program Title**

Substance Abuse and Mental Health Services\_Projects of Regional and National Significance

**17. Award Action Type**

New Competing

**18. Is the Award R&D?**

No

### Summary Federal Award Financial Information

**19. Budget Period Start Date 09/30/2023 – End Date 09/29/2024**

<b>20. Total Amount of Federal Funds Obligated by this Action</b>	\$1,799,998
20a. Direct Cost Amount	\$1,765,050
20b. Indirect Cost Amount	\$34,948

**21. Authorized Carryover**

**22. Offset**

**23. Total Amount of Federal Funds Obligated this budget period** \$1,799,998

**24. Total Approved Cost Sharing or Matching, where applicable** \$0

**25. Total Federal and Non-Federal Approved this Budget Period** \$1,799,998

**26. Project Period Start Date 09/30/2023 – End Date 09/29/2028**

**27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period** \$1,799,998

**28. Authorized Treatment of Program Income**

Additional Costs

**29. Grants Management Officer - Signature**

Lesley Schrier

**30. Remarks**

Acceptance of this award, including the "Terms and Conditions," is acknowledged by the recipient when funds are drawn down or otherwise requested from the grant payment system.



FY23 Project AWARE  
Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration  
Center for Mental Health Services

Notice of Award

**Issue Date:** 08/10/2023

**Award Number:** 1H79SM088027-01  
**FAIN:** H79SM088027  
**Program Director:** Laurel Omland

**Project Title:** Vermont Project AWARE 2023

**Organization Name:** HUMAN SERVICES VERMONT AGENCY OF

**Authorized Official:** Shannon Thompson

**Authorized Official e-mail address:** shannon.thompson@vermont.gov

**Budget Period:** 09/30/2023 – 09/29/2024

**Project Period:** 09/30/2023 – 09/29/2028

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$1,799,998 (see “Award Calculation” in Section I and “Terms and Conditions” in Section III) to HUMAN SERVICES VERMONT AGENCY OF in support of the above referenced project. This award is pursuant to the authority of Sec 520A(42USC290bb-32) & Sec 520B (42USC290bb-33), PHS Act and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at [www.samhsa.gov](http://www.samhsa.gov) (click on “Grants” then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the “Terms and Conditions” is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,  
Lesley Schrier  
Grants Management Officer  
Division of Grants Management

See additional information below

**SECTION I – AWARD DATA – 1H79SM088027-01**

**Award Calculation (U.S. Dollars)**

Personnel(non-research)	\$122,138
Fringe Benefits	\$54,962
Travel	\$14,226
Supplies	\$5,892
Contractual	\$1,566,282
Other	\$1,550
<b>Direct Cost</b>	<b>\$1,765,050</b>
<b>Indirect Cost</b>	<b>\$34,948</b>
<b>Approved Budget</b>	<b>\$1,799,998</b>
<b>Federal Share</b>	<b>\$1,799,998</b>
<b>Cumulative Prior Awards for this Budget Period</b>	<b>\$0</b>
 <b>AMOUNT OF THIS ACTION (FEDERAL SHARE)</b>	 <b>\$1,799,998</b>

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$1,799,998
2	\$1,799,998
3	\$1,799,999
4	\$1,799,998
5	\$1,799,997

Note: Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

**Fiscal Information:**

<b>CFDA Number:</b>	93.243
<b>EIN:</b>	1036000264D4
<b>Document Number:</b>	23SM88027A
<b>Fiscal Year:</b>	2023

<b>IC</b>	<b>CAN</b>	<b>Amount</b>
SM	C96J045	\$1,799,998

IC	CAN	2023	2024	2025	2026	2027
SM	C96J045	\$1,799,998	\$1,799,998	\$1,799,999	\$1,799,998	\$1,799,997

**SM Administrative Data:**

**PCC:** AWARE-23 / **OC:** 4145

**SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79SM088027-01**

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste,



or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

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### SECTION III – TERMS AND CONDITIONS – 1H79SM088027-01

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 75 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

#### **Treatment of Program Income:**

Use of program income – Additive: Recipients will add program income to funds committed to the project to further eligible project objectives. Sub-recipients that are for-profit commercial organizations under the same award must use the deductive alternative and reduce their subaward by the amount of program income earned.

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than \$10,000,000 must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75.

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### SECTION IV – SM SPECIAL TERMS AND CONDITIONS – 1H79SM088027-01

## **REMARKS**

### **New Award**

1. This Notice of Award (NoA) is issued to inform your organization that the application submitted for the **Notice of Funding Opportunity (NOFO) No. SM-23-001 FY 2023 Project AWARE (Advancing Wellness and Resiliency in Education)** has been selected for funding.

- o This award reflects **conditional** approval of the budget submitted April 27, 2023 by your Organization, pending you address the following **(1a)**.

**1a)** Please refer to the below **Revised Year 1 Detailed Budget and Narrative Justification - Special Condition of Award** section for additional guidance on how to proceed regarding your Year 1 budget.

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**2. Recipients are expected to plan their work to ensure that funds are expended within the 12-month budget period reflected on this Notice of Award.** If activities proposed in the approved budget cannot be completed within the current budget period, SAMHSA cannot guarantee the approval of any request for carryover of remaining unobligated funding.

**3. All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons.** For more information on how to respond to tracked terms and conditions or how to submit a post award amendment request please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading Grant Management Reference Materials for Grantees.

**4. All Post-Award Amendments must be submitted in eRA Commons for prior approval.**

Please refer to the SAMHSA website for specific SAMHSA guidance on how to submit a post-award amendment in eRA Commons: <https://www.samhsa.gov/grants/grants-management/post-award-amendments>

Prior approval is required for, but is not limited to: a change in key personnel and level of effort, a budget revision, a change in scope, a formal carryover request, and a no cost extension. Reference the full prior approval term on the SAMHSA website under Standard Terms and Conditions at: <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

Technical questions regarding the submission of a post-award amendment in eRA Commons should be directed to the eRA Service Desk: <http://grants.nih.gov/support/>

**5. Register Program Director/Project Director (PD) in eRA Commons:**

If you have not already done so, you must register the PD in eRA Commons to assign a Commons ID. Once the PD has received their Commons ID, please send this information to your Grants Management Specialist. You can find additional guidance on Managing eRA User Accounts at <https://www.samhsa.gov/grants/grants-training-materials/managing-user-accounts>.

**6. Key Personnel**

Key Personnel are listed below:

Laurel Omland, Project Director (DMH Lead Project Coordinator) @ 100% Level of Effort

To Be Hired, SEA Coordinator (AOE Project Co-Coordinator - VT Agency of Education) @ 100% Level of Effort

To Be Hired, LEA Project Manager @ 100% Level of Effort - Barre Unified Union School District (BUUSD)

To Be Hired, LEA Project Manager @ 100% Level of Effort - Caledonia Central Supervisory Union (CCSU)

To Be Hired, LEA Project Manager @ 100% Level of Effort - Southwest Vermont Supervisory Union (SVSU)

Organizations receiving Federal Funds may not exceed 100% level of effort for any program staff member (Key Personnel or otherwise) across all federally funded sources.

Any changes to Key Personnel including level of effort involving separation from the project for any continuous period of three months or longer, or a reduction in time dedicated to the project of 25% or more requires prior approval and must be submitted as a postaward amendment in eRA Commons.

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Note: If an organization is awarded a grant and chooses to move forward with hiring an individual for a Key Personnel position before receiving SAMHSA's formal approval, this will be done at the organization's own risk.

For additional information on post-award amendment requirements, please visit the SAMHSA website: <https://www.samhsa.gov/grants/grants-management/post-award-amendments>.

## **SPECIAL TERMS**

### **Implementation Plan**

By, **March 30, 2024**, submit via eRA Commons an implementation plan for each Local Education Agency (LEA) no later than six months after award.

### **Sustainability Plan**

By, **September 29, 2025**, submit via eRA Commons a Sustainability Plan.

### **Disparity Impact Statement (DIS)**

By **November 29, 2023**, submit via eRA Commons a completed **Disparity Impact Statement**.

SAMHSA's Behavioral Health Disparity Impact Statement (DIS) is a data-driven, quality improvement approach to advance behavioral health equity for all. The DIS is a grant requirement that helps grantees identify racial, ethnic, sexual, and gender minority groups at the highest risk of experiencing behavioral health disparities within their grant projects and implement a disparity reduction action plan with a quality improvement process to address and close the identified gap(s). The DIS should be consistent with the Population of Focus and Statement of Need identified in the grant application and include the components as described below. Please refer to the DIS worksheet, examples, and other resources on the SAMHSA website at: <https://www.samhsa.gov/grants/grants-management/disparity-impact-statement>

The main components of the DIS are:

- Identify and describe the behavioral health disparity within the population of focus of the grant project that experience disparate access, use, and outcomes.
- Provide a demographic table of the proposed number of individuals to be served, reached, or trained in the grant project that covers the entire grant period. Identify the data sources used to support the rationale for how the determination of the disparity was made.
- Identify the social determinants of health (SDOH) domains and the Culturally and Linguistically Appropriate Services in Health and Health Care ([CLAS](#)) Standards that the grantee organization will work to address and improve for the identified population(s)

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of focus.

- Develop a disparity reduction quality improvement action plan to address behavioral health disparities based on the available data on access, use, and outcomes.

In accordance with the reporting requirements outlined in the Notice of Funding Opportunity (NOFO), the grantee is required to provide an update on the project's progress towards addressing quality care of underserved populations related to the Disparity Impact Statement (DIS), barriers encountered, including challenges serving populations of focus, efforts to overcome these barriers; evaluation activities for tracking DIS efforts; and a revised quality improvement plan if the DIS does not meet the quality of care requirements as stated in the DIS.

**All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons.** For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions.**

## Risk Assessment

The Office of Financial Advisory Services (OFAS), SAMHSA may perform an administrative review of your organization's financial management systems, policies, procedures and records. If the review discloses material weaknesses or other financial management concerns, grant funding may be restricted in accordance with [45 CFR 75/2 CFR 200](#), as applicable. The restriction will affect your organization's ability to withdraw funds from the Payment Management System account, until the concerns are addressed.

## SPARS

All AWARE grant recipients are required to collect and report certain data so that SAMHSA can meet its obligation under the Government Performance and Results Act (GPRA) Modernization Act of 2010.

These data are gathered using SAMHSA's Performance and Accountability Reporting System (SPARS). AWARE grant recipients are required to:

(1) complete Annual Goals training and enter annual goals data into SPARS by December 30, 2023; and

(2) begin collecting and reporting data into SPARS in the second quarter (January - March 2024).

SPARS training and technical assistance will be provided post award.

## Flow Down of Requirements to Subrecipients

The recipient, as the awardee organization, is legally and financially responsible for all aspects of

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this award including funds provided to subrecipients, in accordance with 45 CFR § 75.351 – 75.352, Subrecipient Monitoring and Management.

### **Conflicts of Interest Policy**

Consistent with 45 CFR § 75.112, recipients must establish written policies and procedures to prevent employees, consultants, and others (including family, business, or other ties) involved in grant-supported activities, from involvement in actual or perceived conflicts of interest. The policies and procedures must:

- address conditions under which outside activities, relationships, or financial interest are proper or improper;
- provide for advance disclosure of outside activities, relationships, or financial interest to a responsible organizational official;
- include a process for notification and review by the responsible official of potential or actual violations of the standards; and
- specify the nature of penalties that may be imposed for violations.

### **Subaward Agreements**

Subaward Agreements are considered subrecipients as they participate in accomplishing the award's objectives and therefore must have executed subaward agreements in place. Subaward agreements must include all award requirements and clearly state that requirements flow down to the subrecipient. When established, the subaward agreements between your organization and the subrecipients should also include as a term and condition, the requirements cited below concerning Standards for Financial Management and Consistent Treatment of Costs.

## **SPECIAL CONDITIONS**

### **Submit Indirect Cost Rate Cost Allocation Plan**

By **October 30, 2023**, submit via eRA Commons.

1) Provide a PDF copy of your cost allocation plan, that references the rate being charged to this grant program.

### **Revised Year 1 Detailed Budget and Narrative Justification**

By **October 30, 2023**, submit via eRA Commons.

1) Please provide a revised ***Year 1 Detailed Budget and Narrative Justification***, incorporating all the below items.

a) Contractual - BUUSD, CCSU, SVSU: Within the budget for each LEA, provide a detailed itemized cost breakdown and justification, of all costs pertaining to your below line items:

- \$40,000 - Universal Screening tool purchase/ rights, training, web-access
- \$80,000 - SEL, Mental Health and Wellness programming

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b) Contractual - Technical Assistance entity TBD \$120,000:

- Once identified, we'll need you to provide a detailed itemized cost breakdown and justification, of all costs.

c) Contractual - Evaluator TBD \$227,000:

- Once identified, we'll need you to provide a detailed itemized cost breakdown and justification, of all costs (e.g. personnel, fringe benefits, supplies, travel, indirect, etc.).

d) Contractual - Northeastern Family Institute:

- Consultation \$5,000: Provide a detailed itemized cost breakdown and justification of all costs (e.g. consultant hourly rate x amount of budgeted hours, etc.).

e) Reminder: SAMHSA grant funds may not be used for Promotional Items. Promotional items include but are not limited to clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags.

**All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons.** For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions.**

## **STANDARD TERMS AND CONDITIONS**

### **Annual Programmatic Progress Report**

By **December 28, 2024**, submit via eRA Commons.

The Programmatic Report is required on an annual basis and must be submitted as a .pdf to the View Terms Tracking Details page in the eRA Commons System no later than 90 days after the end of each 12-month budget period.

The Annual Programmatic Report must, at a minimum, include the following information:

- Data and progress for performance measures as reflected in your application regarding goals and evaluation activities.
- A summary of key program accomplishments to-date.
- Description of the changes, if any, that were made to the project that differ from the application for this budget period.
- Description of any difficulties and/or problems encountered in achieving planned goals and objectives including barriers to accomplishing program objectives, and actions to overcome barriers or difficulties.

Note: Recipients must also comply with the GPRA requirements that include the collection and periodic reporting of performance data as specified in the FOA or by the Grant Program Official

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(GPO). This information is needed in order to comply with PL 102-62, which requires that Substance Abuse and Mental Health Services Administration (SAMHSA) report evaluation data to ensure the effectiveness and efficiency of its programs.

**The response to this term must be submitted as .pdf documents in eRA Commons. Please contact your Government Program Official (GPO) for program specific submission information.**

For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions.**

Additional information on reporting requirements is available at <https://www.samhsa.gov/grants/grants-management/reporting-requirements>.

### **Annual Federal Financial Report (FFR or SF-425)**

All financial reporting for recipients of Health and Human Services (HHS) grants and cooperative agreements has been consolidated through a single point of entry, which has been identified as the Payment Management System (PMS). The Federal Financial Report (FFR or SF-425) initiative ensures all financial data is reported consistently through one source; shares reconciled financial data to the HHS grants management systems; assists with the timely financial monitoring and grant closeout; and reduces expired award payments. The FFR is required on an annual basis no later than 90 days after the end of each Budget Period. The FFR should reflect cumulative amounts. Additional guidance to complete the FFR can be found at <http://www.samhsa.gov/grants/grants-management/reporting-requirements>.

SAMHSA reserves the right to request more frequent submissions of FFRs. If so, the additional submission dates will be shown below.

Your organization is required to submit an FFR for this grant funding as follows:

- **By December 28, 2024**, submit the Federal Financial Report (FFR)/(SF-425).
- The grant recipient staff member(s) responsible for FFR preparation, certification and submission of the FFR must either submit a request for New User Access or Update User Access to the FFR Module as applicable. Refer to the PMS User Access website <https://pms.psc.gov/grant-recipients/user-access.html> for information on how to submit a New User Access, Update User Access or Deactivate User Access. You can also view PMS' Video on how to request new user access @ <https://youtu.be/kdoqaXfiuI0> and PDF resource with instructions on Requesting Access @ [https://pms.psc.gov/forms/New-User-Request\\_Grant.pdf](https://pms.psc.gov/forms/New-User-Request_Grant.pdf)
- Instructions on **how to submit a FFR via PMS** are available at <https://pmsapp.psc.gov/pms/app/help/ffr/ffr-grantee-instructions.html> (The user must be logged in to PMS to access the link). Updates to the FFR instructions effective 4/1/2022 are also available @ <https://pms.psc.gov/grant-recipients/ffr-updates.html>
- While recipients must submit the FFR in PMS, the FFR can also be accessed by connecting seamlessly from the eRA Commons to PMS by clicking the "Manage FFR" link on the

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“Search for Federal Financial Report (FFR)” page in eRA Commons, which will redirect to PMS. SAMHSA will not accept FFRs submitted by email or uploaded as an attachment into eRA. To access the “Manage FFR” link in eRA Commons, the individual must be registered in eRA Commons and assigned the Financial Status Reporter (FSR) role for their organization. The individual assigned the FSR role is responsible for reporting the statement of grant expenditures for their organization. Refer to the [Managing User Accounts: Add or Remove Roles, Unaffiliate Account](#) document for instructions on how to assign a the FSR role.

**If you have questions about how to set up a PMS account for your organization, please contact the PMS Help Desk at [PMSSupport@psc.hhs.gov](mailto:PMSSupport@psc.hhs.gov) or 1-877-614-5533.**

**Note:** Recipients will use PMS to report all financial expenditures, as well as to drawdown funds; SAMHSA recipients will continue to use the eRA Commons for all other grant-related matters including submitting progress reports, requesting post-award amendments, and accessing grant documents such as the Notice of Award.

### **Standard Terms for Awards**

Your organization must comply with the Standard Terms and Conditions for the Fiscal Year in which your grant was awarded. The Fiscal Year for your award is identified on your Notice of Award. SAMHSA's Terms and Conditions Webpage is located at: <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

### **Standards for Financial Management**

Recipients and subrecipients are required to meet the standards and requirements for financial management systems set forth in 45 CFR part 75 Subpart D. The financial systems must enable the recipient and subrecipient to maintain records that adequately identify the sources of funds for federally assisted activities and the purposes for which the award was used, including authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and any program income. The system must also enable the recipient and subrecipient to compare actual expenditures or outlays with the approved budget for the award. SAMHSA funds must retain their specific identity – they may not be commingled with non-federal funds or other federal funds. “Commingling funds” typically means depositing or recording funds in a general account without the ability to identify each specific source of funds with related expenditures.

### **Reasonable Costs for consideration**

Recipients must exercise proper stewardship over Federal funds and ensure that costs charged to awards are allowable, allocable, reasonable, necessary, and consistently applied regardless of the source of funds according to “Reasonable Costs” consideration per 2 CFR § 200.404 and the “Factors affecting allowability of costs” per 2 CFR § 200.403. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

### **Consistent Treatment of Costs**

Recipients must treat costs consistently across all federal and non-federal grants, projects and cost centers. Recipients may not direct-charge federal grants for costs typically considered indirect in nature, unless done consistently. If part of the indirect cost rate, then it may not also be charged as a direct cost. Examples of indirect costs include (administrative salaries, rent, accounting fees, utilities, office supplies, etc.). If typical indirect cost categories are included in the budget as direct costs, it is SAMHSA's understanding that your organization has developed a cost accounting system adequate to justify the direct charges and to avoid an unfair allocation of these costs to the federal government. Also, note that all awards are subject to later review in accordance with the requirements of [45 CFR 75.364](#), [45 CFR 75.371](#), [45 CFR 75.386](#) and [45 CFR Part 75, Subpart F](#), Audit Requirements.



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**Compliance with Award Terms and Conditions**

FAILURE TO COMPLY WITH THE ABOVE STATED TERMS AND CONDITIONS MAY RESULT IN ACTIONS IN ACCORDANCE WITH [45 CFR 75.371](#), REMEDIES FOR NON-COMPLIANCE AND [45 CFR 75.372](#) TERMINATION. THIS MAY INCLUDE WITHHOLDING PAYMENT, DISALLOWANCE OF COSTS, SUSPENSION AND DEBARMENT, TERMINATION OF THIS AWARD, OR DENIAL OF FUTURE FUNDING.

All previous terms and conditions remain in effect until specifically approved and removed by the Grants Management Officer.

**Staff Contacts:**

Jennifer Treger, Program Official

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Salvador Ortiz, Grants Specialist

**Phone:** (240) 276-1421 **Email:** [salvador.ortiz@samhsa.hhs.gov](mailto:salvador.ortiz@samhsa.hhs.gov) **Fax:** (240) 276-1430

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**Student Support Services**

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- Under Review
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