



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst *DWD*
Date: December 13, 2019
Subject: Grant Requests – JFO #2983-2986

Enclosed please find four (4) items, including two (2) limited-service positions, which the Joint Fiscal Office has received from the Administration.

JFO #2983 – \$135,728 from Vibrant Emotional Health to the VT Dept. of Mental Health. This funding will be used to build capacity within Vermont to provide in-state call response for individuals that call into the National Suicide Prevention Lifeline. Much of the grant funding will be used for sub-contracts with two in-state organizations to provide lifeline services: Northwestern Counseling & Support Services, and Vermont 2-1-1. The remainder of grant funding will cover salary, benefits and travel for an existing department employee (approx. 0.09 FTE) to serve as a state liaison for the project. The main project goal will be to reach or exceed a 70% in-state lifeline answer rate by Sept. 30, 2021 (current in-state answer rate is 0%).
[JFO received 12/05/19]

JFO #2984 – \$2,040,000 from the U.S. Dept. of Transportation to the VT Agency of Transportation. This funding was received as part of the 2019 BUILD grant program. The funding received by Vermont represents 17% of the total \$12,000,000 grant award, with the rest going to the New Hampshire Dept. of Transportation. The funds will be used towards a \$50 million project to build a new VT/NH 119 bypass bridge, which will replace two structurally deficient truss bridges crossing the Connecticut River and connecting Hinsdale, NH to Brattleboro, VT. The old bridges will be maintained for pedestrian and bicycle use.
[JFO received 12/05/19]

JFO #2985 – \$679,990 from the U.S. Dept. of Labor to the VT Dept. of Labor. This funding will be used to expand the availability and quality of registered apprenticeship programs in Vermont. This work will be done over three State fiscal years (FY20-22). The four primary goals of the program will be: 1) establish strong organizational leadership within the Department through an expansion and reorganization of the apprenticeship division, 2) establish an effective information management system for Vermont's registered apprenticeship programs, 3) carry out public outreach and establish communication tools, and 4) increase the recruitment and enrollment of underrepresented participants in apprenticeship programs.
[JFO received 12/05/19]

JFO #2986 – \$1,050,000 from U.S. Dept. of Health and Human Services to the VT Dept. of Disabilities, Aging and Independent Living. This funding will be used to enhance state adult protective services through the Elder Abuse Prevention Interventions program and will seek to serve both victims and perpetrators of elder abuse. The primary objectives will be to 1) provide additional options for perpetrators who are placed on the Vermont Adult Abuse Registry, 2) decrease recidivism rates among offenders, 3) reduce re-victimization rates among maltreatment victims, 4) and increase reporting to the national Adult Protective Services (APS) database. **Two (2) limited-service positions are being requested in conjunction with this grant.** The two positions would be titled APS Restorative Justice Case Manager. This grant would require \$350,000 in State matching funds over the 3-year term of the program.

[JFO received 12/10/19]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by December 27, 2019 we will assume that you agree to consider as final the Governor's acceptance of these requests.



JFO 2986

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

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

RECEIVED
 Agency of Administration
 DEC 10 2019
JOINT FISCAL OFFICE

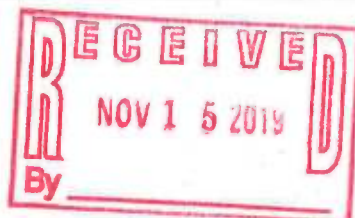
**STATE OF VERMONT
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

Grant Summary:		DAIL has received a grant to enhance state adult protective services through the Elder Abuse Prevention Interventions program. The Vermont Adult Protective Services (APS) Restorative Justice Project in cooperation with key stakeholders will over the course of this three-year project provide strength-based participant driven response to victims and perpetrators of vulnerable adult maltreatment in Chittenden and Franklin Counties.			
Date:		11/20/2019			
Department:		DAIL			
Legal Title of Grant:		Elder Abuse Prevention Interventions Program			
Federal Catalog #:		93.747			
Grant/Donor Name and Address:		Department of Health and Human Services Administration for Community Living AOA Elder Justice & Adult Protection Services APS Grants to States 330 C Street, SW Washington, DC 20201			
Grant Period:		From:	To:		
		9/1/2019	8/31/2020		
Grant/Donation		\$1,050,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$466,666	\$466,666	\$466,666	\$1,399,998	\$349,998 Match
Position Information:		# Positions	Explanation/Comments		
		2	APS Restorative Justice Case Manager		
Additional Comments:					
Department of Finance & Management					(Initial)
Secretary of Administration					(Initial)
Sent To Joint Fiscal Office				12/5/19	Date



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

BASIC GRANT INFORMATION				
1. Agency:	Agency of Human Services			
2. Department:	Department of Disabilities, Aging and Independent Living (DAIL)			
3. Program:	Division of Licensing and Protection (DLP)			
4. Legal Title of Grant:	Elder Abuse Prevention Interventions Program			
5. Federal Catalog #:	93.747			
6. Grant/Donor Name and Address:	Department of Health and Human Services, Administration for Community Living 330 C Street, SW Washington, DC 20201			
7. Grant Period:	From:	9/1/2019	To:	8/31/2022
8. Purpose of Grant:	To implement restorative justice principles and practices within the Vermont Adult Protective Services framework.			
9. Impact on existing program if grant is not Accepted:	None			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2020	FY 2021	FY 2022	
Personal Services	\$370,715	\$379,391	\$388,635	
Operating Expenses	\$95,951	\$87,275	\$78,031	
Grants	\$	\$	\$	
Total	\$466,666	\$466,666	\$466,666	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$116,666	\$116,666	\$116,666	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$344,536	\$345,115	\$349,784	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$5,464	\$4,885	\$216	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$466,666	\$466,666	\$466,666	
Appropriation No:	3460014200	Amount:	\$350,000	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
		Total	\$350,000	



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

PERSONAL SERVICE INFORMATION

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

Appointing Authority Name: _____ Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
	2	APS Restorative Justice Case Manager
Total Positions		

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

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <i>Camille George</i>	Date: <i>9/20/19</i>
	Title: <i>Acting Commissioner</i>	
	Signature: <i>Martine E...</i>	Date: <i>11/7/19</i>
	Title: <i>Deputy Secretary</i>	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <i>Brady T...</i>	Date: <i>11/25/19</i>
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted	(Governor's Signature) <i>[Signature]</i>	Date: <i>12/3/19</i>
<input type="checkbox"/> Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

End Form AA-1

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).

11/6/19
10/7/19

MEMORANDUM

To: The Joint Fiscal Committee

From: Camille George, Commissioner 

Date: 9/26/2019

Subject: AA-1 Request for Vermont Adult Protective Services Restorative Justice Project

This is a request from the Department of Disabilities, Aging and Independent Living (DAIL) to the Joint Fiscal Committee to approve acceptance of the AOA Elder Justice and Adult Protective Services, Elder Abuse Prevention Interventions Program grant award from the Department of Health and Human Services, Administration For Community Living.

Background

On August 27, 2019, the Department for Health and Human Services approved the DAIL application submitted to Grants to Enhance State Adult Protective Services, Elder Abuse Prevention Intervention Programs. The Vermont Adult Protective Services (APS) Restorative Justice Project in cooperation with key stakeholders will in the course of this three-year project, create, coordinate and maintain a program aimed at serving a currently unmet need for the participants served by Vermont APS. The project will seek to serve both victims and perpetrators of maltreatment. The goal of this project is to provide a meaningful, strength-based, participant driven response to the victims and perpetrators of vulnerable adult maltreatment in Chittenden and Franklin Counties.

Term and Amount of Grant

The Department of Health and Human Services has awarded DAIL \$1,050,000 total for a three-year grant term for September 1, 2019 through August 31, 2022.

Project Design

The project will be managed by the DAIL Division of Licensing and Protection, Adult Protective Services. APS will house the Project Director and Case Managers who will provide operational oversight and implementation of the project in its entirety. The project has set the following objectives; 1) to provide additional options to a substantiated perpetrators placement on the Vermont Adult Abuse Registry; 2) to decrease recidivism rates among offender; 3) to reduce re-victimization rates among victims of maltreatment; 4) data gathered through the configuration of a data management system will allow Vermont APS to increase reporting to the national (NAMRS) APS database.

The major components of this intervention will be:

Motivational Interviewing (MI): MI is a collaborative, restorative dialogue process that supports individuals in identifying their goals and achieving positive changes. MI will be utilized to support and increase safety while assuring the participants needs are heard and supported.

Person Centered Goal Setting and Supported Decision Making: APS practice guidelines outline that a supported decision-making approach should be used with participants who have been assessed to lack capacity, yet maintain insight and judgement in some domains of cognitive functioning. Project staff will assist participants to understand the maltreatment situation and the decisions to be made in order to make their own planning and services decisions. A supported decision-making model respects the individuals right to self-determination and aligns with a person-centered practice.

Teaming: Teaming is a collaborative, strength-based model proposing that favorable and more sustainable case outcomes occur when the intervention process involves shared responsibility and commitment from supporters. Project staff will work with participants to identify both formal and informal supports and come together in a supported setting to address the maltreatment and identify goals for reparation.

Restorative Action Plans (RAPs): RAPs are the concrete agreements created through restorative justice activities. RAPs shift the response to behaviors from punitive to more logical and natural consequences and have three elements: 1) Restoration, restitution: Actions to be taken to repair the harm, 2) Reintegration: Actions taken to re-connect and re-engage offenders, 3) Support: Actions to be taken to strengthen connections to support services, actions aimed at reducing the likelihood of recidivism and re-victimization.

Vermont APS will conduct on-going evaluation through data collection and review. Evaluation and grant reporting requirements will be utilized in hopes of securing increased and more permanent funding beyond the three-year grant period.

Project Goals

The project goals and anticipated outcomes are as follows:

- 1) Victims and perpetrators, upon successful completion of the program, will feel satisfied that the harm has been fairly addressed and appropriate reparations made.
- 2) Vermont APS will see a decrease in repeat offenders and victims of maltreatment.
- 3) Vermont APS will see an overall decrease in the number of non-professional offenders placed on the Vermont Adult Abuse Registry.
- 4) The Vermont APS Restorative Justice Project will obtain funding to continue and expand throughout Vermont.
- 5) A sustainability plan will be developed to support the growth and continuity of the project's future. Data gathered will serve to enhance evidence-based practices, relevant to other state based APS programs across the country.

Project Staffing

The Department is requesting two limited service positions for the Vermont APS Restorative Justice Project; two Case Managers. A current position, APS Field Supervisor, will transition to the Project Director, funded by this grant. The project will also be supported by current DLP/APS staff and through utilization of the current APS data management system.

Contact Person for Project

Shawna A. Mead

Project Director (Current APS Field Supervisor)

shawna.mead@vermont.gov

(802) 373-5408 or (802) 922-5791

**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: AHS/DAIL Date: 9/4/2019

Name and Phone (of the person completing this request): Shawna A. Mead (802) 373-5408

Request is for:

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

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

Department of Health and Human Services, Administration for Community Living, AOA Elder Justice and Adult Protective Services Grants to States. \$1,050,000 total over three-year period.

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>
APS Restorative Justice Case Manager	2	DLP/APS	September 2022

*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:

This project seeks to reduce recidivism and re-victimization of vulnerable adult maltreatment by providing an additional option to registry placement. A project of this size will require a full time project Director and the addition of two full time case management staff in cooperation with current APS programming.

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

Carmelle Joyce / Maathra 11/7/19 9/26/19
 Signature of Agency or Department Head Date

Amee Pope 11/13/19
 Approved/Denied by Department of Human Resources Date

Alan Plim 5 Dec 19
 Approved/Denied by Finance and Management Date

[Signature] December 5, 2019
 Approved/Denied by Secretary of Administration Date

[Signature] 12/6/19
 Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date

Comments:

9/10/19

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

Incumbent Information:

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

New Position/Vacant Position Information:

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

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

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

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

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

1. Receives case assignments of vulnerable adult maltreatment. Responsible for gathering all relevant information on assigned case to proceed.
2. Arranges and meets with all assigned program participants, to include, victim, offender, service providers, family members and law enforcement as appropriate. Meetings are arranged to determine next steps in accordance with restorative justice principles.
3. Assesses the case dynamics to determine potential for improved safety, create strength based goals based on participant input.
4. Develops case plan in cooperation with participants.
5. Coordinates services with and for participants to effect change and increased safety.
6. Arranges periodic case review to assess progress and goal completion.
7. Documents and maintains assigned case records.
8. Develops reports as requested.
9. Refers participants to additional services and supports as necessary.
10. May initiate emergency procedures to insure safety of all participants.
11. In conjunction with community partners and/or independantly, arranges and provides technical assistance, training and facilitation on content specific areas such as; motivational interviewing, teaming, supported decision making and conflict transformation for staff, community and families.

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.*

1. Program Participants: victims, offenders, family members, service providers, natural supports.

2. Law Enforcement officials
3. Partner Agencies; Council on Aging, Home Health, Private Caregivers, Facility Administrations, Community Justice Centers, etc.
4. ACL, Grant Holder

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.

1. Knowledge of the principles and practices of a Restorative Justice Framework.
2. Knowledge of the issues facing victims and perpetrators of vulnerable adult maltreatment.
3. Ability to develop and implement effective casework plans which are appropriate to the individuals and the circumstances.
4. Ability to maintain casework data and information in a prescribed manner.

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:

N/A

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.

1. Incumbent will work under the supervision of the project Director. The need for independent decision making in a community setting will also be necessary.
2. Case assignments will be made based on geographical location, priority and current case load.
3. Regular supervision and team meetings will be held.
4. Regular mandatory trainings will be held.
5. Incumbent will collect and document data and report to supervisor on a regular basis.
6. Project documentation and data will be reviewed and evaluated regularly.

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.*

1. Case management of emotionally charged situations and interactions. Responsible for mediating conflict between participants and ensuring safety for all.
2. Comply with requirements of limited services position, grant funded.
3. Document case interactions and case plans to comply with required data collection and evaluation needs.

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.*

1. Create case plans and RAPs to increase safety and service coordination for program participants.
2. Oversee completion of case plans with satisfactory outcome for program participants.
3. Maintain documented data in support of program expansion.

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?
Differences in opinion, strained relationships, highly emotional topics to be addressed	60%
Potentially threatening situations	50%

- 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?
Potentially volatile situations, violent offenders, high levels of stress and emotionally charged situations. Potentially threatening situations.	50%
Participants experiencing health conditions, trauma, which may result in unpredictable and unsafe behaviors.	50%
Position incumbent will enter homes and community settings with potential for risks, weapons, dogs, fumes, second hand smoke.	50%
Position incumbent may operate in hospitals or other health care settings with potential exposure to contaminants and illness.	20%

- 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?

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

Type	How Much of the Time?
Driving	20%
Sitting/Standing	60%
Walking	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.

[Empty rectangular box]

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?

Managing multiple case assignments addressing vulnerable adult maltreatment. Developing case plans, following safety and process protocols, and writing summary plans and reports.

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 the principles and practices of Restorative Justice, the issues inherent to abuse, neglect and exploitation of vulnerable adults (for both victims and perpetrators), and the ability to manage multiple caseloads and assignments.

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

[Employee's responses appear accurate and complete.]

4. Suggested Title and/or Pay Grade:

APS Restorative Justice Case Manager, Pay grade 24

Supervisor's Signature (required):



Date:

9/23/19

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 box]

Suggested Title and/or Pay Grade:

APS Restorative Justice Case Manager, Pay grade 24

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 box]

Suggested Title and/or Pay Grade:

APS Restorative Justice Case Manager, Pay grade 24

Camille Jones
Appointing Authority or Authorized Representative Signature (required)

9/26/19
Date

State of Vermont
Department of Disabilities, Aging and Independent Living (DAIL)
Division of Licensing and Protection (DLP)
Adult Protective Services Restorative Justice Project (APSRJP)
Budget Narrative
September 2019-August 2022

Year One: September 1, 2019- August 31, 2020

I. Staff Salaries

The Adult Protective Services Restorative Justice Project will be implemented by the Division of Licensing and Protection and Adult Protective Services. The APSRJP will have three full time equivalent employees, including the Project Director, Shawna Mead, and two Case Managers, to be hired.

Three current DLP staff will also commit a portion of their time to the APSRJP Project.

- Joe Nusbaum, DLP Director will commit 1% of his time to the Project. It is anticipated that Mr. Nusbaum will participate in evaluation of the Project and assist in representing the Project to community partners and stakeholders to secure future funding beyond this grant award.
- John Gordon, APS Director will commit 3% of his time to the Project. Mr. Gordon will serve as a lead evaluator for the Project and aide in configuration of a data management system to gather and report project data.
- An alternate APS Field Supervisor, in addition to absorbing duties previously performed by Shawna Mead, will provide coverage for the Project Director in her absence.

Staff Person and Title	Annual Salary	Fringe	FTE %	Non-federal cash	Total Federal
Shawna Mead Project Director	89,174	43,956	100	N/A	133,130
Case Manager (TBD)	54,792	33,672	100	N/A	88,464
Case Manager (TBD)	54,792	33,672	100	N/A	88,464
APS Field Supervisor	36,410	19,385	50	55,795	N/A
Joe Nusbaum DLP Director	85,051	42,434	1	3,592	N/A
John Gordon APS Director	79,768	40,741	3	1,270	N/A
TOTALS				60,657	\$310,058

Total Salary Costs Year One: \$ 198,758

II. Fringe Benefits

As noted, all staff are employees of the State of Vermont and receive the state government benefits package. The individual fringe rates for staff depend on both the number of dependents and healthcare options selected. Ranges will vary by individual.

A complete description of the State of Vermont employee salaries and benefits can be found at; <http://www.vermontpersonnel.org/employee/benefits.cfm>

Total Fringe Benefits Costs Year One: \$ 111,300

Total Personnel Costs Year One: \$ 310,058

III. Travel

In State Travel: \$8,700

The APSRJ Project has budgeted \$8,700 for instate mileage. The Project Director, and two Case Managers will be home based and community travel will be required. Mileage is reimbursed at the current federal rate.

Out of State Travel: \$2,688

The APSRJ Project staff will be required to travel to out of state trainings and grant meetings as established by the ACL.

Total Travel Year One: \$11,388

IV. Equipment

There are no equipment costs associated with this project.

V. Supplies

APSRJ Project will require supplies to support staff in completion of assigned job duties. The following supplies will be purchased year one; two lap top computers, two portable printers, two portable scanners and, two cell phones. Additionally, office supplies such as pens, paper, file folders, etc. will be purchased.

Total Supplies Year One: \$8,090

VI. Contractual

IT Vendor Data Management System Configuration; \$10,000

The APSRJ Project will contract with an IT Vendor to support configuration of, or enhancement of the current APS data management system.

Total Contractual Costs Year One: \$10,000

VII. Construction

There are no construction costs associated with this project.

VIII. Other

The APSRJ Project will engage in an extensive training process during the first year of operation. This will include staff attendance at trainings as well as trainings provided for community stakeholders and interested parties by project staff.

Total Other Costs Year One: \$5,000

IX. Total Direct Costs Year One: \$ 344,536

X. Indirect Costs

The State of Vermont has a federally approved cost allocation plan for all state agencies. A copy of the cost allocation plan and approval can be found at:

<http://humanservices.vermont.gov/departments/office-of-the-secretary/cost0allocation-plan>

The cost allocation plan requires that all of the regional and central supporting costs be shared among funded projects. These funds support the local project staff in the DLP central office. This includes; accounting, business office support, DLP office support and Commissioner's office support.

Indirect Costs/Federal Funds: \$5,464

Indirect Costs/Non-Federal Cash: \$56,009

Total Indirect Costs Year One: \$61,473

Total Non-Federal: \$60,657

Total Costs Year One: \$ 466,666

Year Two: September 1, 2020- August 31, 2021

XI. Staff Salaries

The Adult Protective Services Restorative Justice Project will continue to be implemented by three full time staff in year two.

Two current DLP staff will also commit a portion of their time to the APSRJ Project.

- Joe Nusbaum, DLP Director will continue to commit 1% of his time to the Project. It is anticipated that Mr. Nusbaum will participate in evaluation of the Project and assist in representing the Project to community partners and stakeholders to secure future funding beyond this grant award.
- John Gordon, APS Director will continue to commit 3% of his time to the Project. Mr. Gordon will serve as a lead evaluator for the Project and aide in configuration of a data management system to gather and report project data.
- An alternate APS Field Supervisor, in addition to absorbing duties previously performed by Shawna Mead, will provide coverage for the Project Director in her absence.

Staff Person and Title	Annual Salary	Fringe	FTE %	Non-federal cash	Total Non-Federal
Shawna Mead Project Director	91,711	44,379	100	N/A	136,090
Case Manager (TBD)	56,332.5	34,390	100	N/A	90,722.50
Case Manager (TBD)	56,332.5	34,390	100	N/A	90,722.50
APS Field Supervisor	37,251	19,623	50	56,874	N/A
Joe Nusbaum DLP Director	87,025	42,795	1	3,681	N/A
John Gordon APS Director	81,708	41,291	3	1,301	N/A
TOTALS				61,856	317,535

Total Salary Costs Year Two: \$ 204,376

XII. Fringe Benefits

Fringe benefits will increase proportionate to salary and COLA.

Total Fringe Benefits Costs Year Two: \$ 113,159

Total Personnel Costs Year Two: \$ 317,535

XIII. Travel

In State Travel: \$8,700

The APSRJ Project has budgeted \$8,700 for instate mileage annually. The Project Director, and two Case Managers will be home based and community travel will be required. Mileage is reimbursed at the current federal rate.

Out of State Travel: \$1,960

The APSRJ Project staff will be required to travel to out of state trainings and grant meetings as established by the ACL.

Total Travel Year Two: \$10,660

XIV. Equipment

There are no equipment costs associated with this project.

XV. Supplies

APSRJ Project will require supplies to support staff in completion of assigned job duties. During year two this will include cell phone plan coverage and office supplies.

Total Supplies Year Two: \$ 3,920

XVI. Contractual

IT Vendor Data Management System Configuration; \$10,000

The APSRJ Project will contract with an IT Vendor annually to support configuration of, or enhancement of the current APS data management system.

Total Contractual Costs Year Two: \$10,000

XVII. Construction

There are no construction costs associated with this project.

XVIII. Other

The APSRJ Project will continue to engage in trainings during the second year of operation. This will include staff attendance at trainings as well as trainings provided for community stakeholders and interested parties by project staff.

Total Other Costs Year Two: \$3,000

XIX. Total Direct Costs Year Two: \$ 345,115

XX. Indirect Costs

The State of Vermont has a federally approved cost allocation plan for all state agencies. A copy of the cost allocation plan and approval can be found at:

<http://humanservices.vermont.gov/departments/office-of-the-secretary/cost0allocation-plan>

The cost allocation plan requires that all of the regional and central supporting costs be shared among funded projects. These funds support the local project staff in the DLP central office. This includes; accounting, business office support, DLP office support and Commissioner's office support.

Indirect Costs/Federal Funds: \$4,885

Indirect Costs/Non-Federal Cash: \$54,810

Total Indirect Costs Year Two: \$59,695

Total Non-Federal: \$61,856

Total Costs Year Two: \$ 466,666

Year Three: September 1, 2021- August 31, 2022

XXI. Staff Salaries

The Adult Protective Services Restorative Justice Project will continue to be implemented by three full time staff in year two.

Two current DLP staff will also commit a portion of their time to the APSRJ Project.

- Joe Nusbaum, DLP Director will continue to commit 1% of his time to the Project. It is anticipated that Mr. Nusbaum will participate in evaluation of the Project and assist in representing the Project to community partners and stakeholders to secure future funding beyond this grant award.
- John Gordon, APS Director will continue to commit 3% of his time to the Project. Mr. Gordon will serve as a lead evaluator for the Project and aide in configuration of a data management system to gather and report project data.

- An alternate APS Field Supervisor, in addition to absorbing duties previously performed by Shawna Mead, will provide coverage for the Project Director in her absence.

Staff Person and Title	Annual Salary	Fringe	FTE %	Non-federal cash	Total Federal
Shawna Mead Project Director	94,321	45,300	100	N/A	139,621
Case Manager (TBD)	57,916.5	34,875	100	N/A	92,791.5
Case Manager (TBD)	57,916.5	34,875	100	N/A	92,791.5
APS Field Supervisor	38,369	19,956	50	58,325	N/A
Joe Nusbaum DLP Director	89,636	43,539	1	1,333	N/A
John Gordon APS Director	84,159	41,986	3	3,773	N/A
TOTALS				63,431	325,204

Total Salary Costs Year Three: \$ 210,154

XXII. Fringe Benefits

Fringe benefits will increase proportionate to salary and COLA.

Total Fringe Benefits Costs Year Three: \$ 115,050

Total Personnel Costs Year Three: \$ 325,204

XXIII. Travel

In State Travel: \$8,700

The APSRJ Project has budgeted \$8,700 for instate mileage annually. The Project Director, and two Case Managers will be home based and community travel will be required. Mileage is reimbursed at the current federal rate.

Out of State Travel: \$1,960

The APSRJ Project staff will be required to travel to out of state trainings and grant meetings as established by the ACL.

Total Travel Year Three: \$10,660

XXIV. Equipment

There are no equipment costs associated with this project.

XXV. Supplies

APSRJ Project will require supplies to support staff in completion of assigned job duties. During year three this will include cell phone plan coverage and office supplies.

Total Supplies Year Three: \$ 2,920

XXVI. Contractual

IT Vendor Data Management System Configuration; \$10,000

The APSRJ Project will contract with an IT Vendor annually to support configuration of, or enhancement of the current APS data management system.

Total Contractual Costs Year Three: \$10,000

XXVII. Construction

There are no construction costs associated with this project.

XXVIII. Other

The APSRJ Project will continue to engage in trainings during the second year of operation. This will include staff attendance at trainings as well as trainings provided for community stakeholders and interested parties by project staff.

Total Other Costs Year Three: \$1,000

XXIX. Total Direct Costs Year Three: \$ 349,784

XXX. Indirect Costs

The State of Vermont has a federally approved cost allocation plan for all state agencies. A copy of the cost allocation plan and approval can be found at:

<http://humanservices.vermont.gov/departments/office-of-the-secretary/cost0allocation-plan>

The cost allocation plan requires that all of the regional and central supporting costs be shared among funded projects. These funds support the local project staff in the DLP central office. This includes; accounting, business office support, DLP office support and Commissioner's office support.

Indirect Costs/Federal Funds: \$216

Indirect Costs/Non-Federal Cash: \$53,235

Total Indirect Costs Year Two: \$53,451

Total Non-Federal: \$63,431

Total Costs Year Three: \$466,666

Object Class Category	Federal Funds	Non Federal Cash	Non Federal In-Kind	Total	Justification
Personnel	198,758.00	39,632.00		238,390.00	<p>Federal Program Director (S. Mead) = 89,174/year (To be hired)= 109,584 Case Manager x2</p> <p>Non-Federal Cash APS Field Supervisor Position = 36,410 Director (3% of FTE) = 2,377.14 APS Licensing and Protection Division Director (1% of FTE) = 844.90</p>
Fringe Benefits	111,300	21,025		132,325	<p>Federal (Includes health 38%, dental 3%, life 1%, retirement 41%, FICA 16% and EAP 1%) Program Director: Health (\$17,543), Dental (\$1,413), Life (\$372), Retirement (\$17,860), FICA (\$6,737), EAP (\$31)=\$43,956 Case Manager: Health (\$16,718), Dental (\$1,413), Life (\$231), Retirement (\$11,094), FICA (\$4,185), EAP (\$31)=\$33,672 Total x 2 Non-Federal Cash APS Field Supervisor: Health (\$8340), Dental (\$706), Life (\$154), Retirement(\$7,384),FICA(\$2,785), EAP (\$16)=\$19,385 Total APS Director (3%) 1,215 Licensing and Protection Division Director (1%) 1,215</p>
Travel	11,388			11,388	<p>Federal Mileage Reimbursement 15,000 miles per year x 0.58= 8,700 Maine observation training (travel, lodging 2 nights, per diem) (PD) 600 miles x 0.58= 348, two nights lodging=300, per diem=80 National Conference Attendance x2 (airfare, lodging, per diem) airfair= 1000, lodging (3 nights)= 720, per diem= 240</p>
Equipment					
Supplies	8,090			8,090	<p>Federal 2 Laptops (1,150 x 2) 2,300 2 portable printers (200 x 2) 400 2 portable scanners (235 x 2) 470 2 cell phones (case, charger, bluetooth) (80/month) 1,920/ year Consumables (pens, paper, folders, clips, etc.) 2,000/year</p>
Contractual	10,000			10,000	<p>Federal IT Vendor (data management system configuration)</p>
Other	5,000			5,000	<p>Federal Training budget International Institute for Restorative Practices Trainings; Basic Restorative Practices, 700 x 3 staff, 2100 Restorative Leadership Development, 400 Restorative Response to Adversity and Trauma, 400 Motivational Interviewing, 400 x 3 staff, 1200 Training materials, 900</p>
Indirect Charges	5,464	56,009		61,473	<p>Federal Accounting/Business Office Support/DLP Office Support/Commissioners Office</p>
Totals	350,000.00	116,666.00		466,666.00	

Object Class Category	Federal Funds	Non Federal Cash	Non Federal In-Kind	Total	Justification
Personnel	204,376.00	40,566.00		244,942.00	<p>Federal Program Director (S. Mead) = 91,711 Case Manager x2 = 112,665 Non-Federal Cash APS Field Supervisor Position = 37,251 APS Director (3% of FTE) = 2,446 Licensing and Protection Division Director (1% of FTE) = 869</p>
Fringe Benefits	113,159	21,290		134,449	<p>Federal (Includes health 38%, dental 3%, life 1%, retirement 41%, FICA 16% and EAP 1%) Program Director: Health (\$17,543), Dental (\$1,413), Life (\$380), Retirement (\$18,274), FICA (\$6,737), EAP (\$31)=\$44,379 Total Case Manager: Health (\$17,436), Dental (\$1,413), Life (\$231), Retirement (\$11,094), FICA (\$4,185), EAP (\$31)=\$34,390 Total x 2 Non-Federal Cash APS Field Supervisor: Health (\$8,340), Dental (\$706), Life (\$157), Retirement (\$7,555), FICA (\$2,850), EAP (\$16)=\$19,623 Total APS Director (3%) 1,235 Licensing and Protection Division Director (1%) 433</p>
Travel	10,660			10,660	<p>Federal Mileage Reimbursement 15,000 miles per year x 0.58= 8,700 National Conference Attendance x2 (airfare, lodging, per diem) airfare= 1000, lodging (3 nights)= 720, per diem= 240</p>
Equipment					
Supplies	3,920			3,920	<p>Federal 2 cell phones (80/month) 1,920/ year Consumables (pens, paper, folders, clips, etc.) 2,000/year</p>
Contractual	10,000			10,000	<p>Federal IT Vendor (data management system configuration)</p>
Other	3,000			3,000	<p>Federal Training budget International Institute for Restorative Practices Trainings; Restorative Responses to Adversity and Trauma, 2 staff, 800 Train the Trainer, Restorative Justice Facilitator training, 1200 Training Materials, 1000</p>
Indirect Charges	4,885	54,810		59,695	<p>Federal Accounting/Business Office Support/DLP Office Support/Commissioners Office</p>
Totals	350,000	116,666		466,666	

Object Class Category	Federal Funds	Non Federal Cash	Non Federal In-Kind	Total	Justification
Personnel	210,154.00	41,780.00		251,934.00	Federal Program Director (S. Mead) = 94,321 Case Manager x2 = 115,833 Non-Federal Cash APS Field Supervisor Position = 38,369 APS Director (3% of FTE) = 2,517 Licensing and Protection Division Director (1% of FTE) = 894
Fringe Benefits	115,050	21,651		136,701	Federal (Includes health 38%, dental 3%, life 1%, retirement 41%, FICA 16% and EAP 1%) Program Director: Health (\$17,542), Dental (\$1,413), Life (\$392), Retirement (\$18,822), FICA (\$7,100), EAP (\$31)=\$45,300 Total Case Manager: Health (\$17,458), Dental (\$1,413), Life (\$238), Retirement (\$11,425), FICA (\$4,310), EAP (\$31)=\$34,875 Total x 2 Non-Federal Cash APS Field Supervisor: Health (\$8,340), Dental (\$706), Life (\$162), Retirement (\$7,781), FICA (\$2,935), EAP (\$16)=\$19,956 Total APS Director (3%) 1,256 Licensing and Protection Division Director (1%) 428
Travel	10,660			10,660	Federal Mileage Reimbursement 15,000 miles per year x 0.58= 8,700 National Conference Attendance x2 (airfare, lodging, per diem) airfair= 1000, lodging (3 nights)= 720, per diem= 240
Equipment					
Supplies	2,920			2,920	Federal 2 cell phones (80/month) 1,920/ year Consumables (pens, paper, folders, clips, etc.) 1,000/year
Contractual	10,000			10,000	Federal IT Vendor (data management system configuration)
Other	1,000			1,000	Federal Training budget National Association of Community and Restorative Justice Conference, 700 Training Materials, 300
Indirect Charges	216	53235		53,451	Federal Accounting/Business Office Support/DLP Office Support/Commissioners Office
Totals	350,000	116,666		466,666	

1. DATE ISSUED MM/DD/YYYY 08/27/2019		1a. SUPERSEDES AWARD NOTICE dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	
2. CFDA NO. 93.747 - Elder Abuse Prevention Interventions Program			
3. ASSISTANCE TYPE Cooperative Agreement			
4. GRANT NO. 90EJSG0037-01-00 Formerly		5. TYPE OF AWARD Demonstration	
4a. FAIN 90EJSG0037		5a. ACTION TYPE New	
6. PROJECT PERIOD From MM/DD/YYYY 09/01/2019		Through MM/DD/YYYY 08/31/2022	
7. BUDGET PERIOD From MM/DD/YYYY 09/01/2019		Through MM/DD/YYYY 08/31/2020	
8. TITLE OF PROJECT (OR PROGRAM) Vermont Adult Protective Services Restorative Justice Project			

**Department of Health and Human Services
Administration For Community Living
AOA Elder Justice & Adult Protective Services APS Grants to States**

330 C Street, SW
Washington, DC 20201

NOTICE OF AWARD

AUTHORIZATION (Legislation/Regulations)
Title III of the Older Americans Act (OAA) (42 U.S.C. 3030), as amended
by the Older American Act Amendments of 2016. P.L. 114-144

9a. GRANTEE NAME AND ADDRESS Human Services, Vermont Agency Of 280 State Dr Waterbury, VT 05671-9501		9b. GRANTEE PROJECT DIRECTOR MS Camille George 103 South Main Street Commissioner's Office Waterbury, VT 05671-1601 Phone: 802-871-3350	
10a. GRANTEE AUTHORIZING OFFICIAL MS Camille George 103 South Main Street Commissioner's Office Waterbury, VT 05671-1601		10b. FEDERAL PROJECT OFFICER Ms. Elizabeth Petruy Switzer Building 330 C Street, SW Washington, DC 20201-1401 Phone: 202-260-0868	

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)		12. AWARD COMPUTATION			
I Financial Assistance from the Federal Awarding Agency Only		a. Amount of Federal Financial Assistance (from item 11m)		350,000.00	
II Total project costs including grant funds and all other financial participation		b. Less Unobligated Balance From Prior Budget Periods		0.00	
		c. Less Cumulative Prior Award(s) This Budget Period		0.00	
		d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION		350,000.00	
		13. Total Federal Funds Awarded to Date for Project Period		350,000.00	
14. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project):					
		YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
		a. 2	350,000.00	d. 5	
		b. 3	350,000.00	e. 6	
		c. 4		f. 7	
		15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:			
		a. DEDUCTION			
		b. ADDITIONAL COSTS			
		c. MATCHING			
		d. OTHER RESEARCH (Add / Deduct Option)			
		e. OTHER (See REMARKS)			
		16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:			
		a. The grant program legislation			
		b. The grant program regulations.			
		c. This award notice including terms and conditions, if any, noted below under REMARKS.			
		d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.			
		In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.			

REMARKS (Other Terms and Conditions Attached - Yes No)
NEW MONETARY AWARD

This action is issued as a new award for the period identified in box 7., and federal amount on line 12d.

GRANTS MANAGEMENT OFFICIAL:

Tanielle Chandler, Grants Management Officer
Switzer Building
330 C Street, SW
Washington, DC 20201-0003
Phone: N/A

17. OBJ CLASS	41.45	18a. VENDOR CODE	1036000264D4	18b. EIN	036000264	19. DUNS	809376155	20. CONG. DIST.	00
FY-ACCOUNT NO.		DOCUMENT NO.		ADMINISTRATIVE CODE		AMT ACTION FIN ASST		APPROPRIATION	
21. a.	9-2994405	b.	90EJSG003701	c.	AOA	d.	\$350,000.00	e.	75-19-0142
22. a.		b.		c.		d.		e.	
23. a.		b.		c.		d.		e.	

Department of Disabilities, Aging,
and Independent Living
Division of Licensing and Protection
September 10, 2019

Including Proposed Restorative Justice Positions

Name	Title	Position #	Year Started at DLP
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