



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: September 9, 2013
Subject: Grant Requests

Enclosed please find two (2) items that the Joint Fiscal Office has received from the administration, including the establishment of two (2) limited service positions.

JFO #2638 – \$5,060,380 grant from the U.S. Department of Health and Human Services to the Vermont Department of Health. These funds will be used to increase identification, early intervention and treatment for young adults at risk for substance abuse. This request includes establishment of **one (1) limited service position**.
[JFO received 09/05/13]

JFO #2639 – \$2,512,866 grant from the U.S. Department of Health and Human Services to the Vermont Department of Health. These funds will be used to strengthen and enhance adolescent and transitional-aged youth treatment services. This request includes establishment of **one (1) limited service position**.
[JFO received 09/06/13]

These items will be placed on the agenda for action at the Joint Fiscal Committee's September 11, 2013 meeting.



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

[phone] 802-828-2376
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Agency of Administration

JFO 2639

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

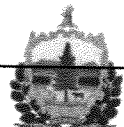
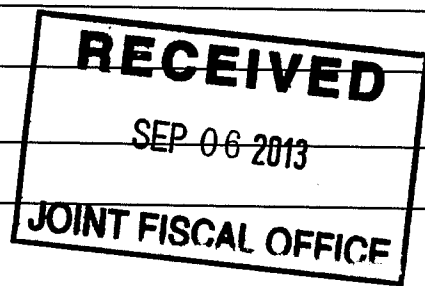
Grant Summary:	To strengthen and enhance adolescent and transitional aged youth treatment services.				
Date:	9/5/2013				
Department:	Health Department				
Legal Title of Grant:	Adolescent Treatment System Enhancement Project				
Federal Catalog #:	93.243				
Grant/Donor Name and Address:	Department of Health and Human Services, Substance Abuse & Mental Health Services Administration, Rockville, MD				
Grant Period:	From: 9/1/2013		To: 8/31/2017		
Grant/Donation	\$3,800,000				
Grant Amount:	SFY 1	SFY 2	SFY 3	Total	Comments
	\$612,866	\$950,000	\$950,000	\$2,512,866	An additional \$1,287,134 will be available for the final two years of the grant.

Position Information:	# Positions	Explanation/Comments
	1	The position will end when the grant expires. The work for this grant cannot be completed with current VDH staff.

Additional Comments: The terms of this award require VDH to submit planning material by 11/1/2013. To meet this deadline, VDH is requesting expedited review of this grant for approval at the JCF meeting on 9/11/2013

Has Vantage budget detail been reviewed and reconciled? Yes No *EB 9/5/13* (Analyst Initial)

Department of Finance & Management	<i>EM</i>	(Initial)
Secretary of Administration	<i>MC 09/15/13</i>	(Initial)
Sent To Joint Fiscal Office	<i>9/6/13</i>	Date



MEMORANDUM

TO: Legislative Joint Fiscal Committee

FROM: Harry Chen, M.D., Commissioner *hchen MD*

RE: Request for Grant Acceptance – Adolescent Treatment System Enhancement Project

DATE: August 30, 2013

The Department of Health has received a grant from the Department of Health & Human Services, Substance Abuse & Mental Health Services Administration, providing \$950,000 each year for four years to enable the Department to strengthen and enhance its adolescent and transitional aged youth treatment services.

The effort for this project will have two key dimensions. First, it will implement two evidence based treatment practices, Seven Challenges (serving adolescents 12-17) and Seeking Safety (serving transitional aged youth 18-24), designed to enhance Vermont's capacity to provide behavioral health services to youth and their families. Second, it will make adjustments to the service system to support the replication and expanded use of these practices across the State of Vermont. At the systems level, changes will be guided by the Youth Service System Enhancement Council (YSSEC) to be hosted and supported by the Office of the Secretary of the Agency of Human Services and represented by State Agencies that manage substance abuse, mental health, education, health, child welfare, juvenile justice, and Medicaid services.

The Health Department is hereby seeking approval to receive \$612,866 in new Federal funds in State Fiscal Year 2014 and the establishment of one limited service position. The remainder of the Federal funding will be included in the Department's future budget requests. We have attached the grant award document and a copy of the grant application as well as the Position Request Form.



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

BASIC GRANT INFORMATION				
1. Agency:	Agency of Human Services			
2. Department:	Health			
3. Program:	Alcohol & Drug Abuse Programs (ADAP)			
4. Legal Title of Grant:	Adolescent Treatment System Enhancement Project			
5. Federal Catalog #:	93.243			
6. Grant/Donor Name and Address:	Department of Health & Human Services, Substance Abuse & Mental Health Services Administration, Rockville, MD			
7. Grant Period:	From:	9/1/2013	To:	8/31/2017
8. Purpose of Grant:	See Attached Summary			
9. Impact on existing program if grant is not Accepted:	None			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
	FY 14	FY 15	FY 16	
Expenditures:				
Personal Services	\$255,456	\$415,221	\$415,221	
Operating Expenses	\$2,779	\$2,779	\$2,779	
Grants	\$354,631	\$532,000	\$532,000	
Total	\$612,866	\$950,000	\$950,000	
Revenues:				
State Funds:				
Cash	\$0	\$0	\$0	
In-Kind	\$0	\$0	\$0	
Federal Funds:				
(Direct Costs)	\$612,866	\$950,000	\$950,000	
(Statewide Indirect)	\$596,341	\$921,670	\$921,670	
(Departmental Indirect)	\$992	\$1,700	\$1,700	
(Departmental Indirect)	\$15,533	\$26,630	\$26,630	
Other Funds:				
Grant (source)	\$0	\$0	\$0	
Total	\$612,866	\$950,000	\$950,000	
Appropriation No:	3420010000	Amount:	\$7,767	
	3420060000		\$605,099	
			\$	
			\$	
			\$	
			\$	
			\$	
		Total	\$612,866	

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

Has current fiscal year budget detail been entered into Vantage? Yes No

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: Harry Chen, M.D., Commissioner of Health Agreed by: HC (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Program Technician II
Total Positions	1	

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: <u>[Signature]</u>	Date: <u>8/30/13</u>
Title: Commissioner of Health	
Signature: <u>Dixie Henry</u>	Date: <u>9/3/13</u>
Title: <u>Deputy Secretary, ARS</u>	

14. SECRETARY OF ADMINISTRATION

Approved: [Signature] (Secretary or designee signature) Date: 09/05/13

15. ACTION BY GOVERNOR

Accepted Rejected
 (Governor's signature) Date: 9/5/13

16. DOCUMENTATION REQUIRED

- Required GRANT Documentation**
- | | |
|---|---|
| <input 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 type="checkbox"/> Notice of Award | <input type="checkbox"/> Request for Extension (if applicable) |
| <input type="checkbox"/> Grant Agreement | <input type="checkbox"/> Form AA-1PN attached (if applicable) |
| <input 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).

VERMONT DEPARTMENT OF HEALTH

SFY14 Adolescent Treatment System Enhancement Project

<u>VISION Account</u>	<u>Admin & Support</u> (3420010000)	<u>ADAP</u> (3420060000)	<u>VDH Total</u>
Employee Salaries	\$0	\$22,033	\$22,033
Fringe Benefits	\$0	\$8,813	\$8,813
3rd Party Contracts	\$0	<u>\$208,085</u>	<u>\$208,085</u>
Total Personal Services	\$0	\$238,931	\$238,931
Equipment	\$0	\$0	\$0
Supplies	\$0	\$0	\$0
Other	\$0	\$0	\$0
Travel	\$0	<u>\$2,779</u>	\$2,779
Total Operating Expenses	\$0	\$2,779	\$2,779
Subgrants	\$0	\$354,631	\$354,631
Total Direct Costs	\$0	\$596,341	\$596,341
Total Indirect Costs	<u>\$7,767</u>	<u>\$8,758</u>	<u>\$16,525</u>
Total SFY14 Grant Costs	\$7,767	\$605,099	\$612,866

Appropriation Summary

Total Personal Services	\$7,767	\$247,689	\$255,456
Total Operating Expenses	\$0	\$2,779	\$2,779
Total Subgrants	<u>\$0</u>	<u>\$354,631</u>	<u>\$354,631</u>
	\$7,767	\$605,099	\$612,866

**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 / Health Date: 8/29/2013 DHR received

Name and Phone (of the person completing this request): Amy Danielson 802 651-1557 9/4/13

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):

Substance Abuse & Mental Health Services Administration; Adolescent Treatment System Enhancement Project, grant # 1U79TI025313-01.

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>
Program Technician II	1	ADAP	9/13 thru 8/17

*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 position will provide and be responsible for administrative support of the Adolescent Treatment System Enhancement grant as described in the budget justification submitted as part of the federal application and approved by the granting Agency.

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)).

Amy Danielson 8/29/2013
 Signature of Agency or Department Head Date

Molly Paul 9/4/13
 Approved/Denied by Department of Human Resources Date

Seamus O'Connell 9/6/13
 Approved/Denied by Finance and Management Date

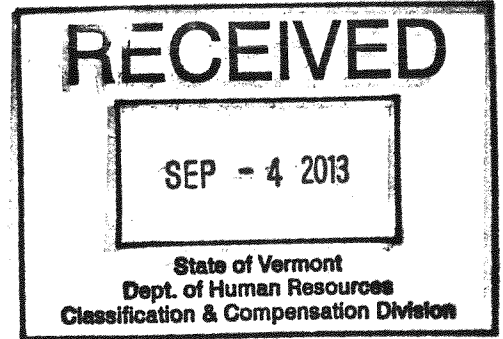
[Signature] 09/6/13
 Approved/Denied by Secretary of Administration Date

Comments:

State of Vermont


Department of Health
108 Cherry Street, PO Box 70
Burlington, VT 05402

[phone] 802-863-7200
[fax] 802-865-7754



MEMORANDUM

To: Jim Giffin, AHS CFO

From: Paul Daley, VDH Financial Director 

Re: Grant Acceptance of the Adolescent Treatment System Enhancement Project

Date: 8/30/13

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The Department of Health has received a grant from the United States Department of Health & Human Services, Substance Abuse & Mental Health Services Administration, providing \$950,000 each year for four years to enable the Department to strengthen and enhance its adolescent and transitional aged youth treatment services.

We are requesting approval to receive these funds and are enclosing: the Grant Acceptance Request (AA1) and attached summary, a copy of the grant award document, a copy of the grant application, a Position Request Form for one Program Technician II and the RFR for the limited service position.

We are trying to get this request to the Joint Fiscal Committee in time for consideration at its meeting scheduled for September 11. That may be possible if we can get Secretary Racine's signature by Tuesday afternoon and hand carry through HR to Finance. Please let me know how things are progressing. We'll turn around any questions ASAP, and could hand carry as needed.

We appreciate your support in moving this request forward. Please let me know if you have questions or need additional information. Thank you.

SEP - 4 2013

Request for Grant Acceptance
Adolescent Treatment System Enhancement Project
Summary 8/29/2013

The Department of Health has received a grant from the Department of Health & Human Services, Substance Abuse & Mental Health Services Administration, providing \$950,000 each year for four years to enable the Department to strengthen and enhance its adolescent and transitional aged youth treatment services.

The effort for this project will have two key dimensions. First, it will implement two evidence based treatment practices, Seven Challenges (serving adolescents 12-17) and Seeking Safety (serving transitional aged youth 18-24), designed to enhance Vermont's capacity to provide behavioral health services to youth and their families. Second, it will make adjustments to the service system to support the replication and expanded use of these practices across the State of Vermont. At the systems level, changes will be guided by the Youth Service System Enhancement Council (YSSEC) to be hosted and supported by the Office of the Secretary of the Agency of Human Services and represented by State Agencies that manage substance abuse, mental health, education, health, child welfare, juvenile justice, and Medicaid services.

Most of the funds, approximately \$530,000 will be subgranted to two local agencies to implement the evidence based practices in treatment providers across the state. Approximately \$330,000 will go to two sole source personal service contracts:

- 1) Vt Child Health Improvement Program (VCHIP) – will provide quality improvement and evaluation.
- 2) AdCare – will provide broad based staffing, technical assistance, and system changes.

Funds will also be used to establish a Program Technician II position in the Health Department to provide administrative support for the project.

The Health Department is hereby seeking approval to receive \$612,866 in new Federal funds in State Fiscal Year 2014 and the establishment of one limited service position. The remainder of the Federal funding will be included in the Department's future budget requests. We have attached the grant award document and a copy of the grant application as well as the Position Request Form.

Appendix G: Budget and Justification

A. Personnel: Provide employee(s) (including names for each identified position) of the applicant/recipient organization, including in-kind costs for those positions whose work is tied to the grant project.

FEDERAL REQUEST

Position	Name	Annual Salary/Rate	Level of Effort	Cost
Project Director	Barbara Cimaglio	\$89,939	.05 FTE	\$4,497
			TOTAL IN-KIND	\$4,497

JUSTIFICATION: Describe the role and responsibilities of each position.

Project Director and Deputy Commissioner of Alcohol and Drug Abuse Programs, Ms. Cimaglio will provide administrative leadership for the grant and ensure that ADAP complies with all SAMHSA requirements and reporting needs. Deputy Commissioner Cimaglio has more than 30 years of experience in the ATOD field and represents the SSA for VT and was the Project Director for Vermont's SPF SIG. Her contribution will be in-kind.

Position	Name	Annual Salary/Rate	Level of Effort	Cost
Program Technician II	To be selected	\$37,773	1 FTE	\$37,773
			TOTAL	\$37,773

JUSTIFICATION: Describe the role and responsibilities of each position.

The Program Technician II will be responsible for supporting administration and oversight of the Youth Service System Enhancement grant, predominantly internal to ADAP. This position will work closely with other ADAP staff, other state agency personnel, and subcontractors, with a focus on complex and specialized technical and clerical work as a paraprofessional. This position will report directly to Amy Danielson, Adolescent Treatment/Youth Services Manager, who answers to the ADAP Chief of Treatment.

FEDERAL REQUEST (enter in Section B column 1 line 6a of form S-424A) **\$37,773**

B. Fringe Benefits: List all components that make up the fringe benefits rate

FEDERAL REQUEST

Component	Rate	Wage	Cost
FICA	7.65%	\$37,773	\$2,890
Retirement	9.00%	\$37,773	\$3,400

Component	Rate	Wage	Cost
Medical	80.00%	Of actual cost	See narrative below
Life Insurance	75.00%	Of actual cost	See narrative below
Dental	100.00%	Of actual cost	See narrative below
		TOTAL	\$15,109

JUSTIFICATION: Fringe reflects current rate for agency.

The actual cost of fringe benefits (not a fringe benefit rate) will be reported as a direct cost of the program. The actual cost of fringe benefits varies from employee to employee based on salary, employee choice of health care plan, and employee election of certain other benefits. The usual major components of this cost are FICA at 7.65% of salary, retirement at 9% of salary and a portion - 80% for medical, 75% for life and 100% for dental – of the actual costs of the medical, dental and life insurance coverage selected by the employee. The cost of each employee's fringe benefits will be allocated to the program based on hours worked in the program relative to all hours worked by the employee. Based on the current cost of fringe benefits for employees in similar programs, we are estimating the cost of these fringe benefits at 40% of salary.

FEDERAL REQUEST (enter in Section B column 1 line 6b of form SF-424A) \$15,109

C. Travel: Explain need for all travel other than that required by this application. Local travel policies prevail.

FEDERAL REQUEST

Purpose of Travel	Location	Item	Rate	Cost
Required Grantee Conference Substance Abuse Programs Manager Note: 4 sub-contractors will attend. These expenses are described in section F)	Washington DC/Maryland	Airfare	\$600	\$600
		Hotel	\$200 X 3 nights	\$600
		Meals	\$60/day X 3 days	\$180
		Ground Transportation	\$75	\$75
In-State Travel: -Danielson, Project Director -TBD, Technician II	In-state	Mileage reimbursement	\$0.565/mile x 2344 miles	\$1,324
		TOTAL		\$2,779

JUSTIFICATION: Describe the purpose of travel and how costs were determined.

Costs associated with the ADAP Project Manager (in-kind contribution of salary by ADAP) traveling to the annual Grantee Conference are budgeted. In addition in-state travel costs related to project activities, for both the Project Director and the Technician II are included. DC travel for the subcontractors that will attend the Grantee Meeting are described in Section F.

FEDERAL REQUEST (enter in Section B column 1 line 6c of form SF-424A) **\$2,779**

D. Equipment: an article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (federal definition).

FEDERAL REQUEST – (enter in Section B column 1 line 6d of form SF-424A) **\$ 0.00**

E. Supplies: materials costing less than \$5,000 per unit and often having one-time use

FEDERAL REQUEST

Item(s)	Rate	Cost
N/A	N/A	N/A
	TOTAL	\$0.00

JUSTIFICATION: Describe the need and include an adequate justification of how each cost was estimated.

N/A

FEDERAL REQUEST – (enter in Section B column 1 line 6e of form SF-424A) **\$ 0.00**

F. Contracts: A contractual arrangement to carry out a portion of the programmatic effort or for the acquisition of routine goods or services under the grant. Such arrangements may be in the form of consortium agreements or contracts. A consultant is an individual retained to provide professional advice or services for a fee. The applicant/grantee must establish written procurement policies and procedures that are consistently applied. All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition.

COSTS FOR CONTRACTS MUST BE BROKEN DOWN IN DETAIL AND A NARRATIVE JUSTIFICATION PROVIDED. IF APPLICABLE, NUMBERS OF CLIENTS SHOULD BE INCLUDED IN THE COSTS.

The contractors, and their functions are:

1) Washington County Youth Services Bureau, Inc.: This non-profit organization is one of two established, experienced treatment providers that will become certified in the use of two evidence based practices, pilot the use of them in partnership with other local agencies, and, in Years 3-4, support the dissemination of these practices across the Vermont treatment services network.

2) Centerpoint Adolescent Treatment Services: This non-profit organization is one of two established, experienced treatment providers that will become certified in the use of two evidence based practices, pilot the use of them in partnership with other local agencies, and, in Years 3-4, support the dissemination of these practices across the Vermont treatment services network.

3) AdCare Educational Institute, Inc.: This non-profit organization will provide broad based staffing and other supports to facilitate the implementation of the evidence based practices and support the work of the Youth Service System Enhancement Council, including efforts to disseminate the use of the practices statewide, and make systems changes necessary to sustain the use of the practices after the grant ends.

4) The Vermont Child Health Improvement Program (VCHIP), a program of the University of Vermont Medical School, will serve as the independent evaluator of this project, including efforts to analyze the impact of the services on individual clients and efforts to make and sustain systems changes to support the continued use of effective evidence based practices.

Contract #1: Washington County Youth Service Bureau and Boys & Girls Club

Personnel:

Position	Name	Annual Salary/Rate	Level of Effort	Cost
1) Administrative Director	Kreig Pinkham	\$80,995	20%	\$16,199
2) Program Manager	Bert Klavens	\$51,002	40%	\$20,401
3) Clinician	To be named	\$32,136	100%	\$32,136
4) Clinician	To be named	\$32,136	100%	\$32,136
5) Program Support Staff	To be named	\$26,998	100%	\$26,998
6) Clerical Support Staff	To be named	\$29,994	20%	\$5,999
7) Fiscal Staff	To be named	\$70,990	20%	\$14,198
TOTAL				\$148,067

- 1) The Administrative Director will provide daily oversight of the grant, with a focus on administrative functions.
- 2) The Program Manager will oversee the delivery of clinical and related direct program services.
- 3 and 4) The two clinicians will provide treatment services to youth and family members.
- 5) Program support staff will assist clinical staff in arranging wrap around services and other direct service supports for clients.
- 6) The Clerical Support staff will provide data collection supports and all other administrative functions.
- 7) The Fiscal Staff will provide supports to clients applying for 3rd party reimbursement and all other grant related fiscal supports.

Fringe Benefits:

Component	Rate	Wage	Cost
FICA	7.65%	\$148,067	\$11,327
Worker's Compensation	2.5%	\$148,067	\$3,702
Insurance	7.85%	\$148,067	\$11,623
			\$26,652

Travel:

Purpose of Travel	Location	Item	Rate	Cost
1) EBP Leadership Training	Tucson AZ	Airfare	\$600 x 2 people	\$1,200
		Hotel	\$120 x 3 days x 2 people	\$720
		Per diem (meals and incidentals)	\$45/day x 3 days x 2 people	\$270
		Ground transportation	\$50/trip x 2 people	\$100
		Trainee registration	\$700/person x 2 people	\$1,400
2) Local travel		Mileage	11403 miles x \$0.40/mile: all staff	\$4,561
				\$8,251

1) Two staff people are expected to travel to a Seven Challenges Leadership Training in Tucson, AZ to become trainers of other local clinical professions in the use of the practice.

2) Local travel is required to implement the proposed project activities. Local travel rate is based on the organization's policies/procedures for privately owned vehicle reimbursement.

Equipment:

None.

Supplies:

Item(s)	Rate	Cost
1) General office supplies	Estimate	\$1,000
2) 7 Challenges counselor books and materials	\$125/clinician x 2 clinicians	\$250
3) 7 Challenges client materials	\$50/client served x 50 clients	\$2,500
4) Computers for newly hired staff	\$1,665/computer x 3 people	\$4,995
5) Desks, chairs, lamps for new staff	\$252/person x 3 people	\$756
		\$9,501

1) General supplies (pens, paper, small pieces of office equipment for new staff are required. This expenditure is an estimate, based on past experience with similar service delivery.

2) Clinicians that are new adopters of the EBP, 7 Challenges, require books, audio tapes, and other orientation materials. Rates are supplied by the EBP developer.

3) Clients are provided with a journal, book and poster to support their learning process. Rates are supplied by the EBP developer.

4) New staff will require the purchase of personal computers.

5) New staff will require the purchase of office equipment.

Contractual:

Item(s)	Rate	Cost
1) Clinical supervision by Eric Small	\$833/clinical professional supervised x 2 clinicians	\$1,666
2) Seven Challenges Annual Certification Fee	\$6,700	\$6,700
3) Electronic Health Record (EHR): Set Up Fees: Start up costs, initial registration fee, data migration, training and consultation for build-out	\$4,195	\$4,195
4) EHR Annual maintenance fee	\$325/month x 12 months	\$3,900
		\$16,461

- 1) Additional clinical supervision is purchased by this provider from an outside consultant. The rate is calculated on an FTE basis, and provided to all local program professionals.
- 2) The annual certification fee is charged by the owner of the evidence based practice for permission to use the protocol.
- 3) The provider has obtained the above quote from the Apricot electronic health record system for the initiation of this service.
- 4) The provider has obtained a quote from the Apricot electronic health record system for the maintenance of this service.

Other:

Item(s)	Rate	Cost
1) Office space	\$3,300/FTE x 4 FTE	\$13,200
2) Telephone and internet	\$250/FTE x 4 FTE	\$1,000
3) Copying	\$188/FTE x 4 FTE	\$752
4) Liability insurance	\$375/FTE x 4 FTE	\$1,500
5) Client program support expenditures (wrap around services as needed)	\$45/client x 50 clients	\$2,250
6) Advertising for the 3 new positions	\$1,000, estimated cost	\$1000
7) Background checks for the 3 new positions	\$42/person x 3 people	\$126
		\$19,828

- 1-4) Office space, telephone and internet, copying, and liability insurance are all calculated based on the number of full time equivalent staff assigned to a funding source. The total number of staff hours paid for through this grant is 4 FTE.
- 5) Funds are allocated to purchase, on average, \$45/client in wrap-around supports for the clinical services. This may include transportation to the program site, child care, etc. Some clients will not require wrap around services at all, so an average expenditure has been calculated.
- 6-7) These expenditures are required as the hiring process for the new staff.

Indirect Rate:

Total Direct Costs	Rate	Indirect Cost
\$228,760	0%	\$0

#1 Subcontract Total: \$228,760

CLIENTS TO BE SERVED BY THIS CONTRACT IN YEAR ONE: 50

Contract #2: Centerpoint Adolescent Treatment Services

Personnel:

Position	Name	Annual Salary/Rate	Level of Effort	Cost
1) Program Manager	Mitch Barron	\$73,000	30%	\$21,900
2) Clinical Manager	Michael Hunter	\$50,000	30%	\$15,000
3) Clinician #1	To be named	\$37,000	100%	\$37,000
4) Clinician #2	To be named	\$37,000	100%	\$37,000
5) Clinician #3	To be named	\$37,000	60%	\$22,500
6) Program Support Staff	To be named	\$30,000	45%	\$13,500
TOTAL				\$146,600

- 1) The Program Director will provide daily oversight of the grant, with a focus on administrative functions.
- 2) The Clinical Manager will oversee the delivery of clinical and related direct program services.
- 3 thru 5) The three clinicians will provide treatment services to youth and family members.
- 6) Program support staff will assist clinical staff in arranging wrap around services and other direct service supports for clients, and also provide selected administrative supports.

Fringe Benefits:

Component	Rate	Wage	Cost
FICA	7.65%	\$146,600	\$11,215
Worker's Compensation	2.5%	\$146,600	\$3,665
Insurance	16.85%	\$146,600	\$24,702
Retirement contribution	6%	\$146,600	\$8,796
			\$48,378

Travel:

Purpose of Travel	Location	Item	Rate	Cost
1) EBP Leadership Training	Tucson AZ	Airfare	\$600 x 2 people	\$1,200
		Hotel	\$120 x 3 days x 2 people	\$720
		Per diem (meals and incidentals)	\$45/day x 3 days x 2 people	\$270
		Ground transportation	\$50/trip x 2 people	\$100
		Trainee registration	\$700/person x 2 people	\$1,400
2) Local travel		Mileage	5009 miles x \$0.565/mile: all staff	\$2,830
				\$6,520

1) Two staff people are expected to travel to a Seven Challenges Leadership Training in Tucson, AZ to become trainers of other local clinical professions in the use of the practice.

2) Local travel is required to implement the proposed project activities. Local travel rate is based on the organization's policies/procedures for privately owned vehicle reimbursement.

Equipment:

None.

Supplies:

Item(s)	Rate	Cost
1) General office supplies	Estimate	\$1,000
2) 7 Challenges counselor books and materials	\$125/clinician x 3 clinicians	\$375
3) 7 Challenges client materials	\$50/client served x 114 clients	\$5,700
4) Computers for newly hired staff	\$1,665/computer x 1 person	\$1,665
		\$8,740

1) General supplies (pens, paper, small pieces of office equipment for new staff are required. This expenditure is an estimate, based on past experience with similar service delivery.

2) Clinicians that are new adopters of the EBP, 7 Challenges, require books, audio tapes, and other orientation materials. Rates are supplied by the EBP developer.

3) Clients are provided with a journal, book and poster to support their learning process. Rates are supplied by the EBP developer.

4) New staff will require the purchase of personal computers.

Contractual:

Item(s)	Rate	Cost
1) Seven Challenges Annual Certification Fee	\$6,700	\$6,700
2) Electronic Health Record (EHR): Enhancement Fees: Programming/Module training; IT support/maintenance	\$13,650 (enhancement) \$3,300 (programming) \$6,000 (IT support)	\$22,950
3) EHR Annual maintenance fee	\$525/month x 12 months	\$6,300
		\$35,950

- 1) The annual certification fee is charged by the owner of the evidence based practice for permission to use the protocol.
- 2) The provider has obtained the above quote from the Psychconsult® electronic health record system for the initiation of this service.
- 3) The provider has obtained a quote from the Psychconsult® electronic health record system for the maintenance of this service.

Other:

Item(s)	Rate	Cost
1) Office space	\$1,800/FTE x 3.65 FTE	\$6,570
2) Telephone and internet	\$1,800/FTE x 3.65 FTE	\$6,570
3) Copying	\$275/FTE x 3.65 FTE	\$1,004
4) Client program support expenditures (wrap around services as needed)	\$60/client x 114 clients	\$6,840
		\$20,984

- 1-3) Office space, telephone and internet, copying, and liability insurance are all calculated based on the number of full time equivalent staff assigned to a funding source. The total number of staff hours paid for through this grant is 4 FTE.
- 4) Funds are allocated to purchase, on average, \$60/client in wrap-around supports for the clinical services. This may include transportation to the program site, child care, etc. Some clients will not require wrap around services at all, so an average expenditure has been calculated.

Indirect Rate:

Total Direct Costs	Rate	Indirect Cost
\$267,172	13.5%	\$36,068

#2 Subcontract Total: \$303,240

CLIENTS TO BE SERVED BY THIS CONTRACT IN YEAR ONE: 114

Contract #3: AdCare Educational Institute, Inc.

Personnel:

Position	Name	Annual Salary/Rate	Level of Effort	Cost
1) Project Coordinator	To be named	\$58,240	100%	\$58,240
2) AdCare Staff Administrative Supervisor	Neill Miner	\$93,600	20%	\$18,720
TOTAL				\$76,960

- 1) The Program Coordinator will provide programmatic support to Amy Danielson, the ADAP Project Director, and the implementation of the evidence based practices in the provider agencies.
- 2) The Administrative Supervisor will serve in an administrative supervisory role, supporting the AdCare staff, and provide coaching and assistance to ADAP staff in implementing this project.

Fringe Benefits:

Component	Rate	Wage	Cost
FICA	7.65%	\$76,960	\$5,887
Worker's Compensation	2.5%	\$76,960	\$1,924
Insurance	16.85%	\$76,960	\$12,968
Retirement contribution	5%	\$76,960	\$3,848
			\$24,627

Travel:

Purpose of Travel	Location	Item	Rate	Cost
1) Grantee Conference	Washington DC	Airfare	\$600 x 3 people	\$1,800
		Hotel	\$200 x 3 days x 3 people	\$1,800
		Per diem (meals and incidentals)	\$60/day x 3 days x 3 people	\$540
		Ground transportation	\$75/trip x 3 people	\$225
2) EBP practice trainer travel	Tucson to VT	Airfare	\$600 x 1 person	\$600
		Hotel	\$120 x 3 nights x 1 person	\$360
		Per diem (meals and incidentals)	\$45/day x 3 days x 1 person	\$135

		Ground transportation	\$50/trip x 1 person	\$50
3) VT AdCare staff, in-state travel	In-state		6687 miles x \$0.565/mile: all staff	\$3,778
4) Miner	Maine to Vermont	Mileage	440 miles x 6 trips x \$0.565/mile	\$1,492
		Hotel	\$120/night x 6 nights	\$720
		Per diem	\$45/day x 2 days x 6 trips	\$540
5) Youth, family members	Travel to Council meetings	Mileage	\$0.565/mile x 60 miles x 4 people x 6 trips	\$814
				\$12,853

- 1) The grant requires that a minimum of 4 people travel to DC for an annual grantee meeting. Three people are budgeted under this subcontract. Two others are shown elsewhere (in the overall budget (ADAP: Danielson) and the VCHIP contract below (Delaney). In total, we are proposing to send up to 5 people, given the wide range of partners involved in this project. Travel for three people has been placed in the AdCare subcontract because the specific individuals (and their employers) who will travel have not yet been specified.
- 2) It is required that the developer of the Seven Challenges program travel to Vermont to train all local clinicians in the use of this evidence based practice.
- 3) In-state travel is required of all AdCare staff to complete their work assignments.
- 4) Mr. Miner will travel bi-monthly from his office in Maine to Vermont to work face-to-face with the project leadership.
- 5) Youth and family members who serve on the Youth Service System Enhancement Council will be provided with travel reimbursement to attend these meetings.

Equipment:

None.

Supplies:

Item(s)	Rate	Cost
1) General office supplies	Estimate	\$1,000
2) 7 Challenges materials to be disseminated to clinical professionals being oriented to the EBP	Estimate	\$1,500
3) Computers for newly hired staff	\$2,000/computer x 1 people	\$2,000
		\$4,500

- 1) General supplies (pens, paper, small pieces of office equipment for new staff are required. This expenditure is an estimate, based on past experience with similar service delivery.
- 2) Clinicians, outside the pilot agencies that being oriented to the EBP, 7 Challenges, will require books, audio tapes, and other orientation materials. Rates provided by the EBP developer indicate that a full package of orientation materials costs approximately \$125/clinician. The figure above is an estimate of dissemination of partial packages to a wide group of people.

3) The new staff person will require new computers, purchased at the above rate.

Contractual:

Item(s)	Rate	Cost
1) Youth and family stipends to attend Council meetings*	\$50/person x 4 people x 6 meetings	\$1,200
2) Daycare stipends for family members to attend Council meetings*	\$48/person x 2 people x 6 meetings	\$576
3) Clinical Assessment Consultant/Training Services, TBD	\$100/hour x 117 hours	\$11,700
4) Financial mapping consultant	\$800/day x 6 days	\$4,800
		\$18,276

- 1) Funds are provided to pay youth and family members to attend the Council meetings. All other staff in the room will be on salary.
- 2) Financial support will be provided to those family members that must pay for child care in order to attend the Council meetings.
- 3) Consulting and training services are required to support the upgrade of provider assessment services to use the CASI-A, and support the adoption of a common co-occurring disorders screening tool. The specific trainer and final rates are currently being finalized and will be provided upon request.
- 4) A financial mapping consultant will be recruited and hired to support the work of the Council, as it maps Vermont's funding streams for adolescent treatment services.

* Each youth or family member will invoice for a \$50 check for each policy meeting they attend. Additionally, youth or family members in need of child care reimbursement will invoice for a \$48 check for each policy meeting they attend.

Other:

Item(s)	Rate	Cost
1) Printing, copying	Estimate	\$1,000
2) Meeting space for the initial EBP training, for the annual report out meeting to leaders in the field, and for an engagement meeting with associations of youth and families	\$500/day x 3 days \$500/day x 1 day \$500/day x 1 day	\$2,500
		\$3,500

- 1) The cost of printing, copying for a wide range of community based meetings to support dissemination of information about the project, and engagement of stakeholders in the effort is estimated.
- 2) Funds are allocated to purchase meeting space for a total of five meetings to conduct clinician trainings plus community engagement meetings.

Indirect Rate:

Total Direct Costs	Rate	Indirect Cost
\$140,717	13%	\$18,293

#3 Subcontract Total: \$159,010

CLIENTS TO BE SERVED BY THIS CONTRACT IN YEAR ONE: N/A

Contract #4 Vermont Child Health Improvement Program at the University of Vermont

Personnel:

Position	Name	Annual Salary/Rate	Level of Effort	Cost
1) Project Coordinator	To be named	\$37,648	50%	\$18,824
2) Admin Assistant	To be named	\$43,911	5%	\$2,196
3) VCHIP Evaluator	Tom Delaney and to be named	\$70,897	50%	\$35,448
4) Wages, interviewer	To be named	\$20/hr	1400 hours	\$28,000
5) Wages, database developer	To be named	\$70/hr	80 hours	\$5,600
TOTAL				\$90,068

- 1) The Program Coordinator will provide programmatic support to Tom Delaney, the VCHIP Evaluator, in collecting, monitoring and reporting on data from the provider agencies.
- 2) The Admin Assistant will support the work of the project, and ensure compliance with UVM and funder policies and procedures
- 3) The Evaluator will serve in a leadership role in implementing this project
- 4) The wages will support 1400 hours of interview and travel time for a temporary employee (TBN) and 80 hours of software developer time (TBN) to develop an Access database for project evaluation and analysis.

Fringe Benefits:

Component	Rate	Salary/Wage	Cost
UVM Full Benefit Rate	41.8%	\$56,468	\$23,603
UVM Temporary Benefit Rate	9.6%	\$33,600	\$3,226
Total			\$26,829

Travel:

Purpose of Travel	Location	Item	Rate	Cost
1) Grantee Conference	Washington DC	Airfare	\$600 x 1 person	\$600
		Hotel	\$200 x 3 days x 1	\$600

			person	
		Per diem (meals and incidentals)	\$60/day x 3 days x 1 person	\$180
		Ground transportation	\$75/trip x 1 person	\$75
2) VCHIP staff, in-state travel	In-state	Mileage	11,387 miles x \$0.555/mile: participant interviews and stakeholder meetings	\$6,320
				\$7,775

- 1) The grant requires that a minimum of 1 person travel to DC for an annual grantee meeting. It is expected that Tom Delaney, Project Evaluator, will attend from VCHIP.
- 2) In-state travel is required of the VCHIP Project Evaluator and interviewer to interview study participants and conduct meetings with state committees, agencies, and other stakeholders.

Equipment:

None.

Supplies:

Item(s)	Rate	Cost
1) General office supplies	Estimate	\$315
2) Postage	Estimate	\$2,100
		\$2,415

- 1) General supplies (pens, paper, small pieces of office equipment for new staff are required.) This expenditure is an estimate, based on past experience with similar service delivery.
- 2) Postage is required for a significant amount of mailing between interviewers and VCHIP. The figure above is an estimate based on past experience with similar service delivery.

Contractual:

Item(s)	Rate	Cost
1) Youth and family stipends for interview participation	\$20/person x 200 people	\$4,000
		\$4,000

- 1) Funds are provided to incentivize youth and family members to participate in the interviews. These will be non-cash incentives such as gift cards with a value of no more than \$20. Incentives will not exceed \$20 in value per interview.

Indirect Rate:

Total Direct Costs	Rate	Indirect Cost
\$131,085	33.5%	\$43,913

Subcontract Total: \$175,000

CLIENTS TO BE SERVED BY THIS CONTRACT IN YEAR ONE: N/A

FEDERAL REQUEST – (enter in Section B column 1 line 6f of form SF-424A) **\$866,009**

G. Construction: NOT ALLOWED – Leave Section B columns 1& 2 line 6g on SF-424A blank.

H. Other: expenses not covered in any of the previous budget categories

FEDERAL REQUEST

Item	Rate	Cost
N/A	N/A	N/A
	TOTAL	\$0.00

JUSTIFICATION: Break down costs into cost/unit (e.g. cost/square foot). Explain the use of each item requested.

N/A

FEDERAL REQUEST – (enter in Section B column 1 line 6h of form SF-424A) **\$0.00**

Indirect Cost Rate: Indirect costs can be claimed if your organization has a negotiated indirect cost rate agreement. It is applied only to direct costs to the agency as allowed in the agreement. For information on applying for the indirect rate go to: <http://www.samhsa.gov> then click on Grants – Grants Management – Contact Information – Important Offices at SAMHSA and DHHS - HHS Division of Cost Allocation – Regional Offices.

FEDERAL REQUEST (enter in Section B column 1 line 6j of form SF-424A)
75% of personnel (.75 x \$37,773) \$28,330

TOTAL DIRECT CHARGES:

FEDERAL REQUEST – (enter in Section B column 1 line 6i of form SF-424A) **\$921,670**

INDIRECT CHARGES:

FEDERAL REQUEST – (enter in Section B column 1 line 6j of form SF-424A) **\$28,330**

TOTALS: (sum of 6i and 6j)

FEDERAL REQUEST – (enter in Section B column 1 line 6k of form SF-424A) \$950,000

Cost Allocation Breakdown:

Shared Expenses Between Direct Services and State System Infrastructure Development

Partner Organization	Direct Services Budget	Infrastructure Budget	Total	Direct Services	Intra-structure	Total
VT ADAP		\$83,991	\$83,991	0%	100%	100%
WCYSB	\$228,760		\$228,760	100%	0%	100%
Centerpoint	\$303,240		\$303,240	100%	0%	100%
AdCare Ed. Institute		\$159,009	\$159,009	0%	100%	100%
VCHIP	\$133,000	\$42,000	\$175,000	70%	30%	100%
Totals	\$665,000	\$285,000	\$950,000	70%	30%	

Analysis of Allocation of Local Community Direct Service Related Dollars

Partner Organization	Net Infrastructure Services Budget	State Level Data Collection and Analysis	Total Infrastructure Services Budget
VT ADAP	\$83,991	\$0	\$83,991
WCYSB	\$0	\$0	\$0
Centerpoint	\$0	\$0	\$0
AdCare Ed. Inst.	\$159,009	\$0	\$159,009
VCHIP	\$0	\$42,000	\$42,000
State Infrastructure Totals	\$243,000	\$42,000	\$285,000
Total Grant			\$950,000
Maximum Allowed			
%		15%	30%
Dollars		\$42,750	\$285,000

Analysis of Allocation of Infrastructure Dollars

Partner Organization	Net Direct Services Budget	Electronic Health Record Exp.	Local Data Collection and Analysis	Total Local Services Budget
VT ADAP				\$0
WCYSB	\$220,665	\$8,095	\$0	\$228,760
Centerpoint	\$273,990	\$29,250	\$0	\$303,240

AdCare Ed. Institute				\$0
VCHIP	\$0	\$0	\$133,000	\$133,000
Totals	\$494,655	\$37,345	\$133,000	\$665,000
Maximum Allowed				
Per Agency		\$33,250		
Total		\$66,500	\$133,000	

The cost allocation by organization is expected to remain same across the life of the grant.

UNDER THIS SECTION REFLECT OTHER FEDERAL AND NON-FEDERAL SOURCES OF FUNDING BY DOLLAR AMOUNT AND NAME OF FUNDER e.g., Applicant, State, Local, Other, Program Income, etc. Other support is defined as funds or resources, whether federal, non-federal or institutional, in direct support of activities through fellowships, gifts, prizes, in-kind contributions or non-federal means. [Note: Please see Appendix E, Funding Restrictions, regarding allowable costs.] Provide the total proposed project period and federal funding as follows:

No dollars applicable to this section at this time: \$0

Proposed Project Period

a. Start Date:	10/1/2013	b. End Date:	09/30/2017
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BUDGET SUMMARY (should include future years and projected total)

Category	Year 1	Year 2	Year 3	Year 4	Total Project Costs
Personnel	\$37,773	\$38,960	\$40,073	\$41,275	\$158,081
Fringe	\$15,109	\$15,562	\$16,029	\$16,510	\$63,210
Travel	\$2,779	\$2,779	\$2,779	\$2,779	\$11,116
Equipment	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0
Contractual	\$866,009	\$863,519	\$861,064	\$858,480	\$3,449,072
Other	\$0	\$0	\$0	\$0	\$0
Total Direct Charges	\$921,670	\$920,820	\$919,945	\$919,044	\$3,681,479
Indirect Charges	\$28,330	\$29,180	\$30,055	\$30,956	\$118,521
Total Project Costs	\$950,000	\$950,000	\$950,000	\$950,000	\$3,800,000

TOTAL PROJECT COSTS: Sum of Total Direct Costs and Indirect Costs

FEDERAL REQUEST (enter in Section B column 1 line 6k of form SF-424A) \$3,800,000

***FOR REQUESTED FUTURE YEARS:**

Vermont Adolescent Treatment System Enhancement Project Abstract

The Vermont Department of Health Division of Alcohol and Drug Abuse Programs (ADAP), in cooperation with two treatment providers and many other partners, proposes to strengthen and enhance its adolescent (12-17) and transitional aged youth (18-24) treatment services. This effort will have two key dimensions. First, it will implement, on a pilot basis, two evidence based treatment practices, Seven Challenges (serving adolescents) and Seeking Safety (serving transitional aged youth), designed to enhance Vermont's capacity to provide behavioral health services to youth and their families. Over the four-year funding period, 1,059 youth will receive treatment, including grant funded and private/third party paid services. Second, it will make adjustments to the service system to support the replication and expanded use of these practices across the State of Vermont.

At the systems level, changes will be guided by the Youth Service System Enhancement Council (YSSEC). This Council will be hosted and supported by the Office of the Secretary of the Agency of Human Services, which is focused on and committed to this kind of systems level change effort. The Council will include representatives from the Vermont State Agencies that manage substance abuse, mental health, education, health, child welfare, juvenile justice, and Medicaid services. It will also include representatives of the treatment provider community and the youth and families that are being served.

As a result of this effort, Vermont's new adolescent and young adult treatment services will produce: a) increased rates of abstinence; b) increased enrollment in education/training/employment; increase social connectedness; c) decreased juvenile justice involvement; and d) increased access, service use, outcomes for those youth populations vulnerable to health disparities. At the systems level, the project will result in: a) changes in state policies and procedures related to treatment service delivery; b) creation of enhanced financing structures to support sustained delivery the targeted evidence based practices, and d) creation of a blueprint/plan for widened use of effective evidence based practices.

This effort will be carefully analyzed by an independent evaluator that will: a) monitor the implementation of project goals and objectives according to plan, b) analyze the impact that service delivery has had on the targeted client populations, and c) determine the degree to which the project has achieved its intended systems level outcomes. Evaluator reports will be used to drive adjustments to the ongoing implementation of the project, at all levels.

Core Outcomes

1. Increase the proportion of total population who needed and received specialty treatment for abuse or dependence in the past year.

2. Reduce the proportion of individuals engaging in binge drinking.
 - 2.1 Reduce the proportion of adolescents 12-17 years old engaging in binge drinking.
 - 2.2 Reduce the proportion of adults 18+ engaging in binge drinking.
 - 2.3 Reduce the proportion of other population groups engaging in high risk drinking, including military families, pregnant women and others.

3. Reduce past-month use of alcohol and illicit substances among adolescents (12-17).
 - 3.1 Reduce past-month use of alcohol among adolescents 12-17 years old.
 - 3.2 Reduce past-month use of marijuana among adolescents 12-17 years old.
 - 3.3 Reduce past-month use of illicit substances among adolescents 12-17 years old.
 - 3.4 Reduce life-time misuse of prescription drugs among adolescents 12-17 years old.
 - 3.5 Reduce life-time and past month misuse of prescription drugs among adults 18+ years old.

4. Strengthen and expand state-wide supports (infrastructures) necessary to promote effective community-based substance abuse prevention and treatment services.