STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst
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.
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: 9/1/2019 To: 8/31/2020

Grant/Donation $1,050,000

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<th>Total</th>
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Position Information: # Positions Explanation/Comments
2 APS Restorative Justice Case Manager

Additional Comments:

Department of Finance & Management
Secretary of Administration
Sent To Joint Fiscal Office

(Initial) (Initial) 12/5/19 Date
### 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

### Grant/Donor Name and Address:
Department of Health and Human Services, Administration for Community Living  
330 C Street, SW Washington, DC 20201

### Grant Period:
- **From:** 9/1/2019  
- **To:** 8/31/2022

### Purpose of Grant:
To implement restorative justice principles and practices within the Vermont Adult Protective Services framework.

### Impact on existing program if grant is not Accepted:
None

### BUDGET INFORMATION

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<th>Expenditures:</th>
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<tr>
<td><strong>Total</strong></td>
<td>$350,000</td>
<td></td>
</tr>
</tbody>
</table>
## PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? □ Yes x 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:

<table>
<thead>
<tr>
<th># Positions</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>APS Restorative Justice Case Manager</td>
</tr>
</tbody>
</table>

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:** ___________________________ **Date:** 11/7/19

**Title:** Acting Commissioner

**Signature:** ___________________________ **Date:** 11/7/19

**Title:** Deputy Secretary

## 14. SECRETARY OF ADMINISTRATION

☐ Approved: ___________________________ **Date:** 1/8/19

## 15. ACTION BY GOVERNOR

Check One Box:

☑ Accepted

☐ Rejected

☑ Request Memo

☐ Notice of Donation (if any)

☐ Dept. project approval (if applicable)

☐ Grant (Project) Timeline (if applicable)

☐ Notice of Award

☐ Request for Extension (if applicable)

☐ Grant Agreement

☐ Form AA-1PN attached (if applicable)

☐ Grant Budget

**Governor’s Signature:** ___________________________ **Date:** 1/8/19

## 16. DOCUMENTATION REQUIRED

Required GRANT Documentation

(*) 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).
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:

<table>
<thead>
<tr>
<th>Title* of Position(s) Requested</th>
<th># of Positions</th>
<th>Division/Program</th>
<th>Grant Funding Period/Anticipated End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>APS Restorative Justice Case Manager</td>
<td>2</td>
<td>DLPl/APS</td>
<td>September 2022</td>
</tr>
</tbody>
</table>

*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).

Signature of Agency or Department Head: __________________________ Date: __________________________

Approved/Denied by Department of Human Resources: __________________________ Date: __________________________

Approved/Denied by Finance and Management: __________________________ Date: __________________________

Approved/Denied by Secretary of Administration: __________________________ Date: __________________________

Approved/Denied by Governor (required as amended by 2019 Leg. Session): __________________________ Date: __________________________

Comments: __________________________

DHR - 08/12/2019
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**

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<tr>
<th>Notice of Action #</th>
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<tr>
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<tr>
<td>Current Mgt Level</td>
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<td>Classification Analyst</td>
<td>Date Effective Date:</td>
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<tr>
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<tr>
<td>Willis Rating/Components: Knowledge &amp; Skills: Mental Demands: Accountability: Working Conditions: Total:</td>
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</tr>
</tbody>
</table>

**Incumbent Information:**

- Employee Name: [ ]
- Employee Number: [ ]
- Position Number: [ ]
- Current Job/Class Title: [ ]
- Agency/Department/Unit: DAIL/DLP/APS
- 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: Adult Protective Services Restorative Justice Project Case Manager
- Position Type: [ ] Permanent or [ ] Limited / Funding Source: [ ] Core, [ ] Partnership, or [ ] Sponsored
- Vacant Position Number: [ ]
- Current Job/Class Title: [ ]
- Agency/Department/Unit: AHS/DAIL/DLP/APS
- Work Station: Home Based
- Zip Code: [ ]
- Supervisor's Name, Title and Phone Number: Shawna Mead, APS Restorative Justice Project Director

**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 independently, 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.
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.

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.
<table>
<thead>
<tr>
<th>Type</th>
<th>How Much of the Time?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Differences in opinion, strained relationships, highly emotional topics to be addressed</td>
<td>60%</td>
</tr>
<tr>
<td>Potentially threatening situations</td>
<td>50%</td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>Type</th>
<th>How Much of the Time?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potentially volatile situations, violent offenders, high levels of stress and emotionally charged situations. Potentially threatening situations.</td>
<td>50%</td>
</tr>
<tr>
<td>Participants experiencing health conditions, trauma, which may result in unpredictable and unsafe behaviors.</td>
<td>50%</td>
</tr>
<tr>
<td>Position incumbent will enter homes and community settings with potential for risks, weapons, dogs, fumes, second hand smoke.</td>
<td>50%</td>
</tr>
<tr>
<td>Position incumbent may operate in hospitals or other health care settings with potential exposure to contaminants and illness.</td>
<td>20%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type</th>
<th>How Heavy?</th>
<th>How Much of the Time?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type</th>
<th>How Much of the Time?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving</td>
<td>20%</td>
</tr>
<tr>
<td>Sitting/Standing</td>
<td>60%</td>
</tr>
<tr>
<td>Walking</td>
<td>20%</td>
</tr>
</tbody>
</table>

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.
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).
Suggested Title and/or Pay Grade:
APS Restorative Justice Case Manager, Pay grade 24

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

Suggested Title and/or Pay Grade:
APS Restorative Justice Case Manager, Pay grade 24

Appointing Authority or Authorized Representative Signature (required)  Date: 9/26/19
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.

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

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

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/cost-allocation-plan](http://humanservices.vermont.gov/departments/office-of-the-secretary/cost-allocation-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.

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

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:
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
<table>
<thead>
<tr>
<th>Object Class Category</th>
<th>Federal Funds</th>
<th>Non Federal Cash</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>198,758.00</td>
<td>39,632.00</td>
<td>238,390.00</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>111,300</td>
<td>21,025</td>
<td>132,325</td>
</tr>
<tr>
<td>Travel</td>
<td>11,388</td>
<td>11,388</td>
<td>11,388</td>
</tr>
<tr>
<td>Supplies</td>
<td>8,090</td>
<td>8,090</td>
<td>8,090</td>
</tr>
<tr>
<td>Contractual</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Other</td>
<td>5,000</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Indirect Charges</td>
<td>5,464</td>
<td>56,009</td>
<td>61,473</td>
</tr>
<tr>
<td>Totals</td>
<td>350,000.00</td>
<td>116,666.00</td>
<td>466,666.00</td>
</tr>
</tbody>
</table>

**Justification**

**Personnel**
- Director (S. Mead) = 89,174/year
- (To be hired) = 109,584
- APS Field Supervisor Position = 36,410
- APS Director (3% of FTE) = 2,377.14
- Licensing and Protection Division Director (1% of FTE) = 844.90

**Fringe Benefits**
- 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 ($311)=$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 ($161)=$19,385 Total
- APS Director (3%) 1,215
- Fringe and Protection Division Director = 1,435

**Travel**
- 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) airfare= 1000, lodging (3 nights)= 720, per diem= 240

**Equipment**
- 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

**Contractual**
- IT Vendor (data management system configuration)

**Other**
- Training budget
- 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

**Indirect Charges**
- Accounting/Business Office Support/DLP Office Support/Commissioners Office

**Totals**
- 350,000.00
- 116,666.00
- 466,666.00
<table>
<thead>
<tr>
<th>Object Class Category</th>
<th>Federal Funds</th>
<th>Non Federal Cash</th>
<th>Non Federal In-Kind</th>
<th>Total</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>204,376.00</td>
<td>40,566.00</td>
<td></td>
<td>244,942.00</td>
<td>Federal Program Director (S. Mead) = 91,711 Case Manager x2 = 112,665 Non-Federal Cash APS Field Supervisor Position = 37,251 APS Licensing and Protection Division Director (1% of FTE) = 869</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>113,159</td>
<td>21,290</td>
<td></td>
<td>134,449</td>
<td>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 ($311) = $44,379 Total Case Manager: Health ($17,436), Dental ($1,413), Life ($231), Retirement ($11,094), FICA ($4,185), EAP ($311) = $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</td>
</tr>
<tr>
<td>Travel</td>
<td>10,660</td>
<td></td>
<td></td>
<td>10,660</td>
<td>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</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>3,920</td>
<td></td>
<td></td>
<td>3,920</td>
<td>Federal 2 cell phones (80/month) = 1,920/ year Consumables (pens, paper, folders, clips, etc.) = 2,000/year</td>
</tr>
<tr>
<td>Contractual</td>
<td>10,000</td>
<td></td>
<td></td>
<td>10,000</td>
<td>Federal IT Vendor (data management system configuration)</td>
</tr>
<tr>
<td>Other</td>
<td>3,000</td>
<td></td>
<td></td>
<td>3,000</td>
<td>Federal Training budget Institute for Restorative Practices Trainings; Responses to Adversity and Trauma, 2 staff, 800 Train the Trainer, Restorative Justice Facilitator training, 1200 Training Materials, 1000</td>
</tr>
<tr>
<td>Indirect Charges</td>
<td>4,885</td>
<td>54,810</td>
<td></td>
<td>59,695</td>
<td>Federal Accounting/Business Office Support/DLP Office Support/Commissioners Office</td>
</tr>
<tr>
<td>Totals</td>
<td>350,000</td>
<td>116,666</td>
<td></td>
<td>466,666</td>
<td></td>
</tr>
<tr>
<td>Object Class Category</td>
<td>Federal Funds</td>
<td>Non Federal Cash</td>
<td>Non Federal In-Kind</td>
<td>Total</td>
<td>Justification</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------</td>
<td>----------------</td>
<td>-------------------</td>
<td>-------</td>
<td>---------------</td>
</tr>
<tr>
<td>Personnel</td>
<td>210,154.00</td>
<td>41,780.00</td>
<td></td>
<td>251,934.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Federal</td>
<td></td>
<td></td>
<td></td>
<td>Program Director (S. Mead) = 94,321</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Case Manager x2 = 115,833</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>APS Field Supervisor Position = 38,369</td>
</tr>
<tr>
<td></td>
<td>Non-Federal</td>
<td></td>
<td></td>
<td></td>
<td>APS Director (3% of FTE) = 2,517</td>
</tr>
<tr>
<td></td>
<td>Cash</td>
<td></td>
<td></td>
<td></td>
<td>Licensing and Protection Division Director (1% of FTE) = 894</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>115,050</td>
<td>21,651</td>
<td></td>
<td>136,701</td>
<td>Federal (includes health 38%, dental 3%, life 1%, retirement 41%, FICA 10% and EAP 1%)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Program Director: Health ($17,542), Dental ($1,413), Life ($392), Retirement ($18,822), FICA ($7,100), EAP ($31)=$45,300 Total</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Case Manager: Health ($17,458), Dental ($1,413), Life ($238), Retirement ($11,425), FICA ($4,310), EAP ($31)=$34,875 Total x 2</td>
</tr>
<tr>
<td>Travel</td>
<td>10,660</td>
<td></td>
<td></td>
<td>10,660</td>
<td>Federal Mileage Reimbursement 15,000 miles per year x 0.58= 8,700</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>National Conference Attendance x2 (airfare, lodging, per diem) airfare=1000, lodging (3 nights)= 720, per diem= 240</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td>2,920</td>
<td></td>
<td>2,920</td>
<td>Federal 2 cell phones (80/month) 1,920/year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Consumables (pens, paper, folders, clips, etc.) 1,000/year</td>
</tr>
<tr>
<td>Contractual</td>
<td>10,000</td>
<td></td>
<td></td>
<td>10,000</td>
<td>Federal IT Vendor (data management system configuration)</td>
</tr>
<tr>
<td>Other</td>
<td>1,000</td>
<td></td>
<td></td>
<td>1,000</td>
<td>Federal Training budget</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>National Association of Community and Restorative Justice Conference, 700</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Training Materials, 300</td>
</tr>
<tr>
<td>Indirect Charges</td>
<td>216</td>
<td>53235</td>
<td></td>
<td>53,451</td>
<td>Federal Accounting/Business Office Support/DLP Office Support/Commissioners Office</td>
</tr>
<tr>
<td>Totals</td>
<td>350,000</td>
<td>116,666</td>
<td></td>
<td>466,666</td>
<td></td>
</tr>
</tbody>
</table>
Ia. SUPERSEDES AWARD NOTICE dated
except that any additions or restrictions previously imposed
remain in effect unless specifically rescinded

30. CFDA NO.
93.747 - Elder Abuse Prevention Interventions Program

31. ASSISTANCE TYPE
Cooperative Agreement

32. GRANT NO.
90EJSG0037-01-00

33. TITLE OF PROJECT (OR PROGRAM)
Vermont Adult Protective Services Restorative Justice Project

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

9a. FAIN
90EJSG0037

6. PROJECT PERIOD
From 09/01/2019 Through 08/31/2022

7. BUDGET PERIOD
From 09/01/2019 Through 08/31/2020

11. APPROVED BUDGET (Excludes Direct Assistance)

<table>
<thead>
<tr>
<th>Financial Assistance from the Federal Awarding Agency Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Salaries and Wages</td>
</tr>
<tr>
<td>b. Fringe Benefits</td>
</tr>
<tr>
<td>c. Total Personnel Costs</td>
</tr>
<tr>
<td>d. Equipment</td>
</tr>
<tr>
<td>e. Supplies</td>
</tr>
<tr>
<td>f. Travel</td>
</tr>
<tr>
<td>g. Construction</td>
</tr>
<tr>
<td>h. Other</td>
</tr>
<tr>
<td>i. Contractual</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INDIRECT COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Travel</td>
</tr>
<tr>
<td>b. Fringe Benefits</td>
</tr>
<tr>
<td><strong>TOTAL INDIRECT COSTS</strong></td>
</tr>
</tbody>
</table>

| TOTAL APPROVED BUDGET                                      | 468,906.00 |

12. AWARD COMPUTATION

a. Amount of Federal Financial Assistance (from item 11n)    | 350,000.00 |

16. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:

17. OBJ CLASS
41.45

18a. VENDOR CODE
1036000264D4

18b. EIN
036000264

19. DUNS
809376155

20. CONG. DIST.
00

REMARKS
(Other Terms and Conditions Attached - NEW MONETARY AWARD)
This action is issued as a new award for the period identified in box 7., and federal amount on line 12d.