

## NOTICE OF PUBLIC MEETING

Notice is hereby given that a public meeting of the Brain Injury Oversight Committee will be held on July 15, 2022, from 1:00 to 3:00 PM and the meeting will be held in person only. The meeting will be held at the Nebraska Health Care Association 1200 Libra Drive, Suite 100, Lincoln. The agenda and meeting materials to be discussed by the committee can be found at <https://www.unmc.edu/aboutus/community-engagement/bioc/index.html>. If members of the public and media have further questions about the meeting, contact Jamie Stahl at (402) 559-6300 or [Jamie.stahl@unmc.edu](mailto:Jamie.stahl@unmc.edu).

The Nebraska Open Meetings Act may be accessed at <https://nebraskalegislature.gov/laws/statutes.php?statute=84-1407>.

### BRAIN INJURY OVERSIGHT COMMITTEE MEETING AGENDA

July 15<sup>th</sup>, 2022  
1:00 PM to 3:00 PM

- I. Call to order
- II. Open Meetings Act Statement
- III. Introductions and roll call
- IV. Approval of the agenda
- V. Public Comment
- VI. Approval of Minutes of the previous meeting, May 20, 2022
- VII. Executive Committee member appointments (Vice Chair and Secretary positions terms have expired and positions need to be voted on)
- VIII. Discussion of proposed updates to By-laws
- IX. Discussion of the Notice of Funding Opportunity
- X. Establish timeline goals for FY2022-23
- XI. Next meeting September 23<sup>rd</sup> 1:00-3:00 PM in person meeting
- XII. Adjourn

**Brain Injury Oversight Committee Meeting**  
**May 20, 2022, 1:00 pm to 3:00 pm**  
**College of Dentistry, 4000 East Campus Loop South, Room 1201**  
**Lincoln, NE**

**Draft MEETING MINUTES**

*Public notice of upcoming meetings will be available on the University of Nebraska Medical Center (UNMC) website <https://www.unmc.edu/aboutus/community-engagement/bioc/index.html> at least 10 days before each meeting.*

**MEMBERS PRESENT:** Tiffany Armstrong, Anna Cole, Peggy Reisher, Shir Smith, Shauna Dahlgren, Dr. Kody Moffatt, and Dale Johannes

**MEMBERS ABSENT:** Jeff Baker, Lindy Foley, Sheri Dawson, and Caryn Vincent

**UNMC STAFF PRESENT:** Mike Hrcirik

**CALL TO ORDER**

The meeting of the Brain Injury Oversight Committee commenced at 1:11 p.m.

**ANNOUNCEMENT OF THE AVAILABILITY OF THE OPEN MEETINGS ACT**

Public notification of this meeting was made on the UNMC website and Mike Hrcirik had copies of the open meetings act.

**INTRODUCTIONS AND ROLL CALL**

Shauna Dahlgren called on each committee member to introduce themselves.

**AGENDA APPROVAL**

The agenda was reviewed. Dr. Kody Moffatt moved to approve the agenda. Dale Johannes seconded the motion, and the motion was carried out by unanimous consent.

**PUBLIC COMMENT**

No public members were present.

**APPROVAL OF PREVIOUS MEETING MINUTES**

The minutes from March 18, 2022, meeting were reviewed. A motion was made by Dr. Kody Moffatt and seconded by Dale Johannes to approve the March 18, 2022 meeting minutes. There were no objections to the motion, and it was carried out by unanimous consent.

**LB 971 POST-HEARING UPDATE**

Shauna reported LB 971 has been approved and signed by the governor. The Brain Injury Trust Fund Act will be named the Brain Injury Assistance Act 90 days after the last day of the 2022 legislative session. The executive committee, along with Mike, will review the by-laws and the NOFO to make the necessary

revisions reflecting the name change. The committee will look at the revisions and vote on the changes at the July 2022 meeting.

### **SUBCOMMITTEE REPORT AND RECOMMENDATION AND DISCUSSION ON SUBMITTED APPLICATIONS**

Mike Hrcirik stated the Brain Injury Alliance of Nebraska (BIA-NE) was the only organization to apply for consideration. Dr. Kody Moffatt, Tiffany Armstrong, and Dale Johannes volunteered to be on the subcommittee which initially reviewed the submitted applications for the Brain Injury Trust. Dr. Moffatt reported that out of a possible 300 points, the subcommittee gave BIA-NE a score of 298 points and recommend the brain injury oversight committee award BIA-NE the full \$450,000 for the fiscal year starting July 2022. The committee members had further discussions about the application.

### **COMMITTEE VOTE ON FUNDING AWARD(S)**

Dale moved to accept the committee's nomination to award BIA-NE \$450,000 for the fiscal year starting in July 2022. Anna Cole seconded the motion. A roll call vote was led by the committee chair. The members voted:

- Shauna Dahlgren -yes
- Tiffany Armstrong – yes
- Anna Cole- yes
- Peggy Reisher- Abstain
- Shir Smith- Abstain
- Dr. Kody Moffatt- yes
- Dale Johannes- yes

The motion carried. BIA-NE will be awarded \$450,000 from the Brain Injury Trust Fund for the fiscal year July 2022. Shauna Dahlgren will send BIA-NE an award letter and an additional letter will be sent to Mike Hrcirik at UNMC with instructions to disperse the funds to BIA-NE before June 30, 2022.

### **NEXT COMMITTEE MEETINGS**

Upcoming committee meetings are as listed below:

- July 15 1:00 to 3:00 in person. The committee will vote on updated by-laws, review the funding application process, and schedule the upcoming meetings for the 2022.
- Sept. 16 or 23 in person. UNMC will create a doodle poll to find out which date will work for the majority of committee members. BIA-NE will provide a report for year one activities funded by the Brain Injury Trust Fund.

### **ADJOURN**

A motion was made by Peggy Reisher and seconded by Dr. Kody Moffatt with unanimous consent to adjourn the meeting at 2:30 pm.

Meeting minutes submitted by Peggy Reisher, Brain Injury Oversight Committee Secretary

# BRAIN INJURY OVERSIGHT COMMITTEE BYLAWS

## ARTICLE ONE – NAME OF COMMITTEE

The name of the committee is the Brain Injury Oversight Committee, hereinafter referred to as the committee.

## ARTICLE TWO – AUTHORITY AND PURPOSE

The purpose of the committee, as stated in Nebraska Revised Statute 71-3704, is to:

- Provide financial oversight and direction to the University of Nebraska Medical Center in the management of the Brain Injury Assistance Program ~~Trust Fund~~.
- Develop criteria for expenditures from the Brain Injury ~~Trust Fund~~ Assistance Program.
- Represent the interest of individuals with a brain injury and their families through advocacy, education, training, rehabilitation, research, and prevention.

CONTRACT PRIORITIES: As stated in Nebraska Revised Statute 71-3705, the ~~fund~~ program shall be administered through a contract with the University of Nebraska Medical Center for administration, accounting, and budgeting purposes, and used to pay for contracts for assistance for individuals with a brain injury with outside sources that specialize in the area of brain injury. Such outside sources shall operate, at a minimum, statewide, and also in targeted areas as defined and determined in the contract, with individuals with brain injury; work to secure and develop community-based services for individuals with a brain injury; provide support groups and access to pertinent information, medical resources, and service referrals for individuals with a brain injury; and educate professionals who work with individuals with a brain injury.

EXPENDITURE PRIORITIES: As stated in Nebraska Revised Statute 71-3705, expenditures from the ~~fund~~ program will include, but not be limited to:

- Resource facilitation. Resource facilitation shall be given priority and made available to provide ongoing support for individuals with a brain injury and their families for coping with brain injuries. Resource facilitation may provide a linkage to existing services and increase the capacity of the state's providers of services to individuals with a brain injury by providing brain-injury-specific information, support, and resources and enhancing the usage of support commonly available in a community. Agencies providing resource facilitation shall specialize in providing services to individuals with a brain injury and their families;
- Voluntary training for service providers in the appropriate provision of services to individuals with a brain injury;
- Follow-up contact to provide information on brain injuries for individuals on the brain injury registry established in the Brain Injury Registry Act;
- Activities to promote public awareness of brain injury and prevention methods;

- Supporting research in the field of brain injury;
- Providing and monitoring quality improvement processes with standards of care among brain injury service providers; and
- Collecting data and evaluating how the needs of individuals with a brain injury and their families are being met in this state.

### ARTICLE THREE - APPOINTMENT AND MEMBERSHIP

The committee shall be appointed by the Governor of Nebraska and comprised of nine public members and the following directors, or their designees: The Commissioner of Education, the Director of the Division of Behavioral Health of the Dept. of Health and Human Services, and the Director of Public Health of the Dept. of Health and Human Services. The Governor shall appoint the nine public members which shall include individuals with a brain injury or family members of individuals with brain injury, a representative of a public or private health-related organization, a representative of a developmental disability advisory or planning group within Nebraska, a representative of service providers for individuals with a brain injury, and a representative of a nonprofit brain injury advocacy organization. At least one member of the committee shall be appointed from each congressional district.

CONFLICTS OF INTEREST: The Chairperson shall cause members to report any known potential conflicts of interest in written statements kept and monitored by the Secretary. Additionally, when a vote arises before the committee that presents a real or perceived conflict of interest, this conflict will be identified, and the Chairperson shall decide whether the member may participate in the vote and or need to report it to the Secretary of State to complete the necessary documentation. In the case that the Chairperson has a conflict of interest, he/she will report that to the Vice-Chairperson, and the Vice-Chairperson shall decide whether the member may participate in the vote. In all cases, the public good is the highest concern for the Committee.

RESIGNATION: A member may resign by providing a written statement to the Chairperson and the G who will notify the Governor's office.

### ARTICLE FOUR – LENGTH OF TERM

The Governor shall designate the initial terms so that three members serve one-year terms, three members serve two-year terms, and three members serve three-year terms. Their successors shall be appointed for four-year terms. Any vacancy shall be filled from the same category for the remainder of the unexpired term. Through 2024, any member of the committee shall be eligible for reappointment. After 2024, members will serve four-year terms, not to exceed three consecutive terms. UNMC will ~~The Executive Committee will~~ track committee member terms, communicate with the committee member when their term is up, and confirm whether the member wants to seek reappointment, if they are eligible for reappointment. ~~The Executive Committee shall submit the names to the Governor for reappointment.~~ The member needs to reapply through the Governor's office.

## ARTICLE FIVE – VOTING

~~QUORUM: Quorum for in person or virtual meetings will follow the practices set forth by the Nebraska Open Meetings Act as outlined in Neb. Rev. Stat. §84-1407 to §84-1414. A simple majority of committee members present in person or electronically at any called meeting shall be a quorum. If a quorum exists at the beginning of a meeting and members leave during the meeting, causing the loss of quorum, the chair should state the loss of quorum before taking any vote. Other members may also make a point of order about the loss of quorum, but only when other members are not speaking.~~

In the absence of a quorum, the Executive Committee may take only necessary actions.

VOTING: Issues coming before the committee to be voted upon shall be determined by a simple majority of the members present. Voting by proxy is not allowed.

## ARTICLE SIX – MEETINGS

OPEN MEETINGS ACT: The Brain Injury Oversight Committee is subject to the Nebraska Open Meetings Act as outlined in Neb. Rev. Stat. §84-1407 to §84-1414.

~~ELECTRONIC CONFERENCING: When necessary, the committee will work to utilize videoconferencing or teleconferencing to accommodate members who reside outside of the vicinity of the regular meeting locations. Members may be asked to assist in the videoconference arrangements to adhere to statutory requirements.~~

FREQUENCY: The committee shall meet at least four times each calendar year and at any other time as the business of the committee requires. The committee meeting shall take place as determined by the chairperson.

NOTICE: Notice shall be provided to the committee and the general public at least 10 days prior to the scheduled meeting. Public notice of meetings shall be posted ~~on the State Public Events Calendar and publicly the website of the University of Nebraska Medical Center.~~ Notices of meetings shall include the proposed agenda. The contents of the agenda shall comply with the Open Meetings Act. Supporting materials to the meeting will be sent electronically to members and available to the general public upon request to UNMC.

CONDUCT: Meetings shall be conducted in compliance with the Nebraska Open Meetings Act. At least one copy of all reproducible material to be discussed at a meeting shall be available to the public at the meeting. The most recent edition of Roberts Rules of Order shall govern the meeting process.

ATTENDANCE: Any committee member who is absent from either three consecutive meetings or five regular meetings of the committee during any twelve-month period may be asked by the executive committee to submit the reason for such absences in writing. Such reasons shall be reviewed by the committee at its next regular meeting to determine, at its sole discretion, whether this member shall remain on the committee.

MINUTES: Minutes of meetings shall conform to the requirements of the Open Meetings Act and shall be published on the UNMC website. Minutes will be taken by the Committee Secretary or his/her appointee if he/she is not available.

EXPENSES: Members may be reimbursed for their actual and necessary expenses incurred in order to attend or participate in committee meetings, activities, or events as allowed by Nebraska statute in sections 81-1174 to 81-1177.

#### ARTICLE SEVEN – WORKGROUPS

The Chairperson may appoint or otherwise establish ad-hoc and permanent workgroups from the committee to accomplish specific tasks or purposes. Non-members may be added to committees other than the Executive Committee when specialized expertise is needed.

#### ARTICLE EIGHT – OFFICERS

SELECTION: The Committee shall select a Chairperson, a Vice-Chairperson, and a Secretary, which will serve as the Executive Committee. The Chairperson shall hold office for a three-year term, with the option of holding that office for two terms. The Vice-Chairperson and Secretary positions will not have term limits. Officers shall be nominated from the non-Departmental members roster.

DUTIES: The duties of the officers shall be:

- The Chairperson shall preside at all committee and officer meetings, and perform other duties designated by the committee. The Chairperson shall represent the Committee in working with the University of Nebraska Medical Center.
- The Vice-Chairperson shall act for the Chairperson in his/her absence and perform other duties designated by the committee.
- The Secretary shall act for the Chairperson in absence of the Vice-Chairperson; record and report the minutes of the meeting, attest to the accuracy and completeness of the official records of the committee, and perform other duties designated by the committee.

TERM: Election of officers shall be by vote of the committee annually at its last scheduled meeting of the state fiscal year for the positions of Vice-Chair and Secretary and every three years for the Chairperson position. In case of a vacancy in an office, voting for that position shall be held by the second meeting of the position's vacancy.

#### ARTICLE NINE – EXECUTIVE COMMITTEE MEETINGS

EXECUTIVE COMMITTEE MEETING: The officers shall be comprised of the Chairperson, Vice-Chairperson, and Secretary.

DUTIES: The officers shall approve proposed agendas for meetings of the committee; may act on matters of immediate necessity or urgency when convening the committee is not feasible; and perform other actions designated by the committee. ~~Actions by the officers shall be recorded in minutes and reported to the entire committee promptly. Such actions shall be included on the agenda of the next regular meeting of the committee to be affirmed by an appropriate vote.~~

#### ARTICLE TEN – REPORTS

RECORDS: UNMC shall maintain program records as required by the Records Management Act.

ANNUAL REPORT: An annual report will be generated within four months of the end of the UNMC business year and posted to the UNMC website.

DATA COLLECTION BURDEN: Data collection and evaluation shall not be a burden or unnecessary hardship to individuals with a brain injury or service providers.

PERSONNEL: The committee anticipates having no staff other than contracted services from UNMC.

#### ARTICLE ELEVEN – ADOPTION

AMENDMENTS: The committee shall review these bylaws at least every three years. Proposed amendments shall be distributed to committee members not less than thirty days prior to the meeting at which a vote on any proposal is scheduled. An affirmative vote of two-thirds of appointed committee members shall be required to approve or amend these bylaws.

ADOPTION: These bylaws were originally adopted at the meeting of the Brain Injury Oversight Committee held on the day of February 25, 2021.

The amended bylaws were reviewed and voted on during the Sept. 23, 2022, meeting.

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Chairperson

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Secretary

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Vice-Chairperson



## **Brain Injury Oversight Committee (BIOC) Notice of Funding Opportunity (NOFO)**

**Deadline: April 30<sup>th</sup>, 2022**

The Brain Injury Oversight Committee is pleased to announce an opportunity of support funding provided by the state of Nebraska and the Nebraska Department of Health and Human Services. The committee has \$450,000 available to meet the statutory objective of assisting the community of individuals living with a brain injury. Award funding will be for project(s) starting on or after July 1, 2022, and for up to one year long. Only projects that achieve the funding objectives of the committee and Nebraska statute will be considered.

To learn more about the Brain Injury Oversight Committee, please visit our [website](#). If you have any questions email [BIOC.applications@nebraska.gov](mailto:BIOC.applications@nebraska.gov).

### **Purpose and Intent**

The Brain Injury Oversight Committee consists of nine public members, including individuals with brain injury or family members and other representatives, each of whom are appointed by the governor, and the following directors, or their designees: The Commissioner of Education; the Director of Behavioral Health of the Department of Health and Human Services; and the Director of Public Health of the Department of Health and Human Services. The Brain Injury Oversight Committee was created in LB481 in 2019. Sections 71-3701 to 71-3706 of the Nebraska Revised Statutes are the Brain Injury Trust Fund Act.

The purpose of the committee, as stated in Nebraska Revised Statute 71-3704, is to:

- Provide financial oversight and direction to the University of Nebraska Medical Center in the management of the Brain Injury Trust Fund.
- Develop criteria for expenditures from the Brain Injury Trust Fund.
- Represent the interest of individuals with a brain injury and their families through advocacy, education, training, rehabilitation, research, and prevention.

### **Funding and Expenditure Priorities**

As stated in Nebraska Revised Statute 71-3705 (2)(a)

The fund shall be used to pay for contracts for assistance for individuals with a brain injury with outside sources that specialize in the area of brain injury. Such outside sources shall work to secure and develop community-based services for individuals with a brain injury; provide support groups and access to pertinent information, medical resources, and service referrals for individuals with a brain injury; and educate professionals who work with individuals with a brain injury.

As stated in Nebraska Revised Statute 71-3705, (2)(b) Expenditures from the fund will include, but not be limited to:

- Resource facilitation. Resource facilitation shall be given priority and made available to provide ongoing support for individuals with a brain injury and their families for coping with brain injuries. Resource facilitation may provide a linkage to existing services and increase the capacity of the state's providers of services to individuals with a brain injury by providing brain-injury-specific information, support, and resources and enhancing the usage of support commonly available in a community. Agencies providing resource facilitation shall specialize in providing services to individuals with a brain injury and their families.
- Voluntary training for service providers in the appropriate provision of services to individuals with a brain injury.
- Follow-up contact to provide information on brain injuries for individuals on the brain injury registry established in the Brain Injury Registry Act.
- Activities to promote public awareness of brain injury and prevention methods.
- Supporting research in the field of brain injury.
- Providing and monitoring quality improvement processes with standards of care among brain injury service providers; and
- Collecting data and evaluating how the needs of individuals with a brain injury and their families are being met in this state.

## **Award Information:**

**Funding Instrument Type:** Grant

**Fiscal Year:** FY2023: July 1<sup>st</sup> 2022 – June 30<sup>th</sup> 2023

**Total Funding:** \$450,000

**Funding Source:** State of Nebraska, Not Federally Funded

**Estimated Number of Awards:** 1 or more, with a maximum award amount of \$450,000 depending on the number of awards made.

**Estimated Award Date:** June 20<sup>th</sup> 2022

**Budget Period Length:** 12 months

## **Application Guidelines/Process:**

### **Eligibility**

As stated in Nebraska Revised Statute 71-3705, (2)(a)

Outside sources shall operate, at a minimum, statewide, and in targeted areas as defined and determined in the contract, with individuals with brain injury; work to secure and develop community-based services for individuals with a brain injury; provide support groups and access to pertinent information, medical resources, and service referrals to individuals with a brain injury; and educate professionals who work with individuals with a brain injury.

### **Submission Requirements for Applicants**

## Application Deadline

Applications will be accepted through 11:59 pm Central Time on April 30<sup>th</sup> 2022. If the application is not submitted before the deadline, it will not be reviewed.

## Submission Method

Applications will be sent to: [BIOC.Applications@nebraska.gov](mailto:BIOC.Applications@nebraska.gov) Paper applications will not be accepted. Applications must be submitted in an electronic format. Acceptable file types are spreadsheets (for budget forms), word processing files for narratives, and PDF files may be substituted for spreadsheets or word processing files. It is preferred that the application be submitted as a single document.

## Application Requirements

- **Project Narrative**
  - **Project summary** (limited to 30 lines or less of text, .5-inch margins, Arial size 11 single spaced) - Provide a brief statement that clearly states the project goal, the major activities to be undertaken and the projected impact on people with brain injury and/or family members.
  - **Project Description and Work Plan** (limited to 5 pages)
    - Describe the proposed project, why it is needed and how it will meet the priorities identified.
    - Project's broad, long-term objectives and specific aims.
    - Describe the potential long-term community impact.
    - What data will be collected – Description of reports/outputs
  - **Budget Justification Narrative** – explain the need and uses of the requested funding (limited to 1 page)
  - **Qualifications:** (limited to 3 pages)
    - Organization's history and capacity to take on the project
    - Current operational budget and sources of operational funding
    - List other kinds of support that the institution receives that may help contribute to this project.
    - What sets the applicant apart from other organizations
    - Bio sketch of Personnel in Key Positions of the institution/this project.
      - Curriculum Vitae/Resume of Project Director(s)
  - **Coordination and Collaboration** (limited to 1 page)
    - Describe your community involvement and document the strength of relationships with other agencies to achieve common goals.
    - Letters of Support
      - Signed letters of support from any entity(ies) who will facilitate this project (e.g., community groups, other funding organizations, recruitment facilities, etc.)
  - **Budget Summary**
    - Provide a Budget Summary (template is available below)
    - Provide a narrative Budget Justification.
    - The funding from BIOC will not be used to purchase capital equipment or used for other capital purchases.

- A fixed overhead percentage, Indirect Cost Rates or Facilities & Administration rates will not be allowed as a budget line item. Administrative Staff time, miscellaneous costs etc. should be factored into the budget.
  - **Project Contacts**
    - Project Director(s): provide names and contact info of responsible parties of the project.
- A copy of the Tax form 990 from the most recently completed year (if applicable.)
- A copy of the company's financial statements from the most recently completed year (if applicable.)

### Budget Summary Template

<i>Budget Summary Template – BIOC Application</i>		
<i>PERSONNEL SUMMARY</i>		
POSITION TITLE	ROLE ON PROJECT	SALARIES & WAGES + FRINGE BENEFITS
		\$
		\$
		\$
		\$
<b>TOTAL SALARIES &amp; WAGES + FRINGE BENEFITS</b>		<b>\$</b>
<i>OPERATING AND SUPPLIES COSTS</i>		
CONTRACTED SERVICES		\$
SUPPLIES		\$
TRAVEL		\$
OTHER EXPENSES (itemize by category)		\$
<b>TOTAL OPERATING AND SUPPLIES COSTS</b>		<b>\$</b>
<b>TOTAL COSTS</b>		<b>\$</b>

### Evaluation Process

Applications will be reviewed in three phases.

- Phase I: All applications will be initially reviewed for eligibility and completeness by the executive committee members (the Chairperson, Vice Chairperson and Secretary.)

Applicants will be notified if their applications did not meet eligibility and/or published submission requirements.

- Phase II: A workgroup (ideally of 3 to 6 members) will score applications based on the criteria/scoring system below.
- Phase III: Committee Discussion / Vote on Awarding Funds at a Committee meeting.

## **Evaluation and Performance Measurement**

**Maximum Points for Application: 100**

Committee members will evaluate the applications based on the following criteria:

### **Project Description and Work Plan**

Maximum Points: 60

- Proposed project adequately describes needs being met and how these relate to priorities identified (10 Points)
- Proposed project's primary objective is resource facilitation (15 points)
- Project describes how it will meet broad, long-term objectives and specific aims (10 Points)
- Describe the potential long-term community impact (10 Points)
- What data will be collected – description of reports/outputs (10 Points)
- Budget Justification Narrative – explain the need and uses of the requested funding (5 Points)

### **Qualifications**

Maximum Points: 20

- Organization's history and capacity to take on the project (10 Points)
- What sets them apart from other organizations (i.e., such as other funds the agency must support the funding requested or the funding priorities) (5 Points)
- Bio sketch of Personnel in Key Positions (5 Points)

### **Coordination and Collaboration**

Maximum Points: 20

- Description of community involvement relationships with other agencies to achieve common goals and priorities of the BIOC (15 Points)
- Letters of Support relates to the ability to handle the project description or work plan (5 Points)

### **Expectations of Awardees**

- Awardees will agree to the terms and conditions of the Award Agreement including:
  - Applicants are responsible for reporting if this application will result in programmatic, budgetary, or commitment overlap with another application or award submitted to another funding source. Overlap occurs when substantially the same project is proposed in more than one application or is submitted to two or more funding sources for review and funding consideration or a specific objective and the project design for accomplishing the objective are the same or closely related in two or more applications or awards, regardless of the funding source. Any overlap will be resolved by the BIOC committee with the applicant prior to award.

- Semi-Annual reports made in writing and in person to the BIOC committee stating progress, challenges and future plans.
- Any substantial deviations from the proposed project will be communicated to the committee and must be approved prior to implementation.
- The Award Agreement will incorporate the Notice of Funding Opportunity and the proposal as submitted for reference.
- The proposal must be signed by an authorized official for the proposing entity.
- Funds should be expended within one year of the award date. Unspent funds exceeding 15% of the original award will need to be reported to the committee. The committee may approve no cost extensions of expenditures upon request.

## Brain Injury Oversight Committee (BIOC) Application Review Form

Project Title: \_\_\_\_\_

Applicant Organization: \_\_\_\_\_

Reviewer (Committee Member Name): \_\_\_\_\_

Date: \_\_\_\_\_

Committee members will provide a score (based on the number of points available to a section) to reflect their assessment of the application for funding.

Committee members will evaluate the applications based on the following criteria:

**Reviewer Score**

### **Project Description and Work Plan**

- Proposed project adequately describes needs being met and how these relate to priorities identified (10 Points) \_\_\_\_\_
- Proposed project's primary objective is resource facilitation (15 points) \_\_\_\_\_
- Project describes how it will meet broad, long-term objectives and specific aims (10 Points) \_\_\_\_\_
- Describe the potential long-term community impact (10 Points) \_\_\_\_\_
- What data will be collected – Description of reports/outputs (10 Points) \_\_\_\_\_
- Budget Justification Narrative – explain the need and uses of the requested funding (5 Points) \_\_\_\_\_

**Project Description and Work Plan Section Total** (Maximum Points: 60) \_\_\_\_\_

### **Qualifications**

- Organization's history and capacity to take on the project (10 Points) \_\_\_\_\_
- What sets them apart from other organizations (i.e., such as other funds the agency must support the funding requested or the funding priorities) (5 Points) \_\_\_\_\_
- Bio sketch of Personnel in Key Positions (5 Points) \_\_\_\_\_

**Qualifications Section Total** (Maximum Points: 20) \_\_\_\_\_

### **Coordination and Collaboration**

- Description of community involvement relationships with other agencies to achieve common goals and priorities of the BIOC (15 Points) \_\_\_\_\_
- Letters of Support relates to the ability to handle the project description or work plan (5 Points) \_\_\_\_\_

**Coordination and Collaboration** (Maximum Points: 20) \_\_\_\_\_

**Application Total Score (Maximum Points for Application: 100)** \_\_\_\_\_