

## NOTICE OF PUBLIC MEETING

Notice is hereby given that a public meeting of the Brain Injury Oversight Committee will be held on March 18, 2022, from 1:30 to 3:30 PM and the meeting will be held in person and virtually. The meeting will be held at the University of Nebraska Medical Center – Maurer Center for Public Health (MCPH) room 2001 located at 519 South 40th St. Omaha, NE 68105. Visitor parking is available around the MPCH building in lot 15. 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

Mar. 18<sup>th</sup>, 2022  
1:30 PM to 3:30 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, February 18, 2022
- VII. LB-971 Brain Injury Assistance Act Updates
- VIII. Discussion of BI Oversight Committee Application Process
  - a. Discussion of Award Process
  - b. Discussion of Notice of Funding Opportunity
  - c. Applicant Review Form
  - d. Public Notice Process
- IX. Next meeting April 15<sup>th</sup> 1:00-3:00 PM virtual meeting
- X. Adjourn

**Brain Injury Oversight Committee Meeting**  
**Feb. 18, 2022**  
**1:00 pm to 3:00 pm**  
**Meeting held:**  
**Nebraska Health Care Association, 1200 Libra Dr., 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:** Jeff Baker, Anna Cole, Peggy Reisher, Shir Smith, Shauna Dahlgren, Dr. Kody Moffatt, and Lindy Foley

**MEMBERS ABSENT:** Joni Dulaney, Kevin Karmazin, Sheri Dawson, and Caryn Vincent

**UNMC STAFF PRESENT:** Mike Hrcirik

**Invited Guest:** Liz Gebhart-Morgan

**CALL TO ORDER**

The meeting of the Brain Injury Oversight Committee commenced at 1:21 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 meeting act.

**INTRODUCTIONS AND ROLL CALL**

Shauna Dahlgren called on each committee member to introduce themselves.

**AGENDA APPROVAL**

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

**PUBLIC COMMENT**

No public members were present.

**APPROVAL OF PREVIOUS MEETING MINUTES**

The minutes from Dec. 3, 2021, meeting were reviewed. A motion was made by Dr. Kody Moffatt and seconded by Shir Smith to approve the Dec. 3 meeting minutes. There were no objections to the motion, and it was carried by unanimous consent.

## **REVIEW OF COMMITTEE MEMBER TERM APPOINTMENTS AND UPCOMING EXPIRATIONS**

Chair, Shauna Dahlgren stated that Peggy Reisher, Kevin Karmazin, and Judy Nicholson's terms have been up since Oct. 2021. Shauna contacted the Governor's office to inquire when new appointments/reappointments would be made. When Shauna inquired, the Governor's office stated they still had not decided who would be appointed. Shauna reminded the committee that the Attorney General's office told her that members with expired terms should continue to serve until reappointment or replacement members are chosen by the Governor.

## **LB 971 POST-HEARING UPDATE**

Shauna reported she had testified in favor of LB 971 during its hearing in front of the Appropriations Committee on Jan. 28, 2022. Senator McDonnell's office reported this was a "clean up" bill since the funds don't truly meet the definition of a trust fund since the funds come from the Health Care Cash Fund. Senator McDonnell's office shared this explanation, "This bill eliminates the Brain Injury Trust Fund. The separate fund is not needed as appropriations are made directly from the Health Care Cash Fund which is the source of funding for the act. Additionally, although the fund was called a trust fund, it does not meet the definition of a trust fund which is a fund controlled by a trust. With the references to the fund removed, the act is renamed the Brain Injury Assistance Act."

## **FY2021 BRAIN INJURY TRUST FUND RECIPIENT UPDATE**

Liz Gebhart-Morgan from Partners for Insightful Evaluation (PIE) reported on the BIA-NE activities from July 1 to Dec. 31, 2021. For the full report please see BIA-NE Trust Fund Report and Resource Facilitation Data Summary for July 1 to Dec. 31, 2021. Committee members were asked if there is any additional information they would like to see in preparation for the final report which will be shared in July 2022. Dr. Kody Moffatt stated he felt the report was very thorough and no other information was needed from his perspective. No other committee members requested additional information at this time.

## **DISCUSSION OF BI TRUST FUND APPLICATION PROCESS**

The committee reviewed the drafted application outline. Shauna reported the subcommittee has not had time to put a lot of detail into the draft but felt it was a good start. Mike Hrcirik stated that he would help the committee put together an application process that would need to be approved by the committee. He will work with UNMC pre-award personnel at UNMC to get suggestions for the application process. The goal is to have the committee vote on the application process at the March meeting so there is time for applicants to apply and for the committee to review and approve the disbursement of the funds before June 30, 2022.

## **NEXT COMMITTEE MEETINGS**

Upcoming committee meetings are as listed below:

- March 18 1:30 to 3:30 virtually
- April 15 1:00 to 3:00 virtually
- May 20 1:00 to 3:00 in person

**ADJOURN**

A motion was made by Kody and seconded by Jeff with unanimous consent to adjourn the meeting at 3:06 pm.

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

## **Brain Injury Oversight Committee (BIOC) Award Process Plan**

FY2021-FY2022 (July 2021 – June 2022)

### **Committee Purpose and Funding Priorities**

#### Purpose of the Committee

- Develop criteria for expenditures of 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
- Award funds to entities that will meet one or more of the funding/expenditure priorities

#### Purpose of Funding Opportunity

- 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
- Educate professionals who work with individuals with a brain injury

#### Funding/Expenditure Priorities:

- Resource facilitation **\*Funding Priority\***
- Voluntary training for service providers related to individuals with a brain injury
- Follow-up contact with individuals living with a brain injury to provide information in accordance with the Brain Injury Registry Act
- Promote public awareness of brain injury and prevention methods
- Encourage individuals with a brain injury to participate in brain injury research studies
- Support quality improvement processes with standards of care amongst brain injury service providers
- Collect data and evaluate the needs of individuals with a brain injury and their families

#### Applicant Requirements

- Must operate statewide in Nebraska
- Serve the interests of individuals living with a brain injury

## **Timelines**

### BIOC Funding Timeline

- DHHS communicates the funding for the fiscal year (Jul 21– Dec)
- UNMC contracts with DHHS to receive funding (Oct – Jan 22)
- UNMC Receives Brain Injury Oversight Committee Funding from DHHS (Mar 22)

### Notice of Funding Opportunity (NOFO) Timeline

- Approve the Award Process plan and NOFO (Mar 22)
- Post the NOFO (Mar)
- Allow applicants 6 weeks to submit proposals. (Apr – May)

### Award Agreement Timeline

- Write an award/grant agreement letter (Apr)
- Attorney General of Nebraska Review Agreement (Apr / May)
- Vote on Award Agreement (May)

### Proposal Review and Evaluation Timeline

- Evaluate the Applications/Proposals (May)
- Vote on Applications/Proposals (May)

### Awarding Process

- Applicants/Shaina to sign Award Documents (June)
- BIOC direct UNMC to disburse funds to Applicant (June)

**DRAFT - 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, contact Shauna Dahlgren, the committee chairperson.

## **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 (i.e., such as other funds the agency must support the funding requested or the funding priorities)
    - 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 F&A 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>OTHER COSTS</i>		
OPERATING AND SUPPLIES COSTS		\$
<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 (10 Points)
- Letters of Support relates to the ability to handle the project description or work plan (10 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.

## 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 (10 Points) \_\_\_\_\_
- Letters of Support relates to the ability to handle the project description or work plan (10 Points) \_\_\_\_\_

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

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