



June 16, 2016

Dear TBI Grantees:

I know many of you have questions about the handover of the TBI State Implementation Partnership Grant and the TBI Protection & Advocacy Grant programs from the Health Resources and Services Administration (HRSA) to the Administration on Community Living (ACL). We strongly feel that clear and open communication is critical to the success of the program, and we appreciate your patience throughout the transition process.

ACL worked with the TBI Coordinating Center to develop the questions & answers, which we hope will address your most pressing concerns. You should feel free to share this with any TBI program staff who may also benefit from this information.

We hope you will also feel free to reach out to us if you have questions that we haven't addressed here. Please send your program and financial grant matter questions to ACL at [TBI@ACL.GOV](mailto:TBI@ACL.GOV). State Implementation Partnership grantees can also reach out to the TBI Coordinating Center at [TBICC@us.gt.com](mailto:TBICC@us.gt.com) for support with collaboration, coordination, and technical assistance. Protection & Advocacy grantees can reach out to Amy Scherer at the National Disability Rights Network at [amy.scherer@ndrn.org](mailto:amy.scherer@ndrn.org) for technical assistance support.

Sincerely,

Elizabeth Leef

**TRAUMATIC BRAIN INJURY  
STATE IMPLEMENTATION PARTNERSHIP GRANTEEES  
QUESTIONS AND ANSWERS**

1. What is the latest news on continuing Traumatic Brain Injury (TBI) program funding for the next grant year?

The Administration for Community Living (ACL) plans to fund the current State Implementation Partnership grantees for at least the next two years.

2. Who are the program and fiscal management contacts for the TBI program?

The program specialist for TBI is Elizabeth Leef ([Elizabeth.leef@acl.hhs.gov](mailto:Elizabeth.leef@acl.hhs.gov)), and the grants management specialist for fiscal assistance is LaDeva Harris ([LaDeva.Harris@acl.hhs.gov](mailto:LaDeva.Harris@acl.hhs.gov)).

3. What are the reporting requirements for the TBI State grantee reports?

ACL is formulating the reporting requirements for FY 2016 and moving forward. We will send out further information soon.

4. How should I submit modifications to the goals and tasks for my program that were previously approved by HRSA?

If the goals and tasks are for fiscal year (FY) 2016, please submit a request through GrantSolutions. If the modifications are for activities in prior years, please contact HRSA.

5. How is the transition process from HRSA to ACL coming along? When will it be finalized?

The transition from HRSA to ACL is completed for the FY 2016 awards. If you have requested a no cost extension for FY 2014 and FY 2015, please continue to work with HRSA until all funding is obligated and those budget periods are closed.

6. When and how often will grantees hear from ACL?

ACL plans to host quarterly calls and/or webinars with State Implementation Partnership grantees. We encourage you to contact your program specialist Elizabeth Leef ([Elizabeth.Leef@acl.hhs.gov](mailto:Elizabeth.Leef@acl.hhs.gov)) or your grants management specialist LaDeva Harris ([LaDeva.Harris@acl.hhs.gov](mailto:LaDeva.Harris@acl.hhs.gov)) anytime you have questions or concerns or even if you'd like to share your program's successes.

You may also direct questions to the TBI Coordinating Center staff at [TBICC@us.gt.com](mailto:TBICC@us.gt.com). The Coordinating Center provides grantees with a centralized hub to help with collaboration, coordination, and technical assistance.

7. How soon will the TBI collaboration site be up and running? Will non-grantees be able to contribute TBI-related information on the site or is this site strictly for State Implementation Partnership grantees only?

TBI Coordinating Center staff are working closely with ACL's IT department to stand up a collaboration site that incorporates the feedback and input we received during the Individualized Technical Assistance Needs Assessment calls that were conducted this spring. We anticipate that a collaboration site will be available to past and current State Implementation Partnership grantees in the summer of 2016. We will provide more details soon.

8. Does the principal investigator need to do anything specific to register with ACL?

Your PI should have received two emails from GrantSolutions, one with their user name and one with their temporary password. If your PI has not received these emails, please contact your grants management specialist LaDeva Harris ([LaDeva.Harris@acl.hhs.gov](mailto:LaDeva.Harris@acl.hhs.gov)) for assistance.

9. When will the grantee fact sheets be uploaded to the ACL site?

ACL is in the process of posting the fact sheets to the website. We hope to have them up soon.

10. Can ACL provide a letter to State Implementation Partnership grantees indicating that attendance at meetings in other states or large conferences that have a TBI area of focus is an allowable use of grant funds?

There are no references in the 2014 HRSA funding opportunity announcement HRSA-14-019 indicating that attendance at conferences is a required use of funding under the grant awards. As a result, ACL cannot require attendance at meetings or conferences. That said, conference attendance is an appropriate, reasonable, and authorized use of grant funds under the award.

11. Will the Protection and Advocacy (PATBI) grantees receive direction and guidance soon?

ACL provided guidance in the notices of award for the FY 2016 PATBI grants. If Protection and Advocacy grantees have questions, they can contact Clare Barnett Huerta, who is the PATBI program officer in ACL's Administration on Intellectual and Developmental Disabilities (AIDD), at (202) 795-7301 or [Clare.Barnett@acl.hhs.gov](mailto:Clare.Barnett@acl.hhs.gov).

Ophelia McLain, Director of the Office of Program Support in AIDD is also available to assist. She can be reached at (202) 795-7401 or [Ophelia.McLain@acl.hhs.gov](mailto:Ophelia.McLain@acl.hhs.gov).

For fiscal assistance, PATBI grantees may contact LaDeva Harris at (202) 795-7360 or [LaDeva.Harris@acl.hhs.gov](mailto:LaDeva.Harris@acl.hhs.gov).

12. What is the standard language that we should use on printed materials?

We ask that you use the following disclaimer on all materials funded by the FY 2016 continuation grant award:

*This project was supported, in part by grant number 90TBSGXXXX, (insert grant number) from the U.S. Administration for Community Living, Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects under government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official Administration for Community Living policy.*