

Request for No-Cost Extension – Commonwealth Neurotrauma Initiative Trust Fund

October 24, 2025

Mr. Richard Bagby  
Chair, Commonwealth Neurotrauma Initiative Trust Fund Board  
Subject: Request for No-Cost Extension – CNI Grant Number

Dear Mr. Bagby,

On behalf of Anderson Music Therapy Services (AMTS), I respectfully request a five-month no-cost extension for our Commonwealth Neurotrauma Initiative Trust Fund project, *Music Therapy for TBI & SCI Survivors* (Contract #CTR010038). This extension would adjust the project end date from December 31, 2025 to May 31, 2026. We anticipate approximately \$11,000 remaining in the Contractual Services budget line at the end of 2025, which provides direct services to clients.

The additional time is needed to complete services for the full 150 individuals outlined in our proposal and to finalize services within our existing facility contracts. To date, AMTS has awarded 135 scholarships, with at least three clients expected to continue into early 2026 in order to complete their 12-session cycle. At this time, we have 15 additional scholarships to use by May 31, 2026, positioning us to fully meet our service commitments.

Enrollment this year was slowed by lower referral volume during January, July, November, and December, which historically are periods of reduced client availability due to holidays, travel, and caregiver schedules. Referral patterns also shifted, and one partnering facility experienced fewer TBI/SCI cases than anticipated. As a result, only 7 clients entered services between January 1 and May 31, compared to 21 clients in 2023 and 17 in 2024. These factors affected our ability to expend funds at the projected rate.

To strengthen referral flow and support timely completion of services, AMTS is increasing outreach efforts, including demonstration groups at clubhouses and rehabilitation facilities. These strategies are already helping to expand engagement among potential clients and partner staff.

While we expect to complete the remaining work within approximately three months, we are requesting a five-month extension out of an abundance of caution. This will provide the necessary flexibility to responsibly utilize all remaining funds, complete all planned services, and ensure uninterrupted support for all remaining clients. It will also allow AMTS to finalize accurate outcome reporting for every individual served under this award. We appreciate the Board's consideration of this request and remain committed to advancing the CNI Trust Fund's mission of improving the quality of life and rehabilitation outcomes for Virginians with neurotrauma.

Sincerely,



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