

## 1. What is Discretionary Funding?

Discretionary funding is a duly-appropriated sum of money in the Town's expense budget allocated to an eligible not-for-profit organization by the Selectboard and approved at Town Meeting.

## 2. What Types of Organizations May Receive Discretionary Funds?

Discretionary funds may only be allocated to not-for-profit; community-based social services providers. In order to receive discretionary funds directly, an organization must be incorporated as a not-for-profit and registered with the State of Vermont., unless exempt and have a Federal Employer Identification Number (EIN).

## 3. What Types of Organizations May Not Receive Discretionary Funds?

For-profit entities may not receive discretionary funds, except when the primary non-profit contractor subcontracts with a for-profit entity as part of the delivery of services. Such subcontracts, however, must be only an ancillary part of the program to be funded, not the primary basis for the discretionary award, and must be approved by the contracting agency.

## 4. What are the Restrictions on the Use of Discretionary Funds?

All public funds, however awarded, must be used for a Town purpose. In general, a Town purpose is defined as an activity or service that is open to all members of the public, regardless of race, creed, gender, religious affiliation, etc., without restriction, and which does not promote a particular religion.

Programs and services provided by religious or religiously-affiliated organization must be able to demonstrate that the program is open to non-members, is not a religious program, and does not promote the religion.

Closed membership groups, which are those to which membership is restricted or subject to eligibility based upon prohibited factors, may generally not receive funding.

Groups that serve a particular population, for example, those age 65 and above in a particular community; are not considered a closed membership group, as long as the program is open and accessible to all seniors in the community. Similarly, tenant organizations in public housing may also receive funding, as long as they provide equal access to all residents of the public housing units they serve.

Funds may only be allocated for a public purpose and may not support political activities and private interests.

## 5. How to Apply for Discretionary Funding?

All organizations that wish to receive discretionary funding must submit a "Request for Special Appropriations" application to the Town Manager. The application elicits information about an organization's experience, qualifications, and integrity, and the project or service for which the organization is requesting support. The form is available on the Town website under DOCUMENTS, then, APPLICATIONS or by emailing Kathy Daub-Stearns, Administrative Assistant, at: [kdaubstearns@richmondvt.gov](mailto:kdaubstearns@richmondvt.gov). Deadline for submission is the end of the day, October 4, 2021.

Town of Richmond

**Request for Special Appropriations**

**Request for Fiscal Year: 2023**

Organization's Name: Lund  
Address: 50 Joy Drive  
City, State, Zip: South Burlington, VT 05403  
Website address: [www.lundvt.org](http://www.lundvt.org)

**A. GENERAL INFORMATION**

1. Program Name: Lund General Operating
2. Contact Person>Title: Sharon Lifschutz, Director of Development

Telephone Number: 802-861-2580  
E-mail address: sharonl@lundvt.org

3. Total number of individuals served in the last complete fiscal year by this program:  
5,000
4. Total number of the above individuals who are Town residents: 24  
Please, attach any documentation that supports this number. These numbers come from MyEvolv, our Employee Health Records system. We are happy to provide additional information upon request.

Percent of people served who are Town residents: Less than 1%

5. Amount of Request: \$1,000
6. Total Program Budget:\$10,685,546  
Percent of total program budget you are requesting from the Town of Richmond:  
Less than .001%

7. Please state or attach the mission of your agency: Lund helps children thrive by empowering families to break cycles of poverty, addiction and abuse. Lund offers hope and opportunity to families through education, treatment, family support and adoption.

8. Funding will be used to:  
 Maintain an existing program       Expand an Existing Program  
 Start a new program

9. Has your organization received funds from the Town in the past for this or a similar program? Yes

If yes, please answer the following:

- a. Does the amount of your request represent an increase over your previous appropriation? If yes, explain the reason(s) for the increase. No

- b. Were any conditions or restrictions placed on the funds by the Selectboard?  
X No\_ If yes, describe how those conditions or restrictions have been met.
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## B. PROGRAM OVERVIEW

1. Statement of Need: Identify the issue or need that the program will address (use statistical data to justify the need for the program). To what extent does this need, or problem exist in the Town of Richmond?

Lund's family-centered and integrated programs work to combat some of the most critical issues permeating through our communities including but not limited to substance use, poverty, mental health, permanency, recidivism, and isolation. Through our Adoption, Treatment, and Child and Family services we are working to break the cycles of poverty, addiction and abuse by providing wrap around care that meets our families where they are. And our reach extends to the Town of Richmond, where constituents utilize at least four of Lund's programs including Adoption, Family Education, Regional Partnership Program and the Vermont Recovery Network. These programs are bringing together families and ensuring they have the supports needed to sustain healthy lives.

2. Program Summary:

- a. Identify the target/recipients of program services. Specify the number of Town residents your program will serve during the fiscal year and explain the basis upon which this number is calculated. Indicate any eligibility requirements your program has with respect to age, gender, income or residence.

Town residents that are served by our programs include families who are receiving support for substance use and mental health disorders as well as families being brought together by Adoption. Our programs target some of Vermont's most marginalized populations and we actively work to remove barriers to entry as our programs are open to all. We do estimate an increase in residents from the Town of Richmond being served in the coming year as the court system is able to process a greater number of Adoptions. As we see substance use continue to rise, we anticipate seeing an increase in the number of residents accessing services that pertain to substance use and/or mental health disorders. Our programs work to support newborns, their families, caregivers and community members which results in a diverse community when it comes to age, race, socio-economic status, and gender.

- b. Identify what is to be accomplished or what change will occur from participating in the program. How will people be better off as a result of participating in the program? Describe the steps you take to make the project known to the public, and make the program accessible and inclusive?

While each program has their own specific outcomes, we can report on the outcome data we have for each of the four programs residents accessed over the past fiscal year.

Adoption:

- Families felt supported as they waited for a child and through post permanency services, they reported feeling more confident as a parent.

- By finding families for children through private adoption and Project Family, we see the impact permanency, including but not limited to children developing healthy and secure relationships, less trauma, less stress, less behavior problems and increased probability of academic achievement.

**Family Engagement:**

- Families build strong social connections, strong relationships, resiliency and concrete supports that lessen the number of relapses and ensure families have the support as they transition from our Residential Treatment Program.
- Residents are able to have stable housing and their children can achieve permanency.

**Regional Partnership Program:**

- Improved well-being of and permanency outcomes for children affected by parental substance use by increasing access and engagement of parents in treatment.
- Outcomes measured by program include RPP engagement rate, RPP services completion rate, SUD assessment engagement, and Treatment engagement.

**Vermont Recovery Network:**

- Improved well-being, permanency and safety for children, improved stability in recovery from substance use disorder, well-being, and family interactions for parents, and improved communication and collaboration within Vermont's systems of care for children who are at risk for out-of-home placements resulting from maltreatment.

Collaboration is integral to the success of each of these programs, and it is through partnerships with local organizations that many of our clients become connected to these opportunities.

**3. Program Funding:**

- a. Identify how Town funds, specifically, will be used (i.e., funds will provide "X" amount of units of service.) Town funds will go directly to support Lund's general operating costs.
- b. List the other agencies to whom you are submitting a request for funds for this program and the amount requested. How would this program be modified should revenues be lost? While a majority of funding comes from state/federal grants and contracts, we also receive funding from the United Way of Northwestern Vermont, individual donors, foundations and corporations. If we were to lose funding for general operating, our ability to continue to offer high-quality wrap around family services would be compromised which would negatively impact families seeking support.

**C. ORGANIZATIONAL CAPACITY**

1. Describe your agency's capability to provide the program including its history, previous experience providing this service, management structure and staff expertise.

Lund's rich 131 year history situates our organization as one of the oldest in Vermont. During this time we have continued to grow and adapt in order to meet the shifting needs of our clients. While we started as an Adoption agency, we have grown to offer Treatment for Mental Health and Substance Use Disorder as well as Child and Family services. Through it all, family remains at the core of what we do. We have learned that in order to break cycles of poverty, addiction and abuse we must support the entire family while meeting them where they are. Our outcomes show the strong impact that

our programs continue to have on Vermont children and families, creating strong families and even stronger communities across the state.

Our management structure consists of a 9 person leadership team which oversees adoption, clinical and residential treatment, operations, finance, and development. Our 120 staff members work across state to support families in each of Vermont's fourteen counties. Our leadership team alone has over 100 years of combined work in human services and our staff are leaders in their fields, many on a local and on a national level.

2. How will you assess whether/how program participants are better off? Describe how you will assess program outcomes. Your description should include: what (what kind of data), how (method/tool for collecting the data), from whom (source of data) and when (timing of data collection).

Having up to date data is key to ensuring our programs are meeting their intended outcomes. Our new Electronic Health Records system keeps track of all of our client and program data, including outcome data. Lund uses Results Based Accountability to assess our programs and ensure that we are achieving the desired outcomes for Vermont's families. We use a wide variety of methods to collect data including: clinical assessments, client surveys, staff assessments, and industry standard assessments such as educational screening tools.

3. Summarize or attach program and or service assessments conducted in the past two years. While we do not have a synthesized assessment including all of our programs, we would be happy to share specific program assessments upon request.
4. Does your organization have a strategic plan and a strategic planning process in place? No, although we are considering undergoing a new strategic planning process - If yes, please attach your plan.

The strategic plan should include a mission statement, goals, steps to achieve the goals, and measures that assess the accomplishments of the goals.

5. What is the authorized size of your board of directors? 18  
How many meetings were held by the board last year? 8

I, the undersigned, confirm the information contained herein is accurate and can be verified as such. I understand and agree that if the requested funds are approved, the disbursement of funds are subject to all conditions established by the Richmond Selectboard.

Signature of



Applicant \_\_\_\_\_ Date 10/4/2021

Sharon Lifschutz, Director of Development  
Print Name of Applicant and Title