

Town Of Richmond Discretionary Funding Policy Adopted by the Selectboard on 3/3/25

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. What are the reporting requirements for organizations that are awarded Discretionary Funds?

All organizations that are awarded funds must provide two reports for during the fiscal year in which they received funds. One report is due by January 15 and will provide an update on the organization's activities in the Town of Richmond from July 1 – December 31. The second report is due by August 15 and will provide an update on the organization's activities in the Town of Richmond from July 1 – June 30.

6. 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 by the Wednesday immediately prior to the second Monday in October. The application elicits information about an organization's experience, qualifications, and integrity, and the project or service for which the organizations is requesting support.

Town of Richmond

Request for Special Appropriations

Request for Fiscal Year: 2027_____

Organization's Name: Chittenden Unit for Special Investigations/Child Advocacy Center
Address: 50 Cherry St, Suite 102_____
City, State, Zip: Burlington, VT 05401_____
Website address: www.chittendencac.com_____

A. GENERAL INFORMATION

1. Program Name: Chittenden Unit for Special Investigations/Child Advocacy Center__

2. Contact Person/Title: Daniel Boyer/Interim Executive Director_____

Telephone Number: 802-652-6800_____

E-mail address: dboyer@bpdvt.org_____

3. Total number of individuals served in the last complete fiscal year by this program:
114 Criminal Investigations_____

4. Total number of the above individuals who are Town residents: 1_____
Please attach any documentation that supports this number.

Percent of people served who are Town residents: 1 % _____

5. Amount of Request: \$8,750.00_____

6. Total Program Budget: \$1,263,546.42_____ Percent of total program budget
you are requesting from the Town of Richmond: 0.69%_____

7. Please state or attach the mission of your agency: Please see attached annual report

8. Will the funding be used to:

X_____ 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.
A dramatic increase in rent from the state. Increases in most other expenditures due to inflation

b. Were any conditions or restrictions placed on the funds by the Selectboard? _____
If yes, describe how those conditions or restrictions have been met.
No

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? CUSI is a county wide task force established in 1992. We investigate all sexual assaults, human trafficking, child/infant deaths and severe child abuse cases. For FY25 we were able to provide services for 1 case out of Richmond

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. CUSI investigates as many cases as towns present which fall under our design regardless of a victim's age, gender, income or residence

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? CUSI will be able to continue to send our highly trained and specialized detectives and Department of Children and Families investigator to investigate all allegations referred to our unit. We also have a state Victim's Advocate assigned to the unit. Having this highly trained unit will help serve the people of Richmond better and provide them with complete services during their difficult time.

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 be used in our day-to-day operation. It will also help send members of our unit to specialized training courses to keep our staff current. This is vital to continue to provide the most efficient, less traumatizing and time effective help to our victims.

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? Requests are sent to every town in Chittenden County that does not have an in-kind detective donation. Loss of funding would be devastating to CUSI. We would not be able to maintain this specialized unit, and it would fall back on local and state agencies who are not as well trained in these types of investigations.

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. CUSI has been operating since 1992. We currently have 7 detectives (including a Lieutenant who is the Director of CUSI), a DCF investigator and dedicated Victim's Advocate all on-site. We also have a dedicated prosecutor from the Chittenden County SAO assigned to the unit. We are unique as we are the only SIU unit in Vermont to be co-located with DCF, a Victim's Advocate and detectives. Staff attend multiple training courses per year to make sure they are up to date and qualified to investigate the specialized cases that we receive.

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). We use our specialized training to interview victims, suspects and generate cases for prosecution and/or DCF involvement. We collaborate with schools, medical and mental health providers and other agencies to make sure victims and their families receive complete community-based support to address complex needs and achieve stability as they navigate this difficult time. We utilize the Chittenden Children's Advocacy Center (CCAC) NCATrak computer system to keep track of cases. Data is collected on interviews, hospital visits, referrals to medical and mental health providers, prosecution and DCF outcomes. They require quarterly reports that must be submitted to track our data and cases. Funding on our CCAC requires that we collect data for our cases

3. Summarize or attach program and or service assessments conducted in the past two years. Please see attached annual report _____

4. Does your organization have a strategic plan and a strategic planning process in place? No _____ If yes, please attach your plan.

The strategic plan should include a mission statement, goals, action 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? 12 _____
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. I also understand that I must adhere to all rules outlined in the Town Of Richmond Discretionary Funding Policy, which appears as a cover sheet to this application.

Signature of Applicant  Date 10/7/25

DANIEL BOYER INTERIM EXECUTIVE DIRECTOR
Print Name of Applicant and Title