



HOWARD
CENTER
Help is here.

September 3, 2025

Duncan Wardwell
Deputy Town Manager
Town of Richmond
203 Bridge St.
PO Box 285
Richmond, VT 05477

Dear Mr. Wardwell:

We appreciate the opportunity to submit Howard Center's funding request to the town of Richmond. We respectfully request a \$2,000 contribution in support of Howard Center's work in the community.

Howard Center provides a range of mental health, substance use, and developmental services. During the last year, 116 Richmond residents received services through Howard Center's clinical, residential, community-based, crisis, and other services that require client registration in our electronic health records system. We estimate that we also helped about that same number of residents through programs and services that do not require registration. These services include postvention support after a tragedy or trauma, consultative services to childcare centers and schools, training such as Mental Health First Aid, and supportive services provided to family members of identified clients.

We are grateful for Richmond's consideration and hope the Town is able to contribute to Howard Center's work in the community. If you have questions or need additional information about our services, please contact me at karenp@howardcenter.org.

Sincerely,

Karen Prosciak 9/3/25

Karen Prosciak, Psy.D.
Senior Donor Relations Director

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: FY27

Organization's Name: Howard Center Inc.

Address: 102 S. Winooski Ave.

City, State, Zip: Burlington, VT 05401

Website address: www.howardcenter.org

A. GENERAL INFORMATION

1. Program Name: Operating Support

2. Contact Person/Title: Karen Prosciak, Senior Donor Relations Director

Telephone Number: 802-324-8495

E-mail address: Karenp@howardcenter.org

3. Total number of individuals served in the last complete fiscal year by this program:
9,302 registered, total 19,000 estimated

4. Total number of the above individuals who are Town residents: approx. 116
registered

Please attach any documentation that supports this number.

Percent of people who are Town residents served: 1 . 3 %

5. Amount of Request: \$2,000

6. Total Program Budget: \$142,758,988 Percent of total program budget
you are requesting from the Town of Richmond: .0014%

7. Please state or attach the mission of your agency: We help people and communities
thrive by providing supports and services to address mental health, substance use,
and developmental needs.

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.

No

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

PROGRAM OVERVIEW

10. 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? Any funding granted will support mental health, developmental and substance use services in the community. Last FY, at least 116, or 2.3% of the population of Richmond were registered in Howard Center programs. (Note: we estimate that approximately 1/2 of people that we serve do not register as clients, therefore it is likely that 232 or 4.6% of Richmond citizens accessed Howard Center services.

11. 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. Howard Center services are open to all citizens and recipients are those that need support and treatment. It is expected that the number of Richmond residents served in the coming year will be the same or higher than the number served this year. (116 registered and up to an additional 116 not registered)

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 change or benefit experience by those served depends on their need, everyone is offered support and services that will help them to address their needs. For example, those experiencing substance use issues can receive medication assisted treatment and therapy, a child experiencing difficulty in school as a result of behavioral challenges can receive the support of a school based social worker.

12. Program Funding:

- a. Identify how Town funds, specifically, will be used (i.e., funds will provide "X" amount

of units of service.) Funds will be used to help secure the availability of services across the agency to help ensure that a variety of mental health related services are available to not only to Richmond residents, but, combined with multiple other funding sources, be available county wide.

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? There are too many to list as each year, to fill shortfalls of state and Medicaid funding. Howard Center seeks the support of towns, businesses, foundations and philanthropic individuals. This past year, these entities combined, made up about \$2.3 million dollars in funds to support our programming.

B. 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. Founded in 1865 as the Home for Destitute Children (supporting war widows and orphans), Howard Center has over 150 years of continuous service delivery in Vermont. As the Designated Agency for mental health and developmental disability services—and a Preferred Provider for substance use services in Chittenden County. Howard Center maintains significant accreditation and recognition: CARF, SAMSHA, Centers of Excellence (Vermont Care Partners) and NCQA. The agency is let by a leadership team and Board of Directors. Services are administered by between 1,500 and 1,700 professionals—including clinicians, nurses, psychiatrists, case managers, teachers, and support staff.

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). The agency uses Results Based Accountability framework which focuses on "How much did you do? How well did you do it? Is anyone better off?". Our programs record data including numbers service, services program, client satisfaction and program specific quantitative measures.

3. Summarize or attach program and/or service assessments conducted in the past two years. The reports are almost 50 pages each, please review the outcomes reports posted on our website at: <https://howardcenter.org/about-us/publications/> Our strategic plan is also available with this link.

4. Does your organization have a strategic plan and a strategic planning process in place? Yes, the current plan FY22-24 is attached and has been extended as we currently work on a new one. 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? 18-25 members. No fewer than 51% of the Board shall be disclosed as "consumers" or "family members" as the Vermont AHS defines those terms.

How many meetings were held by the board last year? 11

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 Karen Prosciak Date 9/3/25

Karen Prosciak, Psy.D. Senior Donor Relations Director
Print Name of Applicant and Title