

## **Performance Measures and Narrative Report**

### **Vermont Agency of Human Services Department of Disabilities, Aging, and Independent Living Act 186 Pilot Planning Grant**

**Awardee:** Riverflow Community, Inc.  
**Grant #:** 03460-6-2604  
**Performance Period:** April 1, 2024 – June 30, 2024

#### **Update on the management of grant funding and financial services for Riverflow's housing project.**

During this third reporting period, we continued to refine our accounting/bookkeeping processes. To that end, we have interviewed several accountants and are close to hiring a firm that will formalize our bookkeeping and financial management and which will also have the ability to file our 990, as well as coordinate an audit as needed.

#### **Update on suitable housing locations and collaborate with other partners to ensure the project remains within constraints through completion.**

The Riverflow Community team continues to spend considerable time identifying and engaging community partners. To that end, we initiated and held a lengthy interview with the Addison County Independent Newspaper, participated in the Monkton Dog Park Celebration, where Riverflow was introduced to the community by Monkton resident Cathie Buscaglia, and have had several visits with the Monkton town office.

In June we hosted a tour of the property with Beth Sightler, former Executive Director of Champlain Community Services and Mary Moulton, Executive Director of Washington County Mental Health Services. We also did a walkthrough of the property with Gus Seelig, Executive Director of the Vermont Housing and Conservation Board and Bob Bick, former CEO of the Howard Center. Additionally, we held lengthy interviews for reporters from the Shelburne News and Seven Days, which resulted in a number of inquiries about the project.

**Update how individuals with developmental disabilities living in the State of Vermont will be able to apply to Riverflow Community.**

Our admission policy continues to be posted on the Riverflow Community website and includes a description of our admission criteria and process, as well as an online contact form. Riverflow Community's intentional, but not exclusive, commitment to serving adults with higher support needs means that we will need to carefully consider each candidate's level of need in order to optimally balance the diversity of needs inherent in that commitment. We have also recently completed a tracking system for interested families and have been hearing from families throughout the state.

**Update on progress with Howard Center and WCMHS and the planning process to ensure Riverflow is developing its intentional living community in compliance with all federal and Vermont Developmental Disabilities laws and regulations, and the Vermont System of Care Plan.**

In addition to touring the property with our partners at DAIL, we are in contact with DAIL's Division of Licensing and Protection for guidance on renovations necessary to meet TCR compliance and on the project's adherence to the Medicaid Settings Rule, Vermont's System of Care Plan, and Vermont Developmental Disabilities laws and regulations. We are adhering to the state's guidance to allow a 90-day runway in preparation for our TCR application's requisite state inspection.

**Update on progress creating and establishing relationships with Designated Agencies and Specialized Service Agencies including Franklin and Addison counties.**

In addition to our ongoing relationship-building process with the Howard Center and WCMHS, we will be inviting Greg Mairs from the Counseling Service of Addison County to tour the property later this summer, as well as representatives from other Designated Agencies.

**Update on progress of Intentional Community Consultant, Hannah Schwartz.**

Please see attached invoices, which include detailed descriptions of Hannah's work for Riverflow Community during this 3<sup>rd</sup> reporting period, including continued progress on board development and training, completion of our

strategic plan, donor education and cultivation, fundraising guidance for board, team cohesion, operational and strategic planning, as well as continued guidance on discerning Riverflow Community's requisite property and residence characteristics, including adherence to all relevant regulations mentioned above. Hannah, and her administrative assistant River Parker, have been particularly focused on development of the TCR application and renovations needed for compliance, as well as targeting potential donors and filing several grant applications. Hannah and River also planned and facilitated Riverflow's first onsite workday/team meeting in early May, where the team and a slew of volunteers worked to clean up the Riverflow Property. Hannah and River have also been working on Coworker recruitment and have developed Coworker and Householder handbooks.

### **Update on accountant and the progress of establishing accounting procedures for Riverflow.**

In addition to progress formalizing our finance and accounting systems as mentioned above, we have also applied for several grants, and have been awarded two grants during this reporting period, including a 10-year forgivable loan through the VHIP program. Consequently, we continue to formalize our grant-management process.

### **Update on administration expenses.**

Administrative expenses submitted for this period include the following (please note that we have 3<sup>rd</sup> quarter administrative and planning expenses that are not included in this report because including them would exceed the \$42,375 allowed by the grant per quarter):

- Invoice for legal fees related to: guidance on non-profit formation and governance; application for charitable status; grant review; formation of non-profit corporation, lease/purchase and purchase and sale agreements
- Invoice for Workers Comp Coverage Insurance (required for all VLITE grant recipients)
- Invoice for River Parker's administrative assistant services, outlined in detail in attached invoice.

**Update and progress on hiring an individual who has firsthand lived experience. Update on how the individual has provided valuable insights and guidance during the development process, ensuring that the housing project meets the highest standards and fulfills the needs of the community.**

The Riverflow Community team proposes the following plan for fulfilling the above requirement (to be implemented in 4<sup>th</sup> quarter): Because Riverflow is being developed intentionally but not exclusively for adults who are particularly limited in their ability to express their needs, the Riverflow householder team, will spend time observing each of the “friends” and will also interview the friends’ parents and other caretakers in order to ensure Riverflow’s environment and programming are thoroughly person-centered.