

## **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:** July 1, 2024 – September 30, 2024

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

During this 4th reporting period, we continued to refine our accounting/bookkeeping processes, and have contracted a local accountant to formalize our bookkeeping and financial management and who will also support us in filing Riverflow's 990, and will oversee 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 toured the house and property with Tonya Mason, Ben Gallagher and Peter Culkin from the Howard Agency. We also are building a strong partnership with the Champlain Valley Union High School community, and to that end hosted over 20 students and staff from CVU's Community Skills program for a workday, and plan to have them back for future work days.

#### **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

continue to hear from interested families throughout the state and currently have a robust and growing applicant pool.

**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.**

We have been in ongoing 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 have submitted Riverflow's Therapeutic Community Residence application to DAIL and are planning for a final licensing walkthrough inspection prior to Oct. 7<sup>th</sup>.

**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 have also had extensive Medicaid-funding discussions with all sending 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 4<sup>th</sup> reporting period, including continued progress on board development and training, refinements to 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, and as mentioned above, submitted Riverflow's comprehensive TCR application in September. Hannah and River have also continued working on staff recruitment and have identified and developed contracts for Riverflow's first house managers and coworkers.

Hannah also initiated a relationship with UVM's Social Work program and is managing a very capable Social Work intern who is helping the team plan for upcoming occupancy. Hannah also oversaw the development of the community's crucial 501(c) (3) nonprofit application, which was recently approved by the IRS. Hannah has also initiated site planning for Riverflow 's Phase 2, which includes the development of at least 3 more additional residences.

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

As mentioned above, we recently hired an accountant who is actively managing Riverflow's accounting and bookkeeping processes.

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

Administrative expenses submitted for this period include the following (please note that we have 4<sup>th</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):

- Invoices for accounting and bookkeeping fees related to grant fund management as well as the establishment and management of accounts payable and receivable processes and guidance on bookkeeping/accounting best practices.
- Invoice for environmental engineer work on Comprehensive Community Site Plan, including property walkthrough and preliminary mapping.
- Invoice for architectural fees related to Comprehensive Community Site Plan, including code and existing conditions review and schematic floor and ADA plans for additional 3-4 houses.
- 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.**

As proposed in prior update, Riverflow's House Manager observed each of the friends and interviewed the friends' parents and other caretakers in order to ensure Riverflow's environment and programming are thoroughly person-centered. The House Manager also did extensive research on each friend's specific disability profile and medication needs, and has also developed person-centered program planning and scheduling.