

Town of East Montpelier FY2018 Funding Requests

Each year the Town of East Montpelier receives requests for funds from many different organizations. The Selectboard appoints a committee to review the requests and to recommend which should appear on the Town Meeting Warning for action. The committee requires certain information to make sound decisions for each request. In order for your organization to be considered for funding, it is mandatory that you complete this information form. Submit the form and supplementary information to:

**Funding Request Study Committee
Town of East Montpelier
P.O. Box 157, East Montpelier, VT 05651-0157 (submit by mail)
eastmontadmin@comcast.net (submit by email)**

on or before **Friday, October 21, 2016**. Incomplete forms and/or requests received after this date will be disqualified for funding. The Committee reserves the right to require any requesting organization to defend its request in person at the Committee's annual meeting normally held in early November. An organization applying for the first time or requesting a substantial increase in funding should expect an invitation to attend the annual meeting.

If your organization operates two or more programs with separate budgets or funding sources, please fill out one form for each program. All information should be given for your latest complete fiscal year (12 months). Approved requests will be acknowledged in the fiscal year 2018 (July 1, 2017 – June 30, 2018) budget for the Town of East Montpelier. Please feel free to submit any other information you feel would be helpful to the committee in making their decision.

If you have any questions please contact Bruce Johnson, Town Administrator, at (802) 223-3313 x 204 or eastmontadmin@comcast.net.

STANDARD INFORMATION

Organization Name: Capstone Community Action (formerly known as Central Vermont Community Action Council (CVCAC))

Address: 20 Gable Place, Barre, VT 05641

Fiscal Year Reported: FY2015 (10/1/2014-9/30/15) as the programmatic data and financial information is not yet available for FY2016 (10/1/2015 - 9/30/16). We will follow up as soon as the programmatic data is available since the financial information takes longer to produce.

Program Description: Capstone Community Action formerly known as Central Vermont Community Action Council (CVCAC) helps Vermonters achieve economic sufficiency with dignity through individual and family development. We work to alleviate the effects of poverty, help people move out of poverty, and advocate for economic justice. Each year Capstone serves more than 18,000 individuals living in 56 central Vermont communities. Our staff often works with families in their most vulnerable moment to help them find stability, hope and relief. For another year in a row, the demand for fuel assistance, emergency food, and housing assistance continued to grow. Hand-in-hand, we help Vermonters develop the skills to tackle problems, identify goals, find the resources and take control of their futures. We offer housing counseling, financial education, home weatherization, early childhood education, job skills training, business counseling and more. Together, we create economic opportunities for all Vermonters.

Name of Person filling out this form: Yvonne Lory

Name of Person to contact with questions: Yvonne Lory

Phone Number: 802 479-1053 E-mail: ylory@capstonevt.org

AMOUNT OF FUNDING REQUEST: \$500 (no increase)

SERVICE INFORMATION

What is your organization's service area? State? Washington County? or Other? Our service area includes Lamoille, Orange, and Washington Counties, as well as a few border communities in Addison, Rutland, and Windsor Counties (56 towns in total). Some initiatives extend to other counties and others are statewide.

What is the total number of individuals served by your organization in your prior Fiscal Year (FY2015)? 18,187 individuals in 8,895 households.

How many people in East Montpelier were served by your organization in the same period? 201 East Montpelier residents

What type of service(s) does your organization provide to East Montpelier residents? Fiscal Year 2015 programs and services accessed by 123 East Montpelier households representing 201 individuals in the past year included:

- 56 individuals in 22 households accessed nutritious meals and/or meal equivalents at the food shelf.
- 18 households with 56 family members were able to keep heating their homes with help from our Crisis & Supplemental fuel programs as well as other utility costs.
- 6 individuals in 3 households worked with housing counselors to find and retain affordable, safe, secure housing.
- 2 children were in Head Start and Early Head Start programs that supported 2 additional family members.
- 3 households received emergency furnace repairs at no charge, making them warmer and more energy efficient for residents.
- 4 households were weatherized at no charge, making them warmer and more energy efficient for 8 residents, including 2 seniors and 1 resident with disabilities.
- 3 entrepreneurs received counseling and technical assistance on starting or growing a business.
- 3 childcare providers received nutrition education and were reimbursed for the cost of serving nutritious meals and snacks to the 45 children in their care.
- 11 people received information and assistance for signing up for Vermont Health Connect.
- 1 person participated in an intensive 13-week workforce training program for the food service sector.

Approximately how many staff hours are dedicated to provide the services your organization offered East Montpelier residents during this time period? An unknown amount of hours - Unfortunately, this information is not tracked by our agency. This number is difficult to quantify, as our programs vary in intensity and duration of services. For example, a child in Head Start and her family will receive hundreds of hours of combined staff time during the course of a year (through teachers, home visitors, family partners, and health consultants). Another family with severe housing problems may receive as much as 60 hours of intensive case management. In reality, the approximate amount of \$2.49 we are requesting per East Montpelier resident served (\$500 divided by the 201 East Montpelier residents served last year) does not even begin to cover the costs of the services that are provided. But it does make an important statement of East Montpelier's commitment to helping East Montpelier families get a foothold on the ladder out of poverty.

What services does your organization provide that are not available elsewhere?

We work hard to ensure that our programs and services work in partnership with other organizations and communities to ensure that there is no duplication of service. For example, while home energy retrofits are available elsewhere, we are the only "shop in town" for no-cost home weatherization for low-income folks.

What (if any) organizations provide similar services? By virtue of our federal designation as a Community Action Agency, we are the only entity in this region authorized to provide services through the Community Services Block Grant. In addition, we run programs like Head Start, Weatherization and job training programs, for example, that are unique and unduplicated. While a location in central Vermont may offer multiple "food shelf" type services, they are in different locations, staffed differently, with different hours of operation, and with different food commodities to offer. Again, this is complementary, not duplicative to ensure that we work together to support the community in an efficient and effective way versus being competitive.

If applicable, how does your organization collaborate with organizations providing similar services? When there are other organizations providing compatible services we develop partnerships to facilitate program referrals to avoid duplication of efforts and achieve the best possible outcomes for people seeking and receiving services. Each year we report on the number of community partnership in which we are active. These partnerships number in the hundreds.

In what way are the services your organization provides preventative in nature?

Financial education initiatives equip people with the skills and information to plan a strong economic future. Head Start early education programs work in partnership with parents to give kids the best start possible in life while providing opportunities for family members. Our housing counselors work with families to prevent homelessness and create sustainable family housing plans. Home weatherization increases the energy efficiency of homes, preventing energy loss and producing savings and reducing bills. While we are known for our critical emergency support to families in need, another large portion of our work is focused on creating opportunities for all Vermonters to achieve economic sufficiency.

FINANCIAL INFORMATION

How did your organization determine the amount of the funding request? Please explain in detail your reasoning for any increase or decrease (use attached sheet if necessary). We use a formula for our town funding requests that considers both town population and number of resident families served. We are asking for level funding again this year.

If approved by the town, how will your organization use the funds?
Capstone Community Action will support direct services to neighbors in need.

Do any of your grant sources require local financial commitment? Explain.

No, we do not have funding sources which require a local financial commitment. However, we make specific annual funding requests to all communities in our service area which includes all of Lamoille, Orange, and Washington Counties, as well as nine border communities in Addison, Rutland, and Windsor Counties (56 towns in total). We leverage town funding received from towns both directly and indirectly to secure additional financial resources.

Is your organization approved by the IRS as tax-exempt? Yes

If yes, indicate your approval type: 501c3:Yes

INCOME SOURCES	PERCENT OF INCOME	TOTAL INCOME
Federal	58.2	8,529,235
State	25.2	3,685,859
Local Towns	.8	117,380
United Way, Nonprofits and Foundations	10.0	1,479,292
Fundraising	.5	74,657
Other- Individuals and Corporations	4.5	646,526
Other	.8	129,918
TOTAL	100	14,662,867

EXPENDITURES	Budgeted Percent	Budgeted Dollars	Actual Expense Percent	Actual Expense Dollars
Personnel	53.3	7,953,007	51.0	7,520,696
Insurance/Rent/Utilities	6.0	901,853	4.3	630,209
Fundraising Costs	.1	20,414	.1	19,632
Other- Program	36.8	5,493,100	37.9	5,578,098
Other	3.8	529,118	6.7	996,015
Total	100	14,897,492	100	14,744,650

Number of full-time paid staff positions (full-time equivalents or hours): 4

Number of full-time volunteer staff positions (full-time equivalents or hours): 0

CAPSTONE COMMUNITY ACTION, INC.

**Comparative Financial Statements
Fiscal Years Ending September 30, 2015 and 2014**

STATEMENT OF FINANCIAL POSITION

	<u>2015</u>	<u>2014</u>
ASSETS		
Cash	\$ 1,617,764	\$ 1,227,557
Receivables	1,080,101	1,387,787
Capital Campaign Pledges Receivable	27,559	107,423
Prepaid Expenses	63,002	77,765
Inventory	102,073	152,081
Construction in Process	-	4,000
Property, Plant, & Equipment	5,858,758	6,031,622
Restricted Cash	373,081	397,973
Other Assets	15,368	13,960
TOTAL ASSETS	<u>\$ 9,137,706</u>	<u>\$ 9,400,168</u>
LIABILITIES		
Accounts Payable & Accrued Expenses	1,105,938	1,200,153
Refundable Advances	632,689	674,753
Notes Payable	2,414,881	2,511,600
TOTAL LIABILITIES	4,153,508	4,386,506
NET ASSETS	4,984,198	5,013,662
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 9,137,706</u>	<u>\$ 9,400,168</u>

STATEMENT OF ACTIVITIES

	<u>2015</u>	<u>2014</u>
REVENUE		
Grants and Contracts	\$ 13,330,203	\$ 13,091,721
Fees, Rents and Other	950,305	985,626
Donations	<u>382,360</u>	<u>467,269</u>
TOTAL REVENUE	14,662,868	14,544,616
EXPENSES		
Program Services:		
Housing	114,507	148,715
Early Childhood and Family Development	3,833,952	3,642,468
Family and Community Support Services	2,199,733	2,862,404
Community Economic Development	2,951,591	1,873,957
Weatherization	3,614,387	3,698,945
Workforce Development	172,127	219,504
Car Transportation Initiative	96,384	110,906
Community Services/Plant Fund	<u>202,241</u>	<u>227,909</u>
Total Program Services	13,184,923	12,784,808
Supporting Activities:		
Fundraising	18,539	11,145
General and Administrative	<u>1,541,190</u>	<u>1,636,595</u>
TOTAL EXPENSES	14,744,652	14,432,548
CHANGE IN NET ASSETS PRIOR TO GAINS/(LOSSES)	<u>(81,784)</u>	<u>112,068</u>
Insurance Proceeds for Prior Year Losses	45,395	
Gains/(Losses) on Sales or Disposal of Property	<u>6,925</u>	<u>(13,456)</u>
CHANGE IN NET ASSETS	\$ (29,464)	\$ 98,612



Our Mission

Capstone Community Action provides comprehensive services to help people achieve economic well-being with dignity and develops partnerships to strengthen Vermont communities.

Our commitment is:

- To alleviate the suffering caused by poverty;
- To work with individuals and families to move out of poverty; and
- To advocate for economic justice for all Vermonters



Top: Participants and community partners join staff at Capstone's Morrisville office for a 50th Anniversary open house. Middle: CED's Mary and Margaret take micro business development seriously at the Barre 50th celebration. Bottom: Local duo Jennings and McComber serenade guests at Capstone's 50th celebration in Randolph.



Capstone Community Action, 20 Gable Place, Barre, VT 05641

802-479-1053/800-639-1053

WWW.CAPSTONEV.T.ORG

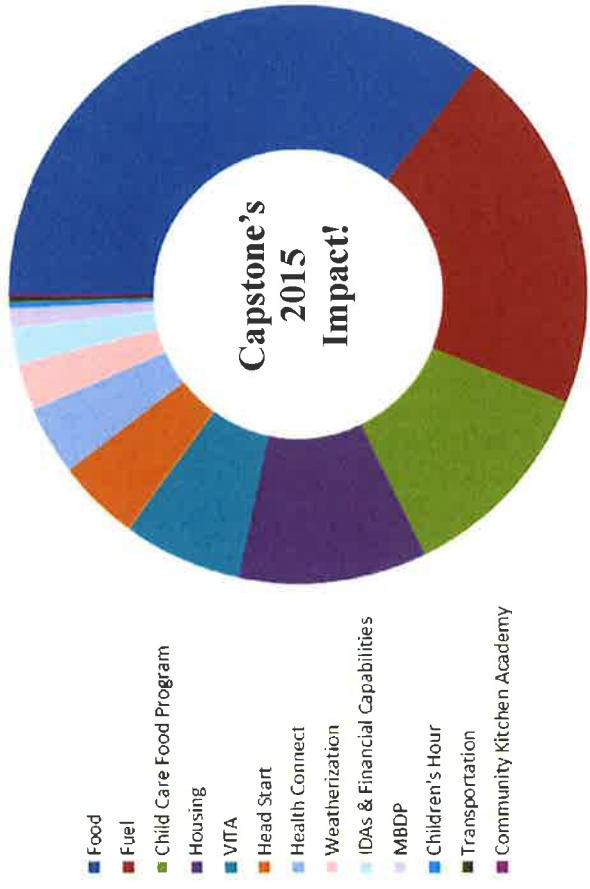
Capstone Community Action, Inc. 2015 Annual Report



Photos throughout this report courtesy of Lexi Eichhorn, Ramsey Papp, and other Capstone staff.
1. Dan H. Horworth, Executive Director
2. Lori Beling, Barre (9/06)
3. Linda P., shares now Capstone's Child Care Food Program provider
4. Lt. Gov. Phil Scott and his company Dubois Construction were honored with a Capstone Champion Award for their Wheels for Warmth fundraiser that has contributed thousands of dollars to home heating fuel assistance.
5. Nancy Brooks Williams masters the art of cotton candy making at the Barre festivities.
6. Nancy retired this year after 24 years with the Capstone Weatherization Program.

Capstone Community Action Board of Directors	
Officers	
President Lori Beling, Barre (9/06)	
Vice President Rubin Bennett, E. Montpelier (10/07)	
Secretary Rosarie Bisson, Barre (10/13)	
Treasurer Rob Miller, Montpelier (11/14)	
Members	
Jay Isackson, Barre (03/13)	
Steve Pappas, Plainfield (10/13)	
Donna Sherlaw, Morrisville (10/13)	
Michael Sherman, Montpelier (1/10, 10/11)	
Jennifer Wallace, Randolph (9/15)	
Alternate	
Heather Musick, Berlin (10/13)	
Executive Team	
Dan H. Horworth, Executive Director	
Sarah McFullen, Deputy Director	
Sharon Bernard, Finance Director	
Marianne Miller, Director, Head Start and Early Head Start	
Mary Niebling, Director, Community Economic Development	
Eileen Nooney, Director, Transportation Programs	
David Rubin, Director, Integrated Services Development	
Kevin Wiberg, Director, Program Development	
Paul Zabriskie, Director, Weatherization	

Head Start and Early Head Start 2015 Annual Report



Message from the Director

Head Start's 2014-2015 program year was one of planning for the new opportunities and challenges in Vermont early education as well as celebrating Head Start's 50th anniversary. There was drama, uncertainty, triumph, and despair. In the end our commitment to children and families inspired us not only to persevere, but to excel in our support of families. Parents and children deserve nothing but the best that we can offer them.

Capstone won the competitive Early Head Start Child Care Partnership grant and began building a program to serve 34 children who receive care in family child care or licensed centers. Act 166, Vermont's universal preschool legislation, provides 3 and 4-year old with 10 hours of high quality early education during the school year regardless of family income. A few schools in our area were "early implementers"; all schools will implement the legislation as of July 1, 2016. The state of Vermont won a U.S. Department of Education PreK Development Expansion (PDE) grant that provides 4 year old children at or below 200% of poverty with 6 hours of high quality early education during the school year, and, after protracted negotiation, Capstone was funded to serve 30 children. Capstone weighed in on the rules governing Act 166 and proposed changes in child care licensing regulations.

We are well into the rhythm of a new program year and change continues to be the constant in our work. The difficulty of hiring qualified staff has meant that we closed one classroom and transferred children to our school partner in one community and cut hours of operation in another. We will expand our home visiting program in Lamoille and Orange Counties in the next months. Despite all, children continue to grow and progress and families build on their strengths to work toward realizing their goals. The children and families continue to inspire and sustain us on our journey.

Marianne Miller,
Director of Head Start and Early Head Start



Parent Engagement

Our birth to five Head Start/Early Head Start program encourages parent engagement in every aspect of the program. In our 2014-2015 program year we had 121 Head Start and 101 Early Head Start parents volunteering their time.

The program offers family outing opportunities at least monthly for families which contain three components: a shared meal or snack, a parent training, and a structured activity designed both to enhance parent/child bonding and to help parents learn how to interact with their children and how to promote their child's development. Parent training topics are those that participant parents have indicated are of interest to them through a survey and include topics such as: family literacy, preventing child abuse and neglect, social emotional development, family budgeting, and why well child visits are important. The structured activities for parent and child always include fun, physical activities to strengthen the parent/child relationship. Special efforts are made to welcome and engage fathers and father figures. Family outings are a great opportunity for our participants to meet other parents with children of the same age.

Parents also participate in several program leadership opportunities such as planning committees, Policy Council, staff hiring committees, Vermont Head Start Association and New England Head Start conferences and meetings. Families participate in field trips to apple orchards, elementary schools for dramatic play, local libraries, maple sugaring operations, and farms.

In FY2015, 18,187 Vermonters in 8,895 households benefitted from our programs and services, including:

- 419 benefitted from weatherized homes saving money and staying warm.
- 321 boosted their financial capabilities skills, reducing debt and improving credit and 53 accrued assets in a matched savings account.
- 181 entrepreneurs received training and technical assistance to start or expand their own business; \$296,205 in loans were leveraged.
- 54 children and parents benefited from a safe supervised visitation program for custodial and noncustodial parents.
- 51 Reach Up or Voe Rehab participants accessed reliable transportation to help them transition into the workforce.
- 22 unemployed or underemployed workers gained the skills they needed to secure jobs in Vermont's food industry sector.
- 624 were received information and assistance from our Health Navigator to access insurance.

CAPSTONE COMMUNITY ACTION, INC.

Comparative Financial Statements

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NET ASSETS	4,984,198	5,013,662
TOTAL LIABILITIES AND NET ASSETS	\$ 9,137,706	\$ 9,400,168

Revenue

Federal	58.3%
State	25.2%
Individuals	4.1%
Corporations	0.9%
Nonprofits	10.1%
Foundations	0.4%
Local Towns	0.8%
Other	0.1%
Total Revenue	100%

CHANGE IN NET ASSETS PRIOR TO GAINS/(LOSSES)

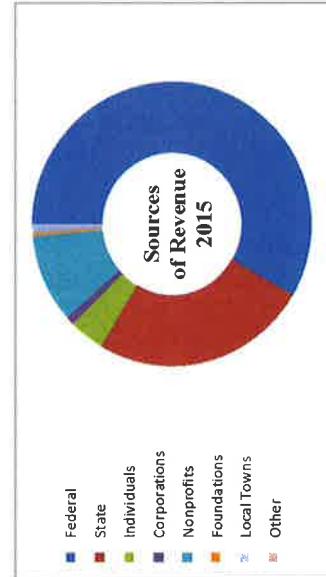
(81,784) 112,068

Insurance Proceeds for Prior Year Losses
Gains/(Losses) on Sales or Disposal of Property

(45,395) 6,925 (13,456)

CHANGE IN NET ASSETS

*Note: Amounts for the year ending September 30, 2015 are preliminary numbers, prior to the annual audit. Final audited financial statements will be available at Capstone's main office at 20 Gable Place, Barre, VT 05641; (802) 479-1053. Amounts for the year ending September 30, 2014 are based on audited financial statements.



Head Start's 50th Anniversary
Celebration in Lamoille
County featured fun family
activities including "pumpkin
painting." War on Poverty
legislation created the national
Head Start program in addition
to the Office of Economic
Opportunity and many other
poverty relief and economic
development programs that
continue today.

Capstone Community Action honors community diversity and does not discriminate in hiring or providing services on the basis of race, color, culture, language, national origin, religion, creed, political affiliation, family composition, marital status, sexual orientation, class, gender/gender identity, age, and mental/sensory physical abilities. Capstone is an equal opportunity provider and employer.