

## **Town of East Montpelier FY2019 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 27, 2017**. 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 2019 (July 1, 2018 – June 30, 2019) 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: Washington County Diversion Program (WCDP)

Address: 322 North Main Street, Suite 5, Barre VT 05641

Fiscal Year Reported: FY 2015

Program Description: Diversion is a voluntary, confidential restorative justice process that provides an opportunity for participants to make amends and avoid a criminal record.

Name of Person filling out this form: Catherine Kalkstein, Executive Director

Name of Person to contact with questions: Catherine Kalkstein

Phone Number: 802-479-1922 E-mail: [catherine@wcdp-vt.org](mailto:catherine@wcdp-vt.org)

**AMOUNT OF FUNDING REQUEST:** \$600

## **SERVICE INFORMATION**

What is your organization's service area? State? Washington County? or Other? \_\_\_\_\_  
Washington County, Vermont

What is the total number of individuals served by your organization in your prior Fiscal Year? 758 individuals

How many people in East Montpelier were served by your organization in the same period? 20 East Montpelier residents

What type of service(s) does your organization provide to East Montpelier residents?  
See attached list of Programs and Services

Approximately how many staff hours are dedicated to provide the services your organization offered East Montpelier residents during this time period? 132 hours

What services does your organization provide that are not available elsewhere? We are the only organization in Washington County that offers Court Diversion, the Youth Substance Abuse Safety Program, the Balanced and Restorative Justice Program, the Civil Driving with License Suspended program and The Tamarack Program.

What (if any) organizations provide similar services? NA

If applicable, how does your organization collaborate with organizations providing similar services? We collaborate with state, county and municipal law enforcement as well as with the Attorney General and the Washington County State's Attorney. We are also a member of the Vermont Association of Court Diversion Programs.

In what way are the services your organization provides preventative in nature?  
While our programs are reactive in nature – folks only come here if they have committed a crime or been caught drinking or possessing marijuana under age - our work is designed to prevent further crimes by educating folks about the harm their behavior has caused: to them, to their community and to any victim that may have been involved.

## **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 receive state funds and collect participant fees in order to cover the cost of our services. There is, however, a gap of approximately \$30 per participant that is not covered by those funds. We need to raise additional funds for our program to continue offering the services at the level that we do. East Montpelier had 20 residents use our services last year. That number fluctuates from year to year, so it feels fair to ask for a level amount of \$600.

If approved by the town, how will your organization use the funds? To provide direct services to clients.

Do any of your grant sources require local financial commitment? Explain.  
No, but they do not fully fund our work.

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

If yes, indicate your approval type: 501c3:     X     other: \_\_\_\_\_

INCOME SOURCES	PERCENT OF INCOME	TOTAL INCOME
Federal	-	-
State	75.97%	\$121,527
Local Towns	5.00%	\$ 8,000
United Way	-	-
Fundraising	1.25%	\$ 2,000
Other – client fees	17.50%	\$ 28,000
Other	.28%	\$ 450
<b>TOTAL</b>	100.00%	\$159,977

EXPENDITURES	Budgeted Percent	Budgeted Dollars	Actual Expense Percent	Actual Expense Dollars
Personnel	80.54%	\$109,091		
Insurance/Rent/Utilities	10.63%	\$ 14,407		
Fundraising Costs	-	-		
Other	3.34%	\$ 4,527		
Other	5.49%	\$ 7,433		
Total	100.00%	\$135,458		

Number of full-time paid staff positions (full-time equivalents or hours): 1.42

Number of full-time volunteer staff positions (full-time equivalents or hours): 11+  
volunteers contribute 3-6 hours/month.

# Washington County Diversion Program

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## Programs and Services

**The Washington County Diversion Program (WCDP)** is a local non-profit that provides an alternative to court for low level offenders in Washington County. WCDP addresses unlawful behavior, supports victims of crime and promotes a healthy community. Diversion is a voluntary, confidential restorative justice option for individuals referred by the State's Attorney. We follow a balanced and restorative justice model that strives to put right the wrongs that have been done and address the needs of all stakeholders, including the victim, the community and those who violated the law, holding the latter accountable in a manner that promotes responsible behavior. Participation is voluntary, but requires individuals to accept responsibility for their unlawful action(s).

WCDP runs five separate programs: Court Diversion, the Youth Substance Abuse Safety Program, the Balanced and Restorative Justice Program, the Tamarack Program (Pretrial Services) and the Driving with License Suspended Program.

### **Court Diversion**

Diversion is a restorative program for individuals charged with a crime. After the police issue a citation for violating the law, the State's Attorney decides whether to refer the case out of the court system to the Court Diversion program. Participants must take responsibility for their actions and develop a contract with a panel of volunteers through which they repair the harm caused. After successful completion, the State's Attorney dismisses the charges.

### **Youth Substance Abuse Safety Program (YSASP)**

The Youth Substance Abuse Safety Program addresses civil violations of the underage possession of alcohol and marijuana laws. Youth who violate these laws are given the opportunity to participate in YSASP. Participants complete an alcohol and drug screening and are given other educational, remedial, reflective and financial conditions to complete. If the participant completes the conditions the ticket is voided. Those who fail to complete or refuse to participate face a civil ticket which includes a \$300 fine and a 30-day driver's license suspension for the first offence and a fine of not more than \$600 and 90-day license suspension for second and subsequent offenses.

### **Balanced and Restorative Justice Program (BARJ)**

These services are provided to youth who are charged with a delinquency, have been adjudicated delinquent or are at-risk for involvement in the juvenile justice system. BARJ services vary depending on each individual youth, but consist of restorative interventions that reduce and eliminate further involvement in the juvenile justice system such as: restorative panels, restitution services, risk screening, and restorative classes and skills development.

### **Driving with License Suspended**

The Civil DLS Diversion Program serves Vermont drivers whose license remains suspended because of unpaid fines and fees. Upon approval of the Judicial Bureau, a participant's license will be reinstated while the individual follows a payment plan and completes community service and/or an educational program.

### **Tamarack**

The Tamarack Program is designed to assist adults with substance abuse and/or mental health treatment needs regardless of the person's prior criminal history record. Participants work with a case manager to access treatment and other resources. The goal of the program is to improve the person's health and reduce future adverse involvement in the justice system. This program began in Washington County during the last quarter of the fiscal year.