



State of Vermont

Department of Mental Health
280 State Drive, NOB 2 North
Waterbury, VT 05671-2010
<http://mentalhealth.vermont.gov/>

Agency of Human Services

[phone] 802-241-0090
[fax] 802-241-0100
[tty] 800-253-0191

Sandy McGuire
Chief Financial and Operations Officer
Howard Center

VIA EMAIL ONLY

September 16, 2022

Dear Ms. McGuire:

The Department of Mental Health (DMH) has reviewed your Certificate of Approval Application for the proposed purchase of a new building for the Lakeview Program. Based on this preliminary review, we believe that additional information or clarification will be needed for us to proceed in rendering a final determination. The additional information we need is outlined below:

- How will you ensure the depreciation of the building is not factoring into your operating losses?
- What happens if you are unable to fundraise the full \$600,000 you need? If you finance or use agency funding, how will you ensure it does not impact your amount of cash on hand?
- You mention planning on using various loans, including federal loans, please provide more details.
- What percentage of salary increases are you assuming year over year?

We will look forward to receiving this information, reviewing it, and determining if we have adequate information to rule the application complete. Once we determine that your application is complete, the COA procedures call for us to post the complete application on the web, formally review the application, and issue a decision within sixty (60) calendar days. DMH will attempt to expedite these processes where possible.

Please feel free to contact me with any questions or concerns.

Best,

DocuSigned by:
A blue ink signature of Karen Godnick Barber.
334079014C9349A...

Karen Godnick Barber
General Counsel
Department of Mental Health

CC: Emily Hawes, DMH Commissioner
Shannon Thompson, DMH Finance Director
Samantha Sweet, DMH Director of Mental Health

