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# **Question 1 (Legislator Brew)**

**Voucher 1, May**

**Bring Monroe Back - Monroe County ARPA**

**Budget Proposal**  
 Organization Name: Neighborhood Collaborative Project (NCP) /  
 Community Resources Collaborative

Personnel Code	Personnel Name, Title/Position	4/17/2023 Voucher	5/16/2023 Voucher	6/15/2023 Voucher	7/17/2023 Voucher	8/16/2023 Voucher	8/15/2023 Voucher	10/17/2023 Voucher	11/15/2023 Voucher	12/15/2023 Voucher	1/16/2024 Voucher	Years-to-Date Year 1	Remaining Funds Year 1	% of Year 1 Budget Spent	Proposed Expenditures for Year 1 (2023)	Proposed Expenditures for years 1-4 (2023-2026)
	Neighborhood Collaborative Project (NCP) Workers (Chenoweth, ETAC SWAM)															
	On-Site Vocational Training (Chenoweth, ETAC SWAM)															
	On-Site Social Workers (Chenoweth, ETAC SWAM)															
	Neighborhood Collaborative Project (NCP) Workers (RIS)															
	Full-Time Social Worker (NCP)															
	Part-Time Social Worker (NCP)															
	NCP Local Researcher (NCP)															
	NCP Local Researcher (NCP)															
	Student Research Assistant (NCP)															
	Communications Coordinator (NCP)															
	Franchise Director															
	Final Personnel Costs:		\$ 52,518.05									\$ 52,518.05	\$ 682,915	76%	\$ 745,434	\$ 3,752,975
	Other Than Personnel Services Costs															
	Neighborhood Outreach Specialist: Anchor Agencies (Chenoweth, ETAC SWAM)															
	Neighborhood Outreach Specialist: Anchor Agencies (Chenoweth, ETAC SWAM)															
	Office Support: Anchor Agencies (Chenoweth, ETAC SWAM)															
	Facility Use / Operations Support: Anchor Agencies (Chenoweth, ETAC SWAM)															
	Service, Investigations Support: Anchor Agencies (Chenoweth, ETAC SWAM)															
	Coordination / Travel Support: Anchor Agencies (Chenoweth, ETAC SWAM)															
	100% de minimis indirect cost rate: Anchor Agencies (Chenoweth, ETAC SWAM)															
	Administrative Support: Anchor Agencies (Chenoweth, ETAC SWAM)															
	Local Agency Support (NCP)															
	Per Diem Support for Peer Outreach Workers (NCP)															
	Short-Term Support (NCP)															
	Contracted Services: NCP Client Wraparound Support Services (NCP)															
	Contracted Services: Anchor Agencies Social Worker Supervision (NCP)															
	Research Support (NCP)															
	NCP Marketing & Communications only															
	Software and Subscriptions (NCP)															
	Contracted Services: Project Lead / Community Consultant (NCP)															
	Contracted Services: On-Site / Field Coordinator (NCP)															
	Contracted Services: Neighborhood Ambassadors (NCP)															
	IT & Web Project Management Services															
	Per Diem Support for Event Logistics (NCP)															
	Neighborhood/Community Engagement Consultants & Activities (NCP)															
	NCP Supplies & Materials (NCP)															
	100% de minimis indirect cost rate (NCP, NCP, NCP)															
	Local Sponsor Administrative Cost Rate - 5% (NCP)															
	Other Than Personnel Services Costs:		\$ 338,703.17									\$ 338,703.17	\$ 668,703	18%	\$ 729,990	\$ 3,482,972
	Total Physical Costs:		\$ 518,221.22									\$ 864,221.22	\$ 1,351,618	12%	\$ 1,544,153	\$ 7,160,849

- PLEASE continue to provide the notes monthly forwarded!

- NEED TO SEND ADJUSTED SPREADSHEET w/ SIGNED FORMATION'S (PASS BY RETURN FIRST)

- MONTH INVOICE for C3

- ADJUST NCP MATERIALS TO EXACT \$ AMOUNT.

## Bring Monroe Back - Monroe County ARPA Budget Proposal

**Organization Name: Neighborhood Collaborative Project (NCP) / Community Resource Collaborative**

Personnel Costs List Each Employee Name, Title/Position	5/15/2023 Voucher	Voucher Explanation
Neighborhood Collaborative Project (NCP) Workers (Cameron, FTAC, SWAN)	\$ 7,031.25	SWAN: NCP Worker annual budget allocation (\$46,875) / 10 months * 1.5 months (mid-March & April) = \$7,031.25
On-Site Vocational Trainers (Cameron, FTAC, SWAN)	\$ 8,522.60	SWAN: Onsite Vocational Trainer annual budget allocation (\$51,563) / 10 months * 1.5 months = \$7,734.45 Cameron: Onsite Trainers for Global Logistics (\$4261.30) and Barbering/Entrepreneur training(\$4261.30) = \$8,522.60
On-Site Social Workers (Cameron, FTAC, SWAN)	\$ 6,734.45	Cameron: Onsite Social Worker salary expense for March and April 2023
Neighborhood Collaborative Project (NCP) Liaison (BTS)	\$ - 00	
Full-Time Social Worker (MC2)	\$ 15,000.00	MC2: Annual Budget allocation (75,000)/ 10 months * 2 months (March & April) ✓
Part-time Social Worker (MC2)	\$ 7,500.00	MC2: Annual Budget allocation (\$37,500) / 10 months * 2 months (March & April) ✓
NCP Local Researcher (OTG)	\$ - 00	
Student Research Assistant (OTG)	\$ - 00	
Communications Coordinator (OTG)	\$ - 00	
<i>Fringe Benefits</i>		
<b>Total Personnel Costs:</b>	<b>\$ 52,519.05</b>	
	<b>5/15/2023 Voucher</b>	
<b>Other Than Personnel Services Costs</b>		
Vocational Training Stipends: Anchor Agencies (Cameron, FTAC, SWAN)	\$ - 00	
Neighborhood Outreach Supplies: Anchor Agencies (Cameron, FTAC, SWAN)	\$ - 00	
Office Supply Supplement: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 950.00	Cameron: Annual Budget allocation (\$2400) / 10 months * 2 months (March & April) = \$480 SWAN: Annual Budget allocation (\$2400) / 10 months * 2 months (March & April) = \$480 Cameron: Annual Budget allocation (\$12,000) / 10 months * 2 months (March & April) = \$2,400 SWAN: Annual Budget allocation (\$12,000) / 10 months * 2 months (March & April) = \$2,400 FTAC: Actual expenses (see invoice detail) = 7,201.93
Facility Use / Operations Support: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 12,001.93	
Snacks, Swag/Incentive Supplies: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 3,600.00	Cameron: Annual Budget allocation (\$18,000) / 10 months * 2 months (March & April) = \$3,600 SWAN: Annual Budget allocation (\$18,000) / 10 months * 2 months (March & April) = \$3,600 FTAC: Actual expenses (see invoice detail) = \$451.70.
Credibility Trust /Brand Value: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 7,651.70	
10% de minimis indirect cost rate: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 8,421.80	Cameron: Annual Budget allocation (\$21,109) / 10 months * 2 months (March & April) = \$4,221.80 SWAN: Annual Budget allocation (\$21,109) / 10 months * 2 months (March & April) = \$4,221.80
Administrative Support: Support Services Partners (LABA, BMC, BSCSC)	\$ - 00	
Food Pantry Supplies (TPP)	\$ - 00	
Per Diem Stipends for Peer Outreach Workers (AFC)	\$ - 00	
Staff Mileage Reimbursement (BTS, C3)	\$ - 00	
Contracted Services: NCP Client Wraparound Support Services	\$ - 00	
Contracted Services: Anchor Agency Social Worker Supervisor	\$ 7,000.00	MC2: Annual Budget allocation (\$22,000) / 10 months * 2 months (March & April)
Research Supplies (OTG)	\$ 600.00	OTG: Actual expenses (see invoice detail)
NCP Marketing & Communications (OTG)	\$ 845.61	OTG: Actual expenses (see invoice detail)
Software and Subscriptions (OTG)	\$ - 00	
Contracted Services: Project Lead / Community Consultant (C3)	\$ 15,600.00	C3: Annual Budget allocation (\$78,000) / 10 months * 2 months (March & April)
Contracted Services: Historian / Neighborhood Legacy (C3)	\$ - 00	
Contracted Services: On-Site / Field Coordinator (C3)	\$ - 00	
Contracted Services: Neighborhood Ambassadors (C3)	\$ - 00	
RTS Bus Passes/Transportation Assistance	\$ - 00	
Per Diem Stipends for Event Logistics Helpers (C3)	\$ - 00	
Microsoft Surface Pro Packages - 5 (C3)	\$ - 00	
Neighborhood/Community Engagement Conversations & Activities (C3)	\$ - 00	
NCP Supplies & Materials (C3)	\$ - 00	
10% de minimis indirect cost rate (BTS, MC2, OTG, C3)	\$ 6,749.40	MC2: Annual Budget allocation (\$13,450) / 10 months * 2 months (March & April) = \$2,690 C3: Annual Budget allocation (\$19,624) / 10 months * 2 months (March & April) = \$3,924.80 OTG: Actual expense (see invoice detail) = \$134.60
Fiscal Sponsor Administrative Cost Rate - 5% (CRC)	\$ 73,550.00	CRC: Annual Budget allocation in full
<b>Total Other Than Personnel Services Costs:</b>	<b>\$ 130,702.63</b>	
<b>Total Project Cost:</b>	<b>\$ 183,221.68</b>	





Neighborhood Collaborative Project &lt;neighborhoodcollaborative@gmail.com&gt;

**Re: 5/15 ARPA Voucher Questions**

1 message

Neighborhood Collaborative Project &lt;neighborhoodcollaborative@gmail.com&gt;

Wed, May 17, 2023 at 11:25 PM

To: "Pelow, Faye" &lt;FayePelow@monroecounty.gov&gt;

Cc: Tina Paradiso &lt;tinap@commresourcecollab.org&gt;, "Welch, Dylan" &lt;dylanwelch@monroecounty.gov&gt;, RebeccaCaico@monroecounty.gov

Faye, thank you for your follow up questions and requests for clarification. Unfortunately the ARPA budget worksheet doesn't contain each partner agency's detailed budget or allow me to add it and enter the amount per line item within each agency's detailed budget first and then carry the respective totals over to the project summary sheet. So I have developed a budget tracker for each agency that tracks their monthly submissions against YTD spending. I'm open to any recommendations you may have as to how we might best convey what's being invoiced and its correlation back to each budget line.

- To address your first point, the format used in your ARPA budget worksheet was automatically rounding to zero decimal places so for the example you cited, my input was actually \$845.81. I have updated the format for this column to two decimal places so that now everything appears correctly and in exact alignment with the invoices.
- For SWAN's two personnel budget lines, NCP Worker and Workforce Development Trainer, prior to them hiring individuals for these positions, SWAN indicated a large portion of their Executive Director's time in mid-March and April was devoted to NCP activities engaging the neighborhood, contacting potential partners and developing their agency action plan and first workforce development program for security certification. If you recall, in our budget proposal, we indicated that the work of some positions may be done by existing staff until dedicated staff could be recruited and hired. Thus the explanation of the activities completed were these pre-hire activities on behalf of these two positions. Going forward, the expenses under this budget line will be attributed to the NCP worker and workforce development coordinator/trainer that they hire/contract with to implement and deliver their agency action plan and security training certification program. Given actual cost of ED time spent in support of these activities exceeds the available budget allocation for each position; SWAN opted to take the annual salary for each position, divide by 10 (number of funding months in 2023) to obtain the monthly budget allocation available and then multiplying by 1.5 months (mid-March/April) for each position:
  - NCP Worker:  $\$46,875/10 \text{ months} = \$4,687.50 * 1.5 \text{ months} = \$7,031.25$
  - Workforce Development Coordinator/Trainer:  $\$51,563/10 \text{ months} = \$5,156.30 * 1.5 \text{ months} = \$7,734.45$
- Given similar circumstances, MC Collaborative, as indicated on their invoice, opted to simply take their available budget line allocations as ten (10) equal monthly installments for 2023. Each budget line item was divided by 10 and expensed as follows:
  - **Total Monthly Reimbursement \$ 14,795**
  - Full-time Social Worker:  $\$ 75,000/10 = \$ 7,500$
  - Part-time Social Worker:  $\$ 37,500/10 = \$ 3,750$
  - Contracted Services:  $\$ 22,000/10 = \$ 2,200$
  - Indirect Costs:  $\$ 13,450/10 = \$ 1,345$
- For C3 Consultancy, there is billing and charge to ARPA at \$7800 per month for March and April, I think you may have been looking at MC Collaborative's Contracted Services line which is \$2,200 per month for a total of \$4,400.

The attached document shows the total amount invoiced for each organization that is included in this 5/17 submission. With this being our first submission, I anticipated some additional explanation would be needed but wasn't sure where or how to provide it. I hope this has been helpful and as always please let me know if anything else is needed.

On Wed, May 17, 2023 at 1:58 PM Pelow, Faye <FayePelow@monroecounty.gov> wrote:

This message was sent securely using Zix®

Hi Jocelyn,

We have a few questions on your voucher:

- It looks like the Marketing and Communications line is for \$845.81 on the On the Ground Research invoice but only listed as 846 on the budget spreadsheet. This is a recurring theme throughout this budget sheet- these numbers need to be exact. Please revise and resubmit.
- On the Swan invoice there is an amount listed for Executive Director: Workforce/ development Training. Neither of these are line items on your budget. Please explain what this amount should tie to.
- MC Collaborative Invoice- the amounts listed out for these social workers in March and April does not correspond to the budget provided. I cannot get the numbers to work. Please explain how you got the numbers for your budget.
- On the C3 Consultancy Services invoices, the amount billed for Contracted Services is \$7,800 but you are only billing ARPA for \$4,400. ARPA is only paying a portion of these expenses, please explain.

We know that you have a lot of invoices and a lot of agencies to cover. Since your expenses expand upon several categories and several agencies, could you please provide an excel breakdown of the invoices and that costs are going to which agencies or number the invoices appropriately? If we can see how you calculated your numbers, this could eliminate a lot of back and forth in the future.

Thank you!

5/19/23, 3:41 PM

Gmail - Re: 5/15 ARPA Voucher Questions

Dr. Faye Pelow

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

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 NCP's Monthly Check Request Log - May 2023 Invoice Submission.pdf  
75K

# INVOICE

Patricia Jackson, Executive Director  
 SWAN at Montgomery Neighborhood Center  
 10 Cady Street  
 Rochester, NY 14608  
 Phone: 585-436-3090 Email: pjackson@swanonline.org



DATE: May 8, 2023  
 INVOICE # NCP 001 3/1-4/30/2023  
 FOR: Neighborhood Collaborative  
 Project (NCP) Anchor Agency  
 Activities

Bill To:  
 Tina Paradiso, Executive Director  
 Community Resource Collaborative  
 100 College Avenue, Suite 130  
 Rochester, NY 14607  
 Phone: 888-444-1060

DESCRIPTION OF SERVICES RENDERED / PURCHASES MADE	BUDGET CATEGORY	AMOUNT
Executive Director: mid March/April time spent developing position description, posting and interviewing for NCP funded position: NCP Worker; creating NCP Anchor Agency action plan development, neighborhood connections	NCP Worker	\$ ① 7,031.25
Executive Director: mid March/April time spent developing position description, posting and interviewing for NCP funded position: Workforce Development Trainer; creating workforce development training outline and advertisement for security certification training program	Workforce Development/Training	\$ ① 7,734.45
Office Supplies Supplement: Monthly allocation for March & April 2023	Office Supplies	\$ ⑥ 480.00
Facility Use / Operations Supplement: Monthly allocation for March & April 2023	Facility Use/Operations Support	\$ ⑦ 2,400.00
Neighborhood Credibility / Trust Value: Monthly allocation for March & April 2023	Credibility Trust/Brand Value	\$ ⑧ 3,600.00
10% de minimis indirect cost rate: Monthly allocation for March & April 2023	Indirect Cost	\$ ④ 4,221.80
	<b>BALANCE DUE</b>	<b>\$ 25,467.50</b>

Questions or concerns regarding this invoice can be submitted via email to [pjackson@swanonline.org](mailto:pjackson@swanonline.org) or by 585-436-3090

Cameron Community - Olivia Kassoum-Amadou, Executive Director  
 48 Cameron St  
 Rochester, NY 14606  
 Phone: 585-254-2697 ext. 101 Email: olivia@cameronministries.org



# INVOICE

DATE: May 5, 2023  
 INVOICE # NCP 001 3/1-4/30/2023  
 FOR: Neighborhood Collaborative  
 Project (NCP) Anchor Agency  
 Activities

**Bill To:**  
 Tina Paradiso, Executive Director  
 Community Resource Collaborative  
 100 College Avenue, Suite 130  
 Rochester, NY 14607  
 Phone: 888-444-1060

DESCRIPTION OF SERVICES RENDERED / PURCHASES MADE	BUDGET CATEGORY	AMOUNT
Global Connection Enterprise - Sharale Gray: <u>Global Logistics Program at Cameron</u> : planning, curriculum development, information sessions, community outreach, site planning, and other services from March 1-April 30, 2023 as documented by Global Connection Enterprise's Invoice 00001 (43 days @\$99.10 per day)	Workforce Development/Training	\$ ② 4,261.30
CEO KUTZ, LLC. - Derrick Singleton: <u>Cameron Cuts Apprenticeship Program (Barbering/Entrepreneur)</u> : planning, curriculum development, information sessions, community outreach, site planning, and other services from March 1-April 30, 2023 as documented by CEO KUTZ, LLC's Invoice 00001(43 days @\$99.10 per day)	Workforce Development/Training	\$ ② 4,261.30
Payroll Reimbursement for Cameron's On-Site Social Worker: Felecia B. Merriam, LCSW. planning with instructors, participate in information sessions and outreach, developed platform for tracking student data, coordinate linkages to anticipated services, prepared resource and referral pocket cards for participants, acquired pre and post assessments designed to determine client needs, Cameron Community payroll register documentation. (5 pay periods @\$1346.15 per pay period)	Social Worker	\$ ③ 6,730.75
Office Supplies Supplement: Monthly allocation for March & April 2023	Office Supplies	\$ ⑥ 80.00
Facility Use / Operations Supplement: Monthly allocation for March & April 2023	Facility Use/Operations Support	\$ ⑦ 2,400.00
Monthly allocation of Neighborhood Credibility / Trust Value for March and April 2023 (AA's brand identity / reputation)	Credibility Trust/Brand Value	\$ ⑧ 3,600.00
10% de minimis indirect cost rate: Monthly allocation for March & April 2023	Indirect Cost	\$ ⑨ 4,221.80
	<b>BALANCE DUE</b>	<b>\$ 25,955.15</b>

Questions or concerns regarding this invoice can be submitted via email to [olivia@cameronministries.org](mailto:olivia@cameronministries.org) or by 585-254-2697 ext. 101

821 North Clinton Avenue  
 Rochester NY 14605  
 585 563.7008



# Invoice

Submitted on 05/05/2023

Invoice for

Payable to

Invoice #

The Father Tracy Advocacy Center

230401

Company name

Street address

City, State, Zip

Project

NCP-Anchor Agency

Due date

5/31/2023

Description	NCP Budget #	Qty	Unit price	Total price
Office Desk (Dawnyell)	Facility Use / Operations Supplement	6	\$133.99	\$803.94
Office Desk - staff	Facility Use / Operations Supplement	4	\$119.99	\$479.96
Office Desk - staff	Facility Use / Operations Supplement	2	\$224.34	\$448.68
Office Desk - partner space	Facility Use / Operations Supplement	6	\$169.99	\$1,019.94
Community cookout (food, drinks, supplies)	Neighborhood Credibility / Trust Value			\$400.31 * - less
Microwave cart/food storage	Facility Use / Operations Supplement	1	\$159.99	\$159.99
Office supplies storage	Facility Use / Operations Supplement	1	\$219.99	\$219.99
Locking cabinets	Facility Use / Operations Supplement	2	\$167.99	\$335.98
Coffee jars set	Facility Use / Operations Supplement	1	\$24.95	\$24.95
Painting/renovation supplies	Facility Use / Operations Supplement			\$279.26
Uhaul rental	Neighborhood Credibility / Trust Value	1		\$51.39 - less (8)
Linoleum tiles	Facility Use / Operations Supplement		\$1,329.24	\$1,329.24
Carpenter (flooring removal & installation)	Facility Use / Operations Supplement		\$2,100.00	\$2,100.00 *

Notes

Subtotal \$7,653.63

Adjustments

\$7,653.63

- less  
 = 7,209.35





A Complex Care Management Agency

COLLABORATIVE

MC Collaborative has elected to combined its total annual budget and submit its reimbursement requests as ten (10) equal monthly installments for 2023. Each budget line item has been divided by 10 and is expensed as follows per month:

<b>Total Monthly Reimbursement</b>		<b>\$ 14,795</b>
Full-time Social Worker:	\$ 75,000/10 =	\$ 7,500 <sup>(4) * 2 (MAR + APR)</sup>
Part-time Social Worker:	\$ 37,500/10 =	\$ 3,750 <sup>(5) * 2 (MAR + APR)</sup>
Contracted Services:	\$ 22,000/10 =	\$ 2,200 <sup>(10) * 2 (MAR + APR)</sup>
Indirect Costs:	\$ 13,450/10 =	\$ 1,345 <sup>(14) * 2 (MAR + APR)</sup>

**Voucher for Neighborhood Collaborative Project**

**March & April 2023**

Date: 5/1/23

Month of Payment Due: March & April

	Budget Amount	YTD
Social Workers (MC Collaborative)	\$ 147,950	
March		\$ 14,795
April		\$ 14,795
<b>TOTAL OUTSTANDING</b>		<b>\$ 29,590</b>
Remaining Balance	\$ 118,360	

**Total amount due for March & April = \$ 29,590**

**Please remit payment to:  
MC Collaborative  
PO BOX 18030  
Rochester, NY 14618**



# INVOICE

**CONTRACTOR**

On The Ground Research, LLC  
 400 Andrews St  
 Suite 212 C  
 Rochester, NY, 14604  
 Phone: 585-683-3638  
 Email: [janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)

**INVOICE DATE**

May 1, 2023

**INVOICE NUMBER**

007

**PROJECT TITLE**

Neighborhood Collaborative Project

**TO**

Tina Paradiso, Executive Director  
 Community Resource Collaborative  
 100 College Ave, Suite 130  
 Rochester, NY 14607  
 Phone: 888-444-1060

**INVOICE TIME PERIOD**

4/1/23-4/30/23

**Description**

Date	Description of Services Rendered/Purchases Made	Budget Category	Amount
4/7/2023	Printer and Paper	NCP Marketing & Communications	\$ 845.81 (12)
4/27/2023	reMarkable Notebook and Pen	Research Supplies	\$ 462.24 (11)
4/27/2023	reMarkable Cover	Research Supplies	\$ 37.95 (11)
		Total Costs	\$ 1,346.00
		Indirect Costs	\$ 134.60 (14)
		<b>Total Amount Due</b>	<b>\$ 1,480.60</b>

**Total**

**\$1,480.60**

Please make all checks payable to On The Ground Research, LLC

If you have any questions concerning this invoice, contact:  
 Janelle Duda-Banwar

T. (585) 683-3638 or Email: [janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)

# INVOICE

**C3 Consultancy Services, LLC EIN: 88-3537378**  
 74 Dr. Samuel McCree Way  
 Rochester, NY 14608  
 Phone: 585-563-5148 Email: jrbasley@c3consultancy.org



**DATE:** April 7, 2023  
**INVOICE #** NCP 0001 3/1-31/2023  
**FOR:** Neighborhood Collaborative  
 Project (NCP) Project Lead  
 Activities

**Bill To:**  
 Tina Paradiso, Executive Director  
 Community Resource Collaborative  
 100 College Avenue, Suite 130  
 Rochester, NY 14607  
 Phone: 888-444-1060

DESCRIPTION OF SERVICES RENDERED / PURCHASES MADE	BUDGET CATEGORY	AMOUNT
Project coordination and management services for NCP that include but not limited to meeting planning & organization, communication and action item follow-up with County program officer and fiscal sponsor, action item monitoring and problem resolution; consultation, planning and support services with/on behalf of the NCP anchor and supporting partner agencies.	Contracted Services	\$ 7,800.00 <sup>(13)</sup>
Monthly allocation of 10% de minimis indirect cost rate	Indirect Costs	\$ 1,962.40 <sup>(14)</sup>
	<b>BALANCE DUE</b>	<b>\$ 9,762.40</b>

Questions or concerns regarding this invoice can be submitted via email to jrbasley@c3consultancy.org or by phone 585-563-5148

BEST WISHES FOR A FABULOUS DAY!

**NCP's Monthly Check Request Log - Monroe County ARPA Invoice Submissions**  
**Month: May 2023**

NCP Partner Agency	Total Budget Allocation	Prior Balance	Reimbursement Amount Requested	Current Balance	Check Number	Check Date
ABC Action Front Center	\$ 27,000.00	\$ 27,000.00	\$ -	\$ 27,000.00		
Baden St Counseling Center	\$ 27,000.00	\$ 27,000.00	\$ -	\$ 27,000.00		
Barakah Muslim Charities	\$ 27,000.00	\$ 27,000.00	\$ -	\$ 27,000.00		
Beyond the Sanctuary	\$ 129,015.00	\$ 129,015.00	\$ -	\$ 129,015.00		
Cameron Community	\$ 232,197.00	\$ 232,197.00	\$ 25,955.15	\$ 206,241.85		
C3 Consultancy Services **	\$ 215,866.00	\$ 215,866.00	\$ 19,524.80	\$ 196,341.20		
Father Tracy Advocacy Center	\$ 232,197.00	\$ 232,197.00	\$ 7,653.63	\$ 224,543.37		
Lyell Avenue Business Assoc.	\$ 27,000.00	\$ 27,000.00	\$ -	\$ 27,000.00		
MC Collaborative	\$ 147,950.00	\$ 147,950.00	\$ 29,590.00	\$ 118,360.00		
On the Ground Research*	\$ 146,581.00	\$ 146,581.00	\$ 1,480.60	\$ 145,100.40		
SWAN at Montgomery Center	\$ 232,197.00	\$ 232,197.00	\$ 25,467.50	\$ 206,729.50		
The Peoples' Pantry	\$ 27,000.00	\$ 27,000.00	\$ -	\$ 27,000.00		
Community Resource Collaborative	\$ 73,550.00	\$ 73,550.00	\$ 73,550.00	\$ -		
		<b>Total Disbursed</b>	\$ 183,221.68			

\*\* MBE & WBE Vendor

\* WBE Vendor

## SC Agency/Professional P.O. Claim Voucher



COUNTY OF MONROE

PAY TO: Community Resource Collaborative on Behalf of the Neighborhood Collaborative Project  
INSERT NAME OF CLAIMANT

REMITTANCE ADDRESS: 100 College Ave  
Suite 130  
Rochester NY 14607  
City State Zip

YEAR	2023				UNIT PRICE		AMOUNT	
MONTH	DAY	QUANTITY	ITEMIZED ACCOUNT OF MATERIALS, SUPPLIES, ETC.					
5	15	1	ARPA - Neighborhood Collaborative Project (NCP)		0	0	0	0
5	15	1	Credit Toward 25% Advance		183221	68	183221	68

THIS VOUCHER MUST BE CERTIFIED AND SENT TO THE DEPARTMENT AUTHORIZING SAME

Jocelyn Basley (Insert name of claimant, his agent or representative) Certifies that this claim is just, true and correct, that the merchandise or services herein have been rendered to Monroe County, that taxes from which Monroe County is exempt are not included and that the balance is actually due and owing

Submitted Digitally VIA ARPA Portal (Claimant, agent or representative to sign here) TITLE Project Lead DATE \_\_\_\_\_

**SC Purchase Order Number** 7300002613

VENDOR NUMBER 11127279 SP. G/L \_\_\_\_\_ (Choose one: H=Retainage, Q=Liens, U=Securities)

INVOICE DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ REFERENCE (Vendor Invoice #) \_\_\_\_\_ PAYMENT METHOD  (Choose one: C=Check, D=ACH)

POSTING DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

AMOUNT 0.00

TEXT ARPA - Neighborhood Collaborative Project (NCP)

Q/L ACCT	SHORT TEXT	AMOUNT	COST CENTER	BUSINESS AREA	FUND	GRANT	INTERNAL ORDER	WBS ELEMENT
504320		0.00	1403930104	1400	9001	G140100030.2326	G14010003001	

**CERTIFICATE OF APPROVAL BY DEPARTMENT HEADS**  
I Certify that the merchandise or services itemized in the claim have been rendered or furnished to Monroe County on the date or dates shown, that the charges are correct, and am approving same for payment

HEAD OF DEPARTMENT OR AUTHORIZED DEPARTMENT REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

CHECK RECEIVED BY \_\_\_\_\_  
Print Name

\_\_\_\_\_ Signature



# INVOICE

**C3 Consultancy Services, LLC EIN: 88-3537378**  
74 Dr. Samuel McCree Way  
Rochester, NY 14608  
Phone: 585-563-5148 Email: jrbasley@c3consultancy.org



**DATE:** May 5, 2022  
**INVOICE #** NCP 0002 4/1-30/2022  
**FOR:** Neighborhood Collaborative  
Project (NCP) Project Lead  
Activities

**Bill To:**  
Tina Paradiso, Executive Director  
Community Resource Collaborative  
100 College Avenue, Suite 130  
Rochester, NY 14607  
Phone: 888-444-1060

DESCRIPTION OF SERVICES RENDERED / PURCHASES MADE	BUDGET CATEGORY	AMOUNT
Project coordination and management services for NCP that include but not limited to meeting planning & organization, communication and action item follow-up with County program officer and fiscal sponsor, action item monitoring and problem resolution; consultation, planning and support services with/on behalf of the NCP anchor and supporting partner agencies.	Contracted Services	\$ 7,800.00
Monthly allocation of 10% de minimis indirect cost rate	Indirect Costs	\$ 1,962.40
	<b>BALANCE DUE</b>	<b>\$ 9,762.40</b>

Questions or concerns regarding this invoice can be submitted via email to jrbasley@c3consultancy.org or by phone 585-563-5148

**BEST WISHES FOR A FABULOUS DAY!**

# INVOICE

**C3 Consultancy Services, LLC EIN: 88-3537378**  
74 Dr. Samuel McCree Way  
Rochester, NY 14608  
Phone: 585-563-5148 Email: jrbasley@c3consultancy.org



**DATE:** April 7, 2022  
**INVOICE #** NCP 0001 3/1-31/2022  
**FOR:** Neighborhood Collaborative  
Project (NCP) Project Lec  
Activiti

**Bill To:**  
Tina Paradiso, Executive Director  
Community Resource Collaborative  
100 College Avenue, Suite 130  
Rochester, NY 14607  
Phone: 888-444-1060

DESCRIPTION OF SERVICES RENDERED / PURCHASES MADE	BUDGET CATEGORY	AMOUNT
Project coordination and management services for NCP that include but not limited to meeting planning & organization, communication and action item follow-up with County program officer and fiscal sponsor, action item monitoring and problem resolution; consultation, planning and support services with/on behalf of the NCP anchor and supporting partner agencies.	Contracted Services	\$ 7,800.00
Monthly allocation of 10% de minimis indirect cost rate	Indirect Costs	\$ 1,962.40
	<b>BALANCE DUE</b>	<b>\$ 9,762.40</b>

Questions or concerns regarding this invoice can be submitted via email to jrbasley@c3consultancy.org or by phone 585-563-5148

**BEST WISHES FOR A FABULOUS DAY!**

Cameron Community - Olivia Kassoum-Amadou, Executive Director  
 48 Cameron St  
 Rochester, NY 14606  
 Phone: 585-254-2697 ext. 101 Email: olivia@cameronministries.org



# INVOICE

DATE: May 5, 2023  
 INVOICE # NCP 001 3/1-4/30/2023  
 FOR: Neighborhood Collaborative  
 Project (NCP) Anchor Agency  
 Activities

Bill To:  
 Tina Paradiso, Executive Director  
 Community Resource Collaborative  
 100 College Avenue, Suite 130  
 Rochester, NY 14607  
 Phone: 888-444-1060

DESCRIPTION OF SERVICES RENDERED / PURCHASES MADE	BUDGET CATEGORY	AMOUNT
Global Connection Enterprise - Sharale Gray: <u>Global Logistics Program at Cameron</u> : planning, curriculum development, information sessions, community outreach, site planning, and other services from March 1-April 30, 2023 as documented by Global Connection Enterprise's Invoice 00001 (43 days @\$99.10 per day)	Workforce Development/Training	\$ 4,261.30
CEO KUTZ, LLC. - Derrick Singleton: <u>Cameron Cuts Apprenticeship Program (Barbering/Entrepreneur)</u> : planning, curriculum development, information sessions, community outreach, site planning, and other services from March 1-April 30, 2023 as documented by CEO KUTZ, LLC's Invoice 00001(43 days @\$99.10 per day)	Workforce Development/Training	\$ 4,261.30
Payroll Reimbursement for Cameron's On-Site Social Worker: Felecia B. Merriam, LCSW. planning with instructors, participate in information sessions and outreach, developed platform for tracking student data, coordinate linkages to anticipated services, prepared resource and referral pocket cards for participants, acquired pre and post assessments designed to determine client needs, Cameron Community payroll register documentation. (5 pay periods @\$1346.15 per pay period)	Social Worker	\$ 6,730.75
Office Supplies Supplement: Monthly allocation for March & April 2023	Office Supplies	\$ 480.00
Facility Use / Operations Supplement: Monthly allocation for March & April 2023	Facility Use/Operations Support	\$ 2,400.00
Monthly allocation of Neighborhood Credibility / Trust Value for March and April 2023 (AA's brand identity / reputation)	Credibility Trust/Brand Value	\$ 3,600.00
10% de minimis indirect cost rate: Monthly allocation for March & April 2023	Indirect Cost	\$ 4,221.80
	<b>BALANCE DUE</b>	<b>\$ 25,955.15</b>

Questions or concerns regarding this invoice can be submitted via email to [olivia@cameronministries.org](mailto:olivia@cameronministries.org) or by 585-254-2697 ext. 101

821 North Clinton Avenue  
 Rochester NY 14605  
 585.563.7008



# FATHER TRACY ADVOCACY CENTER

## Invoice

Submitted on 05/05/2023

**Invoice for**

Company name  
 Street address  
 City, State, Zip

**Payable to**

The Father Tracy Advocacy Center

**Project**

NCP-Anchor Agency

**Invoice #**

230401

**Due date**

5/31/2023

Description	NCP Budget line	Qty	Unit price	Total price
Office Desk (Dawnyell)	Facility Use / Operations Supplement	6	\$133.99	\$803.94
Office Desk - staff	Facility Use / Operations Supplement	4	\$119.99	\$479.96
Office Desk - staff	Facility Use / Operations Supplement	2	\$224.34	\$448.68
Office Desk - partner space	Facility Use / Operations Supplement	6	\$169.99	\$1,019.94
Community cookout (food, drinks, supplies)	Neighborhood Credibility / Trust Value			\$400.31
Microwave cart/food storage	Facility Use / Operations Supplement	1	\$159.99	\$159.99
Office supplies storage	Facility Use / Operations Supplement	1	\$219.99	\$219.99
Locking cabinets	Facility Use / Operations Supplement	2	\$167.99	\$335.98
Coffee jars set	Facility Use / Operations Supplement	1	\$24.95	\$24.95
Painting/renovation supplies	Facility Use / Operations Supplement			\$279.26
Uhaul rental	Neighborhood Credibility / Trust Value	1		\$51.39
Linoleum tiles	Facility Use / Operations Supplement		\$1,329.24	\$1,329.24
Carpenter (flooring removal & installation)	Facility Use / Operations Supplement		\$2,100.00	\$2,100.00

Notes

Subtotal **\$7,653.63**  
 Adjustments

**\$7,653.63**



Neighborhood Collaborative Project &lt;neighborhoodcollaborative@gmail.com&gt;

**Re: 5/15 ARPA Voucher Questions**

1 message

Neighborhood Collaborative Project &lt;neighborhoodcollaborative@gmail.com&gt;

Wed, May 17, 2023 at 11:25 PM

To: "Pelow, Faye" &lt;FayePelow@monroecounty.gov&gt;

Cc: Tina Paradiso &lt;tinap@commresourcecollab.org&gt;, "Welch, Dylan" &lt;dylanwelch@monroecounty.gov&gt;, RebeccaCaico@monroecounty.gov

Faye, thank you for your follow up questions and requests for clarification. Unfortunately the ARPA budget worksheet doesn't contain each partner agency's detailed budget or allow me to add it and enter the amount per line item within each agency's detailed budget first and then carry the respective totals over to the project summary sheet. So I have developed a budget tracker for each agency that tracks their monthly submissions against YTD spending. I'm open to any recommendations you may have as to how we might best convey what's being invoiced and its correlation back to each budget line.

- To address your first point, the format used in your ARPA budget worksheet was automatically rounding to zero decimal places so for the example you cited, my input was actually \$845.81. I have updated the format for this column to two decimal places so that now everything appears correctly and in exact alignment with the invoices.
- For SWAN's two personnel budget lines, NCP Worker and Workforce Development Trainer, prior to them hiring individuals for these positions, SWAN indicated a large portion of their Executive Director's time in mid-March and April was devoted to NCP activities engaging the neighborhood, contacting potential partners and developing their agency action plan and first workforce development program for security certification. If you recall, in our budget proposal, we indicated that the work of some positions may be done by existing staff until dedicated staff could be recruited and hired. Thus the explanation of the activities completed were these pre-hire activities on behalf of these two positions. Going forward, the expenses under this budget line will be attributed to the NCP worker and workforce development coordinator/trainer that they hire/contract with to implement and deliver their agency action plan and security training certification program. Given actual cost of ED time spent in support of these activities exceeds the available budget allocation for each position, SWAN opted to take the annual salary for each position, divide by 10 (number of funding months in 2023) to obtain the monthly budget allocation available and then multiplying by 1.5 months (mid-March/April) for each position:
  - NCP Worker:  $\$46,875/10 \text{ months} = \$4,687.50 * 1.5 \text{ months} = \$7,031.25$
  - Workforce Development Coordinator/Trainer:  $\$51,563/10 \text{ months} = \$5,156.30 * 1.5 \text{ months} = \$7,734.45$
- Given similar circumstances, MC Collaborative, as indicated on their invoice, opted to simply take their available budget line allocations as ten (10) equal monthly installments for 2023. Each budget line item was divided by 10 and expensed as follows:
  - **Total Monthly Reimbursement \$ 14,795**
  - Full-time Social Worker:  $\$75,000/10 = \$7,500$
  - Part-time Social Worker:  $\$37,500/10 = \$3,750$
  - Contracted Services:  $\$22,000/10 = \$2,200$
  - Indirect Costs:  $\$13,450/10 = \$1,345$
- For C3 Consultancy, there is billing and charge to ARPA at \$7800 per month for March and April, I think you may have been looking at MC Collaborative's Contracted Services line which is \$2,200 per month for a total of \$4,400.

The attached document shows the total amount invoiced for each organization that is included in this 5/17 submission. With this being our first submission, I anticipated some additional explanation would be needed but wasn't sure where or how to provide it. I hope this has been helpful and as always please let me know if anything else is needed.

On Wed, May 17, 2023 at 1:58 PM Pelow, Faye <FayePelow@monroecounty.gov> wrote:

This message was sent securely using Zix<sup>®</sup>

Hi Jocelyn,

We have a few questions on your voucher:

- It looks like the Marketing and Communications line is for \$845.81 on the On the Ground Research invoice but only listed as 846 on the budget spreadsheet. This is a recurring theme throughout this budget sheet- these numbers need to be exact. Please revise and resubmit.
- On the Swan invoice there is an amount listed for Executive Director: Workforce/ development Training. Neither of these are line items on your budget. Please explain what this amount should tie to.
- MC Collaborative Invoice- the amounts listed out for these social workers in March and April does not correspond to the budget provided. I cannot get the numbers to work. Please explain how you got the numbers for your budget.
- On the C3 Consultancy Services invoices, the amount billed for Contracted Services is \$7,800 but you are only billing ARPA for \$4,400. ARPA is only paying a portion of these expenses, please explain.

We know that you have a lot of invoices and a lot of agencies to cover. Since your expenses expand upon several categories and several agencies, could you please provide an excel breakdown of the invoices and that costs are going to which agencies or number the invoices appropriately? If we can see how you calculated your numbers, this could eliminate a lot of back and forth in the future.

Thank you!



5/19/23, 3:41 PM

Gmail - Re: 5/15 ARPA Voucher Questions

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

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 NCP's Monthly Check Request Log - May 2023 Invoice Submission.pdf  
75K



A Complex Care Management Agency

COLLABORATIVE

MC Collaborative has elected to combined its total annual budget and submit its reimbursement requests as ten (10) equal monthly installments for 2023. Each budget line item has been divided by 10 and is expensed as follows per month:

<b>Total Monthly Reimbursement</b>		<b>\$ 14,795</b>
Full-time Social Worker:	\$ 75,000/10 =	\$ 7,500
Part-time Social Worker:	\$ 37,500/10 =	\$ 3,750
Contracted Services:	\$ 22,000/10 =	\$ 2,200
Indirect Costs:	\$ 13,450/10 =	\$ 1,345

**Voucher for Neighborhood Collaborative Project**

**March & April 2023**

Date: 5/1/23

Month of Payment Due: March & April

	Budget Amount	YTD
Social Workers (MC Collaborative)	\$ 147,950	
March		\$ 14,795
April		\$ 14,795
<b>TOTAL OUTSTANDING</b>		<b>\$ 29,590</b>
Remaining Balance	\$ 118,360	

**Total amount due for March & April = \$ 29,590**

**Please remit payment to:  
MC Collaborative  
PO BOX 18030  
Rochester, NY 14618**

# Bring Monroe Back - Monroe County ARPA Budget Proposal

## Organization Name: Neighborhood Collaborative Project (NCP) / Community Resource Collaborative

Personnel Costs			
List Each Employee Name, Title/Position	5/15/2023 Voucher	Voucher Explanation	
Neighborhood Collaborative Project (NCP) Workers (Cameron, FTAC, SWAN)	\$ 7,031.25	SWAN: NCP Worker annual budget allocation (\$46,875) / 10 months * 1.5 months (mid March & April) = \$7,031.25	
On-Site Vocational Trainers (Cameron, FTAC, SWAN)	\$ 16,257.05	SWAN: Onsite Vocational Trainer annual budget allocation (\$51,563) / 10 months * 1.5 months = \$7,734.45 Cameron: Onsite Trainers for Global Logistics (\$4261.30) and Barbering/Entrepreneur training(\$4261.30) = \$8,522.60	
On-Site Social Workers (Cameron, FTAC, SWAN)	\$ 6,730.75	Cameron: Onsite Social Worker salary expense for March and April 2023	
Neighborhood Collaborative Project (NCP) Liaison (BTS)	\$ - .00		
Full-Time Social Worker (MC2)	\$ 15,000.00	MC2: Annual Budget allocation (75,000) / 10 months * 2 months (March & April)	
Part-time Social Worker (MC2)	\$ 7,500.00	MC2: Annual Budget allocation (\$37,500) / 10 months * 2 months (March & April)	
NCP Local Researcher (OTG)	\$ - .00		
Student Research Assistant (OTG)	\$ - .00		
Communications Coordinator (OTG)	\$ - .00		
Fringe Benefits			
<b>Total Personnel Costs:</b>	<b>\$ 52,519.05</b>		
<b>Other Than Personnel Services Costs</b>	<b>5/15/2023 Voucher</b>		
Vocational Training Stipends: Anchor Agencies (Cameron, FTAC, SWAN)	\$ - .00		
Neighborhood Outreach Supplies: Anchor Agencies (Cameron, FTAC, SWAN)	\$ - .00		
Office Supply Supplement: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 960.00	Cameron: Annual Budget allocation (\$2400) / 10 months * 2 months (March & April) = \$480 SWAN: Annual Budget allocation (\$2400) / 10 months * 2 months (March & April) = \$480	
Facility Use / Operations Support: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 12,001.93	Cameron: Annual Budget allocation (\$12,000) / 10 months * 2 months (March & April) = \$2,400 SWAN: Annual Budget allocation (\$12,000) / 10 months * 2 months (March & April) = \$2,400 FTAC: Actual expenses (see invoice detail) = 7,201.93	
Snacks, Swag/incentive Supplies: Anchor Agencies (Cameron, FTAC, SWAN)	\$ - .00	Cameron: Annual Budget allocation (\$18,000) / 10 months * 2 months (March & April) = \$3,600 SWAN: Annual Budget allocation (\$18,000) / 10 months * 2 months (March & April) = \$3,600 FTAC: Actual expenses (see invoice detail) = \$451.70.	
Credibility Trust /Brand Value: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 7,551.70	Cameron: Annual Budget allocation (\$21,109) / 10 months * 2 months (March & April) = \$4,221.80 SWAN: Annual Budget allocation (\$21,109) / 10 months * 2 months (March & April) = \$4,221.80	
10% de minimis indirect cost rate: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 8,443.60		
Administrative Support: Support Services Partners (LABA, BMC,ASC,C)	\$ - .00		
Food Pantry Supplies (TRP)	\$ - .00		
Per Diem Stipends for Peer Outreach Workers (AFCI)	\$ - .00		
Staff Mileage Reimbursement (BTS, C3)	\$ - .00		
Contracted Services: NCP Client Wraparound Support Services (BTS, C3)	\$ - .00		
Contracted Services: Anchor Agency Social Worker Supervision	\$ 4,400.00	MC2: Annual Budget allocation (\$22,000) / 10 months * 2 months (March & April)	
Research Supplies (OTG)	\$ 500.19	OTG: Actual expenses (see invoice detail)	
NCP Marketing & Communications (OTG)	\$ 845.81	OTG: Actual expenses (see invoice detail)	
Software and Subscriptions (OTG)	\$ - .00		
Contracted Services: Project Lead / Community Consultant (C3)	\$ 15,600.00	C3: Annual Budget allocation (\$78,000) / 10 months * 2 months (March & April)	
Contracted Services: Historian / Neighborhood Legacy (C3)	\$ - .00		
Contracted Services: On-Site / Field Coordinator (C3)	\$ - .00		

RTS Bus Passes/Transportation Assistance	\$	.00	
Per Diem Stipends for Event Logistics Helpers (C3)	\$	.00	
Microsoft Surface Pro Packages - 5 (C3)	\$	.00	
Neighborhood/Community Engagement Conversations & Activities (C3)	\$	.00	
NCP Supplies & Materials (C3)	\$	.00	
			MC2: Annual Budget allocation (\$13,450) / 10 months * 2 months (March & April) = \$2,690
			C3: Annual Budget allocation (\$19,624) / 10 months * 2 months (March & April) = \$3,924.80
10% de minimis indirect cost rate (RTS, MC2, OTG, C3)	\$	6,749.40	OTG: Actual expense (see invoice detail) = \$134.60
Fiscal Sponsor Administrative Cost Rate - 5% (CRC)	\$	73,550.00	CRC: Annual Budget allocation in full
<b>Total Other Than Personnel Services Costs:</b>	\$	<b>130,702.63</b>	
<b>Total Project Cost:</b>	\$	<b>183,221.68</b>	

**Bring Monroe Back - Monroe County ARPA**  
**Budget Proposal**

Organization Name: Neighborhood Collaborative Project (NCP) / Community Resource Collaborative

Let Each Employee Name, Title/Position	4/17/2023 Voucher	6/15/2023 Voucher	8/15/2023 Voucher	7/17/2023 Voucher	8/15/2023 Voucher	9/15/2023 Voucher	10/17/2023 Voucher	11/15/2023 Voucher	12/15/2023 Voucher	1/16/2024 Voucher	Year-to-Date Year 1	Remaining Funds Year 1	% of Year 1 Budget Spent	Proposed for Year 1 (2023)	Proposed for Years 1-4 (2023-2026)
Neighborhood Collaborative Project (NCP) Workers (Cameron, F.TAC, SWAN)	\$	\$	\$								\$	\$		\$	\$
On-Site Vocational Trainer (Cameron, F.TAC, SWAN)	\$	\$	\$								\$	\$		\$	\$
On-Site Social Workers (Cameron, F.TAC, SWAN)	\$	\$	\$								\$	\$		\$	\$
Neighborhood Collaborative Project (NCP) Liaison (BTS)	\$	\$	\$								\$	\$		\$	\$
Full-Time Social Workers (NCP)	\$	\$	\$								\$	\$		\$	\$
Part-Time Social Workers (NCP)	\$	\$	\$								\$	\$		\$	\$
NCP Lead Revenue (OTG)	\$	\$	\$								\$	\$		\$	\$
Student Research Assistant (OTG)	\$	\$	\$								\$	\$		\$	\$
Communications Coordinator (OTG)	\$	\$	\$								\$	\$		\$	\$
Range Benefits	\$	\$	\$								\$	\$		\$	\$
Travel/Permeant Costs	\$	\$	\$								\$	\$		\$	\$
<b>Other Than Personnel Services Costs</b>															
Vocational Training Stipends: Anchor Agencies (Cameron, F.TAC, SWAN)	\$	\$	\$								\$	\$		\$	\$
Neighborhood Outreach Supplies: Anchor Agencies (Cameron, F.TAC, SWAN)	\$	\$	\$								\$	\$		\$	\$
Other Supply Supplement: Anchor Agencies (Cameron, F.TAC, SWAN)	\$	\$	\$								\$	\$		\$	\$
Facility Use / Operations Support: Anchor Agencies (Cameron, F.TAC, SWAN)	\$	\$	\$								\$	\$		\$	\$
Snacks, Small/Incentive Supplies: Anchor Agencies (Cameron, F.TAC, SWAN)	\$	\$	\$								\$	\$		\$	\$
Gradually Used Brand Value: Anchor Agencies (Cameron, F.TAC, SWAN)	\$	\$	\$								\$	\$		\$	\$
OTG & million related cost rate: Anchor Agencies (Cameron, F.TAC, SWAN)	\$	\$	\$								\$	\$		\$	\$
Administrative Support Services Partners (TUSA, JWC&C&C)	\$	\$	\$								\$	\$		\$	\$
Food Pantry Supplies (Trey)	\$	\$	\$								\$	\$		\$	\$
Peer Demo Stipends for Peer Outreach Workers (M&C)	\$	\$	\$								\$	\$		\$	\$
Staff Relocation Reimbursement (M&C)	\$	\$	\$								\$	\$		\$	\$
Contracted services: NCP Client Workgroup Support Services (M&C)	\$	\$	\$								\$	\$		\$	\$
Contracted services: Anchor Agency Social Worker Supervision (M&C)	\$	\$	\$								\$	\$		\$	\$
Research Supplies (M&C)	\$	\$	\$								\$	\$		\$	\$
IT Hardware & Commodities (TUSA)	\$	\$	\$								\$	\$		\$	\$
Software and Subscriptions (TUSA)	\$	\$	\$								\$	\$		\$	\$
Contracted services: Project Lead / Community Consultant (M&C)	\$	\$	\$								\$	\$		\$	\$
Contracted services: Historian / Neighborhood (M&C)	\$	\$	\$								\$	\$		\$	\$
Contracted services: On-Site / Field Coordinator (M&C)	\$	\$	\$								\$	\$		\$	\$
Contracted services: Neighborhood ambassadors (M&C)	\$	\$	\$								\$	\$		\$	\$
IT3 Bus Project/Transportation Assistance	\$	\$	\$								\$	\$		\$	\$
Per Diem Stipend for Event Logistics (M&C)	\$	\$	\$								\$	\$		\$	\$
Per Diem Stipend for Event Logistics (M&C)	\$	\$	\$								\$	\$		\$	\$
Neighborhood/Community Engagement Conversations & Activities (M&C)	\$	\$	\$								\$	\$		\$	\$
NCP Supplies & Materials (M&C)	\$	\$	\$								\$	\$		\$	\$
OTG & million related cost rate (M&C, NCP, OTG)	\$	\$	\$								\$	\$		\$	\$
Fiscal Sponsor Administrative Cost Rate - 5% (M&C)	\$	\$	\$								\$	\$		\$	\$
<b>Total Other Than Personnel Services Costs:</b>	\$	\$	\$								\$	\$		\$	\$
<b>Total Project Cost:</b>	\$	\$	\$								\$	\$		\$	\$





**NCP's Monthly Check Request Log - Monroe County ARPA Invoice Submissions**  
**Month: May 2023**

<b>NCP Partner Agency</b>	<b>Total Budget Allocation</b>	<b>Prior Balance</b>	<b>Reimbursement Amount Requested</b>	<b>Current Balance</b>	<b>Check Number</b>	<b>Check Date</b>
ABC Action Front Center	\$ 27,000.00	\$ 27,000.00	\$ -	\$ 27,000.00		
Baden St Counseling Center	\$ 27,000.00	\$ 27,000.00	\$ -	\$ 27,000.00		
Barakah Muslim Charities	\$ 27,000.00	\$ 27,000.00	\$ -	\$ 27,000.00		
Beyond the Sanctuary	\$ 129,015.00	\$ 129,015.00	\$ -	\$ 129,015.00		
Cameron Community	\$ 232,197.00	\$ 232,197.00	\$ 25,955.15	\$ 206,241.85		
C3 Consultancy Services **	\$ 215,866.00	\$ 215,866.00	\$ 19,524.80	\$ 196,341.20		
Father Tracy Advocacy Center	\$ 232,197.00	\$ 232,197.00	\$ 7,653.63	\$ 224,543.37		
Lyell Avenue Business Assoc.	\$ 27,000.00	\$ 27,000.00	\$ -	\$ 27,000.00		
MC Collaborative	\$ 147,950.00	\$ 147,950.00	\$ 29,590.00	\$ 118,360.00		
On the Ground Research*	\$ 146,581.00	\$ 146,581.00	\$ 1,480.60	\$ 145,100.40		
SWAN at Montgomery Center	\$ 232,197.00	\$ 232,197.00	\$ 25,467.50	\$ 206,729.50		
The Peoples' Pantry	\$ 27,000.00	\$ 27,000.00	\$ -	\$ 27,000.00		
Community Resource Collaborative	\$ 73,550.00	\$ 73,550.00	\$ 73,550.00	\$ -		
		<b>Total Disbursed</b>	<b>\$ 183,221.68</b>			

\*\* MBE & WBE Vendor

\* WBE Vendor



# INVOICE

**CONTRACTOR**

On The Ground Research, LLC  
400 Andrews St  
Suite 212 C  
Rochester, NY, 14604  
Phone: 585-683-3638  
Email: [janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)

**INVOICE DATE**

May 1, 2023

**INVOICE NUMBER**

007

**PROJECT TITLE**

Neighborhood Collaborative Project

**TO**

Tina Paradiso, Executive Director  
Community Resource Collaborative  
100 College Ave, Suite 130  
Rochester, NY 14607  
Phone: 888-444-1060

**INVOICE TIME PERIOD**

4/1/23-4/30/23

**Description**

Date	Description of Services Rendered/Purchases Made	Budget Category	Amount
4/7/2023	Printer and Paper	NCP Marketing & Communications	\$ 845.81
4/27/2023	reMarkable Notebook and Pen	Research Supplies	\$ 462.24
4/27/2023	reMarkable Cover	Research Supplies	\$ 37.95
		Total Costs	\$ 1,346.00
		Indirect Costs	\$ 134.60
		<b>Total Amount Due</b>	<b>\$ 1,480.60</b>

**Total**

**\$1,480.60**

Please make all checks payable to On The Ground Research, LLC

If you have any questions concerning this invoice, contact:  
Janelle Duda-Banwar

T. (585) 683-3638 or Email: [janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)

# INVOICE

**Patricia Jackson, Executive Director**  
**SWAN at Montgomery Neighborhood Center**  
 10 Cady Street  
 Rochester, NY 14608  
 Phone: 585-436-3090 Email: [pjackson@swanonline.org](mailto:pjackson@swanonline.org)



**DATE:** May 8, 2023  
**INVOICE #** NCP 001 3/1-4/30/2023  
**FOR:** Neighborhood Collaborative  
 Project (NCP) Anchor Agency  
 Activities

**Bill To:**  
 Tina Paradiso, Executive Director  
 Community Resource Collaborative  
 100 College Avenue, Suite 130  
 Rochester, NY 14607  
 Phone: 888-444-1060

DESCRIPTION OF SERVICES RENDERED / PURCHASES MADE	BUDGET CATEGORY	AMOUNT
Executive Director: mid March/April time spent developing position description, posting and interviewing for NCP funded position: NCP Worker; creating NCP Anchor Agency action plan development, neighborhood connections	NCP Worker	\$ 7,031.25
Executive Director: mid March/April time spent developing position description, posting and interviewing for NCP funded position: Workforce Development Trainer; creating workforce development training outline and advertisement for security certification training program	Workforce Development/Training	\$ 7,734.45
Office Supplies Supplement: Monthly allocation for March & April 2023	Office Supplies	\$ 480.00
Facility Use / Operations Supplement: Monthly allocation for March & April 2023	Facility Use/Operations Support	\$ 2,400.00
Neighborhood Credibility / Trust Value: Monthly allocation for March & April 2023	Credibility Trust/Brand Value	\$ 3,600.00
10% de minimis indirect cost rate: Monthly allocation for March & April 2023	Indirect Cost	\$ 4,221.80
	<b>BALANCE DUE</b>	<b>\$ 25,467.50</b>

Questions or concerns regarding this invoice can be submitted via email to [pjackson@swanonline.org](mailto:pjackson@swanonline.org) or by 585-436-3090

## Case Caico, Rebecca

---

**From:** neighborhoodcollaborative@gmail.com  
**Sent:** Sunday, May 14, 2023 6:53 PM  
**To:** Pelow, Faye  
**Subject:** ARPA Voucher Submitted

**Categories:** Waiting for Response

### [VIEW IN ADMIN](#)

ARPA Project: **Neighborhood Collaborative Project (NCP)**

ARPA Vendor: **Community Resource Collaborative on Behalf of the Neighborhood Collaborative Project**

Amount: **0.00**

Date: **5/15/23**

## Delaney, Caroline

---

**From:** Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>  
**Sent:** Monday, May 15, 2023 10:02 AM  
**To:** Tina Paradiso  
**Cc:** Pelow, Faye  
**Subject:** Re: NCP's Submission for May 15th Invoice for Reimbursement - Monroe County ARPA Grant

CAUTION: This email originated from outside Monroe County systems. Exercise caution when opening attachments or clicking links, especially from unknown senders.

~~~~~  
No worries or rush, I can swing by tomorrow. Still need to complete the MWBE report

On Mon, May 15, 2023, 9:52 AM Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)> wrote:  
Excellent! The money was deposited - I am going to grab some checks today, so if you want to stop in at some point, just let me know. I have to run out for a minute but will be back by noon.

THANK YOU!!!!!!

Tina

---

**From:** Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>  
**Sent:** Monday, May 15, 2023 9:36 AM  
**To:** Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>  
**Cc:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>  
**Subject:** Re: NCP's Submission for May 15th Invoice for Reimbursement - Monroe County ARPA Grant

The May 15th budget worksheet upload and supporting partner agencies' invoices have been uploaded to the County's ARPA portal.

On Sun, May 14, 2023, 3:16 PM Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)> wrote:  
Jocelyn:  
This looks exceptional to me. Approved for submission.

Tina Paradiso  
Executive Director  
888-444-1060

On May 13, 2023, at 2:10 AM, Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)> wrote:

Tina,



On behalf of the Neighborhood Collaborative Project (NCP) two documents - the Monroe County ARPA Budget Worksheet and NCP Check Request Log have been uploaded for your review and approval

[https://drive.google.com/drive/folders/13N9-M4HJ078dfSYYknIWLhPgBPLcwGVH?usp=share\\_link](https://drive.google.com/drive/folders/13N9-M4HJ078dfSYYknIWLhPgBPLcwGVH?usp=share_link)

Take a look and let me know if you have any questions or concerns.

*Stay safe and be well . . . Best wishes for a fabulous day!*

*Jocelyn Basley, Community Consultant*

*C3 Consultancy Services*

## Welch, Dylan

---

**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Friday, May 19, 2023 4:00 PM  
**To:** Pelow, Faye; Welch, Dylan  
**Cc:** Tina Paradiso; Case Caico, Rebecca  
**Subject:** Re: 5/15 ARPA Voucher Questions  
**Attachments:** NCP's May 2023 Invoice Summary - Line Item Detail.xlsx; Gmail Responses Re\_ 5\_15 ARPA Voucher Questions.pdf; NCP's May 2023 Invoice for Reimbursement Submission.xlsx

CAUTION: This email originated from outside Monroe County systems. Exercise caution when opening attachments or clicking links, especially from unknown senders.

~~~~~

Faye and Dylan,

As requested, I have uploaded a new invoice submission showing two decimal places and added to our supporting documentation the line item detail that shows the breakdown by agency for each budget item in our May 15 invoice. I also uploaded a copy of our check request log with the total amount for each agency submitting expenses for this invoice period and the email responses to your initial inquiry.

You will find each of these documents attached to this email for your convenience. I hope this is helpful and please let me know if you have any more questions or concerns. If these items meet your needs, we can provide them as part of our supporting documentation going forward. As always, we appreciate your continued support and assistance - we're all in this together!

Best wishes for a wonderful weekend!  
*Jocelyn Basley, Community Consultant*  
*Project Lead for the Neighborhood Collaborative Project (NCP)*

On Fri, May 19, 2023 at 12:24 PM Pelow, Faye <FayePelow@monroecounty.gov> wrote:

This message was sent securely using Zix

Hi Jocelyn,

We understand as well that there first few voucher cycles will be a learning process for everyone. We can definitely work with you to create a system that will work best for you and the County in the long term.

- We do not need you to input everything into the ARPA budget spreadsheet. Many of the other grantees who have several subrecipients, invoices or are utilizing percentages to calculate their vouchers are creating a separate excel file of sheet to show how they are getting to the line item amounts on their vouchers. What we need to see is how you are calculating your numbers or what invoices (or what parts of which invoices) are being used to add up to each line

item. Some grantees are writing directly on the invoices as this is helpful to them, but if this is going to be a consistent calculation through 2026, then an excel spreadsheet may work best for you. We will need to be able to see your thought process and easily corroborate those numbers.

- The excel spreadsheet provided by us looks like it rounds the numbers, but then you input them you can see the original number that was put into the cells. Those numbers will calculate to the penny (and our auditors are checking this). I was able to see that some of the numbers seemed to be rounded when clicking into the cells and some are not rounded. Could you please double check these numbers? If this is still an issue with your spreadsheet, please let us know.

- Thank you for providing the attachment with some additional calculations for us. Could you please provide a breakdown of what from each invoice is going toward each line item (as described in bullet 1)? We will need this for every line item since it looks like a majority of the line items are split between multiple organizations. I will be out of the office next week but Dylan will be available if you would like to walk through the process and what we are looking for.

Thank you again for working with us! Once we have a firm system in place, this process should be much more straight forward in future vouchering cycles.

Have a great weekend!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>

**Sent:** Wednesday, May 17, 2023 11:26 PM

**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>

**Cc:** Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Welch, Dylan <[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>

**Subject:** Re: 5/15 ARPA Voucher Questions

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~~~~~

Faye, thank you for your follow up questions and requests for clarification. Unfortunately the ARPA budget worksheet doesn't contain each partner agency's detailed budget or allow me to add it and enter the amount per line item within each agency's detailed budget first and then carry the respective totals over to the project summary sheet. So I have developed a budget tracker for each agency that tracks their monthly submissions against YTD spending. I'm open to any recommendations you may have as to how we might best convey what's being invoiced and its correlation back to each budget line.

- To address your first point, the format used in your ARPA budget worksheet was automatically rounding to zero decimal places so for the example you cited, my input was actually \$845.81. I have updated the format for this column to two decimal places so that now everything appears correctly and in exact alignment with the invoices.
  
- For SWAN's two personnel budget lines, NCP Worker and Workforce Development Trainer, prior to them hiring individuals for these positions, SWAN indicated a large portion of their Executive Director's time in mid-March and April was devoted to NCP activities engaging the neighborhood, contacting potential partners and developing their agency action plan and first workforce development program for security certification. If you recall, in our budget proposal, we indicated that the work of some positions may be done by existing staff until dedicated staff could be recruited and hired. Thus the explanation of the activities completed were these pre-hire activities on behalf of these two positions. Going forward, the expenses under this budget line will be attributed to the NCP worker and workforce development coordinator/trainer that they hire/contract with to implement and deliver their agency action plan and security training certification program. Given actual cost of ED time spent in support of these activities exceeds the available budget allocation for each position; SWAN opted to take the annual salary for each position, divide by 10 (number of funding months in 2023) to obtain the monthly budget allocation available and then multiplying by 1.5 months (mid-March/April) for each position:
  - NCP Worker:  $\$46,875/10 \text{ months} = \$4,687.50 * 1.5 \text{ months} = \$7,031.25$
  - Workforce Development Coordinator/Trainer:  $\$51,563/10 \text{ months} = \$5,156.30 * 1.5 \text{ months} = \$7,734.45$
  
- Given similar circumstances, MC Collaborative, as indicated on their invoice, opted to simply take their available budget line allocations as ten (10) equal monthly installments for 2023. Each budget line item was divided by 10 and expensed as follows:
  - Total Monthly Reimbursement \$ 14,795
  - Full-time Social Worker:  $\$ 75,000/10 = \$ 7,500$
  - Part-time Social Worker:  $\$ 37,500/10 = \$ 3,750$
  - Contracted Services:  $\$ 22,000/10 = \$ 2,200$
  - Indirect Costs:  $\$ 13,450/10 = \$ 1,345$

- For C3 Consultancy, there is billing and charge to ARPA at \$7800 per month for March and April, I think you may have been looking at MC Collaborative's Contracted Services line which is \$2,200 per month for a total of \$4,400.

The attached document shows the total amount invoiced for each organization that is included in this 5/17 submission. With this being our first submission, I anticipated some additional explanation would be needed but wasn't sure where or how to provide it. I hope this has been helpful and as always please let me know if anything else is needed.

On Wed, May 17, 2023 at 1:58 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

This message was sent securely using Zix

Hi Jocelyn,

We have a few questions on your voucher:

- It looks like the Marketing and Communications line is for \$845.81 on the On the Ground Research invoice but only listed as 846 on the budget spreadsheet. This is a recurring theme throughout this budget sheet- these numbers need to be exact. Please revise and resubmit.
- On the Swan invoice there is an amount listed for Executive Director: Workforce/ development Training. Neither of these are line items on your budget. Please explain what this amount should tie to.
- MC Collaborative Invoice- the amounts listed out for these social workers in March and April does not correspond to the budget provided. I cannot get the numbers to work. Please explain how you got the numbers for your budget.
- On the C3 Consultancy Services invoices, the amount billed for Contracted Services is \$7,800 but you are only billing ARPA for \$4,400. ARPA is only paying a portion of these expenses, please explain.

We know that you have a lot of invoices and a lot of agencies to cover. Since your expenses expand upon several categories and several agencies, could you please provide an excel breakdown of the invoices and that costs are going to which agencies or number the invoices appropriately? If we can see how you calculated your numbers, this could eliminate a lot of back and forth in the future.

Thank you!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

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## Bring Monroe Back - Monroe County ARPA Budget Proposal

**Organization Name: Neighborhood Collaborative Project (NCP) / Community Resource Collaborative**

| Personnel Costs<br>List Each Employee Name, Title/Position             | 5/15/2023 Voucher    | Voucher Explanation                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Neighborhood Collaborative Project (NCP) Workers (Cameron, FTAC, SWAN) | \$ 7,031.25          | SWAN: NCP Worker annual budget allocation (\$46,875) / 10 months * 1.5 months (mid-March & April) = \$7,031.25                                                                                                                                       |
| On-Site Vocational Trainers (Cameron, FTAC, SWAN)                      | \$ 16,257.05         | SWAN: Onsite Vocational Trainer annual budget allocation (\$51,563) / 10 months * 1.5 months = \$7,734.45<br>Cameron: Onsite Trainers for Global Logistics (\$4261.30) and Barbering/Entrepreneur training(\$4261.30) = \$8,522.60                   |
| On-Site Social Workers (Cameron, FTAC, SWAN)                           | \$ 6,730.75          | Cameron: Onsite Social Worker salary expense for March and April 2023                                                                                                                                                                                |
| Neighborhood Collaborative Project (NCP) Liaison (BTS)                 | \$ - .00             |                                                                                                                                                                                                                                                      |
| Full-Time Social Worker (MC2)                                          | \$ 15,000.00         | MC2: Annual Budget allocation (75,000)/ 10 months * 2 months (March & April)                                                                                                                                                                         |
| Part-time Social Worker (MC2)                                          | \$ 7,500.00          | MC2: Annual Budget allocation (\$37,500) / 10 months * 2 months (March & April)                                                                                                                                                                      |
| NCP Local Researcher (OTG)                                             | \$ - .00             |                                                                                                                                                                                                                                                      |
| Student Research Assistant (OTG)                                       | \$ - .00             |                                                                                                                                                                                                                                                      |
| Communications Coordinator (OTG)                                       | \$ - .00             |                                                                                                                                                                                                                                                      |
| <i>Fringe Benefits</i>                                                 |                      |                                                                                                                                                                                                                                                      |
| <b>Total Personnel Costs:</b>                                          | <b>\$ 52,519.05</b>  |                                                                                                                                                                                                                                                      |
| <b>Other Than Personnel Services Costs</b>                             |                      |                                                                                                                                                                                                                                                      |
| Vocational Training Stipends: Anchor Agencies (Cameron, FTAC, SWAN)    | \$ - .00             |                                                                                                                                                                                                                                                      |
| Neighborhood Outreach Supplies: Anchor Agencies (Cameron, FTAC)        | \$ - .00             |                                                                                                                                                                                                                                                      |
| Office Supply Supplement: Anchor Agencies (Cameron, FTAC, SWAN)        | \$ 960.00            | Cameron: Annual Budget allocation (\$2400) / 10 months * 2 months (March & April) = \$480<br>SWAN: Annual Budget allocation (\$2400) / 10 months * 2 months (March & April) = \$480                                                                  |
| Facility Use / Operations Support: Anchor Agencies (Cameron, FTAC)     | \$ 12,001.93         | Cameron: Annual Budget allocation (\$12,000) / 10 months * 2 months (March & April) = \$2,400<br>SWAN: Annual Budget allocation (\$12,000) / 10 months * 2 months (March & April) = \$2,400<br>FTAC: Actual expenses (see invoice detail) = 7,201.93 |
| Snacks, Swag/Incentive Supplies: Anchor Agencies (Cameron, FTAC)       | \$ - .00             |                                                                                                                                                                                                                                                      |
| Credibility Trust /Brand Value: Anchor Agencies (Cameron, FTAC, SWAN)  | \$ 7,651.70          | Cameron: Annual Budget allocation (\$18,000) / 10 months * 2 months (March & April) = \$3,600<br>SWAN: Annual Budget allocation (\$18,000) / 10 months * 2 months (March & April) = \$3,600<br>FTAC: Actual expenses (see invoice detail) = \$451.70 |
| 10% de minimis indirect cost rate: Anchor Agencies (Cameron, FTAC)     | \$ 8,443.60          | Cameron: Annual Budget allocation (\$21,109) / 10 months * 2 months (March & April) = \$4,221.80<br>SWAN: Annual Budget allocation (\$21,109) / 10 months * 2 months (March & April) = \$4,221.80                                                    |
| Administrative Support: Support Services Partners (LABA, BMC,BSCSC)    | \$ - .00             |                                                                                                                                                                                                                                                      |
| Food Pantry Supplies (TPP)                                             | \$ - .00             |                                                                                                                                                                                                                                                      |
| Per Diem Stipends for Peer Outreach Workers (AFC)                      | \$ - .00             |                                                                                                                                                                                                                                                      |
| Staff Mileage Reimbursement (BTS, C3)                                  | \$ - .00             |                                                                                                                                                                                                                                                      |
| Contracted Services: NCP Client Wraparound Support Services            | \$ - .00             |                                                                                                                                                                                                                                                      |
| Contracted Services: Anchor Agency Social Worker Supervision           | \$ 4,400.00          | MC2: Annual Budget allocation (\$22,000) / 10 months * 2 months (March & April)                                                                                                                                                                      |
| Research Supplies (OTG)                                                | \$ 500.19            | OTG: Actual expenses (see invoice detail)                                                                                                                                                                                                            |
| NCP Marketing & Communications (OTG)                                   | \$ 845.81            | OTG: Actual expenses (see invoice detail)                                                                                                                                                                                                            |
| Software and Subscriptions (OTG)                                       | \$ - .00             |                                                                                                                                                                                                                                                      |
| Contracted Services: Project Lead / Community Consultant (C3)          | \$ 15,600.00         | C3: Annual Budget allocation (\$78,000) / 10 months * 2 months (March & April)                                                                                                                                                                       |
| Contracted Services: Historian / Neighborhood Legacy (C3)              | \$ - .00             |                                                                                                                                                                                                                                                      |
| Contracted Services: On-Site / Field Coordinator (C3)                  | \$ - .00             |                                                                                                                                                                                                                                                      |
| Contracted Services: Neighborhood Ambassadors (C3)                     | \$ - .00             |                                                                                                                                                                                                                                                      |
| RTS Bus Passes/Transportation Assistance                               | \$ - .00             |                                                                                                                                                                                                                                                      |
| Per Diem Stipends for Event Logistics Helpers (C3)                     | \$ - .00             |                                                                                                                                                                                                                                                      |
| Microsoft Surface Pro Packages - 5 (C3)                                | \$ - .00             |                                                                                                                                                                                                                                                      |
| Neighborhood/Community Engagement Conversations & Activities (C3)      | \$ - .00             |                                                                                                                                                                                                                                                      |
| NCP Supplies & Materials (C3)                                          | \$ - .00             |                                                                                                                                                                                                                                                      |
| 10% de minimis indirect cost rate (BTS, MC2, OTG, C3)                  | \$ 6,749.40          | MC2: Annual Budget allocation (\$13,450) / 10 months * 2 months (March & April) = \$2,690<br>C3: Annual Budget allocation (\$19,624) / 10 months * 2 months (March & April) = \$3,924.80<br>OTG: Actual expense (see invoice detail) = \$134.60      |
| Fiscal Sponsor Administrative Cost Rate - 5% (CRC)                     | \$ 73,550.00         | CRC: Annual Budget allocation in full                                                                                                                                                                                                                |
| <b>Total Other Than Personnel Services Costs:</b>                      | <b>\$ 130,702.63</b> |                                                                                                                                                                                                                                                      |
| <b>Total Project Cost:</b>                                             | <b>\$ 183,221.68</b> |                                                                                                                                                                                                                                                      |



Neighborhood Collaborative Project &lt;neighborhoodcollaborative@gmail.com&gt;

**Re: 5/15 ARPA Voucher Questions**

1 message

Neighborhood Collaborative Project &lt;neighborhoodcollaborative@gmail.com&gt;

Wed, May 17, 2023 at 11:25 PM

To: "Pelow, Faye" &lt;FayePelow@monroecounty.gov&gt;

Cc: Tina Paradiso &lt;tinap@commresourcecollab.org&gt;, "Welch, Dylan" &lt;dylanwelch@monroecounty.gov&gt;, RebeccaCaico@monroecounty.gov

Faye, thank you for your follow up questions and requests for clarification. Unfortunately the ARPA budget worksheet doesn't contain each partner agency's detailed budget or allow me to add it and enter the amount per line item within each agency's detailed budget first and then carry the respective totals over to the project summary sheet. So I have developed a budget tracker for each agency that tracks their monthly submissions against YTD spending. I'm open to any recommendations you may have as to how we might best convey what's being invoiced and its correlation back to each budget line.

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  - Full-time Social Worker:  $\$ 75,000/10 = \$ 7,500$
  - Part-time Social Worker:  $\$ 37,500/10 = \$ 3,750$
  - Contracted Services:  $\$ 22,000/10 = \$ 2,200$
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On Wed, May 17, 2023 at 1:58 PM Pelow, Faye <FayePelow@monroecounty.gov> wrote:

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Thank you!

5/19/23, 3:41 PM

Gmail - Re: 5/15 ARPA Voucher Questions

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

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 **NCP's Monthly Check Request Log - May 2023 Invoice Submission.pdf**  
75K

# Bring Monroe Back - Monroe County ARPA Budget Proposal

Organization Name: Neighborhood Collaborative Project (NCP)  
Community Resource Collaborative

| Organization Name                                                       | 4/17/2023 Voucher | 5/15/2023 Voucher | 6/12/2023 Voucher | 7/11/2023 Voucher | 8/15/2023 Voucher | 8/15/2023 Voucher | 10/17/2023 Voucher | 11/15/2023 Voucher | 12/15/2023 Voucher | 1/16/2024 Voucher | Year-to-Date Year Remaining Funds % of Year 1 Budget Spent | Proposed Expenditures for Year 1 (2023) | Proposed Expenditures for years 1-4 (2023-2026) |
|-------------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|--------------------|-------------------|------------------------------------------------------------|-----------------------------------------|-------------------------------------------------|
| <b>Personal Costs</b>                                                   |                   |                   |                   |                   |                   |                   |                    |                    |                    |                   |                                                            |                                         |                                                 |
| Left Earth Employee Name, Title/Position                                |                   |                   |                   |                   |                   |                   |                    |                    |                    |                   |                                                            |                                         |                                                 |
| Neighborhood Collaborative Project (NCP) Workers (Common, FTAC, SWAN)   | \$                | \$                | 7,031             | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 9%                                                         | \$ 140,615                              | \$ 761,271                                      |
| On-Site Vocational Trainers (Common, FTAC, SWAN)                        | \$                | \$                | 16,372            | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 11%                                                        | \$ 154,689                              | \$ 817,405                                      |
| On-Site Social Workers (Common, FTAC, SWAN)                             | \$                | \$                | 6,231             | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 4%                                                         | \$ 168,750                              | \$ 913,530                                      |
| Neighborhood Collaborative Project (NCP) Tutor (RTS)                    | \$                | \$                | 15,000            | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 20%                                                        | \$ 75,000                               | \$ 269,382                                      |
| Part Time Social Worker (MCZ)                                           | \$                | \$                | 7,500             | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 20%                                                        | \$ 37,500                               | \$ 161,630                                      |
| NCP Local Researcher (OTG)                                              | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 78,000                               | \$ 346,100                                      |
| Student Research Assistant (OTG)                                        | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 10,400                               | \$ 48,025                                       |
| Communications Coordinator (OTG)                                        | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 18,000                               | \$ 77,502                                       |
| Fringe Benefits                                                         | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                |                                                            | \$                                      | \$                                              |
| Total Personnel Costs                                                   | \$                | \$                | 52,939            | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 7%                                                         | \$ 745,664                              | \$ 3,725,075                                    |
| <b>Other Than Personnel Services Costs</b>                              |                   |                   |                   |                   |                   |                   |                    |                    |                    |                   |                                                            |                                         |                                                 |
| Vocational Training Stipends: Anchor Agencies (Common, FTAC, SWAN)      | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 54,000                               | \$ 232,746                                      |
| Neighborhood Outreach Supplies: Anchor Agencies (Common, FTAC, SWAN)    | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 10,800                               | \$ 45,183                                       |
| Office Supply Supplement: Anchor Agencies (Common, FTAC, SWAN)          | \$                | \$                | 960               | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 13%                                                        | \$ 7,200                                | \$ 30,120                                       |
| Facility Use / Operations Support: Anchor Agencies (Common, FTAC, SWAN) | \$                | \$                | 12,000            | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 33%                                                        | \$ 36,000                               | \$ 150,612                                      |
| Snacks, Snag/Brewery Supplies: Anchor Agencies (Common, FTAC, SWAN)     | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 7,200                                | \$ 30,120                                       |
| Credibility Train Board Value: Anchor Agencies (Common, FTAC, SWAN)     | \$                | \$                | 7,652             | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 14%                                                        | \$ 54,000                               | \$ 215,915                                      |
| 10% de minimis indirect cost (for Anchor Agencies (Common, FTAC, SWAN)  | \$                | \$                | 8,444             | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 13%                                                        | \$ 63,827                               | \$ 272,692                                      |
| Administrative Support: Support Services Partners (LMA, MC, BOCSE)      | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 81,000                               | \$ 338,071                                      |
| Food Pantry Supplies (MCZ)                                              | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 27,000                               | \$ 112,957                                      |
| Per Diem Stipends for Peer Outreach Workers (MCZ)                       | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 27,000                               | \$ 112,957                                      |
| Staff Manager Reimbursement (RTS, CI)                                   | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 2,358                                | \$ 9,807                                        |
| Contracted Services: NCP (Barri Wraparound Support Services) (RTS)      | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 54,000                               | \$ 232,747                                      |
| Contracted Services: Anchor Agency Social Worker Supervision (MCZ)      | \$                | \$                | 4,400             | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 20%                                                        | \$ 22,000                               | \$ 94,823                                       |
| Research Supplies (RTS)                                                 | \$                | \$                | 500               | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 17%                                                        | \$ 8,000                                | \$ 32,000                                       |
| NCP Marketing & Communications (RTS)                                    | \$                | \$                | 846               | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 11%                                                        | \$ 3,000                                | \$ 12,551                                       |
| Software and Subscriptions (RTS)                                        | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 15,855                               | \$ 66,336                                       |
| Contracted Services: Project Lead / Community Consultant (CI)           | \$                | \$                | 15,600            | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 20%                                                        | \$ 78,000                               | \$ 336,190                                      |
| Contracted Services: Historian / Neighborhood Legacy (CI)               | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 76,000                               | \$ 312,063                                      |
| Contracted Services: On-Site / Field Coordinator (CI)                   | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 10,750                               | \$ 80,816                                       |
| Contracted Services: Neighborhood Ambassador (CI)                       | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 45,000                               | \$ 188,204                                      |
| RTS Bus Passes/Transportation Assistance                                | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 4,644                                | \$ 19,427                                       |
| Per Diem Stipends for Event Logistics (MCZ)                             | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 1,200                                | \$ 5,000                                        |
| MicroSoft Surface Pro Packages - 5 (CI)                                 | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 12,288                               | \$ 20,015                                       |
| Neighborhood/Community Engagement Conversations & Activities (CI)       | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 7,548                                | \$ 31,509                                       |
| NCP Supplies & Materials (CI)                                           | \$                | \$                |                   | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 0%                                                         | \$ 1,200                                | \$ 5,000                                        |
| 10% de minimis indirect cost rate (RTS, MCZ, OTG, CI)                   | \$                | \$                | 6,749             | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 12%                                                        | \$ 58,129                               | \$ 245,993                                      |
| Fiscal Sponsor Administrative Cost Rate - 5% (RTS)                      | \$                | \$                | 73,550            | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 100%                                                       | \$ 73,550                               | \$ 341,000                                      |
| Total Other Than Personnel Services Costs                               | \$                | \$                | 130,703           | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 16%                                                        | \$ 799,009                              | \$ 3,435,778                                    |
| <b>Total Project Cost:</b>                                              | \$                | \$                | 183,222           | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 12%                                                        | \$ 1,544,553                            | \$ 7,160,849                                    |



# Bring Monroe Back - Monroe County ARPA Budget Proposal

Organization Name: Neighborhood Collaborative Project (NCP) / Community Resource Collaborative

| Personnel Costs                                                          | 4/17/2023 Voucher | 8/15/2023 Voucher | 8/15/2023 Voucher | 7/17/2023 Voucher | 8/15/2023 Voucher | 8/15/2023 Voucher | 10/17/2023 Voucher | 11/15/2023 Voucher | 12/15/2023 Voucher | 1/16/2024 Voucher | Year-to-Date Year Remaining Funds | % of Year 1 Budget Spent | Proposed Expenditures for Year 1 (2023) | Proposed Expenditures for Years 1-4 (2023-2026) |
|--------------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|--------------------|-------------------|-----------------------------------|--------------------------|-----------------------------------------|-------------------------------------------------|
| Let Each Employee Name, Title/Position                                   |                   |                   |                   |                   |                   |                   |                    |                    |                    |                   | 1                                 |                          | Year 1 (2023)                           | Years 1-4 (2023-2026)                           |
| Neighborhood Collaborative Project (NCP) Workers (Cameron, FIAC, SWAN)   | \$                | \$                | 1,031             |                   |                   |                   |                    |                    |                    |                   | \$                                | 5%                       | 140,635                                 | 761,271                                         |
| On-Site Vocational Training (Cameron, FIAC, SWAN)                        | \$                | \$                | 16,257            |                   |                   |                   |                    |                    |                    |                   | \$                                | 11%                      | 154,689                                 | 837,405                                         |
| On-Site Social Workers (Cameron, FIAC, SWAN)                             | \$                | \$                | 6,731             |                   |                   |                   |                    |                    |                    |                   | \$                                | 5%                       | 168,750                                 | 913,530                                         |
| Neighborhood Collaborative Project (NCP) Liaison (BT)                    | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 62,500                                  | 269,883                                         |
| Full-Time Social Worker (NCP)                                            | \$                | \$                | 15,000            |                   |                   |                   |                    |                    |                    |                   | \$                                | 20%                      | 75,000                                  | 373,160                                         |
| Part-Time Social Worker (NCP)                                            | \$                | \$                | 7,500             |                   |                   |                   |                    |                    |                    |                   | \$                                | 20%                      | 37,500                                  | 161,630                                         |
| NCP Local Inspector (JTG)                                                | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 78,000                                  | 396,190                                         |
| Student Research Assistant (DTG)                                         | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 10,400                                  | 44,825                                          |
| Communications Coordinator (DTG)                                         | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 18,000                                  | 71,547                                          |
| Fringe Benefits                                                          | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                |                          | \$                                      | \$                                              |
| Total Personnel Costs:                                                   | \$                | \$                | 52,518            | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | \$                                | 7%                       | 245,464                                 | 1,275,075                                       |
| <b>Other Than Personnel Services Costs</b>                               |                   |                   |                   |                   |                   |                   |                    |                    |                    |                   |                                   |                          |                                         |                                                 |
| Vocational Training Stipends: Anchor Agencies (Cameron, FIAC, SWAN)      | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 54,000                                  | 232,746                                         |
| Neighborhood Outreach Supplies: Anchor Agencies (Cameron, FIAC, SWAN)    | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 10,800                                  | 45,183                                          |
| Office Supply Supplement: Anchor Agencies (Cameron, FIAC, SWAN)          | \$                | \$                | 960               |                   |                   |                   |                    |                    |                    |                   | \$                                | 13%                      | 7,200                                   | 30,120                                          |
| Facility Use / Operations Support: Anchor Agencies (Cameron, FIAC, SWAN) | \$                | \$                | 12,002            |                   |                   |                   |                    |                    |                    |                   | \$                                | 33%                      | 36,000                                  | 150,612                                         |
| Snacks, Incentive Supplies: Anchor Agencies (Cameron, FIAC, SWAN)        | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 7,200                                   | 30,120                                          |
| Credibility Trust / Brand Value: Anchor Agencies (Cameron, FIAC, SWAN)   | \$                | \$                | 7,652             |                   |                   |                   |                    |                    |                    |                   | \$                                | 14%                      | 54,000                                  | 225,915                                         |
| 10% de minimis interest cost: Anchor Agencies (Cameron, FIAC, SWAN)      | \$                | \$                | 8,444             |                   |                   |                   |                    |                    |                    |                   | \$                                | 13%                      | 63,927                                  | 251,693                                         |
| Administrative Support: Support Services Partners (Add, Inc, ARCO)       | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 81,000                                  | 388,871                                         |
| Food Pantry Supplies (DPP)                                               | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 27,000                                  | 117,957                                         |
| Per Diem Stipend for Peer Outreach Workers (NCP)                         | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 2,358                                   | 9,867                                           |
| Staff Housing Reimbursement: BT, DT, CI                                  | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 54,000                                  | 232,747                                         |
| Contracted Services: NCP Client Wraparound Support Services (BT)         | \$                | \$                | 4,400             |                   |                   |                   |                    |                    |                    |                   | \$                                | 20%                      | 22,000                                  | 94,833                                          |
| Contracted Services: Anchor Agency Social Worker Supervisors (NCP)       | \$                | \$                | 500               |                   |                   |                   |                    |                    |                    |                   | \$                                | 17%                      | 3,000                                   | 12,551                                          |
| Research Supplies (DPP)                                                  | \$                | \$                | 846               |                   |                   |                   |                    |                    |                    |                   | \$                                | 11%                      | 8,000                                   | 32,000                                          |
| Software and Subscriptions (DPP)                                         | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 15,855                                  | 63,336                                          |
| Contracted Services: Project Lead / Community Consultant (BT)            | \$                | \$                | 15,600            |                   |                   |                   |                    |                    |                    |                   | \$                                | 20%                      | 78,000                                  | 316,190                                         |
| Contracted Services: Historian / Neighborhood Legacy (BT)                | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 26,000                                  | 117,063                                         |
| Contracted Services: On-Site / Field Coordinator (BT)                    | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 18,750                                  | 80,816                                          |
| Contracted Services: Neighborhood Ambassadors (BT)                       | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 45,000                                  | 188,264                                         |
| RIS Bus Passes/Transportation Assistance                                 | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 4,644                                   | 19,427                                          |
| Per Diem Stipends for Event Logistics Helpers (BT)                       | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 1,200                                   | 5,020                                           |
| Microsoft Surface Pro Packages: 5 PCs                                    | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 12,288                                  | 20,015                                          |
| Neighborhood/Community Employment Conversations & Activities (CB)        | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 7,548                                   | 31,569                                          |
| NCP Supplies & Materials (CB)                                            | \$                | \$                |                   |                   |                   |                   |                    |                    |                    |                   | \$                                | 0%                       | 1,200                                   | 5,020                                           |
| 10% de minimis interest cost: Late BT, CI, DT, CI                        | \$                | \$                | 6,749             |                   |                   |                   |                    |                    |                    |                   | \$                                | 12%                      | 58,129                                  | 245,933                                         |
| Fiscal Sponsor Administrative Costs Rate - 5% (BT, CI)                   | \$                | \$                | 73,550            |                   |                   |                   |                    |                    |                    |                   | \$                                | 100%                     | 73,550                                  | 341,000                                         |
| Total Other Than Personnel Services Costs:                               | \$                | \$                | 130,703           | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | \$                                | 10%                      | 799,409                                 | 3,453,778                                       |
| <b>Total Project Cost:</b>                                               | \$                | \$                | <b>183,222</b>    | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | \$                                | <b>12%</b>               | <b>1,044,873</b>                        | <b>7,169,049</b>                                |





## Bring Monroe Back - Monroe County ARPA Budget Proposal

**Organization Name:**

NW Anchor Agency: Cameron Community Ministries (Cameron)

| Personnel Costs<br>List Each Employee Name, Title/Position                | Proposed Expenditures for Year 1 (2023) | Proposed Expenditures for years 1-4 (2023-2026) |
|---------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------|
| Neighborhood Collaborative Project (NCP) Worker                           | \$ 46,875                               | \$ 253,757                                      |
| On-Site Vocational Trainer(Workforce Development / Employment)            | \$ 51,563                               | \$ 279,135                                      |
| On-Site Social Worker(Health / Human Services)                            | \$ 56,250                               | \$ 304,510                                      |
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| <i>Fringe Benefits</i>                                                    |                                         |                                                 |
| <b>Total Personnel Costs:</b>                                             | <b>\$ 154,688</b>                       | <b>\$ 837,402</b>                               |
| <b>Other Than Personnel Services Costs</b>                                |                                         |                                                 |
| Vocational Training Stipends for Community Members                        | \$ 18,000                               | \$ 77,582                                       |
| Outreach Supplies & Materials (walks & corner pop-ups)                    | \$ 3,600                                | \$ 15,061                                       |
| Office Supply Supplement                                                  | \$ 2,400                                | \$ 10,040                                       |
| Facility Use / Operations Supplement                                      | \$ 12,000                               | \$ 50,204                                       |
| Snacks, Incentives, Swag for Community Distribution                       | \$ 2,400                                | \$ 10,040                                       |
| Neighborhood Credibility / Trust Value (AA's brand identity / reputation) | \$ 18,000                               | \$ 75,305                                       |
| 10% de minimis indirect cost rate                                         | \$ 21,109                               | \$ 107,564                                      |
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| <b>Total Other Than Personnel Services Costs:</b>                         | <b>\$ 77,509</b>                        | <b>\$ 345,796</b>                               |
| <b>Total Project Cost:</b>                                                | <b>\$ 232,197</b>                       | <b>\$ 1,183,198</b>                             |

## Bring Monroe Back - Monroe County ARPA Budget Proposal

**Organization Name:**

NE Anchor Agency: Father Tracy Advocacy Center (FTAC)

| Personnel Costs<br>List Each Employee Name, Title/Position                | Proposed<br>Expenditures for<br>Year 1 (2023) | Proposed<br>Expenditures for<br>years 1-4 (2023-2026) |
|---------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------|
| Neighborhood Collaborative Project (NCP) Worker                           | \$ 46,875                                     | \$ 253,757                                            |
| On-Site Vocational Trainer(Workforce Development / Employment)            | \$ 51,563                                     | \$ 279,135                                            |
| On-Site Social Worker (Health / Human Services)                           | \$ 56,250                                     | \$ 304,510                                            |
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| <i>Fringe Benefits</i>                                                    |                                               |                                                       |
| <b>Total Personnel Costs:</b>                                             | <b>\$ 154,688</b>                             | <b>\$ 837,402</b>                                     |
| <b>Other Than Personnel Services Costs</b>                                |                                               |                                                       |
| Vocational Training Stipends for Community Members                        | \$ 18,000                                     | \$ 77,582                                             |
| Outreach Supplies & Materials (walks & corner pop-ups)                    | \$ 3,600                                      | \$ 15,061                                             |
| Office Supply Supplement                                                  | \$ 2,400                                      | \$ 10,040                                             |
| Facility Use / Operations Supplement                                      | \$ 12,000                                     | \$ 50,204                                             |
| Snacks, Incentives, Swag for Community Distribution                       | \$ 2,400                                      | \$ 10,040                                             |
| Neighborhood Credibility / Trust Value (AA's brand identity / reputation) | \$ 18,000                                     | \$ 75,305                                             |
| 10% de minimis indirect cost rate                                         | \$ 21,109                                     | \$ 107,564                                            |
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| <b>Total Other Than Personnel Services Costs:</b>                         | <b>\$ 77,509</b>                              | <b>\$ 345,796</b>                                     |
| <b>Total Project Cost:</b>                                                | <b>\$ 232,197</b>                             | <b>\$ 1,183,198</b>                                   |

# Bring Monroe Back - Monroe County ARPA Budget Proposal

**Organization Name:**

SW Anchor Agency: SWAN at Montgomery Neighborhood Center (SWAN)

| Personnel Costs<br>List Each Employee Name, Title/Position                | Proposed<br>Expenditures for<br>Year 1 (2023) | Proposed<br>Expenditures for<br>years 1-4 (2023-2026) |
|---------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------|
| Neighborhood Collaborative Project (NCP) Worker                           | \$ 46,875                                     | \$ 253,757                                            |
| On-Site Vocational Trainer(Workforce Development / Employment)            | \$ 51,563                                     | \$ 279,135                                            |
| On-Site Social Worker(Health / Human Services)                            | \$ 56,250                                     | \$ 304,510                                            |
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| <i>Fringe Benefits</i>                                                    |                                               |                                                       |
| <b>Total Personnel Costs:</b>                                             | <b>\$ 154,688</b>                             | <b>\$ 837,402</b>                                     |
| <b>Other Than Personnel Services Costs</b>                                |                                               |                                                       |
| Vocational Training Stipends for Community Members                        | \$ 18,000                                     | \$ 77,582                                             |
| Outreach Supplies & Materials (walks & corner pop-ups)                    | \$ 3,600                                      | \$ 15,061                                             |
| Office Supply Supplement                                                  | \$ 2,400                                      | \$ 10,040                                             |
| Facility Use / Operations Supplement                                      | \$ 12,000                                     | \$ 50,204                                             |
| Snacks, Incentives, Swag for Community Distribution                       | \$ 2,400                                      | \$ 10,040                                             |
| Neighborhood Credibility / Trust Value (AA's brand identity / reputation) | \$ 18,000                                     | \$ 75,305                                             |
| 10% de minimis indirect cost rate                                         | \$ 21,109                                     | \$ 107,564                                            |
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| <b>Total Other Than Personnel Services Costs:</b>                         | <b>\$ 77,509</b>                              | <b>\$ 345,796</b>                                     |
| <b>Total Project Cost:</b>                                                |                                               |                                                       |
|                                                                           | <b>\$ 232,197</b>                             | <b>\$ 1,183,198</b>                                   |

# Bring Monroe Back - Monroe County ARPA Budget Proposal

**Organization Name:**

NW Support Service Partner: Lyell Ave. Business Association (LABA)

| <b>Personnel Costs</b><br>List Each Employee Name, Title/Position                    | <b>Proposed Expenditures for Year 1 (2023)</b> | <b>Proposed Expenditures for years 1-4 (2023-2026)</b> |
|--------------------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------|
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| <i>Fringe Benefits</i>                                                               |                                                |                                                        |
| <b>Total Personnel Costs:</b>                                                        | \$ -                                           | \$ -                                                   |
| <b>Other Than Personnel Services Costs</b>                                           |                                                |                                                        |
| Administrative Support (i.e. operations, emergencies, referral mgmt, supplies, etc.) | \$ 27,000                                      | \$ 112,957                                             |
|                                                                                      |                                                |                                                        |
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| <b>Total Other Than Personnel Services Costs:</b>                                    | <b>\$ 27,000</b>                               | <b>\$ 112,957</b>                                      |
| <b>Total Project Cost:</b>                                                           | <b>\$ 27,000</b>                               | <b>\$ 112,957</b>                                      |

## Bring Monroe Back - Monroe County ARPA Budget Proposal

**Organization Name:**

NE Support Service Partner: The Peoples' Pantry (TPP)

| Personnel Costs<br>List Each Employee Name, Title/Position | Proposed<br>Expenditures for<br>Year 1 (2023) | Proposed<br>Expenditures for<br>years 1-4 (2023-2026) |
|------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------|
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| <i>Fringe Benefits</i>                                     |                                               |                                                       |
| <b>Total Personnel Costs:</b>                              | \$ -                                          | \$ -                                                  |
| <b>Other Than Personnel Services Costs</b>                 |                                               |                                                       |
| <b>Food Pantry Supplies</b>                                | \$ 27,000                                     | \$ 112,957                                            |
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| <b>Total Other Than Personnel Services Costs:</b>          | \$ 27,000                                     | \$ 112,957                                            |
| <b>Total Project Cost:</b>                                 | \$ 27,000                                     | \$ 112,957                                            |









# Bring Monroe Back - Monroe County ARPA Budget Proposal

**Organization Name:**

Citywide Service Support Partner: Beyond the Sanctuary (BTS)

| Personnel Costs<br>List Each Employee Name, Title/Position | Proposed Expenditures for<br>Year 1 (2023) | Proposed Expenditures for<br>years 1-4 (2023-2026) |
|------------------------------------------------------------|--------------------------------------------|----------------------------------------------------|
| Neighborhood Collaborative Project (NCP) Liaison           | \$ 62,500                                  | \$ 269,382                                         |
|                                                            |                                            |                                                    |
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| <i>Fringe Benefits</i>                                     |                                            |                                                    |
| <b>Total Personnel Costs:</b>                              | <b>\$ 62,500</b>                           | <b>\$ 269,382</b>                                  |
| <b>Other Than Personnel Services Costs</b>                 |                                            |                                                    |

|                                                         |                   |                   |
|---------------------------------------------------------|-------------------|-------------------|
| Mileage Reimbursement for NCP Liaison                   | \$ 786            | \$ 3,290          |
| Contracted Services: Client Wraparound Support Services | \$ 54,000         | \$ 232,747        |
| 10% de minimis indirect cost rate                       | \$ 11,729         | \$ 50,542         |
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| <b>Total Other Than Personnel Services Costs:</b>       | <b>\$ 66,515</b>  | <b>\$ 286,579</b> |
| <b>Total Project Cost:</b>                              | <b>\$ 129,015</b> | <b>\$ 555,961</b> |

# Bring Monroe Back - Monroe County ARPA Budget Proposal

**Organization Name:**

Citywide Social Work Services: MC Collaborative (MC2)

| Personnel Costs<br>List Each Employee Name, Title/Position              | Proposed<br>Expenditures for<br>Year 1 (2023) | Proposed<br>Expenditures for<br>years 1-4 (2023-2026) |
|-------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------|
| Full-Time Social Worker (Health / Human Services)                       | \$ 75,000                                     | \$ 323,260                                            |
| Part-time Social Worker (Health / Human Services)                       | \$ 37,500                                     | \$ 161,630                                            |
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| <i>Fringe Benefits</i>                                                  |                                               |                                                       |
| <b>Total Personnel Costs:</b>                                           | <b>\$ 112,500</b>                             | <b>\$ 484,890</b>                                     |
| <b>Other Than Personnel Services Costs</b>                              |                                               |                                                       |
| Contracted Services: Supervision for Anchor Agency's NCP Social Workers | \$ 22,000                                     | \$ 94,823                                             |
| 10% de minimis indirect cost rate                                       | \$ 13,450                                     | \$ 57,972                                             |
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| <b>Total Other Than Personnel Services Costs:</b>                       | <b>\$ 35,450</b>                              | <b>\$ 152,795</b>                                     |
| <b>Total Project Cost:</b>                                              | <b>\$ 147,950</b>                             | <b>\$ 637,685</b>                                     |

## Bring Monroe Back - Monroe County ARPA Budget Proposal

**Organization Name:**

Project Communications & Evaluation: On The Ground Research (OTG)

| Personnel Costs<br>List Each Employee Name, Title/Position | Proposed<br>Expenditures for<br>Year 1 (2023) | Proposed<br>Expenditures for<br>years 1-4 (2023-2026) |
|------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------|
| NCP Local Researcher (part-time)                           | \$ 78,000                                     | \$ 336,190                                            |
| Student Research Assistant                                 | \$ 10,400                                     | \$ 44,825                                             |
| Communications Coordinator                                 | \$ 18,000                                     | \$ 77,582                                             |
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| <i>Fringe Benefits</i>                                     |                                               |                                                       |
| <b>Total Personnel Costs:</b>                              | <b>\$ 106,400</b>                             | <b>\$ 458,597</b>                                     |

**Other Than Personnel Services Costs**

|                                                   |                   |                   |
|---------------------------------------------------|-------------------|-------------------|
| Research Supplies                                 | \$ 3,000          | \$ 12,551         |
| NCP Marketing & Communications                    | \$ 8,000          | \$ 32,000         |
| Software and Subscriptions                        | \$ 15,855         | \$ 66,336         |
| 10% de minimis indirect cost rate                 | \$ 13,326         | \$ 56,949         |
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| <b>Total Other Than Personnel Services Costs:</b> | <b>\$ 40,181</b>  | <b>\$ 167,836</b> |
| <b>Total Project Cost:</b>                        | <b>\$ 146,581</b> | <b>\$ 626,433</b> |





## Welch, Dylan

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**From:** Welch, Dylan  
**Sent:** Tuesday, May 23, 2023 8:53 AM  
**To:** Case Caico, Rebecca  
**Subject:** Adjustments to the NCP Voucher Spreadsheet  
**Attachments:** Copy of NCP's May 2023 Invoice for Reimbursement Submission - Dylan Adjustments.xlsx; NCP's May 2023 Invoice for Reimbursement Submission (2).xlsx

Good Morning Rebecca,

I hope things are well today!

I wanted to pass this by you before sending it out to the recipient. The spreadsheet NCP uploaded was formatted to have values rounded to the nearest whole dollar. Not sure why that was the case, but I've gone in and adjusted the formatting so that we get two decimal places again. I've attached the original spreadsheet they uploaded along with my adjustment. When you get a moment, can you take a look at my adjustments and make sure I didn't do anything to throw off the rest of the voucher-value capturing process? I changed the formatting of the cells where they can enter their expenses and the totals/calculations columns on the right side of the spreadsheet. Hopefully that's all I changed...

Thank you for the help!

**Dylan Welch**  
*Planning and Development Assistant*  
Monroe County Department of Planning & Development  
50 West Main Street, Suite 1150  
Rochester, NY 14614  
(585)753-2043 - Office  
(860)840-1085 - Mobile

**Bring Monroe Back - Monroe County ARPA**

**Budget Proposal**

Organization Name: Neighborhood Collaborative Project (NCP) /

Community Resources Collaborative

List Each Employee Name, Title/Position

| Personnel Code                                                             | 4/17/2023 Voucher | 5/15/2023 Voucher | 6/15/2023 Voucher | 7/17/2023 Voucher | 8/15/2023 Voucher | 10/17/2023 Voucher | 11/15/2023 Voucher | 12/16/2023 Voucher | 1/16/2024 Voucher | Year-to-Date Year Remaining Funds % of Year 1 Budget Spent | Proposed Expenditures for Year 1 (2023) | Proposed Expenditures for years 1-4 (2023-2026) |
|----------------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|--------------------|-------------------|------------------------------------------------------------|-----------------------------------------|-------------------------------------------------|
| Neighborhood Collaborative Project (NCP) Workers (Cameron, Fiac, SWAN)     | \$ -              | \$ 7,031.25       | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 5%                                                         | \$ 140,675.00                           | \$ 761,271.00                                   |
| On-Site Vocational Trainer (Cameron, Fiac, SWAN)                           | \$ -              | \$ 16,257.05      | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 11%                                                        | \$ 156,689.00                           | \$ 837,405.00                                   |
| On-Site Social Workers (Cameron, Fiac, SWAN)                               | \$ -              | \$ 5,250.75       | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 4%                                                         | \$ 106,700.00                           | \$ 513,530.00                                   |
| Neighborhood Collaborative Project (NCP) Liaison (Bis)                     | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 62,500.00                            | \$ 269,387.00                                   |
| Full-Time Social Worker (MCK)                                              | \$ -              | \$ 15,000.00      | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 20%                                                        | \$ 75,000.00                            | \$ 333,740.00                                   |
| Part-Time Social Worker (MCK)                                              | \$ -              | \$ 7,500.00       | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 20%                                                        | \$ 37,500.00                            | \$ 161,560.00                                   |
| NCP Local Researcher (OTG)                                                 | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 78,000.00                            | \$ 386,190.00                                   |
| Student Research Assistant (OTG)                                           | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 10,400.00                            | \$ 44,825.00                                    |
| Communications Coordinator (OTG)                                           | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 18,000.00                            | \$ 77,582.00                                    |
| Fringe Benefits                                                            | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | -                                                          | \$ -                                    | \$ -                                            |
| Total Personnel Costs                                                      | \$ -              | \$ 32,339.05      | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 7%                                                         | \$ 745,664.00                           | \$ 3,725,075.00                                 |
| <b>Other Than Personnel Services Costs</b>                                 |                   |                   |                   |                   |                   |                    |                    |                    |                   |                                                            |                                         |                                                 |
| Vocational Training Stipends: Anchor Agencies (Cameron, Fiac, SWAN)        | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 54,000.00                            | \$ 232,746.00                                   |
| Neighborhood Outreach Supplies: Anchor Agencies (Cameron, Fiac, SWAN)      | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 10,800.00                            | \$ 45,183.00                                    |
| Office Supply Supplement: Anchor Agencies (Cameron, Fiac, SWAN)            | \$ -              | \$ 960.00         | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 13%                                                        | \$ 7,200.00                             | \$ 30,170.00                                    |
| Facility Use / Operations Support: Anchor Agencies (Cameron, Fiac, SWAN)   | \$ -              | \$ 12,001.93      | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 33%                                                        | \$ 36,000.00                            | \$ 150,617.00                                   |
| Snacks, Swag/Incentive Supplies: Anchor Agencies (Cameron, Fiac, SWAN)     | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 2,200.00                             | \$ 80,120.00                                    |
| Credibility Trust / Brand Value: Anchor Agencies (Cameron, Fiac, SWAN)     | \$ -              | \$ 7,651.70       | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 14%                                                        | \$ 54,000.00                            | \$ 225,915.00                                   |
| 10% de minimis indirect cost (later: Anchor Agencies (Cameron, Fiac, SWAN) | \$ -              | \$ 8,443.60       | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 13%                                                        | \$ 63,327.00                            | \$ 322,691.00                                   |
| Administrative Support: Support Services Partners (BANK, BMG, BCS)         | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 81,000.00                            | \$ 338,871.00                                   |
| Food Pantry Supplies (MCK)                                                 | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 27,000.00                            | \$ 117,957.00                                   |
| Per Diem Stipends for Peer Outreach Workers (MCK)                          | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 27,000.00                            | \$ 112,957.00                                   |
| Staff Mileage Reimbursement (MCK)                                          | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 2,338.00                             | \$ 9,857.00                                     |
| Contracted Services: NCP Client Wraparound Support Services (BPS)          | \$ -              | \$ 4,400.00       | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 20%                                                        | \$ 17,600.00                            | \$ 94,817.75                                    |
| Research Supply (MCK)                                                      | \$ -              | \$ 500.19         | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 17%                                                        | \$ 3,000.00                             | \$ 12,551.00                                    |
| NCP Marketing & Communications (OTG)                                       | \$ -              | \$ 846.00         | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 11%                                                        | \$ 8,000.00                             | \$ 31,000.00                                    |
| Software and Subscriptions (OTG)                                           | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 15,875.00                            | \$ 66,336.00                                    |
| Contracted Services: Project Lead / Community Consultant (C)               | \$ -              | \$ 15,600.00      | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 20%                                                        | \$ 78,000.00                            | \$ 336,190.00                                   |
| Contracted Services: Houston / Neighborhood Legacy (C)                     | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 26,000.00                            | \$ 117,063.00                                   |
| Contracted Services: On-Site / Field Coordinator (C)                       | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 18,750.00                            | \$ 80,816.00                                    |
| Contracted Services: Neighborhood Ambassadors (C)                          | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 45,000.00                            | \$ 188,740.00                                   |
| RTS Bus Passes/Transportation Assistance                                   | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 4,644.00                             | \$ 19,247.00                                    |
| Per Diem Stipends for Event Logistics Helpers (C)                          | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 1,200.00                             | \$ 5,070.00                                     |
| Microsoft Surface Pro Packages - 5 (C)                                     | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 1,200.00                             | \$ 5,070.00                                     |
| Neighborhood Community Engagement Conventions & Activities (C)             | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 12,248.00                            | \$ 20,015.00                                    |
| NCP Supplies & Materials (C)                                               | \$ -              | \$ -              | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 7,588.00                             | \$ 31,509.00                                    |
| 10% de minimis indirect cost (rate: 4% OIL, 6%)                            | \$ -              | \$ 6,749.40       | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 0%                                                         | \$ 1,200.00                             | \$ 5,070.00                                     |
| Fiscal Sponsor Administrative Cost Rate - 5% (OTG)                         | \$ -              | \$ 73,150.00      | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 100%                                                       | \$ 73,150.00                            | \$ 341,000.00                                   |
| Total Other Than Personnel Services Costs:                                 | \$ -              | \$ 189,792.82     | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | 16%                                                        | \$ 799,899.00                           | \$ 3,435,278.75                                 |
| <b>Total Project Cost:</b>                                                 | \$ -              | \$ 342,131.87     | \$ -              | \$ -              | \$ -              | \$ -               | \$ -               | \$ -               | \$ -              | <b>12%</b>                                                 | \$ 1,545,563.00                         | \$ 7,160,343.75                                 |

### Bring Monroe Back - Monroe County ARPA

#### Budget Proposal

Organization Name: Neighborhood Collaborative Project (NCP)  
 / Community Resource Collaborative

| Line Item                                                                | 4/17/2023 Voucher | 5/15/2023 Voucher | 6/15/2023 Voucher | 7/17/2023 Voucher | 8/15/2023 Voucher | 8/15/2023 Voucher | 10/17/2023 Voucher | 11/15/2023 Voucher | 12/15/2023 Voucher | 1/16/2024 Voucher | Year-to-Date Year 1 Remaining Funds | % of Year 1 Budget Spent | Proposed Expenditure for Year 1 (2023) | Proposed Expenditure for years 1-4 (2023-2026) |
|--------------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|--------------------|-------------------|-------------------------------------|--------------------------|----------------------------------------|------------------------------------------------|
| <b>Personnel Costs</b>                                                   |                   |                   |                   |                   |                   |                   |                    |                    |                    |                   |                                     |                          |                                        |                                                |
| Neighborhood Collaborative Project (NCP) Workers (Cammon, F/AC, SWAM)    | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 133,594                             | 5%                       | \$ 140,625                             | \$ 761,271                                     |
| On-Site Vocational Counselor (Cammon, F/AC, SWAM)                        | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 138,432                             | 17%                      | \$ 154,469                             | \$ 837,405                                     |
| On-Site Social Workers (Cammon, F/AC, SWAM)                              | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 167,919                             | 4%                       | \$ 168,750                             | \$ 913,530                                     |
| Neighborhood Collaborative Project (NCP) Liaison (BTS)                   | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 62,500                              | 0%                       | \$ 62,500                              | \$ 269,382                                     |
| Part-time Social Worker (MCZ)                                            | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 15,000                              | 20%                      | \$ 37,500                              | \$ 323,260                                     |
| Part-time Social Worker (MCZ)                                            | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 7,500                               | 20%                      | \$ 37,500                              | \$ 161,630                                     |
| NCP Local Researcher (BTS)                                               | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 70,000                              | 0%                       | \$ 70,000                              | \$ 446,190                                     |
| Student Research Assistant (BTS)                                         | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 10,000                              | 0%                       | \$ 10,000                              | \$ 44,825                                      |
| Communications Coordinator (OTG)                                         | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 18,000                              | 0%                       | \$ 18,000                              | \$ 77,582                                      |
| Fringe Benefits                                                          | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | \$                                  | \$                       | \$                                     | \$                                             |
| Total Personnel Costs:                                                   | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 692,945                             | 7%                       | \$ 745,464                             | \$ 3,725,673                                   |
| <b>Other Than Personnel Services Costs</b>                               |                   |                   |                   |                   |                   |                   |                    |                    |                    |                   |                                     |                          |                                        |                                                |
| Vocational Training Stipends: Anchor Agencies (Cammon, F/AC, SWAM)       | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 54,000                              | 0%                       | \$ 54,000                              | \$ 232,746                                     |
| Neighborhood Outreach Supplies: Anchor Agencies (Cammon, F/AC, SWAM)     | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 10,000                              | 0%                       | \$ 10,000                              | \$ 45,113                                      |
| Office Supply Supplement: Anchor Agencies (Cammon, F/AC, SWAM)           | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 960                                 | 13%                      | \$ 7,200                               | \$ 30,120                                      |
| Facility User / Operations Support: Anchor Agencies (Cammon, F/AC, SWAM) | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 23,998                              | 33%                      | \$ 36,000                              | \$ 150,612                                     |
| Snacks, Swag/Incentive Supplies: Anchor Agencies (Cammon, F/AC, SWAM)    | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 7,200                               | 0%                       | \$ 7,200                               | \$ 30,170                                      |
| Credibility Travel (Board Values): Anchor Agencies (Cammon, F/AC, SWAM)  | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 46,348                              | 14%                      | \$ 54,000                              | \$ 225,915                                     |
| 10% of minutes indirect cost (for Anchor Agencies (Cammon, F/AC, SWAM))  | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 54,843                              | 13%                      | \$ 63,327                              | \$ 222,692                                     |
| Administrative Support/Support Services: Partners (LMA, JAC, JOCET)      | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 81,000                              | 0%                       | \$ 81,000                              | \$ 330,871                                     |
| Food Pantry Supplies (NCP)                                               | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 27,000                              | 0%                       | \$ 27,000                              | \$ 112,957                                     |
| Per Diem Stipends for Peer Outreach Workers (MFC)                        | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 27,000                              | 0%                       | \$ 27,000                              | \$ 112,957                                     |
| Staff Mileage Reimbursement (BTS, CI)                                    | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 2,358                               | 0%                       | \$ 2,358                               | \$ 9,862                                       |
| Contracted Services: NCP Client Wraparound Support Services (BTS)        | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 54,000                              | 0%                       | \$ 54,000                              | \$ 232,747                                     |
| Contracted Services: Anchor Agency Social Worker Supervision (MCZ)       | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 17,000                              | 20%                      | \$ 22,000                              | \$ 94,823                                      |
| Research Supplies (BTS)                                                  | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 500                                 | 17%                      | \$ 3,000                               | \$ 12,551                                      |
| NCP Marketing & Communications (BTS)                                     | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 846                                 | 11%                      | \$ 8,000                               | \$ 32,000                                      |
| Software and Subscriptions (BTS)                                         | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 15,855                              | 20%                      | \$ 78,000                              | \$ 336,190                                     |
| Contracted Services: Project Lead / Community Consultant (CI)            | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 16,000                              | 0%                       | \$ 16,000                              | \$ 66,336                                      |
| Contracted Services: Historian / Neighborhood Legacy (CI)                | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 18,750                              | 0%                       | \$ 18,750                              | \$ 80,816                                      |
| Contracted Services: On-Site / Field Coordinator (CI)                    | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 45,000                              | 0%                       | \$ 45,000                              | \$ 188,364                                     |
| Contracted Services: Neighborhood Ambassadors (CI)                       | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 4,644                               | 0%                       | \$ 4,644                               | \$ 19,427                                      |
| RIS Bus Passes/Transportation Assistance                                 | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 1,200                               | 0%                       | \$ 1,200                               | \$ 5,000                                       |
| Per Diem Stipends for Local Logistics Help (BTS)                         | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 12,288                              | 0%                       | \$ 12,288                              | \$ 20,015                                      |
| Microsoft Surface Pro Packages - 5 (CI)                                  | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 7,548                               | 0%                       | \$ 7,548                               | \$ 31,509                                      |
| Neighborhood Community Engagement Conversations & Activities (CI)        | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 1,200                               | 0%                       | \$ 1,200                               | \$ 5,000                                       |
| NCP Supplies & Materials (CI)                                            | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 6,749                               | 0%                       | \$ 6,749                               | \$ 245,953                                     |
| 10% of minutes indirect cost rate (BTS, MCZ, BTO, CI)                    | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 73,550                              | 100%                     | \$ 73,550                              | \$ 341,000                                     |
| Fiscal Sponsor Administrative Cost Rate - 5% (BTS)                       | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 668,389                             | 10%                      | \$ 799,089                             | \$ 3,453,774                                   |
| Total Other Than Personnel Services Costs:                               | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | 1,901,331                           | 13%                      | \$ 2,144,553                           | \$ 7,160,849                                   |
| <b>Total Project Costs:</b>                                              | \$                | \$                | \$                | \$                | \$                | \$                | \$                 | \$                 | \$                 | \$                | <b>1,901,331</b>                    | <b>13%</b>               | <b>\$ 2,144,553</b>                    | <b>\$ 7,160,849</b>                            |

## Welch, Dylan

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**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Thursday, May 25, 2023 9:00 AM  
**To:** Welch, Dylan  
**Subject:** Re: 5/15 ARPA Voucher Questions

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~~~~~

No problem, I understand how it is when you start a new position. Florida! I'm a little jealous but wish you safe travels and an enjoyable trip.

On Thu, May 25, 2023 at 8:53 AM Welch, Dylan <dylanwelch@monroecounty.gov> wrote:

This message was sent securely using Zix

Good Morning Jocelyn,

Yes it looks like it is! 70's and sunny from Friday on so I'll be doing my best to soak it up while it lasts.

And yes, I will get the invite out for that meeting as soon as possible. Being a new member of the team, I don't actually have an MS Teams account of my own yet and so am unable to send the invite myself. This may be something which has to wait until Faye's return as well.

If anything else comes up before then, please don't hesitate to reach out. Otherwise, I hope you also enjoy the long and sunny holiday weekend!

**Dylan Welch**

*Planning and Development Assistant*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2043 - Office

(860)840-1085 - Mobile

**From:** Neighborhood Collaborative Project [mailto:[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)]  
**Sent:** Wednesday, May 24, 2023 1:12 PM  
**To:** Welch, Dylan <[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)>  
**Cc:** Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>  
**Subject:** Re: 5/15 ARPA Voucher Questions

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~~~~~  
No problem or apologies necessary, we're all in this together! Thank you for your continued assistance, we're happy to have you as part of our County support team!

Don't forget to send us the meeting request invitation for June 5th at 1pm.

Best wishes for the rest of your week and holiday weekend; I hope the sunshine returns soon!



*Jocelyn Basley, Community Consultant*

**Project Lead for the Neighborhood Collaborative Project (NCP)**

On Wed, May 24, 2023 at 9:53 AM Welch, Dylan <[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)> wrote:

This message was sent securely using Zix

Hi Jocelyn,

Thanks so much for the adjustments, it looks great! Revisiting the voucher page on the portal, I do see the March invoice for C3. I must have missed that when printing them out so I apologize for the extra hassle.

Everything looks good to me. Like I said before, Faye will need to give final approval before this is completed, but with what we have here she should be able to give it a quick glance and sign off once she's back.

Thank you again for your continued assistance in putting this together and I hope you have a wonderful rest of your week!

**Dylan Welch**

*Planning and Development Assistant*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2043 - Office

(860)840-1085 - Mobile

**From:** Neighborhood Collaborative Project [mailto:[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)]

**Sent:** Tuesday, May 23, 2023 11:09 PM

**To:** Welch, Dylan <[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)>

**Cc:** Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>

**Subject:** Re: 5/15 ARPA Voucher Questions

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~~~~~  
Dylan, thank you for the feedback and the updated budget worksheet; the requested changes have been made and uploaded to the ARPA portal. Also, both C3 invoices were uploaded to the ARPA portal, they are the last two documents in the list (invoice number NCP 001 and NCP 002, respectively for services rendered in March and April. Not sure why you're not seeing them so I've attached them here as well.

*Jocelyn Basley, Community Consultant*

**Project Lead for the Neighborhood Collaborative Project (NCP)**

On Tue, May 23, 2023 at 12:48 PM Welch, Dylan <[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)> wrote:



Hi Jocelyn,

I was able to take a look at what you sent over and it looks pretty good for the most part. I only have a few comments and follow-ups below;

- Those notes you provided on the 'invoice summary – line item detail' document are excellent. They're exactly what we're looking for. Moving forward, please provide this with each voucher upload.
- The spreadsheet is still rounding off to the nearest whole dollar amount. It looks to be a formatting issue. I've corrected that and included an updated spreadsheet for you to use in this e-mail.
  - o In relation to the above point; it looks like the "NCP Marketing & Communications" line still has a rounded amount as its actual input value. Would you be able to update this to the exact amount reflected in the invoice?
- I noticed for the "Contracted Services: Project Lead / Community Consultant" line (and the 10% de minimis line) you provided the April C3 invoice but not a March invoice. Would it be possible to upload a March invoice for C3?

This is all I can see that needs adjustment. If you re-upload the spreadsheet with an updated amount for marketing and communications, and provide a March invoice for C3, we should be all set for Faye to give it a quick glance and sign. If you have any more questions or follow ups please don't hesitate to reach out. I'll be in the office and by my phone most of the week.

Thanks again for all of your careful coordination and I hope you have a wonderful rest of your afternoon!

**Dylan Welch**

*Planning and Development Assistant*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2043 - Office



(860)840-1085 - Mobile

**From:** Neighborhood Collaborative Project [mailto:[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)]

**Sent:** Monday, May 22, 2023 1:09 PM

**To:** Welch, Dylan <[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>

**Cc:** Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>

**Subject:** Re: 5/15 ARPA Voucher Questions

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~~~~~

Happy Monday Dylan and Rebecca, I hope you both had a great weekend.

Since Faye is out this week, I wanted to see if anyone else will be reviewing the responses we provided and processing our May invoice submission. As you can imagine, all partners are moving forward so Tina and I would like to try and gauge the timing and steps for this process so that we might set reasonable expectations with our partner agencies. We recognize this first submission through the approval process may have a longer turnaround time and thank you in advance for your prompt response.

*Jocelyn Basley, Community Consultant*

**Project Lead for the Neighborhood Collaborative Project (NCP)**

On Fri, May 19, 2023 at 3:59 PM Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)> wrote:

Faye and Dylan,

As requested, I have uploaded a new invoice submission showing two decimal places and added to our supporting documentation the line item detail that shows the breakdown by agency for each budget item in our May 15 invoice. I also uploaded a copy of our check request log with the total amount for each agency submitting expenses for this invoice period and the email responses to your initial inquiry.

You will find each of these documents attached to this email for your convenience. I hope this is helpful and please let me know if you have any more questions or concerns. If these items meet your needs, we can provide them as part of our supporting documentation going forward. As always, we appreciate your continued support and assistance - we're all in this together!

Best wishes for a wonderful weekend!

*Jocelyn Basley, Community Consultant*

*Project Lead for the Neighborhood Collaborative Project (NCP)*

On Fri, May 19, 2023 at 12:24 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

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Hi Jocelyn,

We understand as well that there first few voucher cycles will be a learning process for everyone. We can definitely work with you to create a system that will work best for you and the County in the long term.

- We do not need you to input everything into the ARPA budget spreadsheet. Many of the other grantees who have several subrecipients, invoices or are utilizing percentages to calculate their vouchers are creating a separate excel file of sheet to show how they are getting to the line item amounts on their vouchers. What we need to see is how you are calculating your numbers or what invoices (or what parts of which invoices) are being used to add up to each line item. Some grantees are writing directly on the invoices as this is helpful to them, but if this is going to be a consistent calculation through 2026, then an excel spreadsheet may work best for you. We will need to be able to see your thought process and easily corroborate those numbers.
- The excel spreadsheet provided by us looks like it rounds the numbers, but then you input them you can see the original number that was put into the cells. Those numbers will calculate to the penny (and our auditors are checking this). I was able to see that some of the numbers seemed to be rounded when clicking into the cells and some are not rounded. Could you please double check these numbers? If this is still an issue with your spreadsheet, please let us know.
- Thank you for providing the attachment with some additional calculations for us. Could you please provide a breakdown of what from each invoice is going toward each line item (as described in bullet 1)? We will need this for every line item since it looks like a majority of the line items are split between multiple organizations. I will be out of the office next week but Dylan will be available if you would like to walk through the process and what we are looking for.

Thank you again for working with us! Once we have a firm system in place, this process should be much more straight forward in future vouchering cycles.

Have a great weekend!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>

**Sent:** Wednesday, May 17, 2023 11:26 PM

**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>

**Cc:** Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Welch, Dylan <[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>

**Subject:** Re: 5/15 ARPA Voucher Questions

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Faye, thank you for your follow up questions and requests for clarification. Unfortunately the ARPA budget worksheet doesn't contain each partner agency's detailed budget or allow me to add it and enter the amount per line item within each agency's detailed budget first and then carry the respective totals over to the project summary sheet. So I have developed a budget tracker for each agency that tracks their monthly submissions against YTD spending. I'm open to any recommendations you may have as to how we might best convey what's being invoiced and its correlation back to each budget line.

- To address your first point, the format used in your ARPA budget worksheet was automatically rounding to zero decimal places so for the example you cited, my input was actually \$845.81. I have updated the format for this column to two decimal places so that now everything appears correctly and in exact alignment with the invoices.
- For SWAN's two personnel budget lines, NCP Worker and Workforce Development Trainer, prior to them hiring individuals for these positions, SWAN indicated a large portion of their Executive Director's time in mid-March and April was devoted to NCP activities engaging the neighborhood, contacting potential partners and developing their agency action plan and first workforce development program for security certification. If you recall, in our budget proposal, we indicated that the work of some positions may be done by existing staff until dedicated staff could be recruited and hired. Thus the explanation of the activities completed were these pre-hire activities on behalf of these two positions. Going forward, the expenses under this budget line will be attributed to the NCP worker and workforce development coordinator/trainer that they hire/contract with to implement and deliver their agency action plan and security training certification program. Given actual cost of ED time spent in support of these activities exceeds the available budget allocation for each position; SWAN opted to take the annual salary for each position, divide by 10 (number of funding months in 2023) to obtain the monthly budget allocation available and then multiplying by 1.5 months (mid-March/April) for each position:
  - NCP Worker:  $\$46,875/10 \text{ months} = \$4,687.50 * 1.5 \text{ months} = \$7,031.25$
  - Workforce Development Coordinator/Trainer:  $\$51,563/10 \text{ months} = \$5,156.30 * 1.5 \text{ months} = \$7,734.45$
- Given similar circumstances, MC Collaborative, as indicated on their invoice, opted to simply take their available budget line allocations as ten (10) equal monthly installments for 2023. Each budget line item was divided by 10 and expensed as follows:
  - Total Monthly Reimbursement \$ 14,795
  - Full-time Social Worker:  $\$ 75,000/10 = \$ 7,500$
  - Part-time Social Worker:  $\$ 37,500/10 = \$ 3,750$
  - Contracted Services:  $\$ 22,000/10 = \$ 2,200$
  - Indirect Costs:  $\$ 13,450/10 = \$ 1,345$
- For C3 Consultancy, there is billing and charge to ARPA at \$7800 per month for March and April, I think you may have been looking at MC Collaborative's Contracted Services line which is \$2,200 per month for a total of \$4,400.

The attached document shows the total amount invoiced for each organization that is included in this 5/17 submission. With this being our first submission, I anticipated some additional explanation would be needed but wasn't sure where or how to provide it. I hope this has been helpful and as always please let me know if anything else is needed.

On Wed, May 17, 2023 at 1:58 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

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Hi Jocelyn,

We have a few questions on your voucher:

- It looks like the Marketing and Communications line is for \$845.81 on the On the Ground Research invoice but only listed as 846 on the budget spreadsheet. This is a recurring theme throughout this budget sheet- these numbers need to be exact. Please revise and resubmit.
- On the Swan invoice there is an amount listed for Executive Director: Workforce/ development Training. Neither of these are line items on your budget. Please explain what this amount should tie to.
- MC Collaborative Invoice- the amounts listed out for these social workers in March and April does not correspond to the budget provided. I cannot get the numbers to work. Please explain how you got the numbers for your budget.
- On the C3 Consultancy Services invoices, the amount billed for Contracted Services is \$7,800 but you are only billing ARPA for \$4,400. ARPA is only paying a portion of these expenses, please explain.

We know that you have a lot of invoices and a lot of agencies to cover. Since your expenses expand upon several categories and several agencies, could you please provide an excel breakdown of the invoices and that costs are going to which agencies or number the invoices appropriately? If we can see how you calculated your numbers, this could eliminate a lot of back and forth in the future.

Thank you!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

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Hi Jocelyn,

We have a few questions on your voucher:

- It looks like the Marketing and Communications line is for \$845.81 on the On the Ground Research invoice but only listed as 846 on the budget spreadsheet. This is a recurring theme throughout this budget sheet- these numbers need to be exact. Please revise and resubmit.
- On the Swan invoice there is an amount listed for Executive Director: Workforce/ development Training. Neither of these are line items on your budget. Please explain what this amount should tie to.
- MC Collaborative Invoice- the amounts listed out for these social workers in March and April does not correspond to the budget provided. I cannot get the numbers to work. Please explain how you got the numbers for your budget.
- On the C3 Consultancy Services invoices, the amount billed for Contracted Services is \$7,800 but you are only billing ARPA for \$4,400. ARPA is only paying a portion of these expenses, please explain.

We know that you have a lot of invoices and a lot of agencies to cover. Since your expenses expand upon several categories and several agencies, could you please provide an excel breakdown of the invoices and that costs are going to which agencies or number the invoices appropriately? If we can see how you calculated your numbers, this could eliminate a lot of back and forth in the future.

Thank you!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

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## Welch, Dylan

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**From:** Welch, Dylan  
**Sent:** Tuesday, May 30, 2023 5:17 PM  
**To:** Sternberg, Jesse D  
**Cc:** Case Caico, Rebecca  
**Subject:** RE: Voucher Totals Mismatch - May, NCP

Ok, that's what we thought.

Thanks for the confirmation! And I'll make sure to reach out to the organization to have them update their input.

**Dylan Welch**  
*Planning and Development Assistant*  
Monroe County Department of Planning & Development  
50 West Main Street, Suite 1150  
Rochester, NY 14614  
(585)753-2043 - Office  
(860)840-1085 - Mobile

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**From:** Sternberg, Jesse D  
**Sent:** Tuesday, May 30, 2023 3:58 PM  
**To:** Welch, Dylan <dylanwelch@monroecounty.gov>  
**Cc:** Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>  
**Subject:** Re: Voucher Totals Mismatch - May, NCP

I don't think this a system bug. It pulled the spreadsheet value correctly and the other value (Advanced) is user input. I think they just entered different cents for the amount for some reason. I would ask them if they did that in error.

<b>Total Project Cost:</b>	\$	-	\$ 183,221.68 \$

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**From:** Welch, Dylan  
**Sent:** Tuesday, May 30, 2023 9:16 AM  
**To:** Sternberg, Jesse D  
**Cc:** Case Caico, Rebecca  
**Subject:** Voucher Totals Mismatch - May, NCP

Good Morning Jesse,

I hope you are well and I hope you enjoyed the long holiday weekend and its weather!

I'm reaching out this morning because as I was reviewing the May voucher for the Neighborhood Collaborative Project, I noticed the 'advanced' line and the 'spreadsheet' line did not match. These are shown below;

Amounts

	Reimbursable	Advanced	Total	Spreadsheet
Year 1	1,158,414.75	386,138.25	1,544,553.00	NA
YTD (Previous)			0.00	NA
5/15/2023	0.00	183,221.87	183,221.87	183,221.68

ID Name Title

I asked Rebecca about this, and she said I should reach out to you. Is this a user error? I.E. NCP manually input the wrong voucher total? Or is this a system issue where it is pulling a bad number?

Thank you so much for the help, and if there's any further information I can provide surrounding this, please let me know.

**Dylan Welch**  
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## Welch, Dylan

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**From:** Welch, Dylan  
**Sent:** Thursday, June 1, 2023 10:59 AM  
**To:** Pelow, Faye  
**Subject:** May Voucher Statuses

Hi Faye,

Here's a quick summary of the status of current vouchers;

Consumer Credit Counseling – Met w/ Chad and their accountant to sort out their reporting. Should be all sorted. There are a few calculations for line items which need your approval, but other than that it should be good.

Dress for Success – They submitted their spreadsheet Tuesday 5-30. They included some supporting documentation but they're missing a lot. See my follow up e-mail from yesterday (5-31).

EnCompass – Uploaded an updated spreadsheet and with supporting documentation yesterday. I haven't looked over it. This one was a bit confusing for me because it looked like they're using a different spreadsheet than their budget spreadsheet to voucher? I meant to ask you about this.

Healthy Baby Network – Not yet submitted. Sherita is on vacation (returning today 6-1) and will upload it once she is back.

NCP – They re-uploaded their spreadsheet to accommodate the formatting changes. Last I looked at it, it looked solid but I may have had some notes to follow up with you on. I'll review and follow up.

St. Joseph's – Uploaded voucher Tuesday (5-30) w/o supporting documentation and using the wrong spreadsheet. She's currently unable to upload the supporting documentation or the new spreadsheet (see e-mail from Tuesday @ 4:05). I wonder if her voucher may be locked for some reason?

Volunteers of America – Uploaded voucher for \$0 on 5-22. Needs approval.

Willow – Uploaded voucher w/o supporting documentation. Sounds like they're still working on it as per Stepph's e-mail from Friday (5-26). I can reach out to follow up on this today.

I **\*think\*** that's all I got! I'll do a more thorough combing through this afternoon just to make sure. In summary though; I think at the moment you only need to review and approve CCCS and NCP. All the others are working on uploading more documentation.

### **Dylan Welch**

*Planning and Development Assistant*

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