



ShelterPoint Life Insurance Company

1225 Franklin Avenue, Ste. 475

Garden City, NY 11530

Fax: 516.504.6412 (main) | 516.504.6436 (service) | 516.504.6414 (claims)

Phone: 800.365.4999 (516.829.8100)

www.shelterpoint.com

PRIVACY POLICY

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

ShelterPoint Life Insurance Company (ShelterPoint Life) maintains confidential policyholder and individual insured files. In compliance with state and federal law, protected health information may be collected and/or released to assist ShelterPoint Life in underwriting or claims processing activities or pursuant to an order from a court of competent jurisdiction.

Insureds may access personal information (except when access is prohibited by law) by contacting:

Customer Service
ShelterPoint Life Insurance Company
1225 Franklin Avenue
Garden City, New York 11530

Telephone: (516) 829-8100
(800) 365-4999
Fax: (516) 504-6412
E-mail: customerservice@shelterpoint.com

If there is a change in your personal information, you should notify ShelterPoint Life Customer Services. ShelterPoint Life may amend its privacy policy and/or our notice as necessary. You may obtain a copy of ShelterPoint Life's current privacy policy by contacting ShelterPoint Life Privacy Officer in the Legal Department.

SHELTERPOINT LIFE'S POLICIES AND PRACTICES PROTECT YOUR PERSONAL INFORMATION

In general, ShelterPoint Life does not release any protected health information or other confidential information unless you provide a signed release authorization valid for two years. Protected health information (PHI) is individually identifiable health information related to your physical or mental health or condition, health care services provided to you or payments made for your care. PHI may be released to a plan sponsor or policyholder for policy administration purposes without a signed authorization. PHI may be released to a treating physician or to permit ShelterPoint Life to process a claim. PHI may be exchanged with third parties responsible for payment of related charges.

PERSONAL HEALTH INFORMATION : ShelterPoint Life collects and uses personal information in connection with underwriting functions, policy application review, policy administration and claims processing. Where permitted by law, ShelterPoint Life collects information from licensed insurance brokers and agents in connection with the sale of its products. Information may be exchanged with your medical provider to permit ShelterPoint Life to process your claim. Information may be provided to your plan administrator to assist it in seeking policy amendments, modifications or improvements or to permit it to process claim requests.

INFORMATION SECURITY : ShelterPoint Life **does not release** any information about any insured or claimant without a current authorization signed by the insured, except as permitted by law. ShelterPoint Life maintains all policyholder and insured records in confidential, secure locations.

Effective August 1, 2014

SHELTERPOINT LIFE INSURANCE COMPANY

COMMUNITY RESOURCE COLLABORATIVE, INC.

STATE OF NEW YORK
WORKERS' COMPENSATION BOARD
NOTICE OF COMPLIANCE

New York State Disability Benefits

Disability Benefits For Employees

1. If you are unable to work because of an illness or injury, not work-related, you may be entitled to receive weekly benefits from your employer, his or her insurance carrier, or from the Special Fund for Disability Benefits.
2. To claim benefits you must file a claim form within 30 days from the first date of your disability, but in no event more than 26 weeks from such date.
3. Complete claim form DB-450 (Notice and Proof of Claim for Disability Benefits)
You may obtain the form from your employer, his or her insurance carrier, your health provider, any Unemployment Insurance Office, the Workers' Compensation Board's website (www.wcb.ny.gov) or any office of the Board.
IMPORTANT: Before filing your claim, your health provider must complete the "Health Care Provider's Statement" on the form showing your period of disability.
 - If you are employed, or have been unemployed for four weeks or less when your disability begins, send the completed form to your employer or the insurance carrier named below.
 - If you have been unemployed more than four weeks when your disability begins, send the completed form to the Workers' Compensation Board, Disability Benefits Bureau, 328 State Street, Schenectady, New York 12305.
4. You are entitled to be treated by any physician, chiropractor, dentist, nurse-midwife, podiatrist or psychologist of your choice. However, unlike workers' compensation, your medical bills will not be paid unless your employer and/or union provide for the payment of such bills under a Disability Benefits Plan or Agreement.
5. If you are ill or injured during the time you are receiving Unemployment Insurance Benefits, file a claim for Disability Benefits as soon as you sustain the injury or illness, by following the instructions outlined above.
6. If you are out of work in excess of seven days, your employer is required to send you a Disability Benefits Statement of Rights (Form DB-271S).
7. You may not take disability benefits at the same time as paid family leave benefits. The total amount of disability and paid family leave in a 52 week period cannot exceed 26 weeks.
8. Other information about disability benefits may be obtained by writing or calling the Workers' Compensation Board.

SHELTERPOINT LIFE INSURANCE COMPANY
1225 FRANKLIN AVENUE, STE 475
GARDEN CITY, NY 11530

PHONE: 800-365-4999

Policy #: DBL658659 Effective From: 02/16/2022 To: 02/15/2023

Statutory Under a Plan or Agreement

Class(es) of Employees Covered:

All Employees Eligible Under New York State Disability Benefits Law

NYS Workers' Compensation Board
Customer Service: (877) 632-4996
www.wcb.ny.gov

PRESCRIBED BY THE CHAIR, WORKERS' COMPENSATION BOARD
THIS NOTICE MUST BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE OR PLACES OF BUSINESS.
Employers must post DB-120 so that all classes of their employees know who will pay their benefits.



Paid Family Leave

NOTICE TO EMPLOYEES

Paid Family Leave Insurance

Coverage Provided by: SHELTERPOINT LIFE INSURANCE COMPANY

Covering Employees of: COMMUNITY RESOURCE COLLABORATIVE, INC.

Paid Family Leave is insurance that provides job protected paid time off to:

- **Bond** with a newly born, adopted, or fostered child
- **Care** for a family member with a serious health condition
- **Assist** loved ones when a family member is deployed abroad on active military service

How to File:

- **Notify** your employer at least 30 days in advance, if foreseeable, or as soon as possible
- **Submit** the Request for Paid Family Leave form to your employer
- **Complete** and attach the additional documentation as instructed on the request form and submit to the insurance carrier listed below

Employers should NEVER discriminate or retaliate against anyone who requests or takes leave

FOR MORE INFORMATION AND HELP:
Visit ny.gov/PaidFamilyLeave
or Call (844) 337-6303

You can get forms to take Paid Family Leave from

- *Your employer,*
- *The insurance carrier below, or*
- *ny.gov/PaidFamilyLeave*

INSERT NAME, ADDRESS, AND TELEPHONE NUMBER OF INSURER OR MAIN OFFICE OF AUTHORIZED NEW YORK SELF-INSURER

SHELTERPOINT LIFE INSURANCE COMPANY

1225 FRANKLIN AVENUE, STE 475, GARDEN CITY, NY 11530

PHONE 800-365-4999

Policy #: **DBL658659**

Effective From: **02/16/2022**

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Statutory Under a Plan or Agreement

Class(es) of Employees Covered: All Employees Eligible Under New York State Disability Benefits Law

NOTICE OF COMPLIANCE

PRESCRIBED BY THE CHAIR, WORKERS' COMPENSATION BOARD

THIS NOTICE MUST BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE OR PLACES OF BUSINESS.



PURPOSE OF THIS TOOL: Certain federal laws prohibit the destruction of certain documents. Not-for-profit organizations should have a written, mandatory document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained to be in compliance. In the absence of their own organization's Document Retention and Destruction policy, any funded partner agency participating in the Neighborhood Collaborative Project (NCP) agrees to and adopts the procedures outlined below.

Document Destruction

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, volunteers, members of the board of directors, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The organization's staff, volunteers, members of the board of directors, committee members and outsiders (independent contractors via agreements with them) are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by (fill in the blank based on the organization's practices);
- b. All other paper documents will be destroyed after three years;
- c. All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year;
- d. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified); and
- e. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

Record Retention

The following table* indicates the minimum requirements and is provided as guidance to customize in determining your organization's document retention policy. Because statutes of limitations and state and government agency requirements vary from state to state, each organization should carefully consider its requirements and consult with legal counsel before adopting a Document Retention and Destruction Policy. In addition, federal awards and other government grants may provide for a longer period than is required by other statutory requirements.

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently

* Adapted from National Council of Nonprofits.

Type of Document	Minimum Requirement
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
Inventory records for products, materials, and supplies	3 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Trademark registrations and copyrights	Permanently
Withholding tax statements	7 years

JANELLE DUDA-BANWAR, PhD, MSW

• On The Ground Research •
400 Andrews Street • Suite 212 C • Rochester NY 14604 •
(585) 683-3638 • janelle@onthegroundny.com

Employment

6/1/2022 – present	Director and Founder, On The Ground Research, LLC
1/1/2022 – 5/31/2022	Assistant Research Professor, Center for Public Safety Initiatives at Rochester Institute of Technology (RIT)
10/2017 – 12/31/2021	Senior Research Associate, Center for Public Safety Initiatives at Rochester Institute of Technology (RIT)
8/2019 – 6/2021	Visiting Assistant Professor in Criminal Justice, RIT
8/2016-9/2017	Research Associate, Center for Public Safety Initiatives at RIT
8/2013-5/2017	Research Assistant, Begun Center for Violence Prevention Research and Education, Case Western Reserve University (CWRU)
3/2014-9/2016	Research Assistant, Mandel School of Applied Social Sciences, CWRU
7/2012-8/2013	Assistant Director, Center for Public Safety Initiatives at RIT
10/2011-12/2013	Consultant, Puerto Rico Police Department, San Juan, PR
3/2008-7/2012	Research Associate Center for Public Safety Initiatives at RIT
7/2006-2/2008	Emergency Response Children’s Social Worker II, Lead Worker, Department of Children and Family Services, Los Angeles, CA
8/2004-8/2006	Crisis Counselor, Sexual Assault Crisis Center, Long Beach, CA

EDUCATION

2019	PhD, Social Welfare, Case Western Reserve University
2006	MSW, University of California, Long Beach
2004	BSW, Xavier University, Cincinnati, OH

TEACHING EXPERIENCE

- Spring 2021 RIT: CRIM 775: Capstone. Advisor for Jennifer Schmitz, *The Journey to Crime for Drug Offenders*
- 2019-2021 RIT: CRIM 110: Seminar in Criminal Justice (Fall), CRIM 100: Intro to CJ (Spring) experience in traditional, hybrid, and asynchronous formats
- 2015 - 2017 Adjunct Professor, CWRU, SASS 478 (Online): Macro and Policy Practice Skills for Work with Groups, Organizations, and Communities; SASS 477 (Online): Direct Practice Foundation Methods and Skills
- 2014 - 2015 Teaching Assistant, CRWU, SASS 440: Human Development in Context I: Child and Adolescent, SASS 441: Human Development in Context II: Adult
- 2014 Teaching Mentorship, CWRU, With Dr. Zoe Breen Wood SASS 477: Direct Practice Foundation Methods and Skills
- 2010-2013 Adjunct Professor, RIT, Interviewing and Counseling in Criminal Justice

MANUSCRIPTS UNDER REVIEW

Duda-Banwar, J. & Burt, J. Living with Warrants: Life under the Sword of Damocles. *Journal of Qualitative Criminal Justice & Criminology*. (Accepted with minor revisions March 2022)

Holmes, M. R., Bender, A. E., Yoon, S., Berg, K. A., **Duda-Banwar, J.**, Chen, Y. Evans, K. E., Korsch-Williams, A., & Perzynski, A. T. (Under Review). Examination of Protective Factors That Promote Prosocial Skill Development Among Children Exposed to Intimate Partner Violence. *Development and Psychopathology*

PEER-REVIEWED PUBLISHED MANUSCRIPTS

Altheimer, I.A., **Duda-Banwar, J.**, Schreck, C.J. (2020). The Impact of Covid-19 on Community-Based Violence Interventions. *American Journal of Criminal Justice*. DOI <https://doi.org/10.1007/s12103-020-09547-z>

Voith, L.A., Holmes, M.R., & **Duda-Banwar, J.** (2018). Clicking toward Better Grades: The use of Student Response Systems in Social Work Education. *Journal for Social Work Education*, 54(2), 239-249.

Wilson, A.B., Farkas, K.J., Bonfine, N., & **Duda-Banwar, J.** (2017). Translating interventions that target criminogenic risk factors for use in community based mental health settings. *Community Mental Health Journal*, 53(8), 893-900. DOI 10.1007/s10597-017-0119-6.

Wilson, A.B., Farkas, K.J., Bonfine, N., & **Duda-Banwar, J.** (2017). Interventions that target criminogenic needs for justice-involved persons with serious mental illnesses: A targeted Service delivery

approach. *International Journal of Offender Therapy and Comparative Criminology*. DOI: 10.1177/0306624X17695588.

Galanek, J., Duda-Banwar, J., Flannery, D.J., Kretschmar, J.K., Butcher, F. (2016). Fugitive Safe Surrender: A qualitative analysis of participants reasons for surrender and anticipated outcomes to inform program evaluation. *Journal of Qualitative Criminal Justice and Criminology*, 4(2).

REPORTS and PAPERS

For Working Papers shared with the community, please visit the CPSI website (<https://www.rit.edu/liberalarts/center-public-safety-initiatives>), particularly the “Responding to the Opioid Epidemic” section and “Working Papers” section.

Duda-Banwar, J., Porter, J., Pratt, N., Altheimer, I., & Burt, J. *Community Feedback on the Brighton Police Department*. Report released April 2021.

Duda-Banwar, J. & Burgos, S. *An Evaluation of Medication Assisted Treatment in the Monroe County Jail*. Report released December 20, 2019.

Duda-Banwar, J. *Living with Warrants: Life under the Sword of Damocles: Report to the Community*. Report released November, 2019.

Duda-Banwar, J., Klofas, J.K., Macano, K., Noel, T., & Altheimer, I. *Final Evaluation Report of New York State’s Gun Involved Violence Elimination (GIVE) Initiative: Evaluation Period: July 2014 – December 2017*. Report released December 2017.

Duda-Banwar, J., Klofas, J., Robertson, O.N., & Schreck, C. *SNUG NY State Evaluation*, Report released 2016.

Duda-Banwar, J. & Klofas, J. *Evaluation of Judicial Process Commission’s Women’s Re-entry Project*, Report released June 2013.

Duda-Banwar, J. & Klofas, J. *Real Talk, Real Walk—A Model for the Nation: Youth/Police Strategize to Improve RPD’s Relationship with Youth : A Collaborative Action Process involving Teen Empowerment, Rochester Police Department, and Rochester Institute of Technology’s Center for Public Safety Initiatives*, Report released 2011

Duda-Banwar, J. & Klofas, J. *The Cost and Consequence of Community Violence: Medical Costs of Non-fatal Shootings and Other Assaults in Rochester*, Report released 2008

TECHNOLOGY/ART/DESIGN PROJECTS

2021 Participated in NTID Prof. Eric Kunsman’s [Felicific Calculus](#) Exhibit at [CEPA](#) Gallery in Buffalo. Created maps for the exhibit that included various social indicators. Project still in progress. Example of the news coverage [Bloomberg BusinessWeek + CityLab](#)

PENDING GRANT SUBMISSIONS

2022 Research Partner, Neighborhood Collaborative, Monroe County ARPA Funding, (\$3 million for 4 years; \$440,000 for Research Partner)

AWARDED GRANTS

2022 Research Partner, Project HAVEN: Creating a Safety Net for the Chronically Homeless, Monroe County, (\$1.1 million for 1 year; \$120,000 for Research Partner)

2022 Co-PI, Good Phones, Research Partner (\$5,000), National Technical Institute for the Deaf

2021 Principal Investigator, REACH Home: Housing the Chronically Homeless, Monroe County, (\$300,000 for 3 years; \$15,000 for Technical Assistance)

2021 Principal Investigator, Teen Empowerment: Community-level Impact of Youth Advocacy, Greater Rochester Health Foundation (\$500,000 for 5 years; \$75,000 for research)

2021 Co-Investigator, Development of Service Hub Model for Victims of Gun Violence, Greater Rochester Health Foundation (\$225,000 for 18 months)

2021 Principal Investigator, Community Survey of Brighton Police Department, Town of Brighton (\$5,000)

2021 – 2023 Co-Investigator, CERV: Community Engagement to Reduce Victimization, Greater Rochester Health Foundation (\$159,000/year)

2017 – 2021 Principal Investigator, Project CLEAN: Disrupting an Open-Air Heroin Market, Bureau of Justice Assistance: Innovations in Community Based Crime Reduction (\$195,000 for research partner; \$998,000 total grant).

2020 Co-Investigator, *Project Safe Neighborhoods (PSN): Buffalo Violent Incident Case Project*, Bureau of Justice Assistance, (\$154,000).

2019 – 2020 Co-Investigator, *PSN: Addressing the Opioid Trafficking along the 390 Corridor in Western NY*, Bureau of Justice Assistance (\$154,000).

2019 - 2020 Senior Research Associate (unlisted). *Community Engagement to Reduce Victimization (CERV)*, New York state Health Foundation.

2019 Principal Investigator, *Implementation of Medication Assisted Treatment in the Monroe County Jail*, University of Baltimore's Center for Drug Policy (\$32,000 for evaluation).

2018 – 2019 Principal Investigator, *Life Under the Sword of Damocles: Living with Warrants*, Wilson Foundation (\$12,000).

- 2016 – 2017 Senior Research Associate, *NYS Gun Involved Violence Elimination (GIVE) Initiative*, New York State Division of Criminal Justice Services (DCJS), (\$100,000 for evaluation).
- 2011 – 2013 Research Associate, *Front-End Juvenile Justice Reform through Monroe County Office of Probation and Community Corrections*, United States Department of Justice, Office of Juvenile Justice and Delinquency Prevention (\$50,000 for evaluation).
- 2011 – 2012 Research Associate, *Evaluation of Rochester Youth Violence Partnership Hospital-Based Violence Intervention Program*, New York State DCJS, (\$25,000).
- 2012 – 2013 Research Associate, *Evaluation of Rochester Police Department Restorative Approaches in Neighborhoods Pilot Program*.
- 2011 – 2013 Research Associate, *Wilson Commencement High School Restorative Practices Implementation Evaluation*.
- 2012 – 2014 Research Associate, *Project HOPE Open-Air Drug Market Initiative*, Robert Wood Johnson Foundation (\$184,500) and Greater Rochester Health Foundation (\$96,000)
- 2012 – 2013 Research Associate, *Pathways to Peace Hospital-Based Intervention Component Data Collection and Evaluation*, Bureau of Justice Assistance (\$61,500).
- 2012 – 2013 Research Associate, *New York CeaseFire Chicago (SNUG) 5-Site Evaluation*, New York State DCJS (\$100,000).
- 2009 – 2012 Research Associate, *Judicial Process Commission’s Women’s Re-entry Project*, Bureau of Justice Assistance: Byrne Criminal Justice Innovation Program (\$299,969 total award)
- 2012 – 2013 Research Associate, *Evaluation of Restorative Justice in Rochester Institute of Technology Department of Public Safety*.
- 2012 – 2013 Research Associate, *Evaluation of Restorative Circles with Incarcerated Women*, Rochester Area Community Foundation, (\$5,000)

ORGANIZATION MEMBERSHIPS

2014 - Society for Social Work and Research (SSWR)

2008 - National Association of Social Workers (NASW)

TRAININGS

Debate, Discussion, Dialogue (September 17, 2021), RIT Training for CPSI students, staff, and faculty delivered by Dr. Taj Smith

Becoming an Inclusive-Minded Faculty Member (January 27, 2020), RIT

Confronting Unconscious Bias and Micro-Messaging (Spring 2019), RIT

SELECT ACADEMIC COMMUNITY PRESENTATIONS

- 2022 Photographs as Data: Leveraging Art for Research. Walker, R., Duda-Banwar, J., & Kunsman, E. Part of RIT's I love Data Week Series, (March 23, 2022).
- 2021 LISC (Local Initiatives Support Corporation) Webinar. Topic: *Rochester Byrne Criminal Justice Innovation (BCJI) initiative to address the safety, health and community redevelopment challenges posed by opioid dependence.* Duda-Banwar, J., & Cushman-Smith, K. (June 10, 2021).
- 2021 Happy Hour @ CEPA (Gallery in Buffalo). Topic: *Social Indicators of Poverty*, based on Eric Kunsman's (NTID Lecturer in Department of Visual Communications Studies) Felicitic Calculus exhibit at CEPA.
- 2021 *Targeting a Local Open-Air Heroin Market: The Intersection of Opioids and Crime.* National Council on Alcoholism and Drug Dependence –Rochester Area Annual Drugs and Crime CASAC training.
- 2020 *Targeting a Local Open-Air Heroin Market: The Intersection of Opioids and Crime.* National Council on Alcoholism and Drug Dependence –Rochester Area Annual Drugs and Crime CASAC training.
- 2020 *Considering Ethics in Mapping and Analyzing Local Narcotics Data.* **Duda-Banwar, J.**, Macano, K., & Schmitz, J. RIT Libraries Presentation.
- 2018 *Neighborhood and an Open-Air Drug Market.* National Council on Alcoholism and Drug Dependence – Rochester Area Annual Drugs and Crime CASAC training.
- 2018 A Neighborhood's Struggle with Opioids: Our Window to the National Opioid Crisis. RIT Liberty Hill Breakfast Series. **Duda-Banwar, J.**, Alzheimer, I.A., Klofas, J.
- 2012 *Working with Female Offenders.* Monroe County Probation Officers Association Annual Training Conference
- 2011 *Status of Black Boys in the Criminal Justice System.* Rochester City School District Black Boys Symposium

PENDING ACADEMIC CONFERENCE PRESENTATIONS

ACADEMIC CONFERENCE PRESENTATIONS

Sanders, M., Rivera, R., McGillivray, C., Fernandez, D., Chin, N., & **Duda-Banwar, J.** (November 2022). *El Sazón: Tailoring CBPR principles to a Latino community project.* American Public Health Association Annual Conference, Boston.

Rivera, R., Santana, C., McGillivray, C., Fernandez, D., **Duda-Banwar, J.**, Sanders, M., & Chin, N. (November 2022). *Reimaging Recovery Programs for Latinos: In the Words of La Gente.* American Public Health Association Annual Conference, Boston.

Sanders, M., Rivera, R., Santana, C., McGillivray, C., Fernandez, D., Chin, N., **Duda-Banwar, J.** (November 2022). *¿Ves lo que veo?: The Treatment and Recovery Experiences of Puerto Rican Men Who Use Drugs*. American Public Health Association Annual Conference, Boston.

McGillivray, C., Egloff, E., Rivera, R., Sanders, M., **Duda-Banwar, J.**, Chin, N., & Fernandez, D., (November 2022). *Responding to Institutional Neglect: Developing Grassroots Solutions Through Partnership*. American Public Health Association Annual Conference, Boston.

Duda-Banwar, J. & Flannery, D.J. (November 2019). *Living with Warrants: Life under the Sword of Damocles*. American Society for Criminology Annual Conference, San Francisco.

Altheimer, I., Klofas, J., **Duda-Banwar, J.**, D'Amico, A., & Lamar, S. (November 2019). *Implementation of a Community Based Intervention to Reduce Violence*. American Society for Criminology Annual Conference, San Francisco.

Burt, J., Klofas, J., & **Duda-Banwar, J.** (November 2019). *Show Your Work: The Value of Open Data in Criminal Justice & Law Enforcement*. Poster presented at the American Society for Criminology Annual Conference, San Francisco.

Duda-Banwar, J. (October 2018). National Council on Alcoholism and Drug Dependence –Rochester Area, Credentialed Alcoholism and Substance Abuse Counselor (CASAC) continuing certification training. Title: *Opioids and Crime: Heroin's Impact at the Neighborhood Level*

Duda-Banwar, J., Altheimer, I., Klofas, J. (September 2018). RIT President's Liberty Hill Breakfast Series. Title: *A Neighborhood's Struggle with Opioids: Our Window to the National Opioid Crisis*.

Duda-Banwar, J., Macano, K., Klofas, J., Altheimer, I. (November 2018). *Framing the problem of open-air heroin markets*. American Society of Criminology Annual Conference, Washington, D.C.

Macano K., **Duda-Banwar, J.**, Klofas, J., Altheimer, I. (November 2018). *Focused confusion: The fatigue effect in gun violence reduction efforts*. American Society of Criminology Annual Conference, Washington, D.C.

Macano, K., **Duda-Banwar, J.**, Klofas, J., Panico, J., Swan, L., & Rodriguez, L. (June 2018). *Studying an Open-Air Heroin Market: Developing a Research Plan*. Northeastern Association of Criminal Justice Annual Conference, Newport RI.

Duda-Banwar, J. (June 2018). *Life Under the Sword of Damocles: Preliminary Findings*. Northeastern Association of Criminal Justice Annual Conference, Newport RI.

Duda-Banwar, J., Perzynski, A.T., Bendik-Keymer, J., & Terchek, J. (January 2018). *A Qualitative Study of the Moral Development of Undergraduate Students at a Private University*. Society for Social Work and Research Annual Meeting, Washington D.C.

Duda-Banwar, J., Noel, T., Macano, K., Beck, M., Klofas, J. (November 2017). Measurement Issues of a Statewide Gun Violence Reduction Initiative. American Society of Criminology Annual Conference, Philadelphia.

Macano, K., **Duda-Banwar, J.,** Noel, T., M., & Klofas, J. (November 2017). Measurement Issues of a Statewide Gun Violence Reduction Initiative. American Society of Criminology Annual Conference, Philadelphia.

Noel, T., Macano, K., **Duda-Banwar, J.,** Beck, M., Seo, S., Klofas, J. (June 2017). Implementing Procedural Justice in a Statewide Initiative. Northeastern Association of Criminal Justice Annual Conference, Newport RI.

Holmes, M., Perzynski, A.T., Berg, K., & **Duda-Banwar, J.** (January 2017). Pre-school to kindergarten transition: Promoting resilient prosocial behavior in children exposed to intimate partner violence. Society for Social Work and Research Annual Meeting, San Francisco.

Duda-Banwar, J., Noel, T., Klofas, J.K, Roundtable Presentation: Implementing Procedural Justice in a Statewide Initiative. June 2016). Northeastern Association of Criminal Justice Annual Conference, Newport RI.

Duda-Banwar, J., Galanek, J., & Flannery, D.J. (November 2015) Why surrender with an open warrant? A mixed-methods study of participants in Fugitive Safe Surrender. American Society of Criminology Annual Conference.

Duda-Banwar, J. & Flannery, D.J. (January 2015). *Individuals with Open Warrants: Motivations for Surrendering at a Church.* Society for Social Work and Research Annual Conference

Duda, J. & Klofas, J. (March 2012) Women in Jail Reentry: A Challenging Population. Academy of Criminal Justice Sciences Annual Conference.

Duda, J. & Klofas, J.(March 2012) American Society of Criminology Annual Conference. Academy of Criminal Justice Sciences Annual Conference.

Klofas, J. & **Duda, J.** November 2011) The Restorative Justice Report Card. Annual Western New York Restorative Justice Conference.

Klofas, J. & **Duda, J.** (November 2011) What would an Entirely Restorative Rochester look like? Annual Western New York Restorative Justice Conference.

Comeau, M., Klofas, J., & **Duda, J.** (November 2011) They are not all Pawn stars: Analysis of Pawn Shop Transactions in a Medium-Sized City. American Society of Criminology Annual Conference.

Duda, J., Moxley, G., Bannister, J., . . & Klofas, J.(March 2011) Roundtable: Rochester: A Model for Improving Youth-Police Relations. Academy of Criminal Justice Sciences Annual Conference.

Klofas, J. & **Duda, J. (March 2010).** *Medical Costs Associated with Violence* Academy of Criminal Justice Sciences Annual Conference.

UNIVERSITY SERVICE

- 2019 – 2020 RIT MSW Planning Committee member, led by Dr. Nicole Trabold
- 2018 RIT Division of Diversity & Inclusion, Partnership in Pluralism. Participant
- 2014-2017 CWRU Graduate Student Council Rep for Mandel School Doctoral Students
- 2016-2017 CWRU Mandel Council Doctoral Student Representative

COMMUNITY SERVICE

- 2020 – present Board Member, [REACH Advocacy](#) (Homeless Advocacy organization that runs a winter shelter and is raising funds to develop a tiny home village in Rochester)
- 2020 – 2022 Board Member, [Father Tracy Advocacy Center](#) (community center serving the predominantly Puerto Rican Community in Northeast Rochester)
- 2019 – 2021 Coordinate Bi-Monthly Data Working Group meetings with [Measures for Justice](#)
- 2017 – 2020 Literacy Volunteers of Rochester, Digital Literacy Navigator
- 2011-2013 Compeer, Mentor
- 2009- 2013 Partners in Restorative Initiatives, Facilitator

AWARDS AND HONORS

- 2012 *Justicia* Award for Excellence in Service from Judicial Process Commission
- 2009-2011 McNair Scholar Mentor

Bring Monroe Back - Monroe County ARPA Budget Proposal

Organization Name: Community Resource Collaborative on Behalf of the Neighborhood Collaborative Project

Personnel Costs List Each Employee Name, Title/Position	Proposed Expenditures for Year 1 (2023)	Proposed Expenditures for years 1-4 (2023-2026)
<i>Fringe Benefits</i>		
Total Personnel Costs:	\$	\$
Other Than Personnel Services Costs		
Anchor Agency for SW Quadrant (SWAN)	232,197.00	1,183,198.00
Barakah Muslim Charities (SW)	27,000.00	112,957.00
Anchor Agency for NE Quadrant (FTAC)	232,197.00	1,183,198.00
The Peoples' Pantry (NE)	27,000.00	112,957.00
Anchor Agency for NW Quadrant (Cameron)	232,197.00	1,183,198.00
Lyll Ave. Business Association (NW)	27,000.00	112,957.00
Action for a Better Community Action Front Center (citywide)	27,000.00	112,957.00
Baden Street Counseling and Support Center (citywide)	27,000.00	112,957.00
MC Collaborative - MC2 (citywide)	147,950.00	637,685.00
On The Ground Research - OTG (citywide)	146,581.00	626,433.00
Beyond the Sanctuary - BTS (citywide)	129,015.00	555,961.00
C3 Consultancy Services - C3 (citywide)	215,866.00	885,391.00
FISCAL SPONSOR: Community Resource Collaborative (5%)	73,550.00	341,000.00
Total Other Than Personnel Services Costs:	1,544,553.00	7,160,849.00
Total Project Cost:	\$ 1,544,553.00	\$ 7,160,849.00

\$

\$

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	Proposed Expenditures for Year 1 (2023)	Proposed Expenditures for years 1-4 (2023-2026)
Neighborhood Collaborative Project (NCP) Workers (Cameron, FTAC, SWAN)	\$ 140,625	\$ 761,271
On-Site Vocational Trainers (Cameron, FTAC, SWAN)	\$ 154,689	\$ 837,405
On-Site Social Workers (Cameron, FTAC, SWAN)	\$ 168,750	\$ 913,530
Neighborhood Collaborative Project (NCP) Liaison (BTS)	\$ 62,500	\$ 269,382
Full-Time Social Worker (MC2)	\$ 75,000	\$ 323,260
Part-time Social Worker (MC2)	\$ 37,500	\$ 161,630
NCP Local Researcher (OTG)	\$ 78,000	\$ 336,190
Student Research Assistant (OTG)	\$ 10,400	\$ 44,825
Communications Coordinator (OTG)	\$ 18,000	\$ 77,582
<i>Fringe Benefits</i>		
Total Personnel Costs:	\$ 745,464	\$ 3,725,075
Other Than Personnel Services Costs		
Vocational Training Stipends: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 54,000	\$ 232,746
Neighborhood Outreach Supplies: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 10,800	\$ 45,183
Office Supply Supplement: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 7,200	\$ 30,120
Facility Use / Operations Support: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 36,000	\$ 150,612
Snacks, Swag/Incentive Supplies: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 7,200	\$ 30,120
Credibility Trust /Brand Value: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 54,000	\$ 225,915
10% de minimis indirect cost rate: Anchor Agencies (Cameron, FTAC, SWAN)	\$ 63,327	\$ 322,692
Administrative Support: Support Services Partners (LABA, BMC, BSCSC)	\$ 81,000	\$ 338,871
Food Pantry Supplies (TPP)	\$ 27,000	\$ 112,957
Per Diem Stipends for Peer Outreach Workers (AFC)	\$ 27,000	\$ 112,957
Staff Mileage Reimbursement (BTS, C3)	\$ 2,358	\$ 9,867
Contracted Services: NCP Client Wraparound Support Services (BTS)	\$ 54,000	\$ 232,747
Contracted Services: Anchor Agency Social Worker Supervision (MC2)	\$ 22,000	\$ 94,823
Research Supplies (OTG)	\$ 3,000	\$ 12,551
NCP Marketing & Communications (OTG)	\$ 8,000	\$ 32,000
Software and Subscriptions (OTG)	\$ 15,855	\$ 66,336
Contracted Services: Project Lead / Community Consultant (C3)	\$ 78,000	\$ 336,190
Contracted Services: Historian / Neighborhood Legacy (C3)	\$ 26,000	\$ 112,063
Contracted Services: On-Site / Field Coordinator (C3)	\$ 18,750	\$ 80,816
Contracted Services: Neighborhood Ambassadors (C3)	\$ 45,000	\$ 188,264
RTS Bus Passes/Transportation Assistance	\$ 4,644	\$ 19,427
Per Diem Stipends for Event Logistics Helpers (C3)	\$ 1,200	\$ 5,020
Microsoft Surface Pro Packages - 5 (C3)	\$ 12,288	\$ 20,015
Neighborhood/Community Engagement Conversations & Activities (C3)	\$ 7,588	\$ 31,509
NCP Supplies & Materials (C3)	\$ 1,200	\$ 5,020
10% de minimis indirect cost rate (BTS, MC2, OTG, C3)	\$ 58,129	\$ 245,953
Fiscal Sponsor Administrative Cost Rate - 5% (CRC)	\$ 73,550	\$ 341,000
Total Other Than Personnel Services Costs:	\$ 799,089	\$ 3,435,774
Total Project Cost:	\$ 1,544,553	\$ 7,160,849

CONTRACTOR'S DETAILED MBE/WBE UTILIZATION PLAN

<u>CONTRACTOR</u>		<u>CONTRACT</u>	
NAME:	Community Resource Collaborati	PROJECT NAME:	Neighborhood Collaborative Projec
ADDRESS:	100 College Ave. Suite 130 Rochester, NY 14607	CONTRACT DESCRIPTION:	NCP is comprised of multiple organizations in 3 neighborhood areas committed to continuous planning, building, implementation, and reflection; guided by capable, competent, committed individuals doing the work through cultural understanding and respect, civic responsibility and caring conc
CONTACT PERSON:	Tina Paradiso, Exec. Director		
PHONE:			

PROJECTED MBE/WBE CONTRACT SUMMARY

MINORITY BUSINESS ENTERPRISE		<u>WOMEN BUSINESS ENTERPRISE</u>	
TOTAL DOLLAR VALUE OF THE PRIME CONTRACT:	\$ 1,707,887.00	TOTAL DOLLAR VALUE OF THE PRIME CONTRACT:	\$ 1,707,887.00
CONTRACT MBE PERCENTAGE GOAL:	12 %	CONTRACT WBE PERCENTAGE GOAL:	3 %
MBE PERCENTAGE/AMOUNT APPLIED TO THE CONTRACT:	\$ 204,946.44	WBE PERCENTAGE/AMOUNT APPLIED TO THE CONTRACT:	\$ 51,236.61
TOTAL MBE DOLLAR AMOUNT PROJECTED:	\$ 201,367.00	TOTAL WBE DOLLAR AMOUNT PROJECTED:	\$ 347,948.00
MBE DOLLAR AMOUNT UNABLE TO MEET:	\$ 3,579.44	WBE DOLLAR AMOUNT UNABLE TO MEET:	\$ 0.00

Contractor Utilization Plan Checklist

Utilization Plan: Please be specific and provide detail of the work being performed by M/WBEs
 Letters of Intent: Signed form must be submitted for each M/WBE scheduled to participate.

DEI/MWBE USE ONLY Plan Approved: _____ Plan Disapproved: _____

By: _____
 M/WBE Requirements

M/WBE-7

CONTRACTOR'S DETAILED MBE/WBE UTILIZATION PLAN (cont'd)

SECTION I-MBE PARTICIPATION

MBE FIRM		DESCRIPTION OF WORK	CONTRACT INFORMATION	
NAME:	C3 Consultancy Services, LLC	cultivates effective community connections build collaborations with grassroots, neighborhood, community and faith-based organizations serves as project lead, process facilitator and grant advisor for this Contract	CONTRACT AMOUNT:	\$201,367.00
ADDRESS:	74 Dr. Samuel McCree Way Rochester, NY 14608		DATE OF CONTRACT:	
			SCHEDULE START DATE:	01/01/2023
CONTACT PERSON:	Jocelyn Basley		PAYMENT SCHEDULE:	Quarterly
PHONE:	585-563-5148		COMPLETION DATE:	
NAME:			CONTRACT AMOUNT:	
ADDRESS:			DATE OF CONTRACT:	
			SCHEDULE START DATE:	
			PAYMENT SCHEDULE:	
CONTACT PERSON:			COMPLETION DATE:	
PHONE:				
NAME:			CONTRACT AMOUNT:	
ADDRESS:			DATE OF CONTRACT:	
			SCHEDULE START DATE:	
			PAYMENT SCHEDULE:	
CONTACT PERSON:			COMPLETION DATE:	
PHONE:				

MINORITY AND WOMEN'S BUSINESS ENTERPRISE
LETTER OF INTENT

PROJECT: Neighborhood Collaborative PProject
TO: Community Resource Collaborative
(Name of Bidder)

The undersigned intends to perform work in connection with the above project as (Check one choice on each side):

Minority Woman

The undersigned M/WBE is prepared to perform the following described work in connection with the above project:

stated per Contract

at the following price: stated per Contract

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

Projected Start Date: 01/01/2023

Completion Date: 12/31/2026

With respect to the proposed subcontract described above, _____% of the dollar value of such subcontract will be sublet and/or awarded to non-M/WBE contractors or non-M/WBE suppliers. The undersigned will enter into a formal agreement for the above work with you conditioned upon your execution of a contract with the County of Monroe.

11/30/2022
Date

C3 Consultancy Services, LLC
Name of M/WBE Contractor

Jocelyn Basley
Authorized Signature

CONTRACTOR'S DETAILED MBE/WBE UTILIZATION PLAN (cont'd)

SECTION II-WBE PARTICIPATION

MBE FIRM		DESCRIPTION OF WORK	CONTRACT INFORMATION			
NAME:	On the Ground Research		local researcher providing ongoing data collection and analysis that assess individual and community impact and outcomes through participatory methods that will develop neighborhood-level social indicators over time.	CONTRACT AMOUNT:	\$146,581.00	
ADDRESS:	400 Andrews Street Suite 212C	DATE OF CONTRACT:				
	Rochester, NY 14606	SCHEDULE START DATE:		01/01/2023		
CONTACT PERSON:	Janelle Duda-Banwar	PAYMENT SCHEDULE:		Quarterly		
PHONE:	585-683-3638	COMPLETION DATE:				
NAME:	C3 Consultancy Services, LLC	cultivates effective community connections build collaborations with grassroots, neighborhood, community and faith-based organizations serves as project lead, process facilitator and grant advisor for this Contract	CONTRACT AMOUNT:	\$201,367.00		
ADDRESS:	74 Dr. Samuel McCree Way Rochester, NY 14608		DATE OF CONTRACT:			
			SCHEDULE START DATE:	01/01/2023		
CONTACT PERSON:	Jocelyn Basley		PAYMENT SCHEDULE:	Quarterly		
PHONE:	585-563-5148		COMPLETION DATE:			
NAME:			CONTRACT AMOUNT:			
ADDRESS:			DATE OF CONTRACT:			
			SCHEDULE START DATE:			
CONTACT PERSON:			PAYMENT SCHEDULE:			
PHONE:			COMPLETION DATE:			

MINORITY AND WOMEN'S BUSINESS ENTERPRISE
LETTER OF INTENT

PROJECT: Neighborhood Collaborative Project

TO: Community Resource Collaborative
(Name of Bidder)

The undersigned intends to perform work in connection with the above project as (Check one choice on each side):

_____ Minority Woman

The undersigned M/WBE is prepared to perform the following described work in connection with the above project:

stated per Contract

at the following price: stated per Contract

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

Projected Start Date: 01/01/2023

Completion Date: 12/31/2026

With respect to the proposed subcontract described above, _____% of the dollar value of such subcontract will be sublet and/or awarded to non-M/WBE contractors or non-M/WBE suppliers. The undersigned will enter into a formal agreement for the above work with you conditioned upon your execution of a contract with the County of Monroe.

11/30/2022
Date

On the Ground Research
Name of M/WBE Contractor

Janelle Duda-Banwar
Authorized Signature

COMMUNITY RESOURCE COLLABORATIVE on behalf the Neighborhood Collaborative Project (NCP)

Property Management Policy

governing the insurance, management and disposition of property and equipment purchased through Monroe County ARPA funds

The Community Resource Collaborative, on behalf of the Neighborhood Collaborative Project, does not plan to purchase or acquire any property or equipment as defined by 2 CFR Part 2 as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

Given that no such purchase as described above is planned using Monroe County ARPA funding, the requirement for a property management policy has been deemed not applicable.



Skills and Expertise

Grants & Grant Funded Programming	Strategic Planning Thought Partner	Relationship Building / Connections
Change Management / Process Improvement	Experience-Based Coaching	Staff / Organizational Development
Program Development and Design	Grassroots / Community-based Organizations	Process

Employment Experience

Community Consultant *May 2021 - Current*
Cultivating community connections, conversations and collaborations. Provided services include but not limited to strategic thought partner, lived experience leadership coach, project manager, process facilitator, and budget/funding advisor for grassroots and nonprofit organizations focused on uplifting and improving asset-based capacity, cultural connections, health, quality of life and economic stability within Black and brown communities across the greater Rochester area and nine-county Finger Lakes region.

United Way of Greater Rochester **Rochester, NY**
Community Grants Manager (grant-funded position; funding expires 5/3/2021) *March 2019 – May 2021*
Providing strategic alignment and grant development support for collaborative funding opportunities for the agency, community partners and emerging collective impact initiatives. Responsibilities include building inter/intra agency relationships, serving as a strategic thought partner; forming and facilitating collaborative work groups; researching, writing and submitting grants applications; planning and implementing grant programs and working with community agencies to increase their grant knowledge and leverage current grant funding.

Trillium Health, Inc. **Rochester, NY**
Grants Accounting Manager *March 2018 – March 2019*
Collaborated with department and program directors to ensure the appropriate budgeting and use of all awarded grant dollars. This includes, but is not limited to, initial grant budget development, budget revisions and modifications, time and effort reporting, and managing timelines for over thirty (30) grant contracts.

District of Columbia Public Schools (DC Government agency) **Washington, DC**
Deputy Chief – Office of Federal Programs and Grants (OFPG) *September 2011 – January 2018*
Responsible for district-wide acquisition, allocation and effective use of all educationally-related federal, state and private grant funding for DC Public Schools which is approximately \$106M annually. Provided leadership and management direction for staff of 25 across three departments within OFPG: Grant Administration, Monitoring & Program Support and Compliance Reporting. Ensured all grant implementation was aligned to the Chancellor's Capital Commitment priorities; maintained compliance with all federal monitoring and audit requirements; provided implementation oversight of all ESEA programs mandated by federal statute; and served as a key member of the Chancellor's Chief of Staff Leadership team.

Chicago Public Schools **Chicago, Illinois**
Director of Learning Supports – Office of Student Support and Engagement (OSSE) *August 2009 – September 2011*
Responsible for district-wide implementation of out-of-school-time academic programs for 435 schools; which include Supplemental Educational Services (SES), a component of the NCLB Title I Elementary and Secondary Education Act (ESEA) that provides additional academic instruction, specifically reading and math, outside of the regular school day.

Acting Deputy Director – Dual responsibility during Deputy Director's leave of absence *August 2009 – August 2010*
Support the leadership and management staff for each OSSE department and their respective programs and projects which include *Extended Learning Opportunities* (enrichment programs, community schools, and supplemental education services), *Student Adjudication*, *Graduation Pathways* (reengagement, credit recovery, freshmen initiatives, early warning indicators, and smaller learning communities) and *After School Learning/Sports Administration*.

Senior Project Manager – Graduation Pathways *October 2008 – March 2010*
Conceptualize, define, implement, and monitor new strategic initiatives within Graduation Pathways. Serve as department point of contact for all performance management KPI development and action item resolution. Provide district-wide technical assistance and support to areas and schools related to attendance and truancy. Lead all aspects of the implementation, evaluation, and evolution of a credit recovery initiative targeting freshmen, the Freshmen On-Pace Program.

Senior SLC Facilitator– Graduation Pathways *October 2006 – October 2008*
Manage day-to-day central office operations and staff to support the implementation of USDoEd Smaller Learning Communities (SLC) grant at all funded CPS high schools. Specific responsibilities included but were not limited to federal/state grant compliance and reporting, budget management and problem resolution, strategic planning; professional development, school recruitment and the grant application processes. Provide school-based technical assistance and support to potential/funded SLC schools that are committed to increasing academic achievement, post secondary success and improving school climate/culture using SLC structures and a framework based on Cotton's five key elements of Smaller Learning Communities.



AEDU-TECH, Inc

Independent Consultant

Developed and provided board of directors' leadership training for community-based organizations; facilitated strategic planning and change management workshops, created and compiled training models for mediation certification program. Managed grant application and invoicing for Kellogg Foundation neighborhood community development grant, provided program support, developed marketing materials and coordinated community forums, town hall meetings and participating partner planning sessions.

Rochester, New York

July 2005 - October 2006

Rochester City School District

Director of Parent Involvement & Support

Responsible for the development and implementation of strategies and programs that increase and improve the interest, insight and involvement of District parents, guardians and families; based upon the requirements defined by the No Child Left Behind (NCLB) Act of 2001 and the six types of parent involvement as outlined by the National Network of Partnership Schools and endorsed by the National PTA. Worked closely with Title I Office regarding the NCLB Consolidated Application and all aspects of federal grant compliance and reporting. Provide training, resources and support that equip and prepare parents to serve as informed participants in the school decision-making process, parent leaders, representatives and advocates. Identify and integrate resources and services from the community to strengthen family practices, student learning and development, classroom instruction, and school programs.

Rochester, New York

January 2004 - July 2005

Executive Assistant to the Superintendent / Chief External Relations Officer

April 2003 - January 2004

Facilitate communication, contact, and support between and among the Superintendent, his executive staff, and key external stakeholders. Develop processes and procedures that ensured effective communication, completion of action items and follow-up, sharing of information, etc. between the Superintendent and his executive staff. Collaborated with the Superintendent to frame and analyze major or critical issues, situations, and trends. Facilitated and modeled the effectiveness, desired behaviors, and expectations of the Superintendent and his executive staff. Initiated and cultivated new relationships with parent leaders, business, higher education, human services, faith-based and community-based organizations to enable and support District strategic initiatives.

Coordinating Director of Organizational Development

September 2001 - April 2003

Coordinated the District's progress and effectiveness in the realignment of existing positions, processes, procedures and policies, the planning and process improvement efforts, the promotion of quality, customer service and employee satisfaction, and the facilitation of defining and meeting the key result areas identified in the District's strategic plan and performance benchmarks. Served as the lead facilitator and project manager for establishing work processes and frameworks for projects including but not limited to succession planning, budget development (program and fiscal management), federal/state grant compliance, department redesigns, other district and school-based initiatives.

Executive Assistant to the Superintendent for the Academic Affairs Division

February 2001 - September 2001

In the absence of a Chief Academic Officer, additional responsibilities were assumed and to coordinate the budget submission process for the Academic Affairs division, provide assistance to the Team Leaders in the day-to-day management of their respective teams, serve as a resource and clearinghouse for all the directors within the Division and provide counsel and feedback on actions, decisions, concerns and issues within their respective areas.

Executive Assistant to the Chief Academic Officer

November 1998 - February 2001

Serve as the Central Office support interface for instructional and operational concerns to twenty-one (21) schools, preK-12, and their respective principals and/or program administrators. Managed activities, tasks, projects and initiatives as identified and directed by the Chief Academic Officer and provide support to the staff within Office of Academic Affairs, a department of twenty (20) directors. The Academic Affairs Division is responsible for the District's PreK-12 instructional, assessment and curriculum program, including bilingual and special education. Project coordination and management areas include professional development, strategic planning, data analysis, clerical/administrative support supervision (staff of 8), and support interface for school, district and state initiatives.

CJA Associates

NYSSI Program Officer

Served as the grant administrator and program officer for the Rochester City School District's participation in New York State Systemic Initiative (NYSSI) to improve teaching and learning of K-12 mathematics, science, and technology in three (3) elementary schools.

Chicago, Illinois

April 1996 - November 1998

Xerox Corporation

Project Manager: Strategy & Business Planning

Managed several strategic and operational projects that support the production systems network software business team. Coordinate the definition and integration of strategic processes and infrastructure, the development of business initiatives, the preparation of business analyses and assessments.

Webster, New York

January 1994 - April 1996

Program Manager: Application Development & Business Operations

September 1991 - December 1993

Managed an application development and support team that provided software development and support to several systems. Manage the business operation functions (customer and marketing requirements, project scope and schedules, software and documentation delivery and distribution) for this cooperative development and strategic marketing alliance collaborations.

Business Planning Specialist: Marketing & Customer Requirements

August 1988 - September 1991

Identified and developed worldwide customer and market requirements; conducted customer focus groups, documented product goals and specifications for a high speed, high resolution production printing and scanning system.



Project Engineer: Software Development

January 1984 - August 1988

Full software development responsibility for the customer support and diagnostic "screens" as well as the underlying software module that manipulated all product "screens" for the local and remote user meets for a high speed, high resolution production printing system. Coordinated and supported the software release and integration activities for same software modules.

Educational Experience

- Facilitated and presented numerous workshops, conferences and training institutes related to grant development and grant readiness, curriculum and instruction, program quality, at-risk student populations, client/participant engagement, leadership development, change management, career preparation, job readiness, workforce development.
- The SUPES Academy, training program for school/district administrators (2015) Chicago, IL
- Program Management Institute (PMI), Certification in Project Management (1999) Chicago, IL
- Masters' Program for Developing Executives; Simmons College Graduate School of Management (1990) Boston, MA
- Bachelor of Science in Computer Science / Business Management; DeVry Institute of Technology (1982) Chicago, IL
- PC Applications: Microsoft Office Suite (Word, PowerPoint, Excel, Access, Publisher); Microsoft Outlook (e-mail); FrontPage (web design)
- Courses and Workshops: marketing and communications support, financial analysis, project management, problem solving, quality improvement, organizational learning, building relationships, mediation, negotiations, and leadership training

Patents, Publications and Tools

CPS Freshmen On-Track Handbook: District #299 Chicago Public Schools, Chicago IL – Issued February 2009

Authors: Jocelyn Basley, Paige Ponder, Lahari Goud, Michelle K Jackson, Rodney Thomas, Ernestine Key, Sharena Summage, Cameka Smith, Willie Rodriguez, Inez Jones, Querida Flores, Kerman Ali, Camilla Samuels-Stewart, Jacare Thomas

The Chicago Public Schools (CPS) Freshmen On-Track Handbook is a guide for educators (principals, counselors, teachers, etc.) and administrators to use in developing strategies and tactics to improve the Freshmen On-Track (FOT) rate at their schools. This book is a collection of the promising practices that yielded positive results in the six neighborhood high schools, participating in the two-year Freshmen On-Track Lab Action Research Project, funded by the Gates Foundation. The Handbook provides ideas on how to develop a Freshmen On-Track Strategic Plan; collect, use and share quantitative and qualitative freshmen data; design 8-9th grade articulation activities, develop and track student interventions; 30 pages of examples and templates that can be customized to fit an individual school's needs; and other promising practices that will help to improve a school's FOT rate.

High School Early Warning System: District #299 Chicago Public Schools, Chicago IL – Issued June 2008

Team Members: Jocelyn Basley, Lakecia Whimper, Carmita Vaughan, Phillip Jackson, Phillip DiBartolo, Paige Ponder, Peter Godard

Created an Early Warning System to flag high school students in the 3rd largest urban district in the US that were in need of academic, attendance or both interventions to keep students on-pace to graduate. A suite of reports were available at the district, area (sets of school managed by mini-superintendents), school and student level.

Facilitation of the Diagnosis of Malfunctions and Set-up of a Reproduction Machine: US Patent 5,202,726 - Issued April 13, 1993

Inventors: Jocelyn Basley, DeWayne McCulley, Nelson Bright, Larry Peck, Fred Morton, Kris Schnieder, Bruce Cottrill – Xerox Corporation

A reproduction machine having a user interface facilitating of the diagnosis of malfunctions and set-up in the machine. The user interface includes a display used in the plurality of features, diagrams and functions that provide guidance to the service representative while performing servicing tasks.

Professional References

Ms. Danette Campbell-Bell: (609) 929-4360; dcampbell-bell@thegrhf.org

Dr. Lorise Wolfe White: (240) 398-0575; lorise@yahoo.com

Dr. Cecilia Golden: (412) 680-9317 cgoldenleads@gmail.com

Mr. Patrick Hanna: (585) 626-0126; phannajr@gmail.com

EXHIBIT G

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form–LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Subrecipient: Community Resource Collaborative LLC

By:



Name:

Tina Paradiso

Title:

Executive Director

TINA PARADISO

(585) 261-4475

tinap@imprintablesolutions.com

tinap@commresourcecollab.org

tina@tsmdevelopcorp.com

tina@sailorbags.com

39 Spencer Road

Rochester, NY 14609

MISSION STATEMENT

Paradiso owns multiple social enterprises and her personal mission statement is to defend and champion humankind through strong advocacy for what is right, equitable and just. She is an enthusiastic, authentic and relentless non-conformist who has the ability to see through others' lens, balancing high expectations with heart to serve others through business.

EXPERIENCE

CEO, TSM Development Corporation

Rochester, NY — DEC. 2021-PRESENT

Buying properties, renovating and renting with zero barriers. We do not do credit score or background checks - we have conversations about budgeting, tenant rights, landlord rights. We have rental units, rent to own opportunities and flipping for affordable housing opportunities.

Executive Director, Community Resource Collaborative Inc.

Rochester, NY — SEPT. 2021-PRESENT

Uplifting young people who are directly and indirectly affected by all forms of violence, connecting them with the resources needed to move through their traumatic experiences by addressing housing, employment, mental health and other services to support basic human needs and personal growth. Fiscal management and sponsorship of grass roots organizations is also included in their work, managing over 10 different organizations who are working with the same value alignment in uplifting communities and removing barriers associated with access to services.

President/CEO, Paradiso Consolidated Enterprises Inc., dba SailorBags

Rochester, NY — DEC. 2016-PRESENT

Bags made from genuine sail cloth, selling retail - direct to consumer via website and through wholesale channels into niche markets.

President/CEO, Ampie Enterprises Inc., dba Imprintable Solutions Ink.

Rochester, NY — DEC. 2013-PRESENT

Oversees day to day operations as well as overseeing the evolution and growth and next steps for the company (s) as a whole. Handles all contract negotiations, contract approval and management of all contracts including local, state and federal contracts. Is responsible for the financial oversight of all enterprises associated with Ampie Enterprises since 2013 totaling over \$14 million. Uplifting branding and marketing efforts of its customers through printing, promotional products and decorated apparel. It's not the what that makes us unique, it's the how.

AWARDS

Business Person of the Year Finalist 2022

Women of Excellence Finalist 2021

Youth Services Quality Council Leadership Quality Award 2019

Roch. Technology and Manufacturing Workforce Development Award 2019



Policy Number 01 WEC AR2L1N

Policy Effective Date 02/16/22

Community Resource Collaborative, Inc.
100 COLLEGE AVE STE 130
ROCHESTER NY 14607

Dear Hartford Insured,

Re: An Important Message to Workers Compensation Policyholders

The control of workplace accidents and injuries should be among the highest priorities of your firm. Each accident wastes precious human and financial resources, and introduces inefficiencies into your operations. From a practical standpoint, the control of accidents, and their inevitable costs, simply makes good business sense.

An effective risk engineering program can save you money and aggravation, can positively impact your loss experience (and thus your premium), and most importantly, can help you maintain solid control of your operations.

As a service to you, our valued customer, the Risk Engineering Department of The Hartford in cooperation with your independent agent, can assist you in establishing risk engineering strategies. If you would like assistance, please complete and return to us the reply portion of this brochure, or contact your independent agent.

Services Available

The following is a description of some of the services that we provide. The types of services that may be appropriate for your business depend upon the nature and size of your operations and the specific risk engineering services you have requested. The cost of risk engineering services may or may not be a part of your insurance premium. This depends on the extent of the requested services, agreements stated in your insurance policy and program, and statutory regulations that may require us to provide risk engineering services.

- 1) **Reference Materials** – Information about risk engineering topics that can be provided or made available to you to help you to enhance your risk engineering program.
- 2) **Telephone Consultation** – We can hold a teleconference with you to help you to evaluate your risk engineering program, identify areas for improvement, and recommend ways to implement such improvements.
- 3) **Onsite Consultation** – This consists of visiting your premises and helping you to assess and remedy your risk engineering needs onsite. This level of service is usually only appropriate for larger, higher hazard operations. The following are examples of some of the services that could be provided onsite:
 - o A review of your safety program to determine its adequacy and recommend modifications to that plan where needed.

- o Specific hazard evaluations, including ergonomics, industrial hygiene or material handling.
- o An initial survey and evaluation to address potential safety and health hazards.
- o Consultation to help management establish a comprehensive loss prevention Program.
- o Periodic summaries of accidents and analysis of causes.
- o Follow-up visits to check on progress and to provide continuing assistance when required.

A Word About OSHA

The Occupational Safety and Health Act of 1970 and similarly approved State Plans require employers to provide their employees with safe and healthful places to work. The Occupational Safety and Health Administration (OSHA) of the U.S. Department of Labor and similar State agencies enforce the regulations and apply penalties (civil and criminal) for non-compliance.

New standards have been developed, and through application and interpretation, standards change. You should make yourself aware of the standards that are applicable to your operations, and assure yourself that reasonable efforts are made to be in compliance. Copies of the standards are available through most libraries, or can be obtained through OSHA or the U.S. Government Printing Office.

You should know that neither The Hartford, nor any other party, can fulfill your obligations under the Law. Questions related to your legal obligations should be referred to your legal counsel.

Some Safety Reminders from The Hartford:

Have you considered:

- o The need to formalize your safety efforts to assure compliance and document your efforts?
- o The need to acquire Material Safety Data Sheets on all hazardous materials and the need for training on appropriate safety measures for your employees?
- o Requirements for record keeping of injuries, illnesses, and exposure to hazardous substances?
- o Assessing each job task to determine hazards and needed controls?
- o Measuring each exposure to hazardous substances to determine the need for control or personal protective equipment?
- o What mechanisms are in place to periodically verify that exposure controls (guards, ventilation systems, etc.) are still in place and working?
- o What specific training your employees and your supervisors need to avoid hazards in the workplace?
- o What specific OSHA standards apply to your business?

- What mechanism exists to promptly investigate all accidents and 'near-misses' to limit the chance of another occurrence?
- The financial impact an injury or illness has on your business?
- What resources are available to you to help prevent accidents and illnesses?

Thank you for your business.

Sincerely,

The Hartford's Risk Engineering Department

THIS BROCHURE IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. IT IS NOT INTENDED TO BE A SUBSTITUTE FOR A COMPLETE ON-SITE SAFETY INSPECTION CONDUCTED BY A QUALIFIED RISK ENGINEERING SPECIALIST. READERS ARE ENCOURAGED TO HAVE SUCH AN INSPECTION CONDUCTED BOTH TO PROMOTE WORKPLACE SAFETY AND TO COMPLY WITH APPLICABLE LAW.

FOR ADDITIONAL INFORMATION OR ASSISTANCE, EITHER TELEPHONE OR MAIL THIS FORM TO YOUR HARTFORD AGENT OR NEAREST OFFICE OF THE HARTFORD

NOTICE TO ARKANSAS POLICYHOLDERS

The Hartford is required by law to provide its policyholders with certain accident prevention services at no additional cost as required by ARK. Code Ann. §11-9-409(D) and Rule 32. If you would like more information, call The Hartford's Risk Engineering Department, One Hartford Plaza, T-7, Hartford, CT 06155 at 1-866-586-0467. If you have any questions about this requirement, call the Health and Safety Division, Arkansas Workers' Compensation Commission at 1-800-622-4472.

NOTICE TO CALIFORNIA POLICYHOLDERS

The Hartford is required by law to provide its policyholders with certain occupational safety and health risk engineering consultation services as required by the California Labor Code, §6354.5, at no additional charge. If you would like more information call The Hartford's Risk Engineering Department at 1-866-586-0467 for occupational safety and health risk engineering consultation services.

California Workers Compensation insurance policyholders may register comments about the insurer's risk engineering consultation service by writing to:

State of California
Department of Industrial Relations
Division of Occupational Safety and Health
P.O. Box 420603
San Francisco, California 94142

NOTICE TO PENNSYLVANIA POLICYHOLDERS

The Hartford maintains and provides accident and illness prevention services as required by the nature of the policyholder's business or its operation, in accordance with the Pennsylvania Workers' Compensation Act. For more information about these services contact your Hartford Agent or nearest office of The Hartford.

NOTICE TO TEXAS POLICYHOLDERS

Pursuant to Texas Labor Code §411.066, The Hartford is required to notify its policyholders that accident prevention services are available from The Hartford at no additional charge. These services may include surveys, recommendations, training programs, consultations, analyses of accident causes, industrial hygiene and industrial health services.

The Hartford is also required to provide return-to-work coordination services as required by Texas Labor Code §413.021 and to notify you of the availability of the return-to-work reimbursement program for employers under Texas Labor Code §413.022.

If you would like more information, contact The Hartford at 1-866-586-0467 and email contactriskengineering@thehartford.com for accident prevention services or 1-877-952-9222 and email CentralClaimCenter.WCEDM@thehartford.com for return-to-work coordination services.

For information about these requirements call the Texas Department of Insurance, Division of Workers' Compensation (TDI-DWC) at 1-800-687-7080 or for information about the return-to-work reimbursement program for employers call the TDI-DWC at 1-512-804-5000.

If The Hartford fails to respond to your request for accident prevention services or return-to-work coordination services, you may file a complaint with the TDI-DWC in writing at <http://www.tdi.texas.gov> or by mail to Texas Department of Insurance, Division of Workers' Compensation, MS-8, at 7551 Metro Center Drive, Austin, Texas 78744-1645.

To The Hartford's Risk Engineering Department:

Yes – I am interested in obtaining information concerning:

- | | | |
|--|--|---|
| <input type="checkbox"/> General Topics | <input type="checkbox"/> Business Continuity | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Accident Analysis | <input type="checkbox"/> Business Travel Safety | <input type="checkbox"/> Construction Site Consultation |
| <input type="checkbox"/> Accident Investigations | <input type="checkbox"/> Contingency Planning Overview | <input type="checkbox"/> Construction Equipment Hazards |
| <input type="checkbox"/> Establishing a Risk Engineering Program | <input type="checkbox"/> Emergency/Disaster Response | <input type="checkbox"/> Hazard Communication |
| <input type="checkbox"/> Hazard Recognition | <input type="checkbox"/> Emergency Evacuation Drills | <input type="checkbox"/> Ladders & Scaffolds |
| <input type="checkbox"/> Safety Committees | <input type="checkbox"/> Emergency Preparedness Planning | <input type="checkbox"/> Trenching & Evacuation |
| | | <input type="checkbox"/> Fall Protection |
| <input type="checkbox"/> Ergonomics | <input type="checkbox"/> Industrial Hygiene | <input type="checkbox"/> Property |
| <input type="checkbox"/> Back Injury Prevention | <input type="checkbox"/> Hazard Communication | <input type="checkbox"/> Automatic Sprinkler System |
| <input type="checkbox"/> Computer Workstation | <input type="checkbox"/> Industrial Hygiene (general) | <input type="checkbox"/> Flammable Liquids |
| <input type="checkbox"/> Cumulative Trauma Disorders | <input type="checkbox"/> Indoor Air Quality | <input type="checkbox"/> Fire Prevention and Protection |
| <input type="checkbox"/> Ergo Train-the-Trainer | <input type="checkbox"/> Noise Exposures | <input type="checkbox"/> Fire Drill and Evacuation |
| <input type="checkbox"/> Telecommuting | <input type="checkbox"/> Respiratory Protection | <input type="checkbox"/> Hot Work Permit Program |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Workers' Compensation | <input type="checkbox"/> Other Topics |
| <input type="checkbox"/> 3-D Driver Training | <input type="checkbox"/> Bloodborne Pathogens | <input type="checkbox"/> Business Risk Management |
| <input type="checkbox"/> Driving Defensively | <input type="checkbox"/> Drug Screening | <input type="checkbox"/> General Liability Investigations |
| <input type="checkbox"/> Fleet Newsletter | <input type="checkbox"/> Machine Safeguarding | <input type="checkbox"/> Product Liability Programs |
| <input type="checkbox"/> Guide to Successful Driver Mgmt | <input type="checkbox"/> Return to Work Programs | <input type="checkbox"/> Safety Training |
| <input type="checkbox"/> School Bus Driving Tips | <input type="checkbox"/> Slip and Falls | <input type="checkbox"/> Security/Terrorism |

Name _____

Company _____ Policy # _____

Address _____

City & State _____ Zip Code _____

Email Address: _____ Telephone _____

For more information on the above, you can visit our website at

<https://www.thehartford.com/riskengineering>

Or you may forward your request to:

Fax line: 1-860-723-4459

Or mail to:

The Hartford Financial Services Group

Risk Engineering Department

One Hartford Plaza, T-7

Hartford, CT 06155

Workers' Compensation and Employers' Liability Business Insurance Policy



(Policy Provisions: WC000000C)

INFORMATION PAGE

WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY

INSURER: Hartford Accident and Indemnity Company
ONE HARTFORD PLAZA HARTFORD CT 06155



NCCI Company Number:
Company Code: 5

POLICY NUMBER:
Previous Policy Number:

Suffix
LARS **RENEWAL**

- 1. Named Insured and Mailing Address:** COMMUNITY RESOURCE COLLABORATIVE, INC.
(No., Street, Town, State, Zip Code) 100 COLLEGE AVE STE 130
ROCHESTER NY 14607

FEIN Number: 87-2598022

State Identification Number(s):

The Named Insured is: Corporation

Business of Named Insured: All Other Professional, Scientific, and Technical Services

Other workplaces not shown above: 100 College Ave Ste 130
Rochester NY 14607

- 2. Policy Period:** From 02/16/22 To 02/16/23 ANNUAL
12:01 a.m., Standard time at the insured's mailing address.

Producer's Name: GERARD P SMITH AGENCY INC
4 EAST MAIN STREET
WEBSTER NY 14580

Producer's Code: 01210124
Issuing Office: THE HARTFORD BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251
(866) 467-8730

Total Estimated Annual Premium: \$304
Deposit Premium:
Policy Minimum Premium: \$213 NY

Audit Period: ANNUAL

Installment Term: Twelve Pay (8.33%Down+11@8.33%)

The policy is not binding unless countersigned by our authorized representative.

Countersigned by Susan P. Castaneda
Authorized Representative

02/16/22
Date

3. A. Workers Compensation Insurance: Part one of the policy applies to the Workers Compensation Law of the states listed here: NY

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A.

The limits of our liability under Part Two are:

Bodily injury by Accident	\$100,000	each accident
Bodily injury by Disease	\$500,000	policy limit
Bodily injury by Disease	\$100,000	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any , listed here:

ALL STATES EXCEPT NORTH DAKOTA, OHIO, WASHINGTON, WYOMING, U.S.TERRITORIES AND STATES DESIGNATED IN ITEM 3.A. OF THE INFORMATION PAGE.

D. This policy includes these endorsements and schedule:

SEE ENDORSEMENT-WC 99 03 68

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications Code Number and Description	Premium Basis Total Estimated Annual Remuneration	Rates Per \$100 of Remuneration	Estimated Annual Premium
Total Standard Premium			\$72
Expense Constant			\$200
Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement			\$19
Catastrophe (Other Than Certified Acts Of Terrorism)			\$3
Estimated Annual Premium (before Surcharges)			\$294
Total Estimated Surcharges			\$10

*See the attached Schedule(s) of Operations for Location and State Level Premium Information

Total Estimated Annual Premium: \$304
Deposit Premium:
Policy Minimum Premium: \$213 NY

Interstate/Intrastate Identification Number: Refer to Schedule of Operations

Labor Contractors Policy Number:

NAICS: 541990
SIC: 8999



EXTENSION OF THE INFORMATION PAGE - ITEM 3.D - ENDORSEMENTS

Policy Number: 01 WEC AR2L1N **Endorsement Number:**
Effective Date: 02/16/22 Effective hour is the same as stated on the Information Page of the policy.
Named Insured and Address: Community Resource Collaborative, Inc.
100 COLLEGE AVE STE 130
ROCHESTER NY 14607

Item 3.D. of the Information Page is completed to include the following endorsements:

WC000000C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY
WC000001A.1	INFORMATION PAGE
WC000001A.2	INFORMATION PAGE
WC000403	EXPERIENCE RATING MODIFICATION FACTOR ENDORSEMENT
WC000414A	90-DAY REPORTING REQUIREMENT- NOTIFICATION OF CHANGE IN OWNERSHIP ENDORSEMENT
WC000419	PREMIUM DUE DATE ENDORSEMENT
WC000421E	CATASTROPHE (OTHER THAN CERTIFIED ACTS OF TERRORISM) PREMIUM ENDORSEMENT
WC000422C	TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT DISCLOSURE ENDORSEMENT
WC310308	NEW YORK LIMIT OF LIABILITY ENDORSEMENT
WC310319K	NEW YORK CONSTRUCTION CLASSIFICATION PREMIUM ADJUSTMENT PROGRAM EXPLANATORY ENDORSEMENT
WC310618A	New York Workers' Compensation Policyholder Notice of Right to Appeal
WC990001I	Signature/ Copyright
WC990002	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY BUSINESS INSURANCE POLICY
WC990005	SCHEDULE OF OPERATIONS
WC990368	EXTENSION OF THE INFORMATION PAGE - ITEM 3.D. - ENDORSEMENTS



SCHEDULE OF OPERATIONS

This Schedule of Operations forms a part of the policy effective on the inception date of the policy unless another date is indicated below:

INSURER: HARTFORD ACCIDENT AND INDEMNITY COMPANY

Company Code: 5

Policy Number: 01 WEC AR2L1N

Schedule Number: 01-31-01

Effective Date: 02/16/22 Effective hour is the same as stated on the Information Page of the policy.

Named Insured and Location Address of operations covered by this schedule:

Community Resource Collaborative, Inc.
100 College Ave Ste 130
Rochester NY 14607

NAICS: 541990
SIC: 8999

NO. OF EMPL: 1

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications Code Number and Description	Premium Basis Total Estimated Annual Remuneration	Rates Per \$100 of Remuneration	Estimated Annual Premium
8810 CLERICAL OFFICE EMPLOYEES NOC	60,000.00	0.120000	72

Total State Summary

Total Class Premium			72
Total Estimated Annual Standard Premium			72
Expense constant			200
Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement	60,000.00	0.031000	19
Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement - NY Percapita			0
Catastrophe (other than certified acts of terrorism)	60,000.00	0.005000	3
Catastrophe (other than certified acts of terrorism) -NY Percapita Classes			0
New York State Assessment		10.200000	10
Total Estimated Annual Premium			304

Countersigned by _____

Authorized Representative

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY QUICK REFERENCE

	Beginning on Page		Beginning on Page
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IMPORTANT: This Quick Reference is **not** part of the Workers Compensation and Employers Liability Policy and does **not** provide coverage. Refer to the Workers Compensation and Employers Liability Policy itself for actual contractual provisions.

PLEASE READ THE WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY CAREFULLY.



WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

In return for the payment of the premium and subject to all terms of this policy, we agree with you as follows:

GENERAL SECTION

A. The Policy

This policy includes at its effective date the Information Page and all endorsements and schedules listed there. It is a contract of insurance between you (the employer named in Item 1 of the Information Page) and us (the insurer named on the Information Page). The only agreements relating to this insurance are stated in this policy. The terms of this policy may not be changed or waived except by endorsement issued by us to be part of this policy.

B. Who Is Insured

You are insured if you are an employer named in Item 1 of the Information Page. If that employer is a partnership, and if you are one of its partners, you are insured, but only in your capacity as an employer of the partnership's employees.

C. Workers Compensation Law

Workers Compensation Law means the workers or workmen's compensation law and occupational disease

law of each state or territory named in Item 3.A. of the Information Page. It includes any amendments to that law which are in effect during the policy period. It does not include any federal workers or workmen's compensation law, any federal occupational disease law or the provisions of any law that provide nonoccupational disability benefits.

D. State

State means any state of the United States of America, and the District of Columbia.

E. Locations

This policy covers all of your workplaces listed in Items 1 or 4 of the Information Page; and it covers all other workplaces in Item 3.A. states unless you have other insurance or are self-insured for such workplaces.

PART ONE - WORKERS COMPENSATION INSURANCE

A. How This Insurance Applies

This workers compensation insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. Bodily injury by accident must occur during the policy period.
2. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.

B. We Will Pay

We will pay promptly when due the benefits required of you by the workers compensation law.

C. We Will Defend

We have the right and duty to defend at our expense any claim, proceeding or suit against you for benefits payable by this insurance. We have the right to investigate and settle these claims, proceedings or suits.

We have no duty to defend a claim, proceeding or suit that is not covered by this insurance.

D. We Will Also Pay

We will also pay these costs, in addition to other amounts payable under this insurance, as part of any claim, proceeding or suit we defend:

1. reasonable expenses incurred at our request, but not loss of earnings;

2. premiums for bonds to release attachments and for appeal bonds in bond amounts up to the amount payable under this insurance;
3. litigation costs taxed against you;
4. interest on a judgment as required by law until we offer the amount due under this insurance; and
5. expenses we incur.

E. Other Insurance

We will not pay more than our share of benefits and costs covered by this insurance and other insurance or self-insurance. Subject to any limits of liability that may apply, all shares will be equal until the loss is paid. If any insurance or self-insurance is exhausted, the shares of all remaining insurance will be equal until the loss is paid.

F. Payments You Must Make

You are responsible for any payments in excess of the benefits regularly provided by the workers compensation law including those required because:

1. of your serious and willful misconduct;
2. you knowingly employ an employee in violation of law;
3. you fail to comply with a health or safety law or regulation; or
4. you discharge, coerce or otherwise discriminate against any employee in violation of the workers compensation law.

If we make any payments in excess of the benefits regularly provided by the workers compensation law on your behalf, you will reimburse us promptly.

G. Recovery From Others

We have your rights, and the rights of persons entitled to the benefits of this insurance, to recover our payments from anyone liable for the injury.

You will do everything necessary to protect those rights for us and to help us enforce them.

H. Statutory Provisions

These statements apply where they are required by law.

1. As between an injured worker and us, we have notice of the injury when you have notice.
2. Your default or the bankruptcy or insolvency of you or your estate will not relieve us of our duties under this insurance after an injury occurs.
3. We are directly and primarily liable to any person entitled to the benefits payable by this insurance. Those persons may enforce our duties; so may an agency authorized by law. Enforcement may be against you and us.
4. Jurisdiction over you is jurisdiction over us for purposes of the workers compensation law. We are bound by decisions against you under that law, subject to the provisions of this policy that are not in conflict with that law.
5. This insurance conforms to the parts of the workers compensation law that apply to:
 - a. benefits payable by this insurance;
 - b. special taxes, payments into security or other special funds, and assessments payable by us under that law.
6. Terms of this insurance that conflict with the workers compensation law are changed by this statement to conform to that law.

Nothing in these paragraphs relieves you of your duties under this policy.

PART TWO - EMPLOYERS LIABILITY INSURANCE

A. How This Insurance Applies

This employers liability insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. The bodily injury must arise out of and in the course of the injured employee's employment by you.

2. The employment must be necessary or incidental to your work in a state or territory listed in Item 3.A. of the Information Page.
3. Bodily injury by accident must occur during the policy period.
4. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last

exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.

5. If you are sued, the original suit and any related legal actions for damages for bodily injury by accident or by disease must be brought in the United States of America, its territories or possessions, or Canada.

B. We Will Pay

We will pay all sums that you legally must pay as damages because of bodily injury to your employees, provided the bodily injury is covered by this Employers Liability Insurance.

The damages we will pay, where recovery is permitted by law, include damages:

1. For which you are liable to a third party by reason of a claim or suit against you by that third party to recover the damages claimed against such third party as a result of injury to your employee;
2. For care and loss of services; and
3. For consequential bodily injury to a spouse, child, parent, brother or sister of the injured employee; provided that these damages are the direct consequence of bodily injury that arises out of and in the course of the injured employee's employment by you; and
4. Because of bodily injury to your employee that arises out of and in the course of employment, claimed against you in a capacity other than as employer.

C. Exclusions

This insurance does not cover:

1. Liability assumed under a contract. This exclusion does not apply to a warranty that your work will be done in a workmanlike manner;
2. Punitive or exemplary damages because of bodily injury to an employee employed in violation of law;
3. Bodily injury to an employee while employed in violation of law with your actual knowledge or the actual knowledge of any of your executive officers;
4. Any obligation imposed by a workers compensation, occupational disease, unemployment compensation, or disability benefits law, or any similar law;
5. Bodily injury intentionally caused or aggravated by you;
6. Bodily injury occurring outside the United States of America, its territories or possessions, and Canada.

This exclusion does not apply to bodily injury to a citizen or resident of the United States of America or Canada who is temporarily outside these countries;

7. Damages arising out of coercion, criticism, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation, discrimination against or termination of any employee, or any personnel practices, policies, acts or omissions;
8. Bodily injury to any person in work subject to the Longshore and Harbor Workers' Compensation Act (33 U.S.C. Sections 901 et seq.), the Noappropriated Fund Instrumentalities Act (5 U.S.C. Sections 8171 et seq.), the Outer Continental Shelf Lands Act (43 U.S.C. Sections 1331 et seq.), the Defense Base Act (42 U.S.C. Sections 1651-1654), the Federal Mine Safety and Health Act (30 U.S.C. Sections 801 et seq. and 901-944) any other federal workers or workmen's compensation law or other federal occupational disease law, or any amendments to these laws;
9. Bodily injury to any person in work subject to the Federal Employers' Liability Act (45 U.S.C. Sections 51 et seq.), any other federal laws obligating an employer to pay damages to an employee due to bodily injury arising out of or in the course of employment, or any amendments to those laws;
10. Bodily injury to a master or member of the crew of any vessel, and does not cover punitive damages related to your duty or obligation to provide transportation, wages, maintenance, and cure under any applicable maritime law;
11. Fines or penalties imposed for violation of federal or state law; and
12. Damages payable under the Migrant and Seasonal Agricultural Worker Protection Act (29 U.S.C. Sections 1801 et seq.) and under any other federal law awarding damages for violation of those laws or regulations issued thereunder, and any amendments to those laws.

D. We Will Defend

We have the right and duty to defend, at our expense, any claim, proceeding or suit against you for damages payable by this insurance. We have the right to investigate and settle these claims, proceedings and suits.

We have no duty to defend a claim, proceeding or suit that is not covered by this insurance. We have no duty to defend or continue defending after we have paid our applicable limit of liability under this insurance.

E. We Will Also Pay

We will also pay these costs, in addition to other amounts payable under this insurance, as part of any claim, proceeding or suit we defend:

1. Reasonable expenses incurred at our request, but not loss of earnings;
2. Premiums for bonds to release attachments and for appeal bonds in bond amounts up to the limit of our liability under this insurance;
3. Litigation costs taxed against you;
4. Interest on a judgment as required by law until we offer the amount due under this insurance; and
5. Expenses we incur.

F. Other Insurance

We will not pay more than our share of damages and costs covered by this insurance and other insurance or self-insurance. Subject to any limits of liability that apply, all shares will be equal until the loss is paid. If any insurance or self-insurance is exhausted, the shares of all remaining insurance and self-insurance will be equal until the loss is paid.

G. Limits of Liability

Our liability to pay for damages is limited. Our limits of liability are shown in Item 3.B. of the Information Page. They apply as explained below.

1. **Bodily Injury by Accident.** The limit shown for "bodily injury by accident each accident" is the most we will pay for all damages covered by this insurance because of bodily injury to one or more employees in any one accident.

A disease is not bodily injury by accident unless it results directly from bodily injury by accident.

2. **Bodily Injury by Disease.** The limit shown for "bodily injury by disease policy limit" is the most we will pay for all damages covered by this insurance and arising out of bodily injury by disease, regardless of the number of employees who sustain bodily injury by disease. The limit shown for "bodily injury by disease each employee" is the most we will pay for all damages because of bodily injury by disease to any one employee.

Bodily injury by disease does not include disease that results directly from a bodily injury by accident.

3. We will not pay any claims for damages after we have paid the applicable limit of our liability under this insurance.

H. Recovery From Others

We have your rights to recover our payment from anyone liable for an injury covered by this insurance. You will do everything necessary to protect those rights for us and to help us enforce them.

I. Actions Against Us

There will be no right of action against us under this insurance unless:

1. You have complied with all the terms of this policy; and
2. The amount you owe has been determined with our consent or by actual trial and final judgment.

This insurance does not give anyone the right to add us as a defendant in an action against you to determine your liability. The bankruptcy or insolvency of you or your estate will not relieve us of our obligations under this Part.

PART THREE - OTHER STATES INSURANCE

A. How This Insurance Applies

1. This other states insurance applies only if one or more states are shown in Item 3.C. of the Information Page.
2. If you begin work in any one of those states after the effective date of this policy and are not insured or are not self-insured for such work, all provisions of the policy will apply as though that state were

listed in Item 3.A. of the Information Page.

3. We will reimburse you for the benefits required by the workers compensation law of that state if we are not permitted to pay the benefits directly to persons entitled to them.
4. If you have work on the effective date of this policy in any state not listed in Item 3.A. of the

Information Page, coverage will not be afforded for that state unless we are notified within thirty days.

B. Notice

Tell us at once if you begin work in any state listed in Item 3.C. of the Information Page.

PART FOUR - YOUR DUTIES IF INJURY OCCURS

Tell us at once if injury occurs that may be covered by this policy. Your other duties are listed here.

1. Provide for immediate medical and other services required by the workers compensation law.
2. Give us or our agent the names and addresses of the injured persons and of witnesses, and other information we may need.
3. Promptly give us all notices, demands and legal papers related to the injury, claim, proceeding or suit.

4. Cooperate with us and assist us, as we may request, in the investigation, settlement or defense of any claim, proceeding or suit.
5. Do nothing after an injury occurs that would interfere with our right to recover from others.
6. Do not voluntarily make payments, assume obligations or incur expenses, except at your own cost.

PART FIVE - PREMIUM

A. Our Manuals

All premium for this policy will be determined by our manuals of rules, rates, rating plans and classifications. We may change our manuals and apply the changes to this policy if authorized by law or a governmental agency regulating this insurance.

B. Classifications

Item 4 of the Information Page shows the rate and premium basis for certain business or work classifications. These classifications were assigned based on an estimate of the exposures you would have during the policy period. If your actual exposures are not properly described by those classifications, we will assign proper classifications, rates and premium basis by endorsement to this policy.

C. Remuneration

Premium for each work classification is determined by multiplying a rate times a premium basis. Remuneration is the most common premium basis.

This premium basis includes payroll and all other remuneration paid or payable during the policy period for the services of:

1. All your officers and employees engaged in work covered by this policy; and

2. all other persons engaged in work that could make us liable under Part One (Workers Compensation Insurance) of this policy. If you do not have payroll records for these persons, the contract price for their services and materials may be used as the premium basis. This paragraph 2 will not apply if you give us proof that the employers of these persons lawfully secured their workers compensation obligations.

D. Premium Payments

You will pay all premium when due. You will pay the premium even if part or all of a workers compensation law is not valid.

E. Final Premium

The premium shown on the Information Page, schedules, and endorsements is an estimate. The final premium will be determined after this policy ends by using the actual, not the estimated, premium basis and the proper classifications and rates that lawfully apply to the business and work covered by this policy. If the final premium is more than the premium you paid to us, you must pay us the balance. If it is less, we will refund the balance to you. The final premium will not be less than the highest minimum premium for the classifications covered by this policy.