

References: Evaluation of the Respondent's previous work and impact in the area of housing displacement.

Commitment of key principals to the Project: Demonstration of availability of senior-level staff or associates to be assigned to this Project to ensure depth, accountability, and diversity of perspective.

MWBE and Workforce Goals: The City of Rochester desires to encourage minority and women owned enterprises (MWBE) to participate in opportunities to enter into PSAs with the City and to encourage minorities and women in the workforce. Pursuant to Ordinance No. 2018-54, the City has a goal that 30% of the aggregate annual contract awards for professional service contracts over \$10,000 be awarded to minorities (M) (15%) and women (W) (15%). The City has also established minority workforce goals of 20% M and 6.9% W for professional services consulting contracts. For more information, please see www.cityofrochester.gov/mwbe.

Respondents shall be awarded MWBE bonus weighting as follows:

1. The City will give preference to Consultants who are New York State certified MWBEs. Consultants who meet this requirement shall receive an **additional weighting of 10%**.
2. The City will give preference to Consultants who utilize state certified MWBE subcontractors with bona fide offices and operations in the Empire State Development Finger Lakes Region, which includes the following counties: Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming and Yates. State-certified MWBEs from outside the Region may be counted if there are insufficient businesses in the Region to perform the specialized work or consulting services required. If one or more MWBE subcontractors will perform 10% to 20% of the work of the contract – measured as either a percent of the total contract amount or as a percent of the total full-time-equivalent labor hours budgeted for this project, the consultant shall receive an **additional weighting of 5%**. If MWBE subcontractors will perform more than 20% of the work of the contract, the Consultant shall receive an **additional weighting of 10%**.
3. Respondents shall provide sufficient documentation with their proposal to support the additional preference weighting as an MWBE Consultant or for use of MWBE subcontractors. If one or more MWBE subcontractors are proposed, they must be named and the size of the subcontract identified. If selected, the Respondent shall submit an MWBE Utilization Plan on the City's form for approval by the MWBE Officer. Once approved, the Utilization Plan shall be incorporated into the PSA.
 - a. If the total amount of a PSA is increased by 5% or more at any time during the term of the PSA, the Consultant shall submit a revised MWBE Utilization Plan for approval by the MWBE Officer. The MWBE Officer may also issue a revised MWBE Utilization Plan for unforeseen changes in the availability of MWBE subcontractors during the term of the PSA.
4. The City will give preference to Consultants who meet or exceed the City's workforce goals, which are: 20% M and 6.9% W. Consultants who demonstrate that their, and/or their subcontractors' workforce on this Project meets or exceeds these goals shall receive an **additional weighting of 10%**. If selected, the Respondent shall submit a Workforce Staffing Plan on the City's Form for review by the MWBE Officer. Once reviewed, the Workforce Staffing Plan shall be incorporated into the PSA. The calculated percentages of workforce utilization shall be based on actual hours worked and billed over the term of the project. The final determination of a workforce

goals accomplished during the contract shall be based on hours reported in the workforce utilization reports.

5. If selected, the Respondent shall provide MWBE utilization and subcontractor/supplier payment certification and/or workforce utilization reports on the City's forms. These reports shall be submitted with each invoice or as otherwise requested by the MWBE Officer.
6. A failure to submit the required subcontractor/supplier payment certification and/or workforce utilization reports shall constitute a default in the performance of the Agreement subject to potential termination for default by the City. In addition, if the selected Respondent fails to meet the most recent MWBE Utilization Plan and/or Workforce Staffing Plan, for which additional weight was awarded by the end of the PSA, such failure may result in disqualification from award of future contracts with the City.
7. Summary of additional evaluation weighting points for MWBE and Workforce Goals:

Category of Additional Evaluation Points	Additional Weight Awarded
Respondent is New York State Certified MWBE	10%
Utilize MWBE Subcontractors for 10-20% of work	5%
Utilize MWBE Subcontractors for more than 20% of work	10%
Meet or exceed workforce goals of 20% M and 6.9% W	10%

Other Criteria: Other criteria may be considered and evaluated by the City if it is determined to be in the best interest of the City and the success of the Project to do so. For example as mentioned elsewhere in this RFP, special attention may be given to proposals that have a primary or partial focus on individuals with a history of involvement in the criminal justice system. Special attention will be given to Respondents who demonstrate that their proposed model is evidence-based and will maintain programs with adherence to the model being implemented.

MISCELLANEOUS

The City reserves the right to amend or withdraw this RFP in the City's sole discretion, including any timeframes herein, upon notification of all Respondents as set forth above, and in such case, the City shall have no liability for any costs incurred by any Respondent.

The City may request additional information from any Respondent to assist the City in making its evaluation.

The proposal and all materials submitted with the proposal shall become property of the City, and will be subject to NYS Freedom of Information Law. If any proprietary information is submitted with the proposal, it must be clearly identified and a request to keep such information confidential must be submitted.

Submission of a proposal shall constitute a binding offer by Respondent to provide the services at the prices described therein until such time as the parties enter into a PSA.

APPENDIX A

ARPA Funding Application and Disclosure Form

The American Rescue Plan Act (the "ARP") was signed into law on March 11, 2021. The City of Rochester (the "City") has been deemed eligible for the direct allocation of Federal ARP aid and intends to utilize a portion of such funding to provide local stimulus through sub-award to local entities (Sub-recipients or Grantees).

PROJECT & RESOURCE ALLOCATION PLAN

APPLICATION INSTRUCTIONS

1. Lead entity (Sub-recipient or Grantee) on any submission must fill out the attached form in its entirety. Providing incomplete or deficient information will result in the delay in the disbursement of funds by the City.
2. By completing this form, Sub-recipient confirms that they understand that the requested information is required for ARP funding.
3. Tax returns for the last two years (2021 & 2022) may be required upon request of the City.
4. Local allocations may be provided by the City of Rochester in the form of grants, loans, forgivable loans or any combination.

SECTION I

RESPONDENT ORGANIZATION INFORMATION

1.1 NAME OF LEAD ORGANIZATION:

1.2 TYPE OF ORGANIZATION (NOT-FOR-PROFIT; FOR-PROFIT; RELIGIOUS; GOVERNMENT)

1.3 FOUNDING DATE

1.4 ORGANIZATION ADDRESS:

1.5 EIN NUMBER AND UNIQUE ENTITY IDENTIFIER:

1.6 NUMBER OF EMPLOYEES:

SECTION II

CONTACT INFORMATION

2.1 PRIMARY CONTACT NAME:

--

2.2 OTHER AUTHORIZED CONTACT(S):

--

2.3 CONTACT PHONE (INCLUDE EXTENSION, IF APPLICABLE):

--

2.4 CONTACT EMAIL:

--

2.5 PREFERRED METHOD OF CONTACT:

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(The remainder of this page has been left intentionally blank.)

SECTION III

APPLICANT INFORMATION

3.1 IS YOUR ORGANIZATION LOCATED WITHIN THE OF CITY OF ROCHESTER:	
Yes _____	No _____
3.2 ARE THE OFFICERS OF THE ORGANIZATION RESIDENTS OF THE CITY:	
Yes _____	No _____
3.3 DOES THE ORGANIZATION CURRENTLY PROVIDE SERVICES TO CITY RESIDENTS?	
Yes _____ Number of Residents _____	No _____
3.4 DOES THE ORGANIZATION POSSESS A CURRENT TAX-EXEMPT STATUS AS A PUBLIC CHARITY UNDER SECTION 501(C)(3), 501(C)(4), OR (19) OF THE INTERNAL REVENUE CODE, LISTED ON THE IRS MASTER FILE?	
Yes _____ Type _____	No _____
3.5 PLEASE IDENTIFY THE PARTIES THAT ARE AUTHORIZED TO EXECUTE AGREEMENTS ON YOUR ORGANIZATION'S BEHALF.	
3.6 PLEASE STATE WHETHER YOUR ORGANIZATION HAS PREVIOUSLY RECEIVED FEDERAL FUNDS AND WHETHER THERE WERE ANY NEGATIVE AUDIT FINDINGS PERTAINING TO THOSE FUNDS.	

SECTION IV

INTENDED PROJECT PURPOSE

4.1 WILL THE PROJECT ALLOW YOU TO EXPAND YOUR ORGANIZATION?

Yes _____

No _____

How?

4.2 DOES THE PROJECT BUDGET HAVE ANY ADDITIONAL SOURCES OF FUNDS? IF SO, PLEASE DESCRIBE THE OTHER FUNDS, AND EXPLAIN HOW THE NON-ARPA FUNDS WILL BE USED AND INTEGRATED INTO THE PROJECT, BOTH IN INITIALLY AND LONG TERM.**4.3 DESCRIBE AN OVERVIEW OF THE PROJECT AND A SUMMARY TIMELINE FOR START-UP AND COMMENCEMENT OF PROGRAM. ⁽¹⁾**

4.4 DESCRIBE THE FORECASTED IMPACT/BENEFIT AND THE ANTICIPATED LENGTH OF IMPACT/BENEFIT (1, 5, 10, 15, 20+ YEARS) (1)

(1) *The fiscal and/or community impact(s) should be quantifiable or qualifiable, including the number of participants and a timeline for training of participants. Details about the short and long-term impact(s) to the City, the Organization and City stakeholders should be included.*

SECTION V
COVID-19 QUESTIONS

5.1 WAS YOUR ORGANIZATION IMPACTED BY COVID-19?

Yes _____

No _____

5.2 QUALIFY AND QUANTIFY HOW YOUR ORGANIZATION WAS/IS IMPACTED BY THE COVID-19 PANDEMIC?

--

5.3 DID YOUR ORGANIZATION LAY OFF EMPLOYEES DUE TO COVID-19?

Yes _____

No _____

If Yes, How Many?

5.4 DID COVID-19 IMPACT YOUR HIRING?

Yes _____

No _____

If Yes, How?

5.5 DID COVID-19 IMPACT YOUR REVENUES?

Yes _____

No _____

If Yes, Quantify?

5.6 HAVE YOU EVER APPLIED FOR ANY FORM(S) OF COVID-19 RELIEF?

(PPP Funds, State/Federal Grants/Loans)

Yes _____

No _____

If Yes, Please Provide Details?

If Yes, are any Awards Pending?

SECTION VI

ACKNOWLEDGMENT FORM

This form is used to acknowledge receipt of the U.S. Treasury's Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds, which is attached as Appendix C to this RFP.

Complete the following steps:

1. Read U.S. Treasury's Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds, which is accessible via link in Appendix C.
2. Sign and date in the spaces provided below.
3. Return *this page* to the City as part of the ARPA application

By signing below, I agree to the following terms:

1. I have received, read and understand the U.S. Treasury's Compliance and Reporting Guidance for State and Local Fiscal Recovery Funds, which is available via link in Appendix C to this application.
2. I confirm that I am able to and pledge to adhere to all compliance and reporting requirements of the U.S. Treasury as it relates to any State and Local Fiscal Recovery Funds. (The US Treasury guidance requires, at a minimum, quarterly reporting). Additional reporting requirements may be applicable.
3. I Understand the City will contact me if and when additional information is needed and that information will be provided to the City to support reporting requirements.
4. If for any reason I am unable to comply with the U.S. Treasury's compliance and reporting requirements I will immediately notify the City by email.

Respondent/Applicant Signature

Respondent/Applicant Title

City of Rochester Disclosure

The Program for which you are applying may be part of one or more City of Rochester (hereinafter the "City"), federal, state, or other programs, including, but not limited to, the American Rescue Plan Act, Community Development Block Grant (CDBG) Program, Emergency Solutions Grant (ESG) Program, HOME Investment Partnerships (HOME) Program, Housing Opportunities with Persons with AIDS (HOPWA) Program, Asset Control Area (ACA) Program, Rochester Economic Development Corporation (REDCO) or City Development Fund (CDF). Each of these programs has rules and regulations prohibiting conflicts of interest. Conflicts generally arise where the applicant or his or her family or business may have an economic or employment interest in the program or the entity providing the program.

Program regulations generally limit the participation of employees, agents, consultants, officers, or elected appointed officials of the City or any designated public agencies, or sub-recipients receiving Program funds, and those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For federally assisted housing and community development programs, this applies unless an exception is granted by the U.S. Department of Housing and Urban Development (HUD). In order for HUD to grant an exception to such persons there must be a public disclosure of the application and the City's Corporation Counsel must determine that the participation does not violate state or local law.

The objective of this form is to identify applicants that may have a conflict under the rules and regulations. The City will then determine whether an exception should be granted or requested. The City's Office of The Mayor, in cooperation with the Corporation Counsel, is responsible for conflict of interest determinations and the coordination of the exception process for federally assisted housing and community development programs.

Name of Applicant(s):

Applicant 1:

Applicant 1: I am employed at _____ in the position of _____

Applicant 2: _____

Applicant 2: I am employed at _____ in the position of _____

Business Name (if applicable): _____

Property Address: _____

Program Name: _____

I/We certify that (Please **ONLY** check one option (1 or 2)):

____1. I/we am/are NOT an employee, agent, consultant, officer, or elected or appointed official of the City of Rochester, and am NOT a relative of an employee, agent, consultant, officer or elected or appointed official of City of Rochester, nor part of any designated public agencies, business, or sub-recipients receiving CDBG or other Program funds.

____2. I/we AM/ARE an employee agent, consultant, officer or elected or appointed official of the City of Rochester OR I/we am/are a relative of an employee, agent, consultant, officer or elected or appointed official of the City of Rochester, or I/we am/are part of a designated public agency or worked any such agency within the last year, business or sub-recipient receiving CDBG or other Program funds.

I (do) or (do not) perform any duties relating to the Program.

For Family/Relative Affiliation:

_____ is the family member to whom I am related. (_____).
(Name) (Relationship)

This family member is employed at _____ in the position of _____.

This family member (does) or (does not) perform any duties relating to the program.

Applicant #1

Signature _____ Date _____

Applicant #2

Signature _____ Date _____

STATE OF NEW YORK)

COUNTY OF MONROE) ss.:

On the _____ day of _____, 20__ before me, the undersigned, a Notary Public in and for said State, personally appeared _____ personally known to me, or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public/Commissioner of Deeds

APPENDIX B

Example PSA with City of Rochester
For Reference Only

**AGREEMENT FOR
PROFESSIONAL SERVICES**

THIS AGREEMENT, is made this __, day of _____, 20__, by and between the **CITY OF ROCHESTER**, a municipal corporation having its principal office located at City Hall, 30 Church Street, Rochester, New York 14614, hereinafter referred to as the "City" and _____, with offices located at _____, Rochester, N.Y. 14____, hereinafter referred to as the "Consultant".

WITNESSETH:

WHEREAS, the City desires to secure the professional services of a Consultant to provide services required for _____, hereinafter referred to as the "Project", and,

WHEREAS, the Consultant has the necessary equipment, personnel and expertise to perform the Project.

NOW THEREFORE, in consideration of the terms and conditions contained herein, the parties do covenant and agree as follows:

SECTION 1. DESCRIPTION OF SERVICES

A. The Consultant shall, upon the commencement date specified in Section 2 hereof, perform in a professional and workmanlike manner to the reasonable satisfaction of the City, the following services:

B. Except as otherwise specified in this Agreement, all equipment, materials and supplies

required to carry out the provisions of this Agreement and to perform the services described above shall be furnished by the Consultant and shall be fit for their purpose to the reasonable satisfaction of the City.

SECTION 2. TERM

The services required of the Consultant pursuant to this Agreement shall commence on _____ and shall terminate on _____.

SECTION 3. FEE

A. The City agrees to pay and the Consultant agrees to accept as full payment for the work and services performed pursuant to this Agreement, the following payable in the following manner:

The Consultant shall submit an invoice and any other supporting documentation in the manner prescribed by the City at a minimum of once every ninety (90) days during the term of this agreement, unless a different schedule is approved by the City.

B. The total fee payable by the City pursuant to this Agreement, including all costs and disbursements whatsoever shall not exceed the sum of _____ Dollars (\$_____).

SECTION 4. AUTHORIZED AGENT FOR THE CITY AND THE CONSULTANT

A. The City hereby designates:

B. The Consultant hereby designates:

or their authorized representatives, as Authorized Agents of the City and of the Consultant for receipt of all notices, demands, vouchers and other communications pursuant to this Agreement. The parties reserve the right to designate other or additional agents upon written notice to the other party. In no event shall the City's Authorized Agent be authorized to amend or extend this Agreement or to accept service for the commencement of any legal actions or proceedings related to the Agreement.

SECTION 5. TERMINATION FOR DEFAULT

The performance of work under this Agreement may be terminated by the City in accordance with this clause in whole, or in part, whenever the Consultant shall default in the performance of this Agreement in accordance with its terms. Upon termination, the City may take over the work to be performed and complete the same by contract or otherwise, in the City's discretion and the Consultant shall be liable to the City for any excess cost occasioned thereby. The total fee payable to the Consultant under this Agreement upon such termination shall be such proportionate part of the total fee as the value of the work satisfactorily completed and delivered to the City bears to the value of the work contemplated by this Agreement.

SECTION 6. INDEMNIFICATION

The Consultant hereby agrees to defend, indemnify and save harmless the City of Rochester against any and all liability, loss, damage, suit, charge, attorney's fees and expenses of whatever kind or nature which the City may directly or indirectly incur, or be required to pay by reason or in consequence of the intentionally wrongful or negligent act or omission of the Consultant, its agents, employees or contractors. If a claim or action is made or brought against the City and for which the Consultant may be responsible hereunder in whole or in part, then the Consultant shall be notified and shall handle or participate in the handling of the defense of such matter.

SECTION 7. INSURANCE

A. Workers' Compensation and Disability Benefits Insurance

This Agreement shall be void and of no effect unless the Consultant shall secure compensation for the benefit of, and keep insured during the life of this Agreement, any and all employees as are required to be insured under the provisions of the Workers' Compensation Law of the State of New York or the state of the Consultant's residence, whichever may apply. The Consultant shall provide proof to the City, duly subscribed by an insurance carrier, that such Workers' Compensation and Disability Benefits coverage have been secured. In the alternative, Consultant shall provide proof of self-insurance or shall establish that Worker' Compensation and/or Disability Benefits coverage is not required by submitting the current and required New York State Workers' Compensation Board's form.

B. General Liability Insurance

- C. The Consultant shall obtain at its own expense general liability insurance for protection against claims of personal injury, including death, or damage to property, arising out of the Project. The amount of said insurance coverage shall be in the amount of Two Million Dollars if said insurance is a "Defense within Limits" policy under which all claim expenses are included within both the applicable limit of liability and self-insured retention. Otherwise, the insurance coverage shall be in the amount of One Million Dollars. Said insurance shall be issued by a reputable insurance company, authorized to do business in the State of New York. Said insurance shall also name the City of Rochester as an insured and copies of the policy endorsements reflecting the same shall be provided. The Consultant shall provide the City with a certificate of insurance from an authorized representative of a financially responsible insurance company evidencing that such an insurance policy is in force. Furthermore, the Consultant shall provide a listing of any and all exclusions under said policy. The insurance shall stipulate that, in the event of cancellation or modification the insurer shall provide the City with at least thirty (30) days written notice of such cancellation or modification. In no event shall such liability insurance exclude from coverage any municipal operations or municipal property related to this Agreement.

SECTION 8. EQUAL OPPORTUNITY AND MWBE AND WORKFORCE UTILIZATION GOALS

A. General Policy

The City of Rochester, New York reaffirms its policy of Equal Opportunity and its commitment to require all contractors, lessors, vendors and suppliers doing business with the City to follow a policy of Equal Opportunity, in accordance with the requirements set forth herein. The City further does not discriminate on the basis of disability, in admission or access to, or treatment or employment in its programs and activities. The City is including these policy statements in all bid documents, contracts, and leases. Contractors, lessors, vendors and suppliers shall comply with all State and Federal Equal Opportunity laws and regulations and shall submit documentation regarding Equal Opportunity upon the City's request.

B. Definitions

MINORITY GROUP PERSONS - shall mean a person of Black, Hispanic, Asian, Pacific Islander, American Indian, or Alaskan Native ethnic or racial origin and identity.

C. Compliance

The Consultant shall comply with all of the following provisions of this Equal Opportunity Requirement:

1. The Consultant agrees that he will not discriminate against any employee for employment because of age, race, creed, color, national origin, sex, sexual orientation, gender identity or expression, disability, or marital status in the performance of services or programs pursuant to this Agreement, or in employment for the performance of such services or programs, against any person who is qualified and available to perform the work in which the employment relates. The Consultant agrees that in hiring employees and treating employees performing work under this Agreement or any subcontract hereunder, the Consultant, and its subcontractors, if any, shall not, by reason of age, race, creed, color, national origin, sex, sexual orientation, gender identity or expression, disability or marital status discriminate against any person who is qualified and available to perform the work to which the employment relates. The Consultant agrees to take affirmative action to ensure that applicants are employed, and that applicants are hired and that employees are treated during their employment, without regard to their of age, race, creed, color, national origin, sex, sexual orientation, gender identity or expression, disability, or marital status. Such actions shall include, but not be limited to the following: employment, upgrading, demotions or transfers, recruitment and recruitment advertising, layoffs,

- terminations, rates of pay and other forms of compensation, and selection for training, including apprenticeship.
2. The Consultant agrees that its employment practices shall comply with the provisions of Chapter 63 of the Rochester Municipal Code, which restricts inquiries regarding or pertaining to an applicant's prior criminal conviction in any initial employment application.

 3. If the Consultant is found guilty of discrimination in employment on the grounds of age, race, creed, color, national origin, sex, sexual orientation, gender identity or expression, disability, or marital status by any court or administrative agency that has jurisdiction pursuant to any State or Federal Equal Opportunity Laws or regulations, such determination will be deemed to be a breach of contract, and this Agreement will be terminated in whole or part without any penalty or damages to the City on account of such cancellation or termination, and the Consultant shall be disqualified from thereafter selling to, submitting bids to, or receiving awards of contract with the City of Rochester for goods, work, or services until such time as the Consultant can demonstrate its compliance with this policy and all applicable Federal and State Equal Opportunity laws and regulations.

 4. The Consultant shall cause the foregoing provisions to be inserted in all subcontracts, if any, for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to subcontracts for standard commercial supplies or raw materials.

D. MWBE AND WORKFORCE UTILIZATION GOALS

The City of Rochester has established a policy to promote the growth and development of Minority and Women Business Enterprises (MWBE) and to improve employment opportunities for minorities and women and has adopted MWBE goals and minority workforce participation goals that apply to professional services consulting agreements with a maximum compensation exceeding \$10,000 pursuant to Ordinance No. 2018-54.

Ordinance No. 2018-54 established the goal that MWBE's receive 30% of the total annual contract awards with aggregate minority and women award goals of 15% each. Ordinance No. 2018-54 further established annual aggregate workforce goals of 20% minority and 6.9% women.

The Consultant shall submit a workforce staffing plan, which, when reviewed by the City's MWBE Officer, shall be incorporated into this Agreement as Exhibit A, detailing the percentage of the workforce utilized to perform the work of this agreement who will be either minority or women, including both the Consultant's workforce and that of any subcontractors who will be utilized. Consultant shall submit workforce utilization reports on the City's forms with each invoice or as otherwise requested by the MWBE Officer. The Consultant understands and accepts that the calculated percentages of workforce utilization shall be based on actual hours worked and billed over the term of the project. The final determination of a workforce goals accomplished during the contract shall be based on hours reported in the workforce utilization reports.

The Consultant shall submit an MWBE utilization plan with respect to any subcontractors or suppliers used to perform the services under this Agreement, which, when approved by the City's MWBE Officer, shall be incorporated into this Agreement as Exhibit B. Consultant shall submit MWBE utilization and subcontractor/supplier payment certification on the City's forms with each invoice or as otherwise requested by the MWBE Officer.

During the term of the Agreement, the Consultant shall notify the City if a change occurs that will result in a significant (5% or more) increase or decrease in the workforce staffing plan and/or MWBE utilization plan goals incorporated as Exhibit A and/or Exhibit B of this Agreement. A revised workforce staffing plan and/or MWBE utilization plan must be approved by the MWBE Officer. Once signed by the Consultant and the MWBE Officer, such revised plan(s) shall be incorporated into this Agreement as an amendment pursuant to Section 17.

Consultant's failure to submit MWBE and subcontractor/supplier payment certification forms, if required, and the workforce utilization reports shall constitute a default in the performance of this Agreement. Failure to meet the goals stated in the most recent workforce staffing plan and/or the MWBE utilization plan incorporated into the Agreement may result in disqualification from award of future contracts with

the City.

SECTION 9. TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The City of Rochester hereby gives public notice that it is the City's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, gender, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the City receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with the City. Any such complaint shall be in writing and filed with the City Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from the City at no cost to the complainant, or on the City's website at www.cityofrochester.gov, or by calling (585) 428-6185.

SECTION 10. FREEDOM OF INFORMATION LAW

Disclosures required by New York's Freedom of Information Law ("FOIL") shall not be considered a breach of any confidentiality provisions in this Agreement. Should Consultant provide the City with any records it deems confidential and exempt from FOIL, Consultant shall clearly mark such portions of those records as confidential and exempt from FOIL disclosure. Upon any request for disclosure of information so marked, the City will inform Consultant of the request and give Consultant ten (10) business days to submit a written statement of necessity for exempting the records from disclosure pursuant to New York Public Officers Law 89(5). As required by the Public Officers Law, the City will issue a determination as to disclosure within seven (7) business days. If the City determines that the records shall be disclosed, Consultant may appeal the City's determination within seven (7) business days. Thereafter, the City shall respond to Consultant's appeal within ten (10) business days. If the City issues an adverse determination, Consultant may appeal the decision within fifteen (15) days of service by commencing an Article Seventy-Eight (78) proceeding under New York's Civil Practice Law and Rules.

SECTION 11. LIVING WAGE REQUIREMENTS

A. Applicability of Living Wage Requirements

This section shall apply and the Consultant shall comply with the requirements of Section 8A-18 of the Municipal Code of the City of Rochester, known as the Rochester Living Wage Ordinance, whenever payments by the City to the Consultant under this Agreement shall equal or be greater than fifty thousand dollars (\$50,000) during a period of one year. If this

Agreement is amended to increase the amount payable hereunder to fifty thousand dollars (\$50,000) or more during a period of one year, then any such amendment shall be subject to Section 8A-18.

B. Compliance

The Consultant shall pay no less than a Living Wage to any part-time or full-time Covered Employee, as that term is defined in Section 8A-18B, who directly expends his or her time on this Agreement, for the time said person actually spends on this Agreement. Living Wage, as set forth in this Agreement, shall be the hourly amount set forth in Section 8A-18(C)(2), and any adjustments thereto, which shall be made on July 1 of each year and shall be made available in the Office of the City Clerk and on the City's website, at www.cityofrochester.gov. Consultant shall also comply with all other provisions of Section 8A-18, including but not limited to all reporting, posting and notification requirements and shall be subject to any compliance, sanction and enforcement provisions set forth therein.

C. Exemption

This section shall not apply to any of Consultant's employees who are compensated in accordance with the terms of a collective bargaining agreement.

SECTION 12. COMPLIANCE WITH MACBRIDE PRINCIPLES

The Consultant agrees that it will observe Ordinance No. 88-19 of the City of Rochester, which condemns religious discrimination in Northern Ireland and requires persons contracting to provide goods and services to the City to comply with the MacBride Principles. A copy of the MacBride Principles is on file in the Office of the Director of Finance.

SECTION 13. COMPLIANCE WITH ALL LAWS

The Consultant agrees that during the performance of the work required pursuant to this Agreement, the Consultant, and all employees working under the Consultant's direction shall strictly comply with all local, state, or federal laws, ordinances, rules or regulations controlling or limiting in any way the performance of the work required by this Agreement. Furthermore, each and every provision of law and clause required by law to be inserted in this agreement shall be deemed to be inserted herein. If, through mistake or otherwise, any such provision is not inserted, or is not properly inserted, then upon the application of either party this Agreement shall be forthwith physically amended to make such insertion or correction.

SECTION 14. AUDIT

The Consultant agrees that the City shall, until the expiration of three (3) years after final payment, have access to and the right to examine, at no cost to the City, any directly pertinent books, documents, papers and records of the Consultant and of any of the subcontractors engaged in the performance of and involving transactions related to this Agreement or any subcontracts.

SECTION 15. PROHIBITION AGAINST ASSIGNMENT

The Consultant is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement or any of its contents, or of any right, title or interest therein, or of the power to execute this Agreement, to any other person or corporation without the previous written consent of the City.

SECTION 16. OBLIGATIONS LIMITED TO FUNDS AVAILABLE

The parties specifically agree that the Consultant's duty to perform work under this Agreement and the City's obligation to pay for that work, including any out-of-pocket and subcontracting expenses of the Consultant, shall be limited to the amount of money actually appropriated by the City Council and encumbered (i.e., certified as being available) for this Project by the City Director of Finance (or his authorized deputy). This provision shall limit the parties' obligation to perform even though this Agreement may provide for the payment of a fee greater than the appropriated and encumbered amount.

SECTION 17. EXTENT OF AGREEMENT

This Agreement constitutes the entire and integrated Agreement between and among the parties hereto and supersedes any and all prior negotiations, agreements and conditions, whether written or oral. Any modification or amendment to this Agreement shall be void unless it is in writing and subscribed by the party to be charged or by the party's Authorized Agent.

SECTION 18. STATUS AS INDEPENDENT CONTRACTOR

The Consultant, as an independent contractor, covenants and agrees to conduct the work under this Agreement consistent with such status. The Consultant shall neither pretend nor claim to be an officer or employee of the City by reason hereof, nor make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the City, including but not limited to Workers' Compensation coverage, unemployment insurance benefits, social security coverage or retirement membership or credit.

SECTION 19. LAW

This Agreement shall be governed by and under the laws of the State of New York. In the event that a dispute arises between the parties, venue for the resolution of such dispute shall be the County of Monroe, New York.

SECTION 20. NO-WAIVER

In the event that the terms and conditions of this Agreement are not strictly enforced by the City, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent the City from enforcing each and every term of this Agreement thereafter.

SECTION 21. SEVERABILITY

If any provision of this Agreement is held invalid by a court of law, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the laws of the State of New York.

IN WITNESS WHEREOF, the parties have duly executed this Agreement on the date first written above.

CITY OF ROCHESTER

BY: _____

Malik D. Evans

CONSULTANT

BY: _____

Name:

STATE OF NEW YORK)

COUNTY OF MONROE) SS:

On this _____ day of _____, 20___, before me the subscriber, personally came **MALIK D. EVANS** known, who being by me duly sworn, did depose and say that he resides in the City of Rochester; that he is the Mayor of the City of Rochester, the municipal corporation described in and which executed the above instrument; and that he signed his name to the foregoing instrument by virtue of the authority vested in her by the laws of the State of New York and the local laws and ordinances of the City of Rochester.

Notary Public

STATE OF NEW YORK)

COUNTY OF MONROE) ss.:

On the _____ day of _____, 20__ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

APPENDIX C

UNITED STATES DEPARTMENT OF THE TREASURY

COMPLIANCE AND REPORTING GUIDANCE

STATE AND LOCAL FISCAL RECOVERY FUNDS

[HTTPS://HOME.TREASURY.GOV/SYSTEM/FILES/136/SLFRF-COMPLIANCE-AND-REPORTING-GUIDANCE.PDF](https://home.treasury.gov/system/files/136/SLFRF-COMPLIANCE-AND-REPORTING-GUIDANCE.PDF)

NCP Partners Meeting Minutes
Friday November 17th 10 AM - 11:30 AM

Location: Community Resource Collaborative, 100 College Avenue, Suite 130

Attendees:

Name	Agency	Phone	Email
Andy Carey	MC Collaborative	802-3816	mccollaborative1@gmail.com
Austin Retzlaff	On the Ground	649-4717	austin@onthegroundny.com
Beatriz Lebron	Father Tracy Advocacy Center	743-0403	blebron@fathertracycenter.org
Bill Gibbons	BTS	506-6972	beyondthesanctuary20@gmail.com
Carmen Allen	Beyond the Sanctuary	520-6004	beyondthesanctuary20@gmail.com
CJ Basley	SWAN		cbasley@swanonline.org
Devon R	Lyell Ave Barber/Bus		brosisunisal@gmail.com
Hector Rosario	Father Tracy Advocacy Center		
Hector Diaz	Baden Street		hdiaz@badenstreet.org
Janelle Duda-Banwar	On The Ground Research	683-3638	janelle@onthegroundny.com
Jocelyn Basley	C3 Consulting	563-5148	jrbasley@c3consultancy.org
Jonathan Hardin	Cameron	953-6833	j.hardin@cameronofministry.org
Joseph Becker	C3 Consulting	576-3505	jbecker@urbinnovations.com
Josh Knoblock	MC Collaborative		jknoblock@mccollaborative.org
Lydia Rivera	Lyell Ave Business Assoc.	524-7072	lifeonlyell@gmail.com
Marvin Hymes	MC Collaborative		mhymes@mccollaborative.org
Michael Durfee	The People's Pantry	764-9705	mike@peoples-pantry.org
Nicole Pratt	On the Ground	407-744-631 4	nicole@onthegroundny.com

Olivia Kassoum-Amadou	Cameron	953-6823	olivia@cameronny.org
Rosa Marie	Marvelous Minds	685-5572	rosamarie@marvelousminds.com
Rafael Rivera Jr.	On the Ground		rafael@onthegroundny.com
Tina Paradiso	CRC	261-4475	tinap@commresourcecollab.org
Tonja Scales	Loving Arms Outreach/ C3 Consulting		lafcoutreachllc@gmail.com
Zaviour Johnson	Barakah Muslim Charity	733-9677	z.johnson@barakahmuslimcharity.org
Keri Hadcock	FLIPPS	703-9648	Keri_Hadcock@FLIPPS.org
Gabe Person	RPD	428-7159	gabriel.person@cityofrochester.org
Nyelan O'Meally	Cameron	585-471-9869	nomeall5@mail.naz.edu
Brooks Benton	ABC Action Front Center	802-3972	bbenton@abcinfo.org
Abubakr Latif	Peaceful Abodes	210-8001	peacefulabodes@gmail.com

Action Items	<ul style="list-style-type: none"> ● Go to the NCP website if you haven't!! <ul style="list-style-type: none"> ○ https://rocncp.org/ ○ Research reports are on there, and it will also be where you can order swag, and hopefully do referrals through there in the future ● Jocelyn to Invite Dylan and someone from the controller's office to a meeting to better understand the fiscal process ● Rosa and Kevin to organize Community Conversations Debrief ● Send a list of board members and their email addresses to Janelle to add to NCP newsletter mailing list ● Jocelyn to create and share a financial process description and diagram
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	<ul style="list-style-type: none"> ● If someone has donated time in support of NCP event, send their information to Josh so he can add them to his list ● Send shoutouts to Austin, so he can send something out acknowledging people ● Beatriz will get EDs to together early next year to talk about hosting legislature breakfasts and lunches to build relationships with funders ● Send all your event info to Austin for him to share - austin@onthegroundny.com ● Not an action item, but a connection: To hire the super talented Balloon Lady Ms. Rose Hasan, contact her at 585-705-5240 ● Take some self care y'all
<p>Shoutouts</p>	<ul style="list-style-type: none"> ● Shoutout to CRC for hosting us for this meeting ● Shoutout to Mike at The People's Pantry <ul style="list-style-type: none"> ○ Mike is responsive with emergency walk-ins that FTAC sends over ○ He and his team are phenomenal ● Shoutout to Cameron: Murals are almost done, go check it out ● Shoutout to CJ <ul style="list-style-type: none"> ○ He saw the massive line of people waiting for the BTS food pantry and came over to help pass out food
<p>Welcome, Housekeeping, Agenda Review</p>	<ul style="list-style-type: none"> ● Dec. 1st- First County Desktop Audit <ul style="list-style-type: none"> ○ Jocelyn will send out a checklist to ensure each organization's staff has the information needed. ○ No red flags on reporting data or finance
<p>Introductions</p>	<ul style="list-style-type: none"> ● Romanda Gibson Stevenson, Vice President Community Manager, JP Morgan Chase Bank <ul style="list-style-type: none"> ○ Blown away by NCP, wants to invest in us ○ Chase went through Community Initiative about a year or two ago ○ Romanda is the representative for upstate NY ○ Originally was interested in the Youth Program at SWAN, but met Jocelyn and Andy when she went to visit and got interested from there ○ Her plan is to use the NCP as a gateway to connect with additional agencies, she offers financial education. ○ Chase will be helping with the walk, and is providing food and drinks ● Others <ul style="list-style-type: none"> ○ Keri Hadcock from FLPPS

	<ul style="list-style-type: none"> ■ Group of people who work with hospital systems to make it more accessible to non-profits ■ Look out for the words "Social Care Network" in the future ■ Next iteration of DSRIP ■ She is a nurse by training, and has worked with a lot of communities ■ She wants to be added to NCP events and on our list ○ Operations Director at Barakah Muslim Charities <ul style="list-style-type: none"> ■ Interested in the NCP and came to the meeting to learn more ■ Owns a few properties, available to talk to organizations about them, flexible, kind landlord
<p>Updates</p>	<ul style="list-style-type: none"> ● Collaboration Assessment Tool <ul style="list-style-type: none"> ○ Please fill it out if you haven't already, today is the last day ○ Designed to measure your perceptions of collaboration over time ○ We plan to do it again next year, with the hope of seeing improvement in people's answers ○ Expect a report from OTG on the findings ● In the new year, OTG will also be sending out a reflection survey of the first year of the NCP <ul style="list-style-type: none"> ○ Will ask about successes, challenges, etc. that you have faced as a organization ○ What has the experience been for you and your staff, and what have you observed
<p>Reimbursements</p>	<ul style="list-style-type: none"> ● Had a little problem last month <ul style="list-style-type: none"> ○ Thought things were going well but it didn't, has been resolved ● Overall, we have come a long way with invoice submission ● "By the 5th of the current month, Jocelyn should have my invoice and expenses from the prior so she can submit in the current month and I can get paid in the next month." ● Supporting documents <ul style="list-style-type: none"> ○ Jocelyn is okay if you if you send them all over ○ However, she will be assuming that expenses sent in supporting documents is already applied to the supply line in the budget ○ Please make sure that the math on supporting documents add up, there are too many people for her to comb through all the documents and check for accuracies ● Everyone has access to their NCP budget in the folder

	<ul style="list-style-type: none"> ● Some organizations are in the red for spending so far <ul style="list-style-type: none"> ○ However, as long as the bottom line for the NCP as a whole stays in the black, it's all okay ● Updated budget <ul style="list-style-type: none"> ○ Jocelyn will be reaching out to you before the end of the year if she hasn't already ○ She wants to make sure every agency has the opportunity to spend their grant money ● Agency Concern: Struggles with waiting for reimbursements while also needing to use the money for payroll and other things <ul style="list-style-type: none"> ○ Want the contracts amended to include a timeline of payment and the actual date to expect payment. ○ Not going to be able to spend the money with a backlog of reimbursements that are 3 months behind <ul style="list-style-type: none"> ■ Jocelyn said that we can't control when county reimburses us back ■ They have committed that when they have sent it to their Controller's office, they will send an email to Tina/Jocelyn, and the check would be ready in the next 7-10 business days <ul style="list-style-type: none"> ● Disagreement that the County couldn't change it based on previous grants ● NCP may need to have a conversation with Adam about his process and lobby for some change ● They likely don't have the staffing to process the amount of reimbursements they're receiving ● Jocelyn waiting on County to send a schematic <ul style="list-style-type: none"> ○ Would include a breakdown of the process for invoice submission and what happens when the County gets it ● We may need to think outside the box on getting timely reimbursements <ul style="list-style-type: none"> ○ Maybe we could work with a bank to get payment upfront so payments can be monthly rather than how it is now <ul style="list-style-type: none"> ■ Maybe Chase Bank is a good choice to discuss it with ● After Thanksgiving <ul style="list-style-type: none"> ○ Jocelyn will be sending an email to your organizations with the current budget based on expenses so you can see how much was spent in October ○ Hopefully getting a notification on updates from the County <ul style="list-style-type: none"> ■ Specifically things like what percentage of the grant we can expect to rollover to next year
<p>Community Conversations Highlights</p>	<ul style="list-style-type: none"> ● Rosa thinks they went very well ● Feedback from the Community was great ● Largest turnout from FTAC

- Had zumba, mindfulness as well as balloons
- SWAN needed better outreach
- In the future, Rosa will lean more on the host sites to spread information about the Community Conversations
- Action Front Center did a great job with the baskets
 - Great that they were household items and homeless kits, and liked that participants had the freedom to choose what basket they wanted based on their needs
 - The baskets were made based on feedback from NCP partners on outreach
 - Sling backpacks were given for homeless kits
 - 20 baskets were prepared for each location
- Adults loved the balloons Ms. Rose created
 - FTAC wants to hire her for some of their events
 - She did the balloons this time for free, but we should hire her for any future events
 - She serves as administration for Action Front Center, and runs her own business on the side
 - **Contact information: Ms. Rose Hasan, text or call**
 - 585-705-5240 to hire her at your next event!
- Maybe in the future we could host it on Zoom as well
 - Could filter it by location and zip code
 - People could still get vouchers if they send their address and it could maybe be mailed to them
 - It would be a good way to get some of the people who can't come out for the in-person ones
 - On Saturdays, FTAC gets over 300 people at their food pantry that are usually just waiting from 7am to 3 pm
 - It would be a good place to host it if people are willing to do it on a Saturday
- Barrier: happened at night, some people mentioned wanting to go but being afraid of walking home after
 - Next time earlier in the day
 - SWAN doesn't get much foot traffic at night, but senior center has a lot of people during the day that would likely go
 - A lot of seniors didn't know it was even happening
 - CJ has noticed a bit of a disconnect in communication between their Board and Director
 - Can also apply to other organizations as well
 - CJ acknowledged that SWAN could do a better job at being able to communicate what the NCP is to their Board
 - Many don't grasp the scope of the NCP
 - We should involve them at meetings or at events, but mostly events so they can see it actually happening
- If organizations are having challenges with their Board, please

	<ul style="list-style-type: none"> ○ come to Jocelyn or Andy or Janelle <ul style="list-style-type: none"> ○ They're happy to meet with the Boards and explain the NCP to them ● Have we sent out letters to people who have donated (time, talent, materials, etc) thanking them for their donations? <ul style="list-style-type: none"> ○ Those who donated can use the latter as a tax write off ○ If the person works in your own organization, it's the organization's responsibility to write that letter ○ But if it's for the NCP (ex: Community Conversation), we should write that letter, which Tina can do ○ We can talk about a process to do it quarterly to make it easier to do ○ Josh has a list already for MC Collaborative, so people should send him any additional people and their contact so he can add them to the list
<p>Communications</p> <p>austin@onthegroundny.com</p>	<ul style="list-style-type: none"> ● Communications <ul style="list-style-type: none"> ○ Video project that talks about the NCP <ul style="list-style-type: none"> ■ Organizations could share on their website when it's ready, if they want to ○ WXXI <ul style="list-style-type: none"> ■ Getting WXXI to come to some of the agencies and maybe they can put together a video, specifically at anchors <ul style="list-style-type: none"> ● Are people willing to go on Evan Dawson and be in the video <ul style="list-style-type: none"> ○ SWAN is interested ○ Keeping a cycle so everyone has an opportunity to join it if they want ○ There is also the other radio show if we wanted to keep it local first and then go on Evan Dawson ■ Highlighting your organization and your events ■ Austin will continue to work on the video angle and bring it to partners in the future ● What are the most effective ways to communicate events to your clients? <ul style="list-style-type: none"> ○ Quarter page black and white flyers (easier to carry, less toner use) ○ Business card sized (laminated) ○ 3 x 5 card, less likely to be lost on outreach ○ For one time events (Ex: Community Conversation, pop-ups, etc.) <ul style="list-style-type: none"> ■ Quarter page, black and white, non laminated ○ For permanent things, like the NCP brochure <ul style="list-style-type: none"> ■ Laminated is fine, since the details are not likely to be changed anytime soon ● Logo will be on the website in different forms for partners to access, as well as swag

	<ul style="list-style-type: none"> ● NCP Newsletter and NCP Events <ul style="list-style-type: none"> ○ Thanksgiving Events reminder <ul style="list-style-type: none"> ■ Send events to Austin, he plans to send them out next week to partners ● \$1,500 Communications Funding Application <ul style="list-style-type: none"> ○ There has been an issue with the Google form for the communications funding money on the website, but it's fixed <ul style="list-style-type: none"> ■ Because of the issue, the deadline has been pushed back to November 25th ■ The link to the google form is on the website under Partners ■ Before the end of the calendar year we'll review the proposals and send the money to people since it needs to be spent before the end of the calendar year ● NCP Referral Process Guide <ul style="list-style-type: none"> ○ The guide is still in the works, but the document will have steps on sending a referral and if you receive a referral ● SWAG <ul style="list-style-type: none"> ○ Can openers for the homeless, gloves, lip balms, reusable canvas bags, sling bags, messenger bags, bottle openers, hand sanitizer, stickers (qr code could on a circular sticker), water bottle wrappers (big sticker that could go on a single use water bottle) <ul style="list-style-type: none"> ■ Sling bags maybe less so, more likely to break and rope setup digs into people ■ Decent quality gloves are harder to get ○ Switching colors from orange to green <ul style="list-style-type: none"> ■ Gun Violence is orange, so we will not be adding our colors on top of that ■ Bags and shirts and things like that will be green ○ Jpeg and vector of logo <ul style="list-style-type: none"> ■ Could go in member login section when it is set to go ■ Would also allow people to access it from the website ● If you don't have access to the logos, email Austin directly
<p>Rochester Housing Stabilization RFP</p>	<ul style="list-style-type: none"> ● Everyone who wants to apply, should apply for it ● NCP will provide letters of support for whoever wants to apply <ul style="list-style-type: none"> ○ You can also do letters for each other! ● <u>Office hours</u> will happen for those who want assistance with them <ul style="list-style-type: none"> ○ Janelle and Jocelyn will be sending out a link soon for people to sign up for it ○ Tue, Dec 5, 10-2 PM ○ Wed. Dec. 6, 1-5 PM ● Housing RFP is a trust fund that is being set up by the city to create more housing equity ● Top tier is 300k, but there are other levels of funding you can apply for <ul style="list-style-type: none"> ○ Can get rental arrears, preservation money for houses,

	<p>security deposits, etc.</p> <ul style="list-style-type: none"> ● Would be great if we could get 100 zombie property houses to rehabilitate them and move people into them <ul style="list-style-type: none"> ○ Rent to own or could be owned and managed by your organization ● Based on SWAN's application and Ms. Jackson's budgeting, it would cost about \$90k to get a house, rehab and own it ● The RFP will really show the power of the Collaboration and the neighborhood impact will be huge ● Joseph at the ATTAIN Lab can help with stats to boost your proposal like houses in the area, demographics, etc. <ul style="list-style-type: none"> ○ He is typically available at the Jackson R Center on the second floor: <ul style="list-style-type: none"> ■ Tue 12-2 ■ TH 12-2 ■ However, you can also work with him outside of these hours, just email him to set something up ○ Address: 485 N Clinton Ave, Rochester, NY 14605 ● RFP due Dec. 29th ● Pot of money is so large, we are not competing with one another for funding on this!!
<p>Outreach</p>	<ul style="list-style-type: none"> ● All-City Walk Overview and Logistics <ul style="list-style-type: none"> ○ Not a walk, more like a drive <ul style="list-style-type: none"> ■ Supposed to be a drive to 3 quadrants ○ Will be handing out some tents and some sleeping bags <ul style="list-style-type: none"> ■ Unfortunately, Josh's bank declined his transaction so he was not able to get his order in time for the walk ○ Over 100 lunches ○ Snack bags from Trillium ○ Water, socks, etc. ○ Meeting at the warehouse first and then leaving from there ○ Stay in pairs, text when you're done handing stuff out
<p>Upcoming Events/Action Items</p>	<ul style="list-style-type: none"> ● Barakah: <ul style="list-style-type: none"> ○ Over 350 turkeys passed out on Thursday, 11/16, <ul style="list-style-type: none"> ■ 50 are reserved for anyone else who needs them ■ For any clients who need them, the rest of the turkeys are being passed out on Sunday ■ The turkeys are halal ● Beyond the Sanctuary: <ul style="list-style-type: none"> ○ Keep Carmen in your thoughts and prayers, as her family is going through a difficult time ○ Shoutout to CJ! <ul style="list-style-type: none"> ■ He saw the massive line of people waiting for the food pantry and came over to help pass out food

- BTS is putting together a Vaccination site at their church, when it's set up she'll send out an email
- Community Service Sunday starting on Dec. 3rd, 10 AM
 - Weekly Sunday event
- Schumer's office
 - They're having a press event at Foodlink on Monday at 11 am
 - Want to find a mother and child that can be there at the event that they can interview
 - Follow-up with Carmen if interested or have someone interested in doing it
- Cameron:
 - Saturday Academy 10-2, kids ages 8-15
 - Robotics class is from 10-12
 - Dec. 19th: 12-1:30
 - Holiday and wellness box, nutrition plans and food
 - Nov. 21st
 - Thanksgiving boxes being handed out
 - Taking people from all zip codes
 - Dec. 1st
 - Sign ups for their Christmas handout starts
 - Has to go to Cameron to sign up
 - WFD graduation
 - 9 month long class is getting ready to graduate
 - 15 people on waiting list for the next one
 - They have a morning and evening class
- Shout Out to The People's Pantry: Murals are almost done, go check it out
 - Maybe we can do a ribbon cutting ceremony for it
- Lyell Ave Business Association
 - Nov. 21st- 15 Lyell Ave, starting at 6 PM
 - Providing soups, grilled cheese sandwiches, and free haircuts
 - Nov. 23- Thanksgiving, 1630 Dewey Ave, 5:30 till supplies run out
 - Popup for unhoused population
 - Indoors
 - Community Thanksgiving Event happened last week with the Edgerton Health Center, as well as Loving Arms
 - Lots of volunteers, lots of food, great experience
 - Thinking about doing another one in the springtime
- SWAN
 - Recently had their senior gift bag giveaway, there are some extras available
 - Seniors matched the number of baskets SWAN with their own
 - County executive people were there as well
 - Looking forward to seeing how it goes in the future
 - Giving away more in December, they have over 150 applications for that

- FTAC
 - Thanksgiving event happening on Nov. 25th, 12-2
 - Cooked meal
 - They are expecting 300 people to show up
 - Memorial Event- Dec. 23rd
 - Memorial for Board member's son who passed on Dec. 23rd
 - They are handing out boots, hats, gloves, thermal blankets bundle of stuff
 - Also providing food
 - Senator Chuck Schumer is in town on Monday, Beatriz wants to get him to visit some of the sites
 - Be on the lookout for a text or call from her if he's willing to go
- RPD
 - Thank you to Andy for inviting him to come
 - RPD and people may not always agree with each other, but we can talk to each other
 - Keep talking to each other
 - Request for RPD to try and call NCP organizations before they take action, to assist if possible and maybe even prevent the need for them to show up depending on the call
- In the annual report, let us know what months are open for spots we can use for future Bi-Monthly meetings

Brigida, Micaela

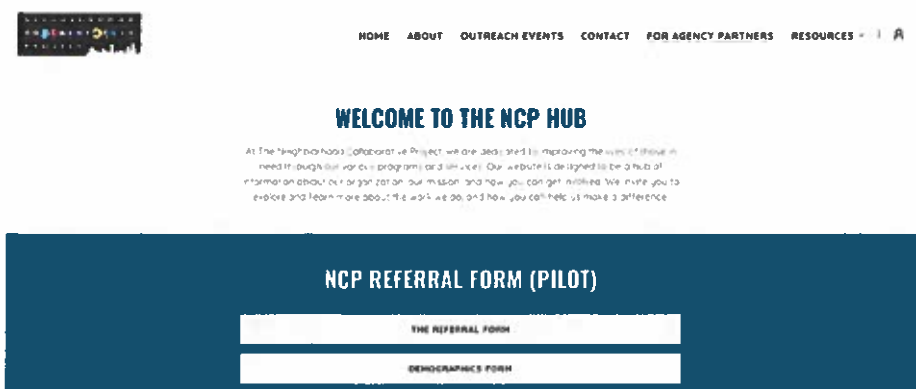
From: Austin Retzlaff <austin@onthegroundny.com>
Sent: Wednesday, November 29, 2023 4:29 PM
To: Carmen Allen; Beatriz LeBron; C Basley; Ciara McGillivray; Carlos Santana; Adell, Cynthia; hdiaz@badenstreet.org; Janelle Duda-Banwar; Josh Knoblock; Peo, Jose M.; Jocelyn Basley; Jocelyn Basley; Kevin Aiken; lafcoutreachllc@gmail.com; Michele Boyd; Andy C; Mike Durfee; neighborhoodcollaborative@gmail.com; Nicole Pratt; Olivia Kassoum-Amadou; Patricia Jackson; Rafael Rivera; rctv168@gmail.com; Roc City; Rosa Marie; Tina Paradiso; wg.beyondthesanctuary@gmail.com; wglyv@yahoo.com; worthamtiajuana@gmail.com; Zaviour Johnson; rosamarie@marvelousminds.com; Welch, Dylan; Dilma Vicente; Cynthia Rochet; lifeonlyell@gmail.com; Austin Retzlaff; jsharp@abcinfo.org; brosisunisal@gmail.com; mhymes@mccollaborative.org; scales.lois@gmail.com; jbecker@urbaninnovations.com; voteforpeo@gmail.com; mheimes@mccollaborative.org; Jonathan Hardin
Subject: Access to website / referral form process / brand assets
Attachments: ncp referral process one-sheeter.pdf

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

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Hello all,

I am sharing with you (attached) a [document](#) that gives an updated explanation on how to complete the referral form process - from the perspective of giving a referral as well as receiving. You can print this out and keep it around to minimize the reliance on link sharing and Google access and so on.

This form is also available on the [rocncp.org](http://rocncp.org) website under "For Agency Partners." If you haven't already, please [create an account](#) (or [sign in](#)) and I will grant you access to [that page](#), which includes the referral form links and process explanation, as well as the [NCP brand assets](#), the [portal to create custom swag through Imprintable Solutions](#), and more.



I recently changed the settings to make it easier for people to create accounts that can access private pages on our site - some of you may have received an additional email to that effect earlier today, saying "The Neighborhood Collaborative Project gave you private page access."

If you have issues logging on or if you have questions, please let me know.

Austin

NEIGHBORHOOD  
COLLABORATIVE  
PROJECT

If you're trying to refer a client to another agency



Check out the **NCP Partner Program Services Sheet** ([tinyurl.com/NCP-Partner-Program-Services](https://tinyurl.com/NCP-Partner-Program-Services)) to determine what agency might be a good fit

Fill out the **NCP Referral Form** ([tinyurl.com/NCP-Referral-Form-Pilot](https://tinyurl.com/NCP-Referral-Form-Pilot)), identifying all agencies who you think should receive the referral



**If you're receiving a client referral from another agency**

You will get an email with the client information, including name, contact info, and client needs



If you accept the client, complete the **Demographics form** ([tinyurl.com/NCP-Demographics](https://tinyurl.com/NCP-Demographics)) and provide services

If you don't accept the client, notify the referring agency by contacting the agency contact listed in the email you received (please cc [nicole@onthegroundny.com](mailto:nicole@onthegroundny.com) on the email for tracking purposes)

Troubleshooting - [tinyurl.com/NCP-Referral-Troubleshooting](https://tinyurl.com/NCP-Referral-Troubleshooting)



## Brigida, Micaela

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**From:** Olivia Kassoum-Amadou <olivia@cameronministries.org>  
**Sent:** Sunday, December 3, 2023 5:56 AM  
**To:** Filipa Abreu Berton; Fr. Tony Mugavero; Pelow, Faye; Greg Byrd; Gwen Olton; tamara.mayberry@cityofrochester.gov; Hudson, Kiera R.; HANNA, KEVIN J; Heath Boice-Pardee; Hamlin, Thaxton E.; Howard, Katherine; Ibrahim, Fatima; Joanna Bassett; Jane Kobos; Jose Peo; Jim Meddaugh; doyle@rochester-academy.org; Joshua Knoblock; Juanita Lyde; Jayslynn Antonetti; jackie.dozier@commongroundhealth.org; Rev. Jackie Sullivan, D.Min.; Jessica Rahill; Jared Voos; julia@foodlinkny.org; Kelsey Coles; Kevin Stewart; Knight, Kelvin J.; Karen Brokaw; Luces, Kelston; Stith, Keith L.; Karma Denise Kagoro; Katie Binazeski; Katie Kreutter; KATIE CRINGOLI; Keller, Anna L.; Natalie Kucko; Lalena Parkhurst; Marsh, Soji; magnapm@eznet.net; montina.langston@cityofrochester.gov; mothersinneedofothers@gmail.com; Monika Reifenstein; mcatalana@13wham.com; Nyelah O'Meally; Nicolette Simmonds; Diamond, Norma; Negron, Idalys; newsroom@wxxi.org; Nkem Norris; Nera Crumpler; news1@whec.com; derleth@frontiernet.net; Pastor Erin Schubmehl Jacobsen; Pastor Aaron Neff; 'pastor@irondequoitpc.org'; Pastor Johnson; PPC Pastor; revmichaelford@gmail.com; Rev. Ted Pullano; Joanne Gilbert-Cannon; 'revdebswift@gmail.com'; Powell, Arnetta Y.; Pamela Reese Smith; Pamela Kincheloe; Doell, Peter; Patel, Leann; Chase, Patrick; Patrick.Cunningham@cityofrochester.gov; romanda.gibson-stevenson@chase.com; Sue Kirby; shana.kohler@hochstein.org; Maryellen Giese; Aurora Doherty; Lorna Washington; Todd Allen; Therese Randazzese; Cunningham, Terrell L.; Tae & Josephine Whang; victor.saunders@cityofrochester.gov; Vanessa Milton; Victor Simonetti; Eric Van Dusen; Whitley Hasty; Welch, Dylan; Winston, Ayriona; Evans, Lashara M  
**Subject:** Invitation Only  
**Attachments:** InviteOpenHouse2.pdf

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~~~~~

We hope to see you!

Olivia

Olivia Kassoum-Amadou
Executive Director
Cameron Community Ministries
48 Cameron Street
Rochester, NY. 14606
585-254-2697 ext. 101

“Education is for improving the lives of others and for leaving your community and world a better place than you found it.”

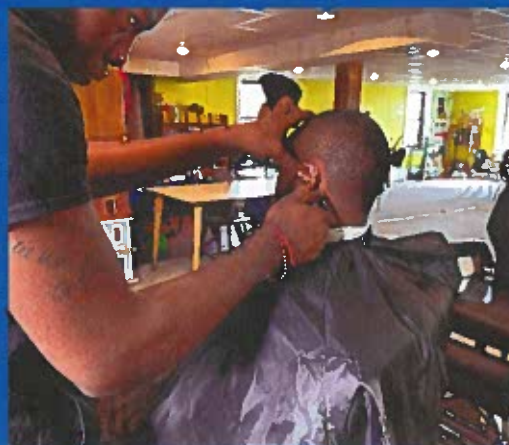


Holiday Open House!

TUESDAY, DEC. 5
11 am - 2 pm

It has been an exceedingly successful and exciting year! We have launched new programs, expanded our services, and extended the reach of our efforts throughout Northwest Rochester.

Please come celebrate with us at our “invitation only” open house. We want to personally thank you for your generous support, take you on a tour of our facilities, and show you first-hand the real difference you make every day in our community.



Brigida, Micaela

Subject: Invitation: NCP Partner Agencies' Meeting @ Fri Jan 12, 2024 11am - 12:30pm (EST)
(dylanwelch@monroecounty.gov)

Start: Fri 1/12/2024 11:00 AM
End: Fri 1/12/2024 12:30 PM
Show Time As: Tentative

Recurrence: (none)

Organizer: neighborhoodcollaborative@gmail.com

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~~~~~

### When

Friday Jan 12, 2024 · 11am – 12:30pm (Eastern Time - New York)

### Guests

neighborhoodcollaborative@gmail.com - organizer  
beyondthesanctuary20@gmail.com  
kaiken@abcinfo.org  
linc@peoples-pantry.org  
jrbasley@c3consultancy.org  
blebron@fathertracycenter.org  
cmgillivray@fathertracycenter.org  
mboyd@abcinfo.org  
z.johnson@barakahmuslimcharity.org  
cynthiaadell@monroecounty.gov  
Janelle Duda-Banwar  
tinap@commresourcecollab.org  
pjackson@swanonline.org  
jose.peo@cityofrochester.gov  
mccollaborative1@gmail.com  
olivia@cameronministries.org  
jrbasley@gmail.com  
rosamarie@marvelousmindacademy.com  
mike@peoples-pantry.org

roccityroadsideassistance@gmail.com  
cbasley@swanonline.org  
jbecker@urbinnovations.com  
rctv168@gmail.com  
j.hardin@cameronministries.org  
keri\_hadcock@flpps.org  
Rafael Rivera  
hdiaz@badenstreet.org  
nleisten@badenstreet.org  
Austin Retzlaff  
Nicole Pratt  
wg.beyondthesanctuary@gmail.com  
wglyv@yahoo.com  
jknoblock@mccollaborative.org  
lifeonlyell@gmail.com  
crochet@fathertracycenter.org  
brosisunisal@gmail.com  
lafcoutreachllc@gmail.com  
dylanwelch@monroecounty.gov  
csantana@abcinfo.org  
mhymes@mccollaborative.org  
dvicente@fathertracycenter.org  
[View all guest info](#)

**Reply** for dylanwelch@monroecounty.gov

|              |    |       |
|--------------|----|-------|
| Yes          | No | Maybe |
| More options |    |       |

Invitation from [Google Calendar](#)

You are receiving this email because you are an attendee on the event. To stop receiving future updates for this event, decline this event.

Forwarding this invitation could allow any recipient to send a response to the organizer, be added to the guest list, invite others regardless of their own invitation status, or modify your RSVP. [Learn more](#)



## Brigida, Micaela

---

**Subject:** Updated invitation: NCP Partner Agencies' Meeting @ Fri Jan 12, 2024 11am - 12:30pm (EST) (dylanwelch@monroecounty.gov)

**Start:** Fri 1/12/2024 11:00 AM  
**End:** Fri 1/12/2024 12:30 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Organizer:** neighborhoodcollaborative@gmail.com

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~~~~~

This event has been updated
Changed: description

Description **CHANGED**

https://docs.google.com/document/d/1sLCzeIUf_nUi-NUIAoQRrInINkNUzFgzb-7IqgYFDXs/edit - agenda

When

Friday Jan 12, 2024 · 11am – 12:30pm (Eastern Time - New York)

Guests

neighborhoodcollaborative@gmail.com - organizer
beyondthesanctuary20@gmail.com
kaiken@abcinfo.org
linc@peoples-pantry.org
jrbasley@c3consultancy.org
blebron@fathertracycenter.org
cmcgillivray@fathertracycenter.org
mboyd@abcinfo.org
z.johnson@barakahmuslimcharity.org
cynthiaadell@monroecounty.gov

Janelle Duda-Banwar
tinap@commresourcecollab.org
pjackson@swanonline.org
jose.peo@cityofrochester.gov
mccollaborative1@gmail.com
olivia@cameronministries.org
jrbasley@gmail.com
rosamarie@marvelousmindacademy.com
mike@peoples-pantry.org
roccityroadsideassistance@gmail.com
cbasley@swanonline.org
jbecker@urbinnovations.com
rctv168@gmail.com
j.hardin@cameronministries.org
keri_hadcock@flpps.org
Rafael Rivera
hdiaz@badenstreet.org
nleisten@badenstreet.org
Austin Retzlaff
Nicole Pratt
wg.beyondthesanctuary@gmail.com
wglyv@yahoo.com
jknoblock@mccollaborative.org
lifeonlyell@gmail.com
crochet@fathertracycenter.org
brosisunisal@gmail.com
lafcoutreachllc@gmail.com
dylanwelch@monroecounty.gov
csantana@abcinfo.org
mhymes@mccollaborative.org
dvicente@fathertracycenter.org

[View all guest info](#)

Reply for dylanwelch@monroecounty.gov

Yes	No	Maybe
More options		

Invitation from [Google Calendar](#)

You are receiving this email because you are an attendee on the event. To stop receiving future updates for this event, decline this event.

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Brigida, Micaela

Subject: Updated invitation with note: NCP Partner Agencies' Meeting @ Fri Jan 12, 2024 11am - 12:30pm (EST) (dylanwelch@monroecounty.gov)
Location: 100 College Ave, Rochester, NY 14607, USA
Start: Fri 1/12/2024 11:00 AM
End: Fri 1/12/2024 12:30 PM
Show Time As: Tentative
Recurrence: (none)
Organizer: neighborhoodcollaborative@gmail.com

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~~~~~

**This event has been updated with a note:**

"Looking forward to seeing everyone! The agenda is attached and linked on this Google event. The event is at 100 College Avenue (CRC)."

**Changed:** location, description, attachments

**Description** **CHANGED**

[https://docs.google.com/document/d/1sLCzeIUf\\_nUi-NUIAoQRrInINkNUzFgzb-7lqgYFDXs/edit](https://docs.google.com/document/d/1sLCzeIUf_nUi-NUIAoQRrInINkNUzFgzb-7lqgYFDXs/edit) - agenda (also attached as Word doc)

Meeting is at CRC (100 College Avenue)

**When**

Friday Jan 12, 2024 · 11am – 12:30pm (Eastern Time - New York)

**Location** **CHANGED**

100 College Ave, Rochester, NY 14607, USA

[View map](#)

**Attachments** **CHANGED**

 NCP Partners Meeting A...

## Guests

neighborhoodcollaborative@gmail.com - organizer  
beyondthesanctuary20@gmail.com  
kaiken@abcinfo.org  
linc@peoples-pantry.org  
jrbasley@c3consultancy.org  
blebron@fathertracycenter.org  
cmcgillivray@fathertracycenter.org  
mboyd@abcinfo.org  
z.johnson@barakahmuslimcharity.org  
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olivia@cameronministries.org  
jrbasley@gmail.com  
rosamarie@marvelousmindacademy.com  
mike@peoples-pantry.org  
roccityroadsideassistance@gmail.com  
cbasley@swanonline.org  
jbecker@urbinnovations.com  
rctv168@gmail.com  
j.hardin@cameronministries.org  
keri\_hadcock@flpps.org  
Rafael Rivera  
hdiaz@badenstreet.org  
nleisten@badenstreet.org  
Austin Retzlaff  
Nicole Pratt  
wg.beyondthesanctuary@gmail.com  
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lifeonlyell@gmail.com  
crochet@fathertracycenter.org  
brosisunisal@gmail.com  
lafcoutreachllc@gmail.com  
dylanwelch@monroecounty.gov  
csantana@abcinfo.org  
mhymes@mccollaborative.org  
dvicente@fathertracycenter.org

[View all guest info](#)

**Reply** for dylanwelch@monroecounty.gov

Yes

No

Maybe

More options

Invitation from Google Calendar

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## Brigida, Micaela

---

**From:** Nicole Pratt <nicole@onthegroundny.com>  
**Sent:** Thursday, January 18, 2024 1:39 PM  
**To:** Carlos Santana; Welch, Dylan; Marvin Hymes; Jocelyn Basley; Jonathan Hardin; Dilma Vicente; Patricia Jackson; Michele Boyd; Cindy Rochet; Lydia; hdiaz@badenstreet.org; Carmen Allen; Jose Peo; Andy Carey; Rafael Rivera; William Gibbons; Olivia Kassoum-Amadou; Joseph Becker; Jonari Sharp; Josh Knoblock; Janelle Duda-Banwar; Mike Durfee; Kevin Aiken; Devon R; Beatriz Lebron; CJ Basley; Tina Paradiso; Zaviour Johnson; Austin Retzlaff; Rosa Marie; Adell, Cynthia; Tonja Scales; Noraly Leisten; anthony.hall@commresourcecollab.org; Case Caico, Rebecca; Pelow, Faye; Brown, Tyler; Keri\_Hadcock@flpps.org; lfconnolly1@gmail.com; Brooks Benton  
**Subject:** NCP 1/12/24 Meeting Minutes  
**Attachments:** image001.jpg; NCP Partners Meeting Minutes 1.12.24.docx

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-----  
Hello everyone!

Attached are the meeting minutes from last Friday's meeting. If you are an ED, stay tuned for an email from Janelle scheduling Year One Review Interviews if you haven't already. Have a great rest of the week!

--  
**Nicole Pratt, MS**

she/her



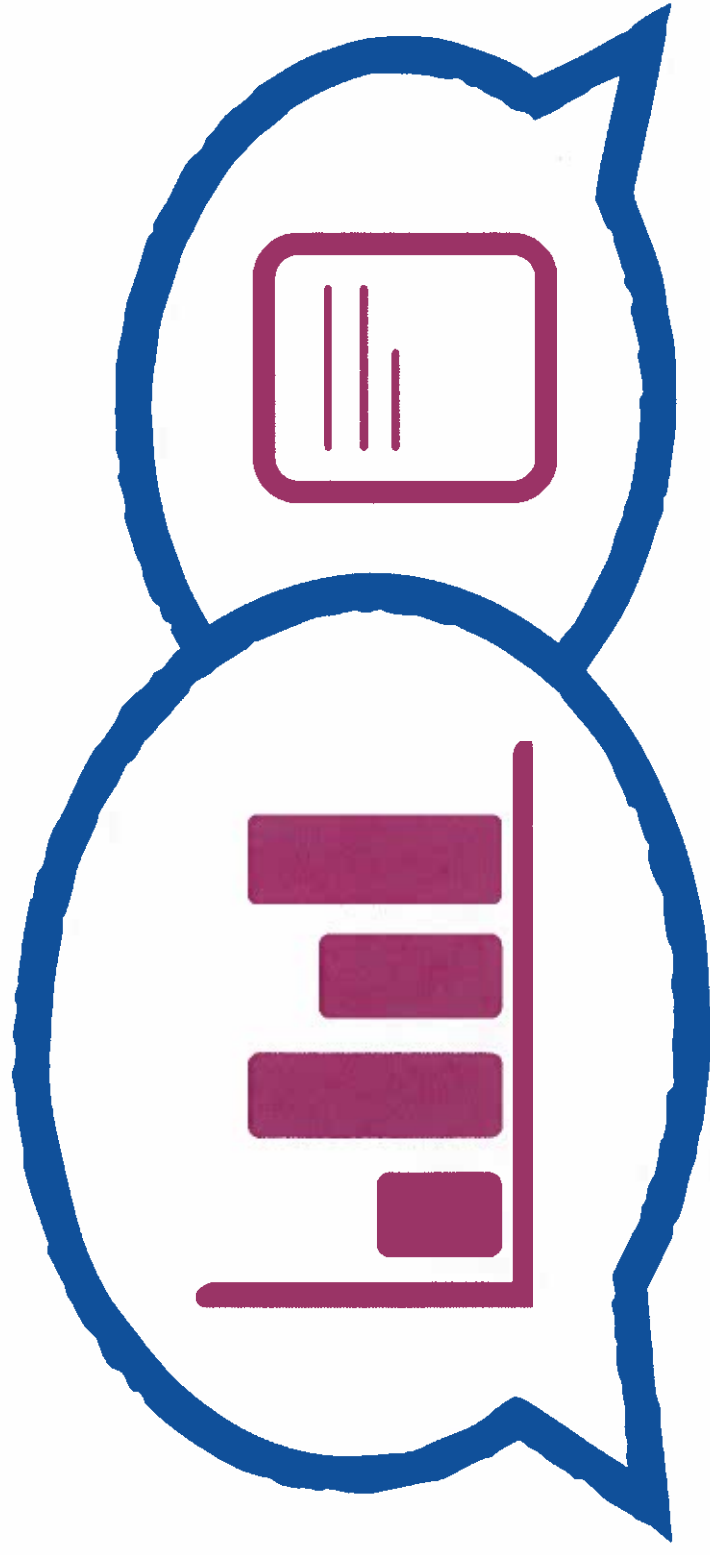
Research Associate

Neighborhood Collaborative Project

400 Andrews St | Suite 220 | Rochester, NY 14604

407-744-6314

[www.onthegroundny.com](http://www.onthegroundny.com)



**ON THE GROUND  
RESEARCH**



NCP Partners Meeting Minutes  
 Friday January 12th 11 AM - 12:30 PM

Commented [1]: @nicole@ontheoundny.com  
 minutes are good to go!  
 \_Assigned to nicole@ontheoundny.com\_

Location: Community Resource Collaborative, 100 College Avenue, Suite 130

Attendees:

| Name                | Agency                       | Phone        | Email                                                                              |
|---------------------|------------------------------|--------------|------------------------------------------------------------------------------------|
| Andy Carey          | MC Collaborative             | 802-3816     | <a href="mailto:mccollaborative1@gmail.com">mccollaborative1@gmail.com</a>         |
| Austin Retzlaff     | On the Ground                | 649-4717     | <a href="mailto:austin@ontheoundny.com">austin@ontheoundny.com</a>                 |
| Beatriz Lebron      | Father Tracy Advocacy Center | 743-0403     | <a href="mailto:blebron@fathertracycenter.org">blebron@fathertracycenter.org</a>   |
| Bill Gibbons        | BTS                          | 506-6972     | <a href="mailto:beyondthesanctuary20@gmail.com">beyondthesanctuary20@gmail.com</a> |
| Carlos Santana      | Action Front Center          | 414-3517     | <a href="mailto:csantana@abcinfo.org">csantana@abcinfo.org</a>                     |
| CJ Basley           | SWAN                         |              | <a href="mailto:cbasley@swanonline.org">cbasley@swanonline.org</a>                 |
| Cynthia Adell       | Monroe County                | 626-5932     | <a href="mailto:cynthiaadell@monroecounty.gov">cynthiaadell@monroecounty.gov</a>   |
| Devon R             | Lyell Ave Barber/Bus         |              | <a href="mailto:brosisunisal@gmail.com">brosisunisal@gmail.com</a>                 |
| Hector Rosario      | Father Tracy Advocacy Center |              |                                                                                    |
| Janelle Duda-Banwar | On The Ground Research       | 683-3638     | <a href="mailto:janelle@ontheoundny.com">janelle@ontheoundny.com</a>               |
| Josh Knoblock       | MC Collaborative             |              | <a href="mailto:jknoblock@mccollaborative.org">jknoblock@mccollaborative.org</a>   |
| Kevin Aiken         | Action Front Center          | 629-0057     | <a href="mailto:kaiken@abcinfo.org">kaiken@abcinfo.org</a>                         |
| Lydia Rivera        | Lyell Ave Business Assoc.    | 524-7072     | <a href="mailto:lfeonlyell@gmail.com">lfeonlyell@gmail.com</a>                     |
| Michael Durfee      | The People's Pantry          | 764-9705     | <a href="mailto:mike@peoples-pantry.org">mike@peoples-pantry.org</a>               |
| Michele Boyd        | Action Front Center          | 629-0030     | <a href="mailto:mboyd@abcinfo.org">mboyd@abcinfo.org</a>                           |
| Nicole Pratt        | On the Ground                | 407-744-6314 | <a href="mailto:nicole@ontheoundny.com">nicole@ontheoundny.com</a>                 |
| Rosa Marie          | Marvelous Minds              | 685-5572     | <a href="mailto:rosamarie@marvelousminds.com">rosamarie@marvelousminds.com</a>     |
| Rafael Rivera Jr.   | On the Ground                | 944-2050     | <a href="mailto:rafael@ontheoundny.com">rafael@ontheoundny.com</a>                 |
| Tina Paradiso       | CRC                          | 261-4475     | <a href="mailto:tinap@commresourcecollab.org">tinap@commresourcecollab.org</a>     |
| Tonja Scales        | Loving Arms Outreach         | 317-7379     | <a href="mailto:lafcouthreachtic@gmail.com">lafcouthreachtic@gmail.com</a>         |

|                |                     |          |                                                                    |
|----------------|---------------------|----------|--------------------------------------------------------------------|
| Keri Hadcock   | FLIPPS              |          | <a href="mailto:Keri_Hadcock@FLPPS.org">Keri_Hadcock@FLPPS.org</a> |
| Linda Connolly | LABA                | 615-9532 | <a href="mailto:lconnolly1@gmail.com">lconnolly1@gmail.com</a>     |
| Brooks Benton  | Action Front Center | 802-3972 | <a href="mailto:bbenton@abcinfo.org">bbenton@abcinfo.org</a>       |

|                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Welcome,<br/>Housekeeping,<br/>Agenda Review</b> | <ul style="list-style-type: none"> <li>● Welcome, Rosa is facilitating the meeting today</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Introductions</b>                                | <ul style="list-style-type: none"> <li>● Did introductions as went around and described challenges and successes</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Action Items</b>                                 | <ul style="list-style-type: none"> <li>● If you have events coming up, please let Cynthia know (including press conferences) <ul style="list-style-type: none"> <li>○ Contact: <a href="mailto:cynthiaadell@monroecounty.gov">cynthiaadell@monroecounty.gov</a></li> </ul> </li> <li>● If you have clients in need of food, contact The People's Pantry <ul style="list-style-type: none"> <li>○ Contact: <a href="mailto:mike@peoples-pantry.org">mike@peoples-pantry.org</a></li> </ul> </li> <li>● If you have things you want to see from Austin in the future, let him know <ul style="list-style-type: none"> <li>○ Contact: <a href="mailto:austin@onthegroundny.com">austin@onthegroundny.com</a></li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Updates</b>                                      | <ul style="list-style-type: none"> <li>● <b>Challenges and Successes</b> <ul style="list-style-type: none"> <li>○ MC Collaborative <ul style="list-style-type: none"> <li>■ Successes: <ul style="list-style-type: none"> <li>● Last year was amazing, the expansion of services and capacity in the NCP has been great</li> <li>● Outreach has been easy to plan and execute</li> </ul> </li> <li>■ Challenges: <ul style="list-style-type: none"> <li>● We simply don't have the capacity to help everyone</li> <li>● The ability to coordinate well with each quadrant and agencies</li> <li>● More funding is needed to increase capacity (rental arrears, security deposits, hiring people, buying and fixing up houses, etc.)</li> </ul> </li> </ul> </li> <li>○ Father Tracy Advocacy Center <ul style="list-style-type: none"> <li>■ Successes: <ul style="list-style-type: none"> <li>● Proud of how FTAC has expanded</li> <li>● Expansion of hiring, becoming a harm reduction certified organization (the only Latinx organization outside of NYC to be certified), getting a shower truck</li> </ul> </li> </ul> </li> <li>○ Beyond the Sanctuary <ul style="list-style-type: none"> <li>■ Successes: <ul style="list-style-type: none"> <li>● Seeing the collaboration starting to happen, especially in managing all these cases</li> </ul> </li> <li>■ Challenges: <ul style="list-style-type: none"> <li>● Starting to see that all the requests organizations are getting are becoming too big for all of us to manage; the need is high</li> </ul> </li> </ul> </li> </ul> </li> </ul> |

in the community

- Loving Arms
  - Successes:
    - Just started last year, but they love how things are going, excited for the future!
- Action Front Center
  - Successes:
    - AFC has their own outreach vehicle for providing medical services (Ex: covid testing)
  - Challenges:
    - Need more hires for outreach, as well as the training and process for it to be set
    - Dealing with their internal finance department has been a challenge
    - For their peer workers, AFC pays \$15/hr stipends but payments are so delayed (issue with internal ABC process) which is a major issue that workers aren't paid for months (e.g. just getting paid for November)
      - Beatriz wants to have a conversation with Michelle about it, wants to put an FTAC ambassador with them
    - Struggles with Workforce Development, especially with the reimbursements
      - Clients will do things right and show up, but don't get their reimbursements and no one can answer questions about it because the money is from ABC, not AFC
  - Idea: having a card or something as a tool for outreach staff to use while interacting with people
- Monroe County (Cynthia)
  - Successes:
    - The County has been very impressed with the work everyone has been doing!
  - Challenges:
    - Issues with vouchering but working through it
- LABA
  - Successes:
    - Have been partnering with a lot of community groups and doing outreach activities in the area
    - Internally, getting genuinely interested businesses involved with LABA
    - Being a source of information and knowledge and getting businesses involved in connecting with the community

- Showers for the homeless (starting it in February, partnered through LABA, not NCP funded)
  - Challenges:
    - Getting businesses to join and getting them to come together
    - Getting LABA's name out there
    - Reimbursements, specifically getting funding, since a lot is coming out of their pockets
- FLIPPS (Keri Hadcock)
  - Successes:
    - Meeting with Andy and Janelle on how they can support the NCP
- People's Pantry
  - Successes:
    - Huge successes in the NE!
    - Working with FTAC and getting food to the people as they need it, as well as to Baden Street for food for their clients
    - Reacting to people's needs
    - Sharing employees with FTAC
  - Challenges:
    - Expanding services to other NCP partners
      - Looking to do that more in 2024
- On the Ground
  - Challenges:
    - Biggest challenge is everyone's success and tracking what everyone is doing
    - Making sure that OTG is being helpful to the organizations in what we do (papers we write, newsletters, sharing data with partners)
    - Figuring out what works for everyone, especially when everyone started at a different place
- SWAN
  - Successes:
    - Lots of collaboration, especially with BTS
      - The 4 square blocks around BTS and SWAN are covered!
    - SWAN is excited for the housing RFP
    - Having lots of referrals going through to people
- **Finance Update**
  - The most important thing in a collaboration is finances
  - We appreciate Cynthia and the county and their process of the funding
  - Andy suggested creating a small finance team to help understand the process and brainstorm ways to have

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|  | <p>more money upfront to hold us over</p> <ul style="list-style-type: none"> <li>■ Also looking for upfront grant opportunities this year, lines of credit, and honing the financial process</li> <li>○ Reimbursement process/timeline courtesy of Jocelyn (<b>see bottom of document</b>)</li> <li>○ There is still the lag in payments</li> <li>○ Beatriz-       <ul style="list-style-type: none"> <li>■ Is feeling very frustrated in this reimbursement process</li> <li>■ She may not be able to make payroll in 2 weeks because of it; doesn't think the process is sustainable           <ul style="list-style-type: none"> <li>● She couldn't even buy sugar and creamer for clients; FTAC also pays clients on a weekly basis in cash, which would be impacted if delays keep happening</li> </ul> </li> <li>■ She is trying to work within the limits of the group and partnership. She will have to explore what this is like for FTAC moving forward</li> <li>■ There have been amazing things that came with the partnership, but on the fiscal part, she does not understand why we can't go to a larger foundation that can just pay us and then get paid back from the reimbursement</li> </ul> </li> <li>○ Tina-       <ul style="list-style-type: none"> <li>■ CRC's credit line isn't that big, unfortunately</li> <li>■ CRC is lucky to have a person like Jocelyn that goes through invoices           <ul style="list-style-type: none"> <li>● Once the check has been made out, there is no way to get that \$ back so CRC can't do any reimbursements until they get the county's approval</li> </ul> </li> <li>■ She doesn't know what the answer is           <ul style="list-style-type: none"> <li>● Maybe using some of their relationships with financial organizations that could do something bigger with a line of credit that could help</li> <li>● Maybe Tina could see about pushing for quick approval for organizations that are good to go (Ex: SWAN is clear, payments are good to go, FTAC isn't? Hold, send their money after it's cleared)</li> </ul> </li> </ul> </li> <li>○ Can we put a timeline on things being adopted for when things should be executed? Don't want to have this conversation again, like we did at the last partner's meeting.       <ul style="list-style-type: none"> <li>■ Example: A timeline on when the process for setting up a financial committee would start</li> </ul> </li> </ul> |
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| <p><b>Partner Spotlight:<br/>The People's<br/>Pantry</b></p> | <ul style="list-style-type: none"> <li>● People's Pantry is a large food pantry on Avenue D behind the Lincoln Library</li> <li>● Open for food distribution on Wed/Fri/Sat from 9:30 to 12</li> <li>● Provide food to families every 4 weeks</li> <li>● Served 7k households, 23k people, and 400k pounds of food last year</li> <li>● Could do a little more this year, but great numbers so far</li> <li>● Started a workforce development program in collaboration with FTAC, getting people placed at the pantry to stock shelves. <ul style="list-style-type: none"> <li>○ \$15/ hr, paid in cash</li> <li>○ Within walking distance</li> </ul> </li> <li>● Partnership with Cornell Co-op Extension <ul style="list-style-type: none"> <li>○ Workforce development for young at-risk adults</li> <li>○ Provides fresh produce for clients which is great for them, giving them healthy nutritious food</li> <li>○ Expanding this year to Remington St, 5 vacant lots, satellite farms, working with FTAC to add people to that program as well</li> </ul> </li> <li>● Trying to do more with other NCP agencies <ul style="list-style-type: none"> <li>○ If you ever have a client that's in need, reach out to the pantry</li> </ul> </li> <li>● Hoping to do a delivery service for other agencies in the NCP <ul style="list-style-type: none"> <li>○ Planning to get more volunteers and staff, and flesh out their intake process</li> </ul> </li> </ul> |
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| <p><b>Communications<br/>austin@onthegro<br/>undny.com</b></p> | <ul style="list-style-type: none"> <li>● Communications Awardees <ul style="list-style-type: none"> <li>○ LABA <ul style="list-style-type: none"> <li>■ Using the money for communication efforts to get LABA's name and their events out <ol style="list-style-type: none"> <li>1. Creating 30 second videos for social media campaign</li> </ol> </li> <li>■ "More to Lyell than just the crime"</li> <li>■ Also used the money for their coat drive outreach to market to community that LABA cares; partnered with Devon for their Christmas Celebration <ol style="list-style-type: none"> <li>1. Lydia was approached by someone she knew, who thanked LABA for hosting it because they wouldn't have been able to get coats otherwise</li> </ol> </li> </ul> </li> <li>○ Cameron <ul style="list-style-type: none"> <li>■ Not present</li> </ul> </li> <li>○ FTAC <ul style="list-style-type: none"> <li>■ Ran an art class with the clients, will be doing it again in the next 2 weeks <ol style="list-style-type: none"> <li>1. Topic was expressions of hope (giving people a sense of hope or what gives them a sense of hope)</li> </ol> </li> </ul> </li> </ul> </li> </ul> |
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|                        | <ul style="list-style-type: none"> <li>■ Having a Meet the Artist with their work that will be displayed on the walls of FTAC to communicate messages of hope from the center.</li> <li>■ The event was a lot of fun, Mike cooked food for it and catered</li> <li>■ Ran from 2-5 PM over the course of 2 days to not rush people to finish their work</li> <li>■ One of the client's mother asked to see if she could sign her daughter up for the class       <ol style="list-style-type: none"> <li>1. Didn't have space at the time, but now that they're doing a second class, they can put the daughter in this one</li> </ol> </li> <li>■ Got a lot of positive feedback from people</li> <li>■ Budgeted for 10 people with a lead artist, but had about 12 over 2 days</li> <li>■ Built in money to pay a stipend to clients for their time</li> <li>■ Some painted multiple pictures to bring them home or give to loved ones</li> </ul> <ul style="list-style-type: none"> <li>● NCP Newsletter       <ul style="list-style-type: none"> <li>○ If there's anything you think you want to see, let Austin know           <ul style="list-style-type: none"> <li>■ Would like an End Of Year newsletter, including holiday success stories</li> <li>■ In newsletters there could be a general job openings section</li> </ul> </li> </ul> </li> <li>● Bring up hiring for various roles - partners should make jobs known to other partner agencies       <ul style="list-style-type: none"> <li>○ Share job postings with Austin to put it in the newsletter</li> </ul> </li> <li>● Photo Policy       <ul style="list-style-type: none"> <li>○ Establishing a protocol, since we use photos in our papers, website, and for general sharing           <ul style="list-style-type: none"> <li>■ Basically a set of steps for photography for NCP</li> <li>■ Other methods: a sign that people can put up saying photos are being taken at this event, if they don't want it taken they can talk to staff and tell them</li> <li>■ Agencies can also use the documents for their own events and to build up their own photo policy</li> <li>■ Feel free to share things that do and don't work for photos to make things easier</li> </ul> </li> <li>○ Outreach walks are fine for MC Collaborative photos, as long as the only visible faces are outreach workers           <ul style="list-style-type: none"> <li>■ Maybe a structured photo from behind with no faces shown</li> </ul> </li> <li>○ Austin is drafting a photo policy template FYI, in the spirit of capacity building. Not required. Or, you can ask Austin to help you draft a photo policy!</li> </ul> </li> </ul> |
| <p><b>Research</b></p> | <ul style="list-style-type: none"> <li>● Hard copies of research reports</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

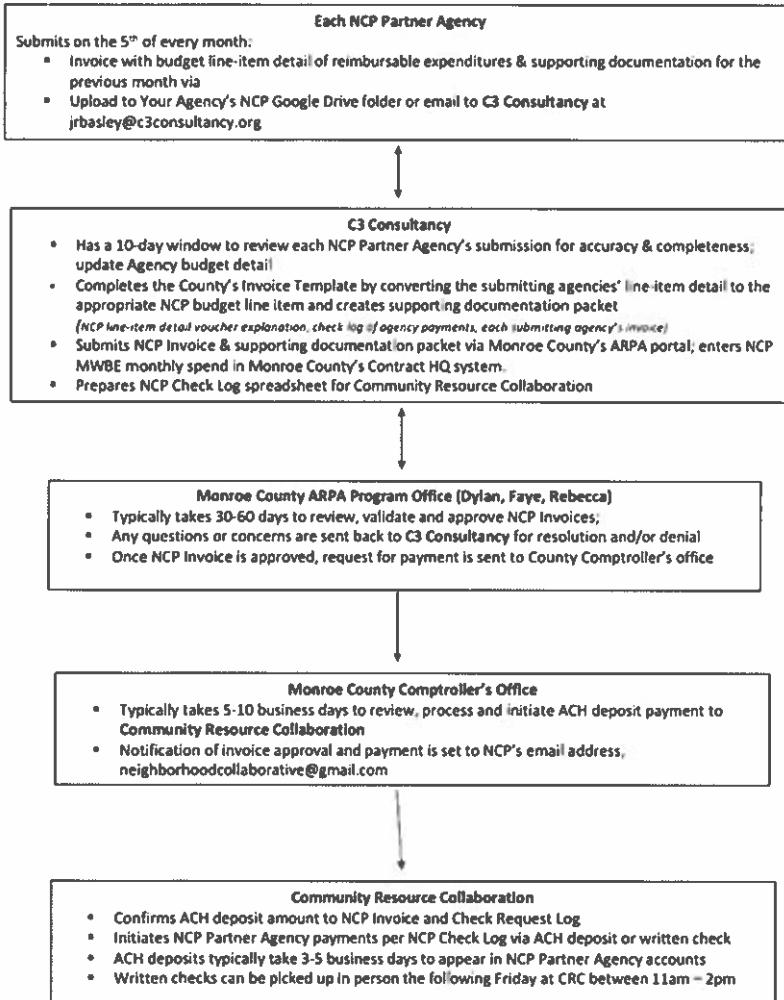


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|                                             | <ul style="list-style-type: none"> <li>○ We are combining some of our papers into booklets that we will provide hard copies for all the partner agencies.</li> <li>○ Handed out the first set, containing the first 3 papers we released <ul style="list-style-type: none"> <li>■ Also still available on the rocncp.com website</li> </ul> </li> <li>● Neighborhood Snapshots and Data Summaries <ul style="list-style-type: none"> <li>○ Snapshots are a look at the NCP neighborhoods, talking about the area, demographics and culture, and the data summaries are a look at some relevant information that partners could use for grants</li> </ul> </li> <li>● Year-in-review Reflection Interviews <ul style="list-style-type: none"> <li>○ Janelle will be scheduling that with EDs</li> <li>○ Would only take 1 hour of the EDs time, <ul style="list-style-type: none"> <li>■ Interviews are to get a sense of how the NCP has been</li> </ul> </li> <li>○ Please see Janelle to schedule these interviews if you haven't signed up already</li> </ul> </li> </ul>                                                         |
| <p><b>NCP Referral Process Check-In</b></p> | <ul style="list-style-type: none"> <li>● How is the Referral process working for people? <ul style="list-style-type: none"> <li>○ There is currently only 11 documented referrals but we know that in reality there are many more</li> <li>○ What would be the best way for OTG to help you track it? <ul style="list-style-type: none"> <li>■ Response: the partners just need to do it. Complete the form.</li> <li>■ Maybe some way of writing down the number of referrals made</li> </ul> </li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>Social Care Networks</b></p>          | <ul style="list-style-type: none"> <li>● 1115 waiver finally approved for NYS by the federal government <ul style="list-style-type: none"> <li>○ Medicaid billing through the dept of health</li> <li>○ Ex: If Mike provided 50 families with food, then he could get reimbursed for that through medicaid</li> </ul> </li> <li>● Andy had a call with the state department of health and social care bureau, who are very excited with what we're already doing <ul style="list-style-type: none"> <li>○ Currently, there is a procurement period for each region <ul style="list-style-type: none"> <li>■ RFP for social care network conveners should be out soon. Once these are established, then NCP will hopefully be involved.</li> </ul> </li> <li>○ This is a completely different level of funding (millions and billions vs thousands)</li> <li>○ Eventually, we'll have to figure out the capacity of that and how to not disrupt organization's processes <ul style="list-style-type: none"> <li>■ Hoping upstream agencies will take care of that problem (ex: FLIPPS, United Way)</li> </ul> </li> </ul> </li> </ul> |

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|                                                      | <ul style="list-style-type: none"> <li>◦ Something that could happen is hospitals providing prescriptions for food, and that being part of that process</li> <li>◦ Not sure how long the procurement process lasts, the initial steps just started</li> </ul>                                                                                                                                                                                                                                                                                              |
| <b>Q&amp;A, Reminders, Next Steps, Announcements</b> | <ul style="list-style-type: none"> <li>● March All Partners Meeting Host? <ul style="list-style-type: none"> <li>◦ All 3 anchors offered their space</li> <li>◦ <b>SWAN next host</b> because SWAN was present at the end of the meeting!</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                           |
| <b>Upcoming Events</b>                               | <ul style="list-style-type: none"> <li>● SWAN: RochesterWorks has a number of students who need work (free to agencies), if need youth workers <ul style="list-style-type: none"> <li>◦ Needs input by next Monday</li> <li>◦ Does Not need to be a nonprofit</li> <li>◦ Contact CJ if you need the contact information</li> </ul> </li> <li>● Anthony Hall <ul style="list-style-type: none"> <li>◦ Event, just started having meetings for it- TH nights</li> </ul> </li> <li>● ABC- Moons program, speed dating event for sexual health talk</li> </ul> |

REIMBURSEMENT PROCESS / TIMELINE

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~ DRAFT ~