

# **Question 8 (Legislator Brew)**

**10/18/22**

## Case Caico, Rebecca

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**From:** Pelow, Faye  
**Sent:** Monday, March 18, 2024 11:10 PM  
**To:** Case Caico, Rebecca; Welch, Dylan  
**Subject:** FW: ARPA Portal  
**Attachments:** Awardees Q&A 10.18.22.pdf

Q & A on 10/18 with recording below

### Dr. Faye Pelow

*Community Development Initiatives Manager*  
Research Strategy and Development  
Monroe County Department of Finance  
435 E. Henrietta Rd Faith 3 East, Rochester, NY 14620  
(585)753-2435 - Office  
(585)233-2030 - Mobile

**From:** Pelow, Faye <FayePelow@monroecounty.gov>  
**Sent:** Monday, November 7, 2022 4:55 PM  
**To:** Alexandra Cicero <grants@foodlinkny.org>; Amy DAmico <adamico@communityalternatives.org>; Liss, Ana J <AnaLiss@monroecounty.gov>; Andie Burkey <andieb@willowcenterny.org>; AnnGraham <agraham@rawny.org>; Anne Byer <abeyer@ulr.org>; Annie Wells <awells@lifespan-roch.org>; Bivette Stodghill <Bivette@dfsrochester.org>; Carol Tegas <carol\_tegas@flpps.org>; Carolyn Hunt <chunt014@monroecc.edu>; Chad Rieflin <crieflin@cccsofrochester.org>; Diana Pryntz <pryntzdra@gmail.com>; Elizabeth McDade <emcdade@racf.org>; Erin DiCesare <ediculare@marycariola.org>; Gerard Hunt <admin@mappinc.org>; Gerard Hunt 2 <ghunt@rocmap.org>; Jeffrey Kaczorowski <jeffrey\_kaczorowski@urmc.rochester.edu>; Jennifer Sahrle <jsahrle@sjncenter.org>; Jessica Kingsley <Jessica.Kingsley@RochesterYMCA.org>; jwilson19@trilliumhealth.org; Jocelyn Basley <neighborhoodcollaborative@gmail.com>; Katherine Rogala <katherine\_rogala@flpps.org>; KEREEM BERRY (kberry@rocmap.org) <kberry@rocmap.org>; Laura Merkl <lmerkl@brockport.edu>; Laura Stradley <grants@vocroc.org>; Lisa Mattoon <lmattoon@bbbsr.org>; Michael Coleman <mtolivetbc@mtolivetrocny.com>; Pat Drake <pdrake@voaupny.org>; Rebecca Ferri <rferri@e-success.org>; rthomas@badenstreet.org; Sherita Bullock <Sherita@Healthy-Baby.net>; Tree.Clemonds@dor.org; Wayne Rainey <wrainey@corteseauto.com>  
**Cc:** Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>  
**Subject:** ARPA Portal

Good Afternoon All,

In case it was not clear after the Q&A session on the 18<sup>th</sup> or some of you were unable to attend, the ARPA portal is currently open and you are able to start completing your survey questions if you would like to do so. Attached is the power point from the Q&A session and below is the email with the link to the zoom meeting recording in case you find it helpful:

[https://us02web.zoom.us/rec/share/sSMoK1CBpgeIKVn-IMKvF4Ive6LFTHwFSLnJLSc9gfAl1d0hsr8esnVihL5\\_Z7g.CH1i6\\_JyxePTwVVj](https://us02web.zoom.us/rec/share/sSMoK1CBpgeIKVn-IMKvF4Ive6LFTHwFSLnJLSc9gfAl1d0hsr8esnVihL5_Z7g.CH1i6_JyxePTwVVj)  
Passcode: jVE07k^%

To log in to the portal, please use this link and your log in credentials: <https://www2.monroecounty.gov/mcapp/arpa/login>

Thanks to all who have submitted questions so far! Please feel free to reach out at any time.

Best,

**Dr. Faye Pelow**

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## Case Caico, Rebecca

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**From:** Pelow, Faye  
**Sent:** Monday, March 18, 2024 11:14 PM  
**To:** Case Caico, Rebecca; Welch, Dylan  
**Subject:** FW: ARPA Q&A Follow Up

For some reason the archive won't find the original email I sent on 10/18, but you can scroll down below. Same link as the other but that was an additional follow up that we sent out to the grantees.

### **Dr. Faye Pelow**

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**From:** Ferri, Rebecca <rferri@e-success.org>  
**Sent:** Tuesday, October 18, 2022 3:46 PM  
**To:** Pelow, Faye <FayePelow@monroecounty.gov>  
**Cc:** Zupcak, Christopher <czupcak@e-success.org>  
**Subject:** RE: ARPA Q&A Follow Up

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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Hi Faye,

Thank you for the very informative meeting today! We are gearing up for the work ahead.

Request- can you provide us with Matt Tweedle's information? We have been asked by our auditors to provide "CFDA/Assistance Listing #" for this funding.

Thank you,  
Rebecca

### **Rebecca Ferri**

Director of Development & Communications  
585-563-2969 | [rferri@e-success.org](mailto:rferri@e-success.org) | [Support Student Success](#)



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

**Sent:** Tuesday, October 18, 2022 3:10 PM

**To:** Alexandra Cicero <[grants@foodlinkny.org](mailto:grants@foodlinkny.org)>; Amy DAmico <[adamico@communityalternatives.org](mailto:adamico@communityalternatives.org)>; Liss, Ana J <[AnaLiss@monroecounty.gov](mailto:AnaLiss@monroecounty.gov)>; Andie Burkey <[andieb@willowcenterny.org](mailto:andieb@willowcenterny.org)>; Ann Graham <[agraham@rawny.org](mailto:agraham@rawny.org)>; Anne Byer <[abeyer@ulr.org](mailto:abeyer@ulr.org)>; Annie Wells <[awells@lifespan-roch.org](mailto:awells@lifespan-roch.org)>; Bivette Stodghill <[Bivette@dfsrochester.org](mailto:Bivette@dfsrochester.org)>; Carol Tegas <[carol\\_tegas@flpps.org](mailto:carol_tegas@flpps.org)>; Carolyn Hunt <[chunt014@monroecc.edu](mailto:chunt014@monroecc.edu)>; Chad Rieflin <[crieflin@cccsofrochester.org](mailto:crieflin@cccsofrochester.org)>; Diana Pryntz <[pryntzdra@gmail.com](mailto:pryntzdra@gmail.com)>; Elizabeth McDade <[emcdade@racf.org](mailto:emcdade@racf.org)>; Erin DiCesare <[edicesare@marycariola.org](mailto:edicesare@marycariola.org)>; Gerard Hunt <[admin@mappinc.org](mailto:admin@mappinc.org)>; Gerard Hunt 2 <[ghunt@rocmap.org](mailto:ghunt@rocmap.org)>; Jeffrey Kaczorowski <[jeffrey\\_kaczorowski@urmc.rochester.edu](mailto:jeffrey_kaczorowski@urmc.rochester.edu)>; Jennifer Sahrle <[jsahrle@sincenter.org](mailto:jsahrle@sincenter.org)>; Jessica Kingsley <[Jessica.Kingsley@RochesterYMCA.org](mailto:Jessica.Kingsley@RochesterYMCA.org)>; [jwilson19@trilliumhealth.org](mailto:jwilson19@trilliumhealth.org); Jocelyn Basley <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>; Katherine Rogala <[katherine\\_rogala@flpps.org](mailto:katherine_rogala@flpps.org)>; KEREEM BERRY <[kberry@rocmap.org](mailto:kberry@rocmap.org)> <[kberry@rocmap.org](mailto:kberry@rocmap.org)>; Laura Merkl <[lmerkl@brockport.edu](mailto:lmerkl@brockport.edu)>; Laura Stradley <[grants@vocroc.org](mailto:grants@vocroc.org)>; Lisa Mattoon <[lmattoon@bbbsr.org](mailto:lmattoon@bbbsr.org)>; Michael Coleman <[mtolivetbc@mtolivetrocny.com](mailto:mtolivetbc@mtolivetrocny.com)>; Pat Drake <[pdrake@voaupny.org](mailto:pdrake@voaupny.org)>; Ferri, Rebecca <[rferri@e-success.org](mailto:rferri@e-success.org)>; [rthomas@badenstreet.org](mailto:rthomas@badenstreet.org); Sherita Bullock <[Sherita@Healthy-Baby.net](mailto:Sherita@Healthy-Baby.net)>; [Tree.Clemonds@dor.org](mailto:Tree.Clemonds@dor.org); Wayne Rainey <[wrainey@corteseauto.com](mailto:wrainey@corteseauto.com)>

**Cc:** Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>

**Subject:** ARPA Q&A Follow Up

Good Afternoon,

Thank you very much for joining us this morning for the ARPA Next Steps Q&A Session! We hope that you found it helpful and that it answered some of your questions. Attached please find a copy of the power point from the presentation. If you would like to reference the recording, you can view it here:

[https://us02web.zoom.us/rec/share/sSMoK1CBpqelKVn-1MKvF4Ive6LFTHwFSLnJLSc9gfAl1d0hsr8esnVihL5\\_Z7g.CH1i6\\_JyxePTwVVj](https://us02web.zoom.us/rec/share/sSMoK1CBpqelKVn-1MKvF4Ive6LFTHwFSLnJLSc9gfAl1d0hsr8esnVihL5_Z7g.CH1i6_JyxePTwVVj)  
Passcode: jVE07k^%

We also wanted to highlight the timeline that was outlined in the presentation:



The timeline we have outlined is to try to ensure the smoothest possible process under a tight deadline at the end of the year so that contracts can begin on January 1<sup>st</sup>. These dates may change as we progress through the legislative and contracting process.

Please let us know if you have additional questions or need further support as you complete the ARPA Survey in the portal.

Thank you again!

**Dr. Faye Pelow**  
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# **Question 8 (Legislator Brew)**

**12/20/22**

## Case Caico, Rebecca

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**From:** Pelow, Faye  
**Sent:** Monday, March 18, 2024 11:08 PM  
**To:** Case Caico, Rebecca; Welch, Dylan  
**Subject:** FW: ARPA Q&A Follow Up  
**Attachments:** Awardees Q&A 12.20.22.pdf

Link to December 2022 Q&A

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**From:** Pelow, Faye <FayePelow@monroecounty.gov>  
**Sent:** Tuesday, December 20, 2022 12:14 PM  
**To:** Alexandra Cicero <grants@foodlinkny.org>; Amy DAmico <adamico@communityalternatives.org>; Liss, Ana J <Analiss@monroecounty.gov>; Ann Graham <agraham@rawny.org>; Anne Byer <abeyer@ulr.org>; Annie Wells <awells@lifespan-roch.org>; Bivette Stodghill <Bivette@dfsrochester.org>; Carol Tegas <carol\_tegas@flpps.org>; Carolyn Hunt <chunt014@monroecc.edu>; Chad Rieflin <crieflin@cccsofrochester.org>; DianaPryntz <pryntzdra@gmail.com>; Elizabeth McDade <emcdade@racf.org>; ErinDiCesare <edicesare@marycariola.org>; Gerard Hunt <admin@mappinc.org>; Gerard Hunt 2 <ghunt@rocmap.org>; hdiaz@badenstreet.org; Jeffrey Kaczorowski <jeffrey\_kaczorowski@urmc.rochester.edu>; Jennifer Sahrle <jsahrle@sjncenter.org>; Jessica Kingsley <Jessica.Kingsley@RochesterYMCA.org>; jwilson19@trilliumhealth.org; Jocelyn Basley <neighborhoodcollaborative@gmail.com>; Katherine Rogala <katherine\_rogala@flpps.org>; Kelly Coleman <KellyC@willowcenterny.org>; KEREEM BERRY (kberry@rocmap.org) <kberry@rocmap.org>; Laura Merkl <lmerkl@brockport.edu>; Laura Stradley <grants@vocroc.org>; Lisa Mattoon <lmattoon@bbbsr.org>; Meaghan D <MeaghanD@willowcenterny.org>; MichaelColeman <mtolivetbc@mtolivetrocny.com>; Pat Drake <pdrake@voaupny.org>; Rebecca Ferri <rferri@e-success.org>; rthomas@badenstreet.org; Sherita Bullock <Sherita@Healthy-Baby.net>; Suzanne Nye <SuzanneN@willowcenterny.org>; Tree.Clemonds@dor.org; Wayne Rainey <wrainey@corteseauto.com>  
**Cc:** Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>; Adell, Cynthia <cynthiaadell@monroecounty.gov>  
**Subject:** ARPA Q&A Follow Up

Good Afternoon Grantees,

Thank you very much for attending our Q&A session this morning! We hope that you found it helpful and informative. In case you missed it or would like to refer back to our discussion, here is a link to the meeting recording:

[https://monroecounty-gov.zoom.us/rec/share/F7vpz4p4ybmm2ay8V2MJWqy6hoSY6cwTdFRkwZZ1Vm-dsQoKTKbKGM\\_ZcTkKSETJ.fVFjcGmebf8-y0no?startTime=1671546278000](https://monroecounty-gov.zoom.us/rec/share/F7vpz4p4ybmm2ay8V2MJWqy6hoSY6cwTdFRkwZZ1Vm-dsQoKTKbKGM_ZcTkKSETJ.fVFjcGmebf8-y0no?startTime=1671546278000)  
Passcode: +A?4up&y

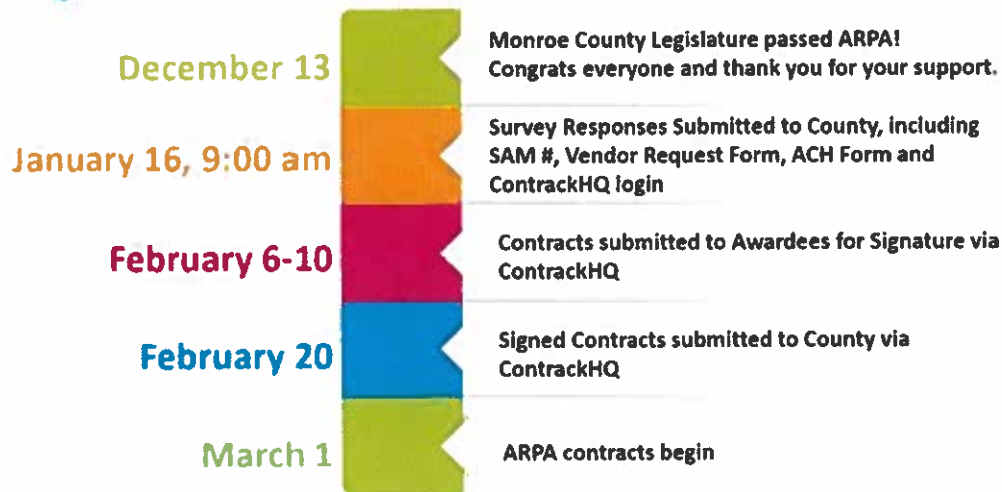
Also attached is a copy of our Power Point slide deck from today.

Here is the updated timeline for deliverables and next steps:





## TIMELINE FOR ARPA PROJECT SELECTIONS



Please let us know if you have any additional questions or need further support as you work through your survey deliverables in the portal. We would be happy to schedule 1:1 meetings with you and your teams or answer any questions you have via email- reach out at any time.

Thank you again! Happy Holidays!

**Dr. Faye Pelow**

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## Case Caico, Rebecca

---

**From:** Pelow, Faye  
**Sent:** Monday, March 18, 2024 11:09 PM  
**To:** Case Caico, Rebecca; Welch, Dylan  
**Subject:** FW: ARPA Follow Up: Q&A Session, Updated Timeline and Survey Guidance

A helpful email but no recording

### Dr. Faye Pelow

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**From:** Pelow, Faye <FayePelow@monroecounty.gov>  
**Sent:** Wednesday, December 7, 2022 10:19 AM  
**To:** Alexandra Cicero <grants@foodlinkny.org>; Amy DAmico <adamico@communityalternatives.org>; Liss, Ana J <AnaLiss@monroecounty.gov>; Ann Graham <agraham@rawny.org>; Anne Byer <abeyer@ulr.org>; Annie Wells <awells@lifespan-roch.org>; Bivette Stodghill <Bivette@dfsrochester.org>; Carol Tegas <carol\_tegas@flpps.org>; Carolyn Hunt <chunt014@monroecc.edu>; Chad Rieflin <crieflin@cccsofrochester.org>; DianaPryntz <pryntzdra@gmail.com>; Elizabeth McDade <emcdade@racf.org>; ErinDiCesare <edicesare@marycariola.org>; Gerard Hunt <admin@mappinc.org>; Gerard Hunt 2 <ghunt@rocmapp.org>; Jeffrey Kaczorowski <jeffrey\_kaczorowski@urmc.rochester.edu>; Jennifer Sahrle <jsahrle@sjncenter.org>; Jessica Kingsley <Jessica.Kingsley@RochesterYMCA.org>; jwilson19@trilliumhealth.org; Jocelyn Basley <neighborhoodcollaborative@gmail.com>; Katherine Rogala <katherine\_rogala@flpps.org>; Kelly Coleman <KellyC@willowcenterny.org>; KEREEM BERRY (kberry@rocmapp.org) <kberry@rocmapp.org>; Laura Merkl <lmerkl@brockport.edu>; Laura Stradley <grants@vocroc.org>; Lisa Mattoon <lmattoon@bbbsr.org>; Meaghan D <MeaghanD@willowcenterny.org>; MichaelColeman <mtolivetbc@mtolivetrocny.com>; Pat Drake <pdrake@voaupny.org>; Rebecca Ferri <rferri@e-success.org>; rthomas@badenstreet.org; Sherita Bullock <Sherita@Healthy-Baby.net>; Suzanne Nye <SuzanneN@willowcenterny.org>; Tree.Clemonds@dor.org; Wayne Rainey <wrainey@corteseauto.com>  
**Cc:** Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>; Adell, Cynthia <cynthiaadell@monroecounty.gov>; Smith, Laura M <LauraSmith@monroecounty.gov>; McDermott, Meaghan M <MeaghanMcDermott@monroecounty.gov>  
**Subject:** ARPA Follow Up: Q&A Session, Updated Timeline and Survey Guidance

Good Morning,

We wanted to thank you all for your continued support and hard work as we push forward through this legislative process. Though we cannot be sure, we are very hopeful that the Legislature will vote on the ARPA referral at the meeting on December 13<sup>th</sup> and that it will be approved. **If that happens**, we will then require all surveys to be completed by Monday, January 16<sup>th</sup> at 9 AM. We expect contracts to start no sooner than March 1.

We would like to offer another Q&A session to you all on Tuesday, December 20<sup>th</sup> at 9:30 AM. At this meeting, we will answer some of the most prominent questions that have come up during the ARPA survey process and will answer any additional questions that you may have. Please feel free to prepare lists ahead of time and send them to me to be added to the presentation or ask them in real time for the benefit of the group. We will also provide you with an

updated timeline of deliverables and next steps. If you are unable to attend, we can send you a link to the video recording.

I also wanted to take a moment to provide some clarification and guidance regarding a few items on the survey that you may find useful.

Regarding the **Action Item Sheet**: these action items can be fairly high level- you do not have to be overly detailed or 'in the weeds' (this is where some of the grantees are getting a bit lost). You can use this as a guideline:

**Action:** this is the goal/ the action we are planning to take.

**Deliverable:** This is the means to achieving that goal- the services that will be provided, the supplies that will be acquired, what needs to be done in order to accomplish the goal.

**Measurement:** A projected outcome with a high level value/ number. How many people will be served as a result of this goal? How many people were trained/ fed/ housed/ provided medical care etc. This can be big picture- we will drill down on the real values of your data with your quarterly data reporting.

Examples (not specific to your program, just in general):

**Action:** Equip new office space

**Deliverable:** Purchased office supplies, enrolled with utilities, acquired internet and bought office furniture; provided invoices to County for reimbursement

**Measurement:** Office space will be ready to serve Monroe County residents by 7/1 (or the number of people you plan to serve in the space or both)

**Action:** Hire program staff

**Deliverable:** Hire Executive Director, Program Coordinator, Administrative Assistant; deliver staffing plan to County

**Deliverable:** Fill staffing positions per budget outline; for example- 3/10 positions filled –or- project is fully staffed (depending on where you are/ plan to be)

**Action (More specific version- again, not to your program but in general):** Increase access to healthcare by providing population served (specify for your program- veterans/seniors/families/ youth etc.) access to at least 3 preventative healthcare screens and/or mental health services.

**Deliverable:** Provide transportation, referrals, counseling, training and other support to population served.

**Measurement:** 150 population served will access healthcare screens and/or mental health services.

- You can repeat action items over several quarters if you are going to be measuring the same services/ populations consistently throughout your project.
- We do not need to see a separate line item for every administrative cost in your budget- you can roll these into the big picture action items.
- If you are hiring personnel, in the quarter that you are hiring them you can show this as a percentage of their salary as well as their onboarding costs. After this initial cost, it should be 25% of their salary and whatever costs are attributed to them (or the percentage of their salary that is equivalent to the time that is associated with the ARPA program).

Regarding the **reporting requirements**: since contracts will not begin until at least March 1, you will not need to report on the first quarter. Your first report will cover work completed between March and June, 2023. Please update your budgets and action item sheets to reflect this change.

Also please note that we will be requiring quarterly reports that are broken down by the individuals served: we will need to have reporting on the demographic information and services provided to each individual in your program (and partner programs). We will be providing a template excel file for this once all of the surveys have been completed and received. If you do not currently have the functionality to report on each individual, you will need to either work with

your recordkeeping provider (or internal team) or you will be able to create individual records for each person served in the ARPA portal. We understand that your recordkeeping services may charge for this additional report- you are able to utilize ARPA funds to pay for this administrative cost.

I hope that this helps to answer some of your questions! I will send out a calendar invitation shortly for the Q&A session on 12/20.

Thank you!

**Dr. Faye Pelow**

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# **Question 8 (Legislator Brew)**

**03/31/23**

## Case Caico, Rebecca

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**From:** Pelow, Faye <FayePelow@monroecounty.gov>  
**Sent:** Thursday, March 16, 2023 4:26 PM  
**To:** Jocelyn Basley  
**Cc:** Case Caico, Rebecca  
**Subject:** ARPA Data Reporting Review- Community Resource Collaborative (NCP)  
**Attachments:** Quarterly Data Report Form Final.xlsx; Data Summary Sheet.docx; ARPA Data Guidebook.pdf; mwbe-chq-overview.pdf; community Resource Collaborative Budget Year 1.xlsx

Good Afternoon Jocelyn,

Rebecca and I would like to schedule some time with you (and your team) this week or next to go over the data reporting form and budget documents that we have created. At the meeting, we will explain the components of the data report and which categories we feel your program would fit into. We will discuss this with you and can certainly make adjustments. After the meeting, we will send you a highlighted version of the Quarterly Data Report Form so you will know exactly which categories you should be focusing on when you report to us. Attached is a copy of the Quarterly Data Report Form for your review prior to the meeting. Also attached is a guidebook that we hope will answer some of your questions and help you to navigate the process.

In addition, we would like to discuss the attached budget document and the vouchering process with you.

Please click on the link below and select all dates and times that will work with your schedule from March 17-24:

<https://doodle.com/meeting/participate/id/bWPNVzQd>

If you have any questions, please feel free to reach out.

Thank you!

**Dr. Faye Pelow**  
*Community Development Initiatives Manager*  
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**Demographics**

| UNIQUE ID | First Date Served | Most Recent Date Served | Services Ongoing/Complete | Entry Point for Services                                   | AGE                                              | RACE/ETHNICITY                                                                                                                                                    | GENDER IDENTITY                                                                     | DISABILITY                 | VETERAN                    |
|-----------|-------------------|-------------------------|---------------------------|------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------|----------------------------|
| Input     | Input             | Input                   | Choose 1                  | Choose 1                                                   | Choose 1                                         | Choose 1                                                                                                                                                          | Choose 1                                                                            | Choose 1                   | Choose 1                   |
|           |                   |                         |                           |                                                            |                                                  | Caucasian/White; African-American; Latino or Hispanic; Asian; Native American; Native Hawaiian or Pacific Islander; Two or more; Other/Unknown; Prefer not to say | Male; Female; Gender Queer or Non-Binary; A gender not specified; Prefer not to say | Yes; No; Prefer not to say | Yes; No; Prefer not to say |
|           |                   |                         | Open; Closed; Reopened    | Mobile Unit; Onsite Location; Outreach Event; Partner Site | under 18; 18-24; 25-34; 35-44; 45-54; 55-64; 65+ |                                                                                                                                                                   |                                                                                     |                            |                            |







| PLACED IN TRAINING 3                                                                                                                                 | TRAINING COMPLETED 3 | PLACED IN TRAINING 4                                                                                                                                 | TRAINING COMPLETED 4 | PLACED IN TRAINING 5                                                                                                                                 | TRAINING COMPLETED 5 | PLACED IN TRAINING 6                                                                                                                                 | TRAINING COMPLETED 6 | PLACED IN TRAINING 7                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Choose 1                                                                                                                                             | Yes/No               | Choose 1                                                                                                                                             | Yes/No               | Choose 1                                                                                                                                             | Yes/No               | Choose 1                                                                                                                                             | Yes/No               | Choose 1                                                                                                                                             |
| Academic<br>Advancement;<br>Citizen Prep;<br>Culture;<br>Employment;<br>Financial;<br>Health;<br>Language;<br>Personal<br>Development;<br>Technology |                      | Academic<br>Advancement;<br>Citizen Prep;<br>Culture;<br>Employment;<br>Financial;<br>Health;<br>Language;<br>Personal<br>Development;<br>Technology |                      | Academic<br>Advancement;<br>Citizen Prep;<br>Culture;<br>Employment;<br>Financial;<br>Health;<br>Language;<br>Personal<br>Development;<br>Technology |                      | Academic<br>Advancement;<br>Citizen Prep;<br>Culture;<br>Employment;<br>Financial;<br>Health;<br>Language;<br>Personal<br>Development;<br>Technology |                      | Academic<br>Advancement;<br>Citizen Prep;<br>Culture;<br>Employment;<br>Financial;<br>Health;<br>Language;<br>Personal<br>Development;<br>Technology |

**Output- In-House Trainings/Programs**

| TRAINING COMPLETED 7 | PLACED IN TRAINING 8                                                                                                   | TRAINING COMPLETED 8 | PLACED IN TRAINING 9                                                                                                   | TRAINING COMPLETED 9 | PLACED IN PROGRAM 1                                                                                                                                  | PROGRAM COMPLETED 1 | PLACED IN PROGRAM 2                                                                                                                                  | PROGRAM COMPLETED 2 |
|----------------------|------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Yes/No               | Choose 1                                                                                                               | Yes/No               | Choose 1                                                                                                               | Yes/No               | Choose 1                                                                                                                                             | Yes/No              | Choose 1                                                                                                                                             | Yes/No              |
|                      | Academic Advancement; Citizen Prep; Culture; Employment; Financial; Health; Language; Personal Development; Technology |                      | Academic Advancement; Citizen Prep; Culture; Employment; Financial; Health; Language; Personal Development; Technology |                      | Food; Health and Wellness; Individual Coaching/Mentoring/ Counseling; Loan/Grant; Peer Support; Public Safety; Transportation; Workforce Development |                     | Food; Health and Wellness; Individual Coaching/Mentoring/ Counseling; Loan/Grant; Peer Support; Public Safety; Transportation; Workforce Development |                     |

| PLACED IN PROGRAM 3                                                                                                                                 | PROGRAM COMPLETED 3 | PLACED IN PROGRAM 4                                                                                                                                 | PROGRAM COMPLETED 4 | PLACED IN PROGRAM 5                                                                                                                                 | PROGRAM COMPLETED 5 | PLACED IN PROGRAM 6                                                                                                                                 | PROGRAM COMPLETED 6 | PLACED IN PROGRAM 7                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Choose 1                                                                                                                                            | Yes/No              | Choose 1                                                                                                                                            | Yes/No              | Choose 1                                                                                                                                            | Yes/No              | Choose 1                                                                                                                                            | Yes/No              | Choose 1                                                                                                                                            |
| Food; Health and Wellness; Individual Coaching/Mentoring/Counseling; Loan/Grant; Peer Support; Public Safety; Transportation; Workforce Development |                     | Food; Health and Wellness; Individual Coaching/Mentoring/Counseling; Loan/Grant; Peer Support; Public Safety; Transportation; Workforce Development |                     | Food; Health and Wellness; Individual Coaching/Mentoring/Counseling; Loan/Grant; Peer Support; Public Safety; Transportation; Workforce Development |                     | Food; Health and Wellness; Individual Coaching/Mentoring/Counseling; Loan/Grant; Peer Support; Public Safety; Transportation; Workforce Development |                     | Food; Health and Wellness; Individual Coaching/Mentoring/Counseling; Loan/Grant; Peer Support; Public Safety; Transportation; Workforce Development |

| Resources Offered                   |                                               |                                                         |                                               |                                          |                                     |              | Outcome - Employer |                          |                                                                                                                                                                                                                                                        |
|-------------------------------------|-----------------------------------------------|---------------------------------------------------------|-----------------------------------------------|------------------------------------------|-------------------------------------|--------------|--------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMMUNITY RESOURCES OFFERED - Legal | COMMUNITY RESOURCES OFFERED - Physical Health | COMMUNITY RESOURCES OFFERED - Mental/ Behavioral Health | COMMUNITY RESOURCES OFFERED - Social Services | COMMUNITY RESOURCES OFFERED - Technology | COMMUNITY RESOURCES OFFERED - Other | OBTAINED JOB | LIST NEW EMPLOYER  | INDUSTRY OF NEW EMPLOYER |                                                                                                                                                                                                                                                        |
| Yes/No                              | Yes/No                                        | Yes/No                                                  | Yes/No                                        | Yes/No                                   | Yes/No                              | Yes/No       | Input              | Choose One               |                                                                                                                                                                                                                                                        |
|                                     |                                               |                                                         |                                               |                                          |                                     |              |                    |                          | Agriculture; Arts;<br>Business/Finance;<br>Construction;<br>Education;<br>Government; Health;<br>Legal; Life Sciences;<br>Manufacturing;<br>Media; Not-for-Profit;<br>Optics/Photonics/Imaging; Service; Skilled Trades; Software/IT; Utilities; Other |



| ment                 |                                          | Outcome- Housing |                                                                                   |                     |                            |                                                                 | Outco                                                                                                                                         |
|----------------------|------------------------------------------|------------------|-----------------------------------------------------------------------------------|---------------------|----------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| LEVEL OF EMPLOYMENT  | LIST NEW INDIVIDUAL ANNUAL INCOME/SALARY | OBTAINED HOUSING | TYPE OF HOUSING OBTAINED                                                          | ZIP CODE OF HOUSING | IS THIS TEMPORARY HOUSING? | IF THIS IS TEMPORARY HOUSING, INDICATE LENGTH OF AVAILABLE STAY | OBTAINED IMPROVED TRANSPORTATION 1                                                                                                            |
| Choose one           | Input \$                                 | Yes/No           | Choose one                                                                        | Input               | Yes/No                     | Choose one                                                      | Choose one                                                                                                                                    |
| Full Time; Part Time |                                          |                  | Apartment; Permanent Supportive Housing; Single Family Home; Transitional Housing |                     |                            | Less than 1 Month; 1-6 Months; 6-12 Months; 1-2 Years; 2+ Years | Bus Passes; Car Access; Car Leased/Purchased; Employment Transport; Medical Transport; Obtain Driver's License; Other Special Needs Transport |

| me- Transportation                                                                                                                            |                                                                                                                                               | Outcome- Food                            | Outcome- Education                                                                                                                        |                                                                                                                                                                     |                     |                                                                                                                                                                      |                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OBTAINED IMPROVED TRANSPORTATION 2                                                                                                            | OBTAINED IMPROVED TRANSPORTATION 3                                                                                                            | TYPE OF FOOD SUPPORT                     | ENROLLED IN EDUCATIONAL COURSEWORK 1                                                                                                      | OBTAINED EDUCATIONAL MILESTONE 1                                                                                                                                    | AREA OF EXPERTISE 1 | ENROLLED IN EDUCATIONAL COURSEWORK 2                                                                                                                                 | OBTAINED EDUCATIONAL MILESTONE 2                                                                                                                                    |
| Choose one                                                                                                                                    | Choose one                                                                                                                                    | Choose one                               | Choose One                                                                                                                                | Choose One                                                                                                                                                          | Input               | Choose One                                                                                                                                                           | Choose One                                                                                                                                                          |
| Bus Passes; Car Access; Car Leased/Purchased; Employment Transport; Medical Transport; Obtain Driver's License; Other Special Needs Transport | Bus Passes; Car Access; Car Leased/Purchased; Employment Transport; Medical Transport; Obtain Driver's License; Other Special Needs Transport | Short-term; Long-term; Short & Long term | HSE, High School Diploma; Educational Certificate; ESOL Certification; Skilled Trades Certification; Associates Degree; Bachelor's Degree | HSE, High School Diploma; ESOL Certification; Skilled Trades Certification; Educational Certificate; Completed Some Coursework; Associates Degree; Bachelors Degree |                     | HSE, High School Diploma; ESOL Certification; Skilled Trades Certification; Educational Certificate; Completed Some Coursework; Associates Degree; Bachelor's Degree | HSE, High School Diploma; ESOL Certification; Skilled Trades Certification; Educational Certificate; Completed Some Coursework; Associates Degree; Bachelors Degree |



| Outcome-Health Care |                                                                                                                                                   |                                                                                                                                                   |                                                                                                                                                   |                                                                                                                                                   |                                                                                                                                                                                    |                                                                                                                                                                                    |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AREA OF EXPERTISE 2 | OBTAINED PHYSICAL HEALTH SERVICES 1                                                                                                               | OBTAINED PHYSICAL HEALTH SERVICES 2                                                                                                               | OBTAINED PHYSICAL HEALTH SERVICES 3                                                                                                               | OBTAINED PHYSICAL HEALTH SERVICES 4                                                                                                               | OBTAINED BEHAVIORAL/MENTAL HEALTH SERVICES 1                                                                                                                                       | OBTAINED BEHAVIORAL/MENTAL HEALTH SERVICES 2                                                                                                                                       |
| Input               | Choose One                                                                                                                                        | Choose One                                                                                                                                        | Choose One                                                                                                                                        | Choose One                                                                                                                                        | Choose One                                                                                                                                                                         | Choose One                                                                                                                                                                         |
|                     | Created Pathway to Core Medical Care; Created Pathway to Specialized Medical Care; Substance Use Support; Insurance Coverage<br>Obtained/Expanded | Created Pathway to Core Medical Care; Created Pathway to Specialized Medical Care; Substance Use Support; Insurance Coverage<br>Obtained/Expanded | Created Pathway to Core Medical Care; Created Pathway to Specialized Medical Care; Substance Use Support; Insurance Coverage<br>Obtained/Expanded | Created Pathway to Core Medical Care; Created Pathway to Specialized Medical Care; Substance Use Support; Insurance Coverage<br>Obtained/Expanded | Obtained short-term or emergency mental/behavioral health intervention; Established ongoing relationship with mental/behavioral health professional; Attends ongoing group support | Obtained short-term or emergency mental/behavioral health intervention; Established ongoing relationship with mental/behavioral health professional; Attends ongoing group support |

| Outcome-Finances                                                                                                                                                                         |                                                       |                                                         |                                                      |                                                                           | Outcome -<br>Community<br>Engagement                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                          | IMPROVED HOUSEHOLD FINANCES - Increased Yearly Income | IMPROVED HOUSEHOLD FINANCES - Decreased Yearly Expenses | SOURCE OF YEARLY INCOME INCREASE OR EXPENSE DECREASE | OBTAINED LOAN/GRANT                                                       | LOAN/GRANT AMOUNT                                                                                                |
| OBTAINED BEHAVIORAL/MENTAL HEALTH SERVICES 3                                                                                                                                             | Input Yearly Increase \$                              | Input Yearly Decrease \$                                | Input                                                | Choose one                                                                | Input \$                                                                                                         |
| Choose One                                                                                                                                                                               |                                                       |                                                         |                                                      |                                                                           | Choose one                                                                                                       |
| Obtained short-term or emergency mental/behavioral health intervention;<br>Established ongoing relationship with mental/behavioral health professional;<br>Attends ongoing group support |                                                       |                                                         |                                                      | Business Capital; Home Improvement; MWBE Business Capital; Vehicle; Other | Volunteers/supports agency program;<br>Volunteers/supports unaffiliated community program or organization; Other |



## ARPA REPORTING SUMMARY

| Name of Report   | Components required                   | Frequency                  | Submission Location |
|------------------|---------------------------------------|----------------------------|---------------------|
| Quarterly Report | Data, Action Items                    | Every 3 months             | ARPA Portal         |
| Interim Report   | Data, Action Items, Interim Narrative | Annually                   | ARPA Portal         |
| Annual Report    | Data, Action Items, Annual Narrative  | Annually                   | ARPA Portal         |
| MWBE             | Status of MWBE Spending               | Monthly                    | ContractHQ          |
| Vouchers         | Voucher Budget                        | Depends on Risk Assignment | ARPA Portal         |

| Risk Assignment | Financial Voucher Minimum Submission Requirements* |
|-----------------|----------------------------------------------------|
| HIGH            | Monthly                                            |
| MEDIUM          | Every other Month                                  |
| LOW             | Quarterly                                          |

\*Regardless of risk assignment, all grantees may voucher as often as monthly.

| Components                 | Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Data                       | Demographics, services, and outcomes of people served. See ARPA Data Guidebook, Quarterly Data Report Form, Agency Data Report Form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Action Items               | Indicate whether Action Items outlined in Scope of Work are completed. See Action Items sample on next page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Interim Narrative (1 Page) | <ol style="list-style-type: none"> <li>1. Please describe any budgetary or programmatic variances, potential challenges or victories encountered during reporting period – previous 6 months.</li> <li>2. Do you have any questions, concerns or recommendations you would like to share?</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Annual Narrative (3 Pages) | <ol style="list-style-type: none"> <li>1. Please outline the key programmatic activities of your program, expanding on specific accomplishments over the reporting period – previous year.</li> <li>2. If your program has not met the budgetary or programmatic requirements outlined in your contract, please explain why and how you plan to address it in the future.</li> <li>3. Please describe any new programs, partnerships, or relationships with providers, employers, educational institutions, government entities or nonprofit organizations that your program has built or improved upon during the reporting period.</li> <li>4. Did your program create any jobs? If so, describe.</li> <li>5. Please provide a story, personal account or other narrative that highlights the success of your program and could be highlighted by Monroe County in a public report.</li> <li>6. Do you have any questions, concerns or recommendations you would like to share?</li> </ol> |
| Voucher Budget             | See agency spreadsheet from approved contractual budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## ACTION ITEMS

For each quarter, indicate whether or not you have completed the action items you initially outlined in your Scope of Work. This will help us to monitor your progress and ensure compliance with the Federal ARPA regulations. See examples below.

| Time Period                  | Action                                                                                                                                                                | Deliverable                                                                                                                                      | Performance Measurement                                                                                             | Has Performance Measurement Been Met This quarter?<br>(Check Yes or No) | Unique Individuals Served                                                                                | Supporting Documents                                                                                                                                                                                                       | Comments                                                                                                                                                                                                                                                                                              |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | <i>(e.g., hire 2 new staff members for the project)</i><br><br><i>*this will pull from your initial survey</i>                                                        | <i>(e.g., deliver staffing plan to County)</i><br><br><i>*this will pull from your initial survey</i>                                            | <i>(e.g., Subawardee is fully staffed to manage project)</i><br><br><i>*this will pull from your initial survey</i> | <i>(Check Yes or No)</i>                                                | <i>(input number of unique individuals you have served for this part of the program in this quarter)</i> | <i>(Upload training documents, agendas, marketing flyers etc. to demonstrate how your deliverables have been met. You do not need to include receipts as these will have been included during the vouchering process.)</i> | <i>(Provide commentary on your progress this quarter. If you did not quite meet your performance measurement, explain what factors contributed to that discrepancy. If you exceeded expectations, you can provide some further details about your success.</i>                                        |
| 2023 2 <sup>nd</sup> Quarter | Equip new office space                                                                                                                                                | Purchased office supplies, enrolled with utilities, acquired internet and bought office furniture; provided invoices to County for reimbursement | Office space will be ready to serve Monroe County residents by 7/1                                                  | ✓ Yes                                                                   | N/A                                                                                                      | * Copy of lease<br><br>* Copy of invitation to stakeholders inviting them to grand opening of new space                                                                                                                    | We obtained a new office space which was ready to serve Monroe County residents on 6/15/23. We provided monthly vouchers to the County for all corresponding expenses. Since it opened, we have served 25 individuals in the space.                                                                   |
| 2023 3 <sup>rd</sup> Quarter | Increase access to healthcare by providing <u>population served</u> (specify for your program-veterans/seniors/families/youth etc.) access to at least 3 preventative | Provide transportation, referrals, counseling, training and other support to <u>population served</u> .                                          | 150 <u>population served</u> will access healthcare screens and/or mental health services.                          | ✓ No                                                                    | 100                                                                                                      | * Copy of updated brochure<br><br>* Outreach event schedule<br><br>* List of training events and corresponding materials                                                                                                   | Though we increased our outreach to <u>population served</u> by 50% this quarter, we found it difficult to get individuals to attend healthcare screens or actively pursue mental health services. We did increase our referral rate significantly and have joined forces with 3 additional community |

|                              |                                                      |                                                                                                         |                          |       |     |                                        |                                                                                               |
|------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------|-------|-----|----------------------------------------|-----------------------------------------------------------------------------------------------|
|                              | ve healthcare screens and/or mental health services. |                                                                                                         |                          |       |     |                                        | partners. We hope that this number will increase in the next quarter to match our ARPA goals. |
| 2023 4 <sup>th</sup> Quarter | Hire Program Staff                                   | Hire Executive Director, Program Coordinator, Administrative Assistant; deliver staffing plan to County | Project is fully staffed | ✓ Yes | N/A | *Staffing Plan<br>*Resume of new hires | Our program is now fully staffed per the ARPA Scope of Work.                                  |

## 2023

|           |                                          |
|-----------|------------------------------------------|
| April     | Vouchers (High)                          |
| 17        | MWBE (ALL)                               |
| May       | Vouchers (High/Medium)                   |
| 15        | MWBE (ALL)                               |
| June      | Vouchers (High)                          |
| 15        | MWBE (ALL)                               |
| July      | Interim Report (ALL)                     |
| 17        | Vouchers (High/Medium/Low)<br>MWBE (ALL) |
| August    | Vouchers (High)                          |
| 15        | MWBE (ALL)                               |
| September | Vouchers (High/Medium)                   |
| 15        | MWBE (ALL)                               |
| October   | Quarterly Report (ALL)                   |
| 17        | Vouchers (High/Low)<br>MWBE (ALL)        |
| November  | Vouchers (High/Medium)                   |
| 15        | MWBE (ALL)                               |
| December  | Vouchers (High)                          |
| 15        | MWBE (ALL)                               |

# 2024

|           |                            |
|-----------|----------------------------|
| January   | Annual Report (ALL)        |
| 16        | Vouchers (High/Medium/Low) |
|           | MWBE (ALL)                 |
| February  | Vouchers (High)            |
| 15        | MWBE (ALL)                 |
| March     | Vouchers (High/Medium)     |
| 15        | MWBE (ALL)                 |
| April     | Quarterly Report (ALL)     |
| 15        | Vouchers (High/Low)        |
|           | MWBE (ALL)                 |
| May       | Vouchers (High/Medium)     |
| 15        | MWBE (ALL)                 |
| June      | Vouchers (High/Low)        |
| 17        | MWBE (ALL)                 |
| July      | Interim Report (ALL)       |
| 15        | Vouchers (High/Medium/Low) |
|           | MWBE (ALL)                 |
| August    | Vouchers (High)            |
| 15        | MWBE (ALL)                 |
| September | Vouchers (High/Medium)     |
| 16        | MWBE (ALL)                 |
| October   | Quarterly Report (ALL)     |
| 15        | Vouchers (High/Low)        |
|           | MWBE (ALL)                 |
| November  | Vouchers (High/Medium)     |
| 15        | MWBE (ALL)                 |
| December  | Vouchers (High)            |
| 16        | MWBE (ALL)                 |

# 2025

January  
16  
Annual Report (ALL)  
Vouchers (High/Medium/Low)  
MWBE (ALL)

February  
17  
Vouchers (High)  
MWBE (ALL)

March  
17  
Vouchers (High/Medium)  
MWBE (ALL)

April  
15  
Quarterly Report (ALL)  
Vouchers (High/Low)  
MWBE (ALL)

May  
15  
Vouchers (High/Medium)  
MWBE (ALL)

June  
16  
Vouchers (High/Low)  
MWBE (ALL)

July  
15  
Interim Report (ALL)  
Vouchers (High/Medium/Low)  
MWBE (ALL)

August  
15  
Vouchers (High)  
MWBE (ALL)

September  
15  
Vouchers (High/Medium)  
MWBE (ALL)

October  
15  
Quarterly Report (ALL)  
Vouchers (High/Low)  
MWBE (ALL)

November  
17  
Vouchers (High/Medium)  
MWBE (ALL)

December  
15  
Vouchers (High)  
MWBE (ALL)

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# 2026

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January  
15  
Annual Report (ALL)  
Vouchers (High/Medium/Low)  
MWBE (ALL)

February  
17  
Vouchers (High)  
MWBE (ALL)

March  
16  
Vouchers (High/Medium)  
MWBE (ALL)

April  
15  
Quarterly Report (ALL)  
Vouchers (High)  
MWBE (ALL)

May  
15  
Vouchers (High/Medium)  
MWBE (ALL)

June  
15  
Vouchers (High/Low)  
MWBE (ALL)

July  
15  
Interim Report (ALL)  
Vouchers (High/Medium/Low)  
MWBE (ALL)

August  
17  
Vouchers (High)  
MWBE (ALL)

September  
15  
Vouchers (High/Medium)  
MWBE (ALL)

October  
15  
Quarterly Report (ALL)  
Vouchers (High/Low)  
MWBE (ALL)

November  
16  
Vouchers (High/Medium)  
MWBE (ALL)

December  
15  
Vouchers (High)  
MWBE (ALL)

January 15  
2027  
FINAL REPORT (ALL)  
FINAL VOUCHER (ALL)  
FINAL MWBE (ALL)

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

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

| Personnel Costs<br>List Each Employee Name, Title/Position                    | 6/17/2025 Voucher | 6/18/2025 Voucher | 6/19/2025 Voucher | 7/17/2025 Voucher | 8/16/2025 Voucher | 9/16/2025 Voucher | 10/17/2025 Voucher | 11/16/2025 Voucher | 12/16/2025 Voucher | Year-to-Date Year 1 | Remaining Funds Year 1 | % of Year 1 Budget Spent | Proposed Expenditure for Year 1 (2025) | Proposed Expenditure for years 1-4 (2025-2029) |
|-------------------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|--------------------|---------------------|------------------------|--------------------------|----------------------------------------|------------------------------------------------|
| Neighborhood Collaborative Project (NCP) Workers (Cameron, FTAC, SWAN)        |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 140,625             | 0%                       | \$ 140,625                             | \$ 761,271                                     |
| On-Site Vocational Trainers (Cameron, FTAC, SWAN)                             |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 154,649             | 0%                       | \$ 154,649                             | \$ 837,405                                     |
| On-Site Social Workers (Cameron, FTAC, SWAN)                                  |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 148,750             | 0%                       | \$ 148,750                             | \$ 913,530                                     |
| Neighborhood Collaborative Project (NCP) Liaison (BTS)                        |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 62,500              | 0%                       | \$ 62,500                              | \$ 289,342                                     |
| Full-Time Social Worker (BTS)                                                 |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 75,000              | 0%                       | \$ 75,000                              | \$ 323,360                                     |
| Fundings Social Worker (BTS)                                                  |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 17,500              | 0%                       | \$ 17,500                              | \$ 161,250                                     |
| NCP Local Researcher (BTS)                                                    |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 78,000              | 0%                       | \$ 78,000                              | \$ 248,190                                     |
| Leadoff Research Assistant (BTS)                                              |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 10,000              | 0%                       | \$ 10,000                              | \$ 48,828                                      |
| Community Liaison Coordinator (BTS)                                           |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 18,000              | 0%                       | \$ 18,000                              | \$ 77,362                                      |
| Project Manager                                                               |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ -                   | 0%                       | \$ -                                   | \$ -                                           |
| <b>Total Personnel Costs</b>                                                  | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ 740,004</b>      | <b>0%</b>                | <b>\$ 740,004</b>                      | <b>\$ 3,721,075</b>                            |
| <b>Other Than Personnel Services Costs</b>                                    |                   |                   |                   |                   |                   |                   |                    |                    |                    |                     |                        |                          |                                        |                                                |
| Vocational Training Stipends - Anchor Agency (BTS, Cameron, FTAC, SWAN)       |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 54,000              | 0%                       | \$ 54,000                              | \$ 232,746                                     |
| Neighborhood Outreach Supplies - Anchor Agency (BTS, Cameron, FTAC, SWAN)     |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 10,800              | 0%                       | \$ 10,800                              | \$ 45,343                                      |
| Office Supply Supplement - Anchor Agency (Cameron, FTAC, SWAN)                |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 7,200               | 0%                       | \$ 7,200                               | \$ 30,120                                      |
| Facility Use / Operations Support - Anchor Agency (BTS, Cameron, FTAC, SWAN)  |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 36,000              | 0%                       | \$ 36,000                              | \$ 150,612                                     |
| Contract, Travel/Outreach Supplies - Anchor Agency (BTS, Cameron, FTAC, SWAN) |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 7,200               | 0%                       | \$ 7,200                               | \$ 29,130                                      |
| Contract, Travel/Outreach - Anchor Agency (BTS, Cameron, FTAC, SWAN)          |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 54,000              | 0%                       | \$ 54,000                              | \$ 225,515                                     |
| 10% de minimis indirect costs rate - Anchor Agency (BTS, Cameron, FTAC, SWAN) |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 61,377              | 0%                       | \$ 61,377                              | \$ 252,672                                     |
| Administrative Support - Support Services Partners (BTS, Cameron, FTAC, SWAN) |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 81,000              | 0%                       | \$ 81,000                              | \$ 338,671                                     |
| Food/Facility Supplies (BTS)                                                  |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 27,000              | 0%                       | \$ 27,000                              | \$ 112,957                                     |
| Per Diem Stipends for Peer Outreach Workers (BTS)                             |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 27,000              | 0%                       | \$ 27,000                              | \$ 112,957                                     |
| Staff Mileage Reimbursement (BTS, FTAC)                                       |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 2,316               | 0%                       | \$ 2,316                               | \$ 9,667                                       |
| Contracted Services - NCP Client Wraparound Support Services (BTS)            |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 54,000              | 0%                       | \$ 54,000                              | \$ 232,747                                     |
| Contracted Services - Anchor Agency Social Worker Supervision (BTS)           |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 22,000              | 0%                       | \$ 22,000                              | \$ 94,823                                      |
| Research Supplies (BTS)                                                       |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 1,600               | 0%                       | \$ 1,600                               | \$ 12,561                                      |
| NCP Marketing & Communications (BTS)                                          |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 4,000               | 0%                       | \$ 4,000                               | \$ 12,700                                      |
| Software and Subscriptions (BTS)                                              |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 15,855              | 0%                       | \$ 15,855                              | \$ 64,336                                      |
| Contracted Services - Project Lead / Community Consultant (BTS)               |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 78,000              | 0%                       | \$ 78,000                              | \$ 334,390                                     |
| Contracted Services - Migration / Neighborhood Liaison (BTS)                  |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 36,000              | 0%                       | \$ 36,000                              | \$ 132,063                                     |
| Contracted Services - On-Site / Field Coordinator (BTS)                       |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 18,750              | 0%                       | \$ 18,750                              | \$ 80,814                                      |
| Contracted Services - Neighborhood Ambassadors (BTS)                          |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 45,000              | 0%                       | \$ 45,000                              | \$ 188,264                                     |
| NCP Bus Passes/Transportation Assistance                                      |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 4,644               | 0%                       | \$ 4,644                               | \$ 19,427                                      |
| Per Diem Stipends for Client Liaison (BTS)                                    |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 1,200               | 0%                       | \$ 1,200                               | \$ 5,820                                       |
| Interviewer Surface Prep Packages - 500                                       |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 12,264              | 0%                       | \$ 12,264                              | \$ 70,013                                      |
| Neighborhood/Community Engagement Conferences & Activities (BTS)              |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 7,568               | 0%                       | \$ 7,568                               | \$ 31,500                                      |
| NCP Supplies & Materials (BTS)                                                |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 1,300               | 0%                       | \$ 1,300                               | \$ 5,820                                       |
| 10% de minimis indirect costs rate (BTS, FTAC, SWAN)                          |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 58,129              | 0%                       | \$ 58,129                              | \$ 241,913                                     |
| Fiscal Sponsor Administrative Costs Rate - 5%                                 |                   |                   |                   |                   |                   |                   |                    |                    |                    | \$ -                | \$ 73,550              | 0%                       | \$ 73,550                              | \$ 341,000                                     |
| <b>Total Other Than Personnel Services Costs</b>                              | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ 799,389</b>      | <b>0%</b>                | <b>\$ 799,389</b>                      | <b>\$ 3,463,774</b>                            |
| <b>Total Project Cost:</b>                                                    | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ 1,544,393</b>    | <b>0%</b>                | <b>\$ 1,544,393</b>                    | <b>\$ 7,184,849</b>                            |

## Case Caico, Rebecca

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**Subject:** ARPA Data Reporting Review- Community Resource Collaborative (NCP)  
**Location:** [https://us02web.zoom.us/j/6542627286?  
pwd=VUVVUWVBCFBaamVuWDdpLzNwSUQyUT09](https://us02web.zoom.us/j/6542627286?pwd=VUVVUWVBCFBaamVuWDdpLzNwSUQyUT09)

**Start:** Fri 3/31/2023 11:00 AM  
**End:** Fri 3/31/2023 12:30 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Case Caico, Rebecca  
**Required Attendees:** Pelow, Faye; Jocelyn Basley  
**Optional Attendees:** [jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org); [jrbasley@gmail.com](mailto:jrbasley@gmail.com); [mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com); [tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org); [janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)

Rebecca Case Caico is inviting you to a scheduled Zoom meeting.

Topic: Rebecca Case Caico's Personal Meeting Room

Join Zoom Meeting

<https://us02web.zoom.us/j/6542627286?pwd=VUVVUWVBCFBaamVuWDdpLzNwSUQyUT09>

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Meeting ID: 654 262 7286

Passcode: R0ch3st3r

One tap mobile

+16469313860,,6542627286# US

+19294362866,,6542627286# US (New York)

Dial by your location

+1 646 931 3860 US

+1 929 436 2866 US (New York)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)



Meeting ID: 654 262 7286

Find your local number: <https://us02web.zoom.us/j/8442111111>

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

**Sent:** Thursday, March 16, 2023 4:26 PM

**To:** Jocelyn Basley <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>

**Cc:** Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>

**Subject:** ARPA Data Reporting Review- Community Resource Collaborative (NCP)

Good Afternoon Jocelyn,

Rebecca and I would like to schedule some time with you (and your team) this week or next to go over the data reporting form and budget documents that we have created. At the meeting, we will explain the components of the data report and which categories we feel your program would fit into. We will discuss this with you and can certainly make adjustments. After the meeting, we will send you a highlighted version of the Quarterly Data Report Form so you will know exactly which categories you should be focusing on when you report to us. Attached is a copy of the Quarterly Data Report Form for your review prior to the meeting. Also attached is a guidebook that we hope will answer some of your questions and help you to navigate the process.

In addition, we would like to discuss the attached budget document and the vouchering process with you.

Please click on the link below and select all dates and times that will work with your schedule from March 17-24:

<https://doodle.com/meeting/participate/id/bWPNVzQd>

If you have any questions, please feel free to reach out.

Thank you!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**Demographics**

| UNIQUE ID | First Date Served | Most Recent Date Served | Services Ongoing/Complete | Entry Point for Services                                   | AGE                                         | RACE/ETHNICITY                                                                                                                                                         | GENDER IDENTITY                                                                     | DISABILITY                 | VETERAN                    |
|-----------|-------------------|-------------------------|---------------------------|------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------|----------------------------|
| Input     | Input             | Input                   | Choose 1                  | Choose 1                                                   | Choose 1                                    | Choose 1                                                                                                                                                               | Choose 1                                                                            | Choose 1                   | Choose 1                   |
|           |                   |                         |                           |                                                            |                                             | Caucasian/White; African-American/Black/Latino or Hispanic; Asian; Native American; Native Hawaiian or Pacific Islander; Two or more; Other/Unknown; Prefer not to say | Male; Female; Gender Queer or Non-Binary; A gender not specified; Prefer not to say | Yes; No; Prefer not to say | Yes; No; Prefer not to say |
|           |                   |                         | Open; Closed; Reopened    | Mobile Unit; Onsite Location; Outreach Event; Partner Site | under 18; 18-24;25-34;35-44;45-54;55-64;65+ |                                                                                                                                                                        |                                                                                     |                            |                            |

| AGENCY NAME              |                         | 2023 Q2 DATA REPORT    |                    |          |                                                                                                                        |                      |                                                                                                                        |                      |          |                            |  |
|--------------------------|-------------------------|------------------------|--------------------|----------|------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------|----------------------|----------|----------------------------|--|
| INDIVIDUAL YEARLY INCOME | HOUSEHOLD YEARLY INCOME | # OF HOUSEHOLD MEMBERS | PREFERRED LANGUAGE | ZIP CODE | PLACED IN TRAINING 1                                                                                                   | TRAINING COMPLETED 1 | PLACED IN TRAINING 2                                                                                                   | TRAINING COMPLETED 2 | LGBTQIA+ | Yes; No; Prefer not to say |  |
| Input                    | Input                   | Input                  | Input              | Input    | Choose 1                                                                                                               | Yes/No               | Choose 1                                                                                                               | Yes/No               | Choose 1 | Yes/No                     |  |
|                          |                         |                        |                    |          | Academic Advancement; Citizen Prep; Culture; Employment; Financial; Health; Language; Personal Development; Technology |                      | Academic Advancement; Citizen Prep; Culture; Employment; Financial; Health; Language; Personal Development; Technology |                      |          |                            |  |

| PLACED IN TRAINING 3                                                                                                                                 | TRAINING COMPLETED 3 | PLACED IN TRAINING 4                                                                                                                                 | TRAINING COMPLETED 4 | PLACED IN TRAINING 5                                                                                                                                 | TRAINING COMPLETED 5 | PLACED IN TRAINING 6                                                                                                                                 | TRAINING COMPLETED 6 | PLACED IN TRAINING 7                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Choose 1                                                                                                                                             | Yes/No               | Choose 1                                                                                                                                             | Yes/No               | Choose 1                                                                                                                                             | Yes/No               | Choose 1                                                                                                                                             | Yes/No               | Choose 1                                                                                                                                             |
| Academic<br>Advancement;<br>Citizen Prep;<br>Culture;<br>Employment;<br>Financial;<br>Health;<br>Language;<br>Personal<br>Development;<br>Technology |                      | Academic<br>Advancement;<br>Citizen Prep;<br>Culture;<br>Employment;<br>Financial;<br>Health;<br>Language;<br>Personal<br>Development;<br>Technology |                      | Academic<br>Advancement;<br>Citizen Prep;<br>Culture;<br>Employment;<br>Financial;<br>Health;<br>Language;<br>Personal<br>Development;<br>Technology |                      | Academic<br>Advancement;<br>Citizen Prep;<br>Culture;<br>Employment;<br>Financial;<br>Health;<br>Language;<br>Personal<br>Development;<br>Technology |                      | Academic<br>Advancement;<br>Citizen Prep;<br>Culture;<br>Employment;<br>Financial;<br>Health;<br>Language;<br>Personal<br>Development;<br>Technology |

**Output- In-House Trainings/Programs**

| TRAINING COMPLETED 7 | PLACED IN TRAINING 8                                                                                                                                 | TRAINING COMPLETED 8 | PLACED IN TRAINING 9                                                                                                                                 | TRAINING COMPLETED 9 | PLACED IN PROGRAM 1                                                                                                                                                                    | PROGRAM COMPLETED 1 | PLACED IN PROGRAM 2                                                                                                                                                                    | PROGRAM COMPLETED 2 |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Yes/No               | Choose 1                                                                                                                                             | Yes/No               | Choose 1                                                                                                                                             | Yes/No               | Choose 1                                                                                                                                                                               | Yes/No              | Choose 1                                                                                                                                                                               | Yes/No              |
|                      | Academic<br>Advancement;<br>Citizen Prep;<br>Culture;<br>Employment;<br>Financial;<br>Health;<br>Language;<br>Personal<br>Development;<br>Technology |                      | Academic<br>Advancement;<br>Citizen Prep;<br>Culture;<br>Employment;<br>Financial;<br>Health;<br>Language;<br>Personal<br>Development;<br>Technology |                      | Food; Health and<br>Wellness;<br>Individual<br>Coaching/<br>Mentoring/<br>Counseling;<br>Loan/Grant; Peer<br>Support; Public<br>Safety;<br>Transportation;<br>Workforce<br>Development |                     | Food; Health and<br>Wellness;<br>Individual<br>Coaching/<br>Mentoring/<br>Counseling;<br>Loan/Grant; Peer<br>Support; Public<br>Safety;<br>Transportation;<br>Workforce<br>Development |                     |



| PLACED IN PROGRAM 3                                                                                                                                   | PROGRAM COMPLETED 3 | PLACED IN PROGRAM 4                                                                                                                                   | PROGRAM COMPLETED 4 | PLACED IN PROGRAM 5                                                                                                                                   | PROGRAM COMPLETED 5 | PLACED IN PROGRAM 6                                                                                                                                   | PROGRAM COMPLETED 6 | PLACED IN PROGRAM 7                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Choose 1                                                                                                                                              | Yes/No              | Choose 1                                                                                                                                              | Yes/No              | Choose 1                                                                                                                                              | Yes/No              | Choose 1                                                                                                                                              | Yes/No              | Choose 1                                                                                                                                              |
| Food; Health and Wellness; Individual Coaching/ Mentoring/ Counseling; Loan/Grant; Peer Support; Public Safety; Transportation; Workforce Development |                     | Food; Health and Wellness; Individual Coaching/ Mentoring/ Counseling; Loan/Grant; Peer Support; Public Safety; Transportation; Workforce Development |                     | Food; Health and Wellness; Individual Coaching/ Mentoring/ Counseling; Loan/Grant; Peer Support; Public Safety; Transportation; Workforce Development |                     | Food; Health and Wellness; Individual Coaching/ Mentoring/ Counseling; Loan/Grant; Peer Support; Public Safety; Transportation; Workforce Development |                     | Food; Health and Wellness; Individual Coaching/ Mentoring/ Counseling; Loan/Grant; Peer Support; Public Safety; Transportation; Workforce Development |

|                     |                                                                                                                                                       | Output - Community F |                                        |                                    |                                         |                                       |                                        |                                          |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------------------|------------------------------------|-----------------------------------------|---------------------------------------|----------------------------------------|------------------------------------------|
| PROGRAM COMPLETED 7 | PROGRAM PLACED IN PROGRAM 8                                                                                                                           | PROGRAM COMPLETED 8  | COMMUNITY RESOURCES OFFERED - Day Care | COMMUNITY RESOURCES OFFERED - Food | COMMUNITY RESOURCES OFFERED - Financial | COMMUNITY RESOURCES OFFERED - Housing | COMMUNITY RESOURCES OFFERED - Language | COMMUNITY RESOURCES OFFERED - Employment |
| Yes/No              | Choose 1                                                                                                                                              | Yes/No               | Yes/No                                 | Yes/No                             | Yes/No                                  | Yes/No                                | Yes/No                                 | Yes/No                                   |
|                     | Food; Health and Wellness; Individual Coaching/ Mentoring/ Counseling; Loan/Grant; Peer Support; Public Safety; Transportation; Workforce Development |                      |                                        |                                    |                                         |                                       |                                        |                                          |

| Resources Offered                   |                                               |                                                         |                                               |                                          |                                     |              | Outcome - Employer |                          |            |                                                                                                                                                                                                                                                        |
|-------------------------------------|-----------------------------------------------|---------------------------------------------------------|-----------------------------------------------|------------------------------------------|-------------------------------------|--------------|--------------------|--------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMMUNITY RESOURCES OFFERED - Legal | COMMUNITY RESOURCES OFFERED - Physical Health | COMMUNITY RESOURCES OFFERED - Mental/ Behavioral Health | COMMUNITY RESOURCES OFFERED - Social Services | COMMUNITY RESOURCES OFFERED - Technology | COMMUNITY RESOURCES OFFERED - Other | OBTAINED JOB | LIST NEW EMPLOYER  | INDUSTRY OF NEW EMPLOYER | Choose One |                                                                                                                                                                                                                                                        |
| Yes/No                              | Yes/No                                        | Yes/No                                                  | Yes/No                                        | Yes/No                                   | Yes/No                              | Yes/No       | Input              |                          |            |                                                                                                                                                                                                                                                        |
|                                     |                                               |                                                         |                                               |                                          |                                     |              |                    |                          |            | Agriculture; Arts;<br>Business/Finance;<br>Construction;<br>Education;<br>Government; Health;<br>Legal; Life Sciences;<br>Manufacturing;<br>Media; Not-for-Profit;<br>Optics/Photonics/Imaging; Service; Skilled Trades; Software/IT; Utilities; Other |



| ment                 |                                          | Outcome- Housing |                                                                                   |                     |                            |                                                                 | Outco                                                                                                                                         |
|----------------------|------------------------------------------|------------------|-----------------------------------------------------------------------------------|---------------------|----------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| LEVEL OF EMPLOYMENT  | LIST NEW INDIVIDUAL ANNUAL INCOME/SALARY | OBTAINED HOUSING | TYPE OF HOUSING OBTAINED                                                          | ZIP CODE OF HOUSING | IS THIS TEMPORARY HOUSING? | IF THIS IS TEMPORARY HOUSING, INDICATE LENGTH OF AVAILABLE STAY | OBTAINED IMPROVED TRANSPORTATION 1                                                                                                            |
| Choose one           | Input \$                                 | Yes/No           | Choose one                                                                        | Input               | Yes/No                     | Choose one                                                      | Choose one                                                                                                                                    |
| Full Time; Part Time |                                          |                  | Apartment; Permanent Supportive Housing; Single Family Home; Transitional Housing |                     |                            | Less than 1 Month; 1-6 Months; 6-12 Months; 1-2 Years; 2+ Years | Bus Passes; Car Access; Car Leased/Purchased; Employment Transport; Medical Transport; Obtain Driver's License; Other Special Needs Transport |

| Outcome- Transportation                                                                                                                       |                                                                                                                                               | Outcome- Food                            | Outcome- Education                                                                                                                                                   |                                                                                                                                                                      |                                                                                                                                                                      |                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OBTAINED IMPROVED TRANSPORTATION 2                                                                                                            | OBTAINED IMPROVED TRANSPORTATION 3                                                                                                            | TYPE OF FOOD SUPPORT                     | OBTAINED EDUCATIONAL MILESTONE 1                                                                                                                                     | ENROLLED IN EDUCATIONAL COURSEWORK 1                                                                                                                                 | ENROLLED IN EDUCATIONAL COURSEWORK 2                                                                                                                                 | OBTAINED EDUCATIONAL MILESTONE 2                                                                                                                                     |
| Choose one                                                                                                                                    | Choose one                                                                                                                                    | Choose one                               | Choose One                                                                                                                                                           | Choose One                                                                                                                                                           | Choose One                                                                                                                                                           | Choose One                                                                                                                                                           |
| Bus Passes; Car Access; Car Leased/Purchased; Employment Transport; Medical Transport; Obtain Driver's License; Other Special Needs Transport | Bus Passes; Car Access; Car Leased/Purchased; Employment Transport; Medical Transport; Obtain Driver's License; Other Special Needs Transport | Short-term; Long-term; Short & Long term | HSE, High School Diploma; ESOL Certificate; Skilled Trades Educational Certificate; ESOL Certificate; Completed Some Coursework; Associates Degree; Bachelors Degree | HSE, High School Diploma; ESOL Certificate; Skilled Trades Educational Certificate; ESOL Certificate; Completed Some Coursework; Associates Degree; Bachelors Degree | HSE, High School Diploma; ESOL Certificate; Skilled Trades Educational Certificate; ESOL Certificate; Completed Some Coursework; Associates Degree; Bachelors Degree | HSE, High School Diploma; ESOL Certificate; Skilled Trades Educational Certificate; ESOL Certificate; Completed Some Coursework; Associates Degree; Bachelors Degree |



| Outcome-Health Care |                                                                                                                              |                                                                                                                              |                                                                                                                              |                                                                                                                              |                                                                                                                                                                                    |                                                                                                                                                                                    |
|---------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AREA OF EXPERTISE 2 | OBTAINED PHYSICAL HEALTH SERVICES 1                                                                                          | OBTAINED PHYSICAL HEALTH SERVICES 2                                                                                          | OBTAINED PHYSICAL HEALTH SERVICES 3                                                                                          | OBTAINED PHYSICAL HEALTH SERVICES 4                                                                                          | OBTAINED BEHAVIORAL/MENTAL HEALTH SERVICES 1                                                                                                                                       | OBTAINED BEHAVIORAL/MENTAL HEALTH SERVICES 2                                                                                                                                       |
| Input               | Choose One                                                                                                                   | Choose One                                                                                                                   | Choose One                                                                                                                   | Choose One                                                                                                                   | Choose One                                                                                                                                                                         | Choose One                                                                                                                                                                         |
|                     | Created Pathway to Core Medical Care; Created Pathway to Specialized Medical Care; Substance Use Support; Insurance Coverage | Created Pathway to Core Medical Care; Created Pathway to Specialized Medical Care; Substance Use Support; Insurance Coverage | Created Pathway to Core Medical Care; Created Pathway to Specialized Medical Care; Substance Use Support; Insurance Coverage | Created Pathway to Core Medical Care; Created Pathway to Specialized Medical Care; Substance Use Support; Insurance Coverage | Obtained short-term or emergency mental/behavioral health intervention; Established ongoing relationship with mental/behavioral health professional; Attends ongoing group support | Obtained short-term or emergency mental/behavioral health intervention; Established ongoing relationship with mental/behavioral health professional; Attends ongoing group support |

| Outcome-Finances                                                                                                                                                                                              |                                                                                                     |                                                                                                       |                                                                                 |                                                                                             | Outcome -<br>Community<br>Engagement                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                               | IMPROVED<br>HOUSEHOLD<br>FINANCES -<br>Increased<br>Yearly<br>Income<br>Input Yearly<br>Increase \$ | IMPROVED<br>HOUSEHOLD<br>FINANCES -<br>Decreased<br>Yearly<br>Expenses<br>Input Yearly<br>Decrease \$ | SOURCE<br>OF YEARLY<br>INCOME<br>INCREASE<br>OR<br>EXPENSE<br>DECREASE<br>Input | OBTAINED<br>LOAN/GRANT<br>Choose one                                                        | LOAN/GRANT<br>AMOUNT<br>Input \$                                                                                             |
| OBTAINED<br>BEHAVIORAL/MENTAL<br>HEALTH SERVICES 3                                                                                                                                                            |                                                                                                     |                                                                                                       |                                                                                 |                                                                                             |                                                                                                                              |
| Choose One                                                                                                                                                                                                    |                                                                                                     |                                                                                                       |                                                                                 | Choose one                                                                                  | Choose one                                                                                                                   |
| Obtained short-term<br>or emergency<br>mental/behavioral<br>health intervention;<br>Established ongoing<br>relationship with<br>mental/behavioral<br>health professional;<br>Attends ongoing<br>group support |                                                                                                     |                                                                                                       |                                                                                 | Business<br>Capital; Home<br>Improvement;<br>MWBE<br>Business<br>Capital;<br>Vehicle; Other | Volunteers/supports<br>agency program;<br>Volunteers/supports<br>unaffiliated community<br>program or<br>organization; Other |

## ARPA REPORTING SUMMARY

| Name of Report   | Components required                   | Frequency                  | Submission Location |
|------------------|---------------------------------------|----------------------------|---------------------|
| Quarterly Report | Data, Action Items                    | Every 3 months             | ARPA Portal         |
| Interim Report   | Data, Action Items, Interim Narrative | Annually                   | ARPA Portal         |
| Annual Report    | Data, Action Items, Annual Narrative  | Annually                   | ARPA Portal         |
| MWBE             | Status of MWBE Spending               | Monthly                    | ContractHQ          |
| Vouchers         | Voucher Budget                        | Depends on Risk Assignment | ARPA Portal         |

| Risk Assignment | Financial Voucher Minimum Submission Requirements* |
|-----------------|----------------------------------------------------|
| HIGH            | Monthly                                            |
| MEDIUM          | Every other Month                                  |
| LOW             | Quarterly                                          |

\*Regardless of risk assignment, all grantees may voucher as often as monthly.

| Components                 | Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Data                       | Demographics, services, and outcomes of people served. See ARPA Data Guidebook, Quarterly Data Report Form, Agency Data Report Form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Action Items               | Indicate whether Action Items outlined in Scope of Work are completed. See Action Items sample on next page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Interim Narrative (1 Page) | <ol style="list-style-type: none"> <li>1. Please describe any budgetary or programmatic variances, potential challenges or victories encountered during reporting period – previous 6 months.</li> <li>2. Do you have any questions, concerns or recommendations you would like to share?</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Annual Narrative (3 Pages) | <ol style="list-style-type: none"> <li>1. Please outline the key programmatic activities of your program, expanding on specific accomplishments over the reporting period – previous year.</li> <li>2. If your program has not met the budgetary or programmatic requirements outlined in your contract, please explain why and how you plan to address it in the future.</li> <li>3. Please describe any new programs, partnerships, or relationships with providers, employers, educational institutions, government entities or nonprofit organizations that your program has built or improved upon during the reporting period.</li> <li>4. Did your program create any jobs? If so, describe.</li> <li>5. Please provide a story, personal account or other narrative that highlights the success of your program and could be highlighted by Monroe County in a public report.</li> <li>6. Do you have any questions, concerns or recommendations you would like to share?</li> </ol> |
| Voucher Budget             | See agency spreadsheet from approved contractual budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |



## ACTION ITEMS

For each quarter, indicate whether or not you have completed the action items you initially outlined in your Scope of Work. This will help us to monitor your progress and ensure compliance with the Federal ARPA regulations. See examples below.

| Time Period                  | Action                                                                                                                                                                | Deliverable                                                                                                                                      | Performance Measurement                                                                                             | Has Performance Measurement Been Met This quarter? | Unique Individuals Served                                                                                | Supporting Documents                                                                                                                                                                                                       | Comments                                                                                                                                                                                                                                                                                              |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                              | <i>(e.g., hire 2 new staff members for the project)</i><br><br><i>*this will pull from your initial survey</i>                                                        | <i>(e.g., deliver staffing plan to County)</i><br><br><i>*this will pull from your initial survey</i>                                            | <i>(e.g., Subawardee is fully staffed to manage project)</i><br><br><i>*this will pull from your initial survey</i> | <i>(Check Yes or No)</i>                           | <i>(input number of unique individuals you have served for this part of the program in this quarter)</i> | <i>(Upload training documents, agendas, marketing flyers etc. to demonstrate how your deliverables have been met. You do not need to include receipts as these will have been included during the vouchering process.)</i> | <i>(Provide commentary on your progress this quarter. If you did not quite meet your performance measurement, explain what factors contributed to that discrepancy. If you exceeded expectations, you can provide some further details about your success.</i>                                        |
| 2023 2 <sup>nd</sup> Quarter | Equip new office space                                                                                                                                                | Purchased office supplies, enrolled with utilities, acquired internet and bought office furniture; provided invoices to County for reimbursement | Office space will be ready to serve Monroe County residents by 7/1                                                  | ✓ Yes                                              | N/A                                                                                                      | * Copy of lease<br><br>* Copy of invitation to stakeholders inviting them to grand opening of new space                                                                                                                    | We obtained a new office space which was ready to serve Monroe County residents on 6/15/23. We provided monthly vouchers to the County for all corresponding expenses. Since it opened, we have served 25 individuals in the space.                                                                   |
| 2023 3 <sup>rd</sup> Quarter | Increase access to healthcare by providing <u>population served</u> (specify for your program-veterans/seniors/families/youth etc.) access to at least 3 preventative | Provide transportation, referrals, counseling, training and other support to <u>population served</u> .                                          | 150 <u>population served</u> will access healthcare screens and/or mental health services.                          | ✓ No                                               | 100                                                                                                      | * Copy of updated brochure<br><br>* Outreach event schedule<br><br>* List of training events and corresponding materials                                                                                                   | Though we increased our outreach to <u>population served</u> by 50% this quarter, we found it difficult to get individuals to attend healthcare screens or actively pursue mental health services. We did increase our referral rate significantly and have joined forces with 3 additional community |

|                              |                                                      |                                                                                                         |                          |       |     |                                            |                                                                                               |
|------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------|-------|-----|--------------------------------------------|-----------------------------------------------------------------------------------------------|
|                              | ve healthcare screens and/or mental health services. |                                                                                                         |                          |       |     |                                            | partners. We hope that this number will increase in the next quarter to match our ARPA goals. |
| 2023 4 <sup>th</sup> Quarter | Hire Program Staff                                   | Hire Executive Director, Program Coordinator, Administrative Assistant; deliver staffing plan to County | Project is fully staffed | ✓ Yes | N/A | *Staffing Plan<br><br>*Resume of new hires | Our program is now fully staffed per the ARPA Scope of Work.                                  |

## 2023

|           |                            |
|-----------|----------------------------|
| April     | Vouchers (High)            |
| 17        | MWBE (ALL)                 |
| May       | Vouchers (High/Medium)     |
| 15        | MWBE (ALL)                 |
| June      | Vouchers (High)            |
| 15        | MWBE (ALL)                 |
| July      | Interim Report (ALL)       |
| 17        | Vouchers (High/Medium/Low) |
|           | MWBE (ALL)                 |
| August    | Vouchers (High)            |
| 15        | MWBE (ALL)                 |
| September | Vouchers (High/Medium)     |
| 15        | MWBE (ALL)                 |
| October   | Quarterly Report (ALL)     |
| 17        | Vouchers (High/Low)        |
|           | MWBE (ALL)                 |
| November  | Vouchers (High/Medium)     |
| 15        | MWBE (ALL)                 |
| December  | Vouchers (High)            |
| 15        | MWBE (ALL)                 |

# 2024

|                 |                                                                  |
|-----------------|------------------------------------------------------------------|
| January<br>16   | Annual Report (ALL)<br>Vouchers (High/Medium/Low)<br>MWBE (ALL)  |
| February<br>15  | Vouchers (High)<br>MWBE (ALL)                                    |
| March<br>15     | Vouchers (High/Medium)<br>MWBE (ALL)                             |
| April<br>15     | Quarterly Report (ALL)<br>Vouchers (High/Low)<br>MWBE (ALL)      |
| May<br>15       | Vouchers (High/Medium)<br>MWBE (ALL)                             |
| June<br>17      | Vouchers (High/Low)<br>MWBE (ALL)                                |
| July<br>15      | Interim Report (ALL)<br>Vouchers (High/Medium/Low)<br>MWBE (ALL) |
| August<br>15    | Vouchers (High)<br>MWBE (ALL)                                    |
| September<br>16 | Vouchers (High/Medium)<br>MWBE (ALL)                             |
| October<br>15   | Quarterly Report (ALL)<br>Vouchers (High/Low)<br>MWBE (ALL)      |
| November<br>15  | Vouchers (High/Medium)<br>MWBE (ALL)                             |
| December<br>16  | Vouchers (High)<br>MWBE (ALL)                                    |

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# 2025

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January  
16  
Annual Report (ALL)  
Vouchers (High/Medium/Low)  
MWBE (ALL)

---

February  
17  
Vouchers (High)  
MWBE (ALL)

---

March  
17  
Vouchers (High/Medium)  
MWBE (ALL)

---

April  
15  
Quarterly Report (ALL)  
Vouchers (High/Low)  
MWBE (ALL)

---

May  
15  
Vouchers (High/Medium)  
MWBE (ALL)

---

June  
16  
Vouchers (High/Low)  
MWBE (ALL)

---

July  
15  
Interim Report (ALL)  
Vouchers (High/Medium/Low)  
MWBE (ALL)

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August  
15  
Vouchers (High)  
MWBE (ALL)

---

September  
15  
Vouchers (High/Medium)  
MWBE (ALL)

---

October  
15  
Quarterly Report (ALL)  
Vouchers (High/Low)  
MWBE (ALL)

---

November  
17  
Vouchers (High/Medium)  
MWBE (ALL)

---

December  
15  
Vouchers (High)  
MWBE (ALL)

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# 2026

January  
15  
Annual Report (ALL)  
Vouchers (High/Medium/Low)  
MWBE (ALL)

February  
17  
Vouchers (High)  
MWBE (ALL)

March  
16  
Vouchers (High/Medium)  
MWBE (ALL)

April  
15  
Quarterly Report (ALL)  
Vouchers (High)  
MWBE (ALL)

May  
15  
Vouchers (High/Medium)  
MWBE (ALL)

June  
15  
Vouchers (High/Low)  
MWBE (ALL)

July  
15  
Interim Report (ALL)  
Vouchers (High/Medium/Low)  
MWBE (ALL)

August  
17  
Vouchers (High)  
MWBE (ALL)

September  
15  
Vouchers (High/Medium)  
MWBE (ALL)

October  
15  
Quarterly Report (ALL)  
Vouchers (High/Low)  
MWBE (ALL)

November  
16  
Vouchers (High/Medium)  
MWBE (ALL)

December  
15  
Vouchers (High)  
MWBE (ALL)

January 15  
2027  
FINAL REPORT (ALL)  
FINAL VOUCHER (ALL)  
FINAL MWBE (ALL)



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

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

| Personnel Costs<br>List Each Employee Name, Title/Position               | 4/1/2023 Voucher | 5/1/2023 Voucher | 6/1/2023 Voucher | 7/1/2023 Voucher | 8/1/2023 Voucher | 9/1/2023 Voucher | 10/1/2023 Voucher | 11/1/2023 Voucher | 12/1/2023 Voucher | 1/1/2024 Voucher | Year-to-Date Year 1 | Remaining Funds Year 1 | % of Year 1 Budget Spent | Proposed Expenditures for Year 1 (2023) | Proposed Expenditures for years 1-4 (2023-2026) |
|--------------------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|------------------|---------------------|------------------------|--------------------------|-----------------------------------------|-------------------------------------------------|
| Neighborhood Collaborative Project (NCP) Workers (Lamar, PTAC, SWAN)     |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 140,823             | 0%                       | \$ 140,823                              | \$ 763,271                                      |
| Site Visit/Outreach Workers (Lamar, PTAC, SWAN)                          |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 154,589             | 0%                       | \$ 154,589                              | \$ 837,405                                      |
| Site Visit Social Workers (Lamar, PTAC, SWAN)                            |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 164,750             | 0%                       | \$ 164,750                              | \$ 853,330                                      |
| Neighborhood Collaborative Project (NCP) Workers                         |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 82,500              | 0%                       | \$ 82,500                               | \$ 438,811                                      |
| Full Time Social Worker (NCP)                                            |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 75,000              | 0%                       | \$ 75,000                               | \$ 393,260                                      |
| Part-time Social Worker (NCP)                                            |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 37,500              | 0%                       | \$ 37,500                               | \$ 193,630                                      |
| PTAC Site of Researcher (PTAC)                                           |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 78,000              | 0%                       | \$ 78,000                               | \$ 406,190                                      |
| Neighborhood Research Assistant (NCP)                                    |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 10,000              | 0%                       | \$ 10,000                               | \$ 52,815                                       |
| Community Outreach Coordinator (NCP)                                     |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 18,000              | 0%                       | \$ 18,000                               | \$ 93,812                                       |
| Travel Budget                                                            |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ -                   | 0%                       | \$ -                                    | \$ -                                            |
| Total Personnel Costs                                                    | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ -              | \$ -              | \$ -              | \$ -             | \$ -                | \$ 745,664             | 0%                       | \$ 745,664                              | \$ 3,723,675                                    |
| Other Than Personnel Services Costs                                      |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  |                     |                        |                          |                                         |                                                 |
| Neighborhood Training Stipends - Anchor Agencies (Lamar, PTAC, SWAN)     |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 14,000              | 0%                       | \$ 14,000                               | \$ 72,746                                       |
| Neighborhood Outreach Supplies - Anchor Agencies (Lamar, PTAC, SWAN)     |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 16,800              | 0%                       | \$ 16,800                               | \$ 87,113                                       |
| Office Supply Stipends - Anchor Agencies (Lamar, PTAC, SWAN)             |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 7,200               | 0%                       | \$ 7,200                                | \$ 37,128                                       |
| Facility Use / Operations Stipends - Anchor Agencies (Lamar, PTAC, SWAN) |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 86,000              | 0%                       | \$ 86,000                               | \$ 446,612                                      |
| Travel, Transportation Stipends - Anchor Agencies (Lamar, PTAC, SWAN)    |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 7,200               | 0%                       | \$ 7,200                                | \$ 37,128                                       |
| Neighborhood Training Stipends - Anchor Agencies (Lamar, PTAC, SWAN)     |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 14,000              | 0%                       | \$ 14,000                               | \$ 72,746                                       |
| 15% de minimis indirect cost rate - Anchor Agencies (Lamar, PTAC, SWAN)  |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 63,917              | 0%                       | \$ 63,917                               | \$ 332,882                                      |
| Administrative Support - Support Services Partners (SWAN, Lamar, PTAC)   |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 81,000              | 0%                       | \$ 81,000                               | \$ 420,871                                      |
| Travel Stipends (PTAC)                                                   |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 27,000              | 0%                       | \$ 27,000                               | \$ 139,917                                      |
| Travel Stipends for Peer Outreach Workers (Lamar)                        |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 27,000              | 0%                       | \$ 27,000                               | \$ 139,917                                      |
| Travel Stipends for Peer Outreach Workers (PTAC)                         |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 2,156               | 0%                       | \$ 2,156                                | \$ 11,187                                       |
| Contracted Services - NCP Chair (Neighborhood Support Services - PTAC)   |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 14,000              | 0%                       | \$ 14,000                               | \$ 72,746                                       |
| Contracted Services - Anchor Agencies Social Worker Supervision (Lamar)  |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 22,000              | 0%                       | \$ 22,000                               | \$ 114,813                                      |
| Research Supplies (Lamar)                                                |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 3,000               | 0%                       | \$ 3,000                                | \$ 15,551                                       |
| PTAC Marketing & Communications (PTAC)                                   |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 8,000               | 0%                       | \$ 8,000                                | \$ 41,800                                       |
| Software and Subscriptions (Lamar)                                       |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 15,915              | 0%                       | \$ 15,915                               | \$ 82,336                                       |
| Contracted Services - Program Lead / Community Consultation (PTAC)       |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 76,000              | 0%                       | \$ 76,000                               | \$ 396,170                                      |
| Contracted Services - National Neighborhood Registry (PTAC)              |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 16,000              | 0%                       | \$ 16,000                               | \$ 83,863                                       |
| Contracted Services - Outreach / Field Coordinator (Lamar)               |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 18,750              | 0%                       | \$ 18,750                               | \$ 96,116                                       |
| Contracted Services - Neighborhood Ambassadors (Lamar)                   |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 45,000              | 0%                       | \$ 45,000                               | \$ 234,264                                      |
| PTAC Bus Passes/Transportation Assistance                                |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 4,444               | 0%                       | \$ 4,444                                | \$ 23,117                                       |
| Travel Stipends for Event Logistics (Lamar)                              |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 1,200               | 0%                       | \$ 1,200                                | \$ 6,200                                        |
| PTAC Surface Prep Packages - (PTAC)                                      |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 132,000             | 0%                       | \$ 132,000                              | \$ 685,815                                      |
| Neighborhood Community Engagement - Conferences & Activities (PTAC)      |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 2,500               | 0%                       | \$ 2,500                                | \$ 12,500                                       |
| NCP Supplies & Materials (Lamar)                                         |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 1,200               | 0%                       | \$ 1,200                                | \$ 6,200                                        |
| 15% de minimis indirect cost rate - Lamar (Lamar)                        |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 16,130              | 0%                       | \$ 16,130                               | \$ 84,983                                       |
| Post of Lamar - Administrative Cost Rate - 5% (Lamar)                    |                  |                  |                  |                  |                  |                  |                   |                   |                   |                  | \$ -                | \$ 73,536              | 0%                       | \$ 73,536                               | \$ 381,000                                      |
| Total Other Than Personnel Services Costs                                | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ -              | \$ -              | \$ -              | \$ -             | \$ -                | \$ 799,600             | 0%                       | \$ 799,600                              | \$ 4,123,774                                    |
| Total Project Cost:                                                      | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ -             | \$ -              | \$ -              | \$ -              | \$ -             | \$ -                | \$ 1,545,264           | 0%                       | \$ 1,545,264                            | \$ 7,847,449                                    |

# **Question 8 (Legislator Brew)**

**06/05/23**

## Brigida, Micaela

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**From:** Welch, Dylan  
**Sent:** Thursday, May 18, 2023 5:38 PM  
**To:** 'jrbasley@c3consultancy.org'; 'neighborhoodcollaborative@gmail.com'  
**Cc:** Pelow, Faye  
**Subject:** ARPA - Community Resource Collaborative - Report Review Meeting 1  
**Attachments:** Report Review Definition.PNG; Community Resource Collaborative - Action Items - Year 1.docx

Dear Jocelyn,

I hope all has been well with you! And seeing all the events lined up from NCP organizations it looks like things will be well for a while! (PS I meant to include Tina on here as well but realize her e-mail isn't listed on the portal, would you be able to send that to me?)

I'm reaching out today to set up a time when we can complete your initial 'report review'. This 'report review' is a monthly meeting with the ARPA team where we will touch base and go over how your organization is addressing, working towards, and completing its action items as outlined in your ARPA contract. The meeting should take an hour or less and may be conducted via Microsoft Teams. I can see that the Community Resource Collaborative's ARPA contract was finalized on May 3<sup>rd</sup>, (congratulations again by the way!) which would set your 'report review' date for \*about\* June 3<sup>rd</sup>. (The next one will be \*about\* July 3<sup>rd</sup>.)

I've listed some times where we are available to meet below near that date. If none of these times work, please let me know, and I can provide further availability.

Thursday, June 1<sup>st</sup> @ 4:00pm

Friday, June 2<sup>nd</sup> @ 10:00am

Monday, June 5<sup>th</sup> @ 1:00pm

For your convenience, I've attached the portion of the ARPA contract describing what a 'report review' is. Please note that the meeting will serve as the 'performance report' mentioned; no need to create and submit a formal, separate report. I've also included the Community Resource Collaborative's action items as listed for the first year of your contract. In the meeting, we'll go over the first two quarters' items (highlighted) and use these to guide our discussion.

If you have questions about the meeting, what it is, or how to prepare, please don't hesitate to reach out and I will be happy to assist! I realize this is a lot at once. I can be contacted at this e-mail or via my office or cell phone below. Otherwise, I hope you have a wonderful rest of your week and I look forward to being in touch soon.

### **Dylan Welch**

*Planning and Development Assistant*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2043 - Office

(860)840-1085 - Mobile

ii. *Report review:* A ~~subrecipient~~ must submit quarterly financial and performance reports, based on the schedule set forth in the ~~subaward~~. The nature and scope of the reports will depend on the project and be spelled out in the ~~subaward~~. The reports will be reviewed by Planning and, if necessary, Finance. Any deficiencies or other performance concerns will be addressed with the ~~subrecipient~~ in a timely manner and could trigger additional monitoring requirements or other interventions, as specified in the ~~subaward~~.

NCP - Action Table

| Year | Qtr # | %   | Action                                                                                                               | Deliverable                                                                                                              | Measurement                                                                                                                                                                                                                                                                                                                                                            |
|------|-------|-----|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2023 | 1     | 100 | PROJECT MGMT: Assess capacity and secure buy-in with three NCP Anchor Agency & NCP partner agencies                  | Meet with Anchor Agency Leadership, obtain signed MOUs or sub-contract agreements as required                            | Funded partners' consent to participation defined, understood and buy-in agreement reached                                                                                                                                                                                                                                                                             |
|      | 2     | 100 | PROJECT MGMT: NCP Planning & Progress Discussions                                                                    | NCP Project Team Meetings held regularly                                                                                 | NCP Project Team acknowledges, reviews acts upon and is accountable for all NCP deliverables and expectations                                                                                                                                                                                                                                                          |
|      | 3     | 100 | FISCAL REPORTING: Timely execution of County's contractual/grant agreement requirement and documentation             | County's contract documentation completed, signed and executed as required; existing partner fiscal processes identified | signed grant agreement and/or contract in place for each funded partner agency / sub-contractors                                                                                                                                                                                                                                                                       |
|      | 4     | 100 | NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks (NW, SW, NE)                                       | at least two (2) NCP neighborhood engagement walks conducted monthly                                                     | Residents' needs identified and addressed; referrals/transitions completed; feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; NCP areas defined as: NW census tracts: 40, 41, 2, and 96,05; NE census tracts: 50, 52, 7, 13, and 92; SW census tracts: 27, 64, 65, and 66. Expected contact/reach 135 residents |
|      | 5     | 100 | ANCHOR AGENCIES: Identify capacity / workforce development needs within each NCP Anchor Agency and neighborhood area | NCP Anchor Agencies needs assessment completed                                                                           | NCP Anchor Agency capacity building and workforce development planning needs identified (staffing, strategies, activities, etc)                                                                                                                                                                                                                                        |
|      | 6     | 100 | PROJECT MGMT: Develop NCP Implementation Plan (phase 1-4)                                                            | NCP Implementation Plan (phase 1-4) development initiated                                                                | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE                                                                                                                                                                                                                                                                  |

|      |                                                                                                            |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |
|------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|      |                                                                                                            |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |
| 1.50 | SERVICES NETWORK<br>Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)      | Regular check-in meetings between MC2, BTS and supporting partner agencies        | Coordinated activity, program and/or services via NCP and its supporting partner agencies initiated. Expected programs include benefits assistance, service access, transportation, food, housing, clothing, and meeting the social determinants of health. NCP partner agencies provide these services and programs on-site, in the canopy events, and during street outreach. We are building out capacity for each partner, as reflected in the increasing number of residents served each year. |  |  |
| 1.50 | SERVICES NETWORK<br>Create and coordinate resident wraparound support services referral/transition process | NCP Support Services referral/delivery model developed and adopted                | Participating partners adopt and use NCP Support Services referral/delivery model                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |
| 1.73 | EVALUATION: Create NCP baseline data, indicators and expected outcomes                                     | NCP baseline data, indicators and expected outcomes identified                    | NCP baseline data, indicators and expected outcomes established and adopted                                                                                                                                                                                                                                                                                                                                                                                                                         |  |  |
| 1.23 | NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks (NW, SW, NE)                             | At least two (2) NCP neighborhood engagement walks conducted monthly (NW, SW, NE) | Residents' needs identified and addressed referrals/transitions completed. Feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 135 residents                                                                                                                                                                                                                                                                            |  |  |
| 1.73 | NEIGHBORHOOD OUTREACH: Host Community Conversation re NCP plans and progress                               | Community conversation event hosted in each NCP area (NW, NE, SW)                 | NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 75 residents                                                                                                                                                                                                                                                                                                                                                                                   |  |  |
| 1.73 | FISCAL REPORTING: NCP's fiscal process defined and established; timely submission                          | NCP's fiscal process adopted; reimbursement documentation completed               | NCP expenditures accurately documented submitted and fully reimbursed                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |





|   |      |                                                                                                                  |                                                                                                            |                                                                                                                                                                                                                           |  |
|---|------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|   |      | Agencies networks (NW, SW, NE)                                                                                   |                                                                                                            |                                                                                                                                                                                                                           |  |
| 6 | 0.75 | EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes                              | NCP data, indicators and expected outcomes                                                                 | NCP data, indicators and expected outcomes collected and shared                                                                                                                                                           |  |
| 7 | 0.50 | FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation | Reimbursement documentation completed by each funded partner agency                                        | NCP expenditures accurately documented, submitted and fully reimbursed                                                                                                                                                    |  |
| 8 | 1.25 | PROJECT MGMT: Continue working NCP Implementation Plan (phase 1-4)                                               | NCP Implementation Plan (phase 1-4) followed                                                               | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE                                                                                                                     |  |
| 9 | 0.25 | PROJECT MGMT: NCP Planning & Progress Discussions                                                                | NCP Project Team Meetings held regularly                                                                   | NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations                                                                                                            |  |
| 4 | 1    | 0.25 NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks                                           | At least two (2) NCP neighborhood engagement walks conducted monthly                                       | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 135 residents |  |
| 2 | 0.75 | NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress                                    | Community conversation event hosted in each NCP area (NW, NE, SW)                                          | NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 75 residents                                                                                                         |  |
| 3 | 1.50 | ANCHOR AGENCIES: Continue working Anchor Agency's Capacity Building and Workforce Development plan               | NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed | NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 1                                                                                                                    |  |

|   |      |                                                                                                                         |                                                                            |                                                                                                                                                  |
|---|------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | 0.75 | <b>SERVICES NETWORK:</b><br>Connect and coordinate resident wraparound support services referral/transition process     | Service delivery model developed and working in NCP areas                  | NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected reach 5 residents                   |
| 5 | 0.75 | <b>SERVICES NETWORK:</b><br>Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)           | Regular check-in meetings between MC2, BTS and supporting partner agencies | Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs |
| 6 | 0.75 | <b>EVALUATION:</b> Collect, measure and compare NCP data, indicators and expected outcomes                              | NCP data, indicators and expected outcomes                                 | NCP data, indicators and expected outcomes collected and shared                                                                                  |
| 7 | 1.25 | <b>PROJECT MGMT:</b> Continued working of NCP Implementation Plan (phase 1-4)                                           | NCP Implementation Plan (phase 1-4) followed                               | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE                                            |
| 8 | 0.25 | <b>PROJECT MGMT:</b> NCP Planning & Progress Discussions                                                                | NCP Project Team Meetings held regularly                                   | NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations                                   |
| 9 | 0.25 | <b>FISCAL REPORTING:</b> NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation | Reimbursement documentation completed by each funded partner agency        | NCP expenditures accurately documented, submitted and fully reimbursed                                                                           |

## Brigida, Micaela

---

**From:** Jocelyn Basley <jrbasley@c3consultancy.org>  
**Sent:** Thursday, May 18, 2023 7:02 PM  
**To:** Welch, Dylan  
**Cc:** neighborhoodcollaborative@gmail.com; Pelow, Faye; Andy C; Janelle Duda-Banwar; Carmen Allen; Tina Paradiso  
**Subject:** Re: ARPA - Community Resource Collaborative - Report Review Meeting 1

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**Sent:** Thursday, May 18, 2023 7:43 PM  
**To:** Jocelyn Basley  
**Cc:** Welch, Dylan; janelle duda-banwar; Pelow, Faye; Janelle Duda-Banwar; Carmen Allen; Tina Paradiso  
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Stay well,  
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## Brigida, Micaela

---

**From:** Janelle Duda-Banwar <janelle@onthegroundny.com>  
**Sent:** Friday, May 19, 2023 9:18 AM  
**To:** Welch, Dylan  
**Cc:** Jocelyn Basley; janelle duda-banwar; Pelow, Faye; Carmen Allen; Tina Paradiso; Andy C  
**Subject:** Re: ARPA - Community Resource Collaborative - Report Review Meeting 1

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~~~~~  
Good Morning!

Today or next Friday at 11 would be best to meet. I am also available to meet at 1 pm on June 5th. Unfortunately, I am unavailable June 1st or 2nd.

Best,  
Janelle

On Thu, May 18, 2023 at 7:43 PM Andy C <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)> wrote:

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*Project Lead for the Neighborhood Collaborative Project*

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--  
**Janelle Duda-Banwar, PhD, MSW**

she/her



Founder & Director

400 Andrews St | Suite 212 C |

Rochester, NY 14604 | 585.683.3638

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

**Brigida, Micaela**

---

**From:** Jocelyn Basley <jrbasley@c3consultancy.org>  
**Sent:** Friday, May 19, 2023 1:32 PM  
**To:** Welch, Dylan  
**Subject:** Email Corrections for Andy & Josh

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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~~~~~

Andy Carey - [mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com) / [andy@mccollaborative.org](mailto:andy@mccollaborative.org)  
Joshua Knoblock - [jknoblock@mccollaborative.org](mailto:jknoblock@mccollaborative.org)

*Stay safe and be well . . . Best wishes for a fabulous day!*  
*Jocelyn Basley, Community Consultant*  
*C3 Consultancy Services*

## Brigida, Micaela

---

**From:** Welch, Dylan  
**Sent:** Monday, May 22, 2023 11:02 AM  
**To:** Jocelyn Basley  
**Cc:** neighborhoodcollaborative@gmail.com; Pelow, Faye; Andy C; Janelle Duda-Banwar; Carmen Allen; Tina Paradiso  
**Subject:** RE: ARPA - Community Resource Collaborative - Report Review Meeting 1

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**Sent:** Thursday, May 18, 2023 7:02 PM  
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## Brigida, Micaela

---

**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Monday, May 22, 2023 12:28 PM  
**To:** Welch, Dylan  
**Cc:** Jocelyn Basley; Pelow, Faye; Andy C; Janelle Duda-Banwar; Carmen Allen; Tina Paradiso  
**Subject:** Re: ARPA - Community Resource Collaborative - Report Review Meeting 1

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Happy Monday everyone!

Thank you Dylan for your consideration and it looks like a virtual meeting on Monday June 5th at 1pm is the best option for NCP's project review meeting. Please forward your meeting invitation to those copied on this invitation and we will plan to participate as our schedules permit. We look forward to the discussion; best wishes for a wonderful week!

*Jocelyn Basley, Community Consultant*

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

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Rochester, NY 14614

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(860)840-1085 - Mobile

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**Brigida, Micaela**

---

**From:** Welch, Dylan  
**Sent:** Monday, May 22, 2023 3:47 PM  
**To:** 'Neighborhood Collaborative Project'  
**Cc:** Jocelyn Basley; Pelow, Faye; Andy C; Janelle Duda-Banwar; Carmen Allen; Tina Paradiso  
**Subject:** RE: ARPA - Community Resource Collaborative - Report Review Meeting 1

Hi Jocelyn,

Awesome! An MS Teams meeting will be sent out to everyone here for June 5<sup>th</sup> at 1pm.

If anyone has any questions going in, or if the need to reschedule arises please don't hesitate to reach out. Otherwise I hope you all have a wonderful rest of your week and I'll see you in a couple weeks!

**Dylan Welch**

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

**From:** Neighborhood Collaborative Project [mailto:neighborhoodcollaborative@gmail.com]  
**Sent:** Monday, May 22, 2023 12:28 PM  
**To:** Welch, Dylan <dylanwelch@monroecounty.gov>  
**Cc:** Jocelyn Basley <jrbasley@c3consultancy.org>; Pelow, Faye <FayePelow@monroecounty.gov>; Andy C <mccollaborative1@gmail.com>; Janelle Duda-Banwar <janelle@onthegroundny.com>; Carmen Allen <beyondthesanctuary20@gmail.com>; Tina Paradiso <tinap@commresourcecollab.org>  
**Subject:** Re: ARPA - Community Resource Collaborative - Report Review Meeting 1

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Happy Monday everyone!

Thank you Dylan for your consideration and it looks like a virtual meeting on Monday June 5th at 1pm is the best option for NCP's project review meeting. Please forward your meeting invitation to those copied on this invitation and we will plan to participate as our schedules permit. We look forward to the discussion; best wishes for a wonderful week!

*Jocelyn Basley, Community Consultant*  
**Project Lead for the Neighborhood Collaborative Project (NCP)**

On Mon, May 22, 2023 at 11:01 AM Welch, Dylan <dylanwelch@monroecounty.gov> wrote:

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Hi Jocelyn, and everyone!

Thank you for the invitation to your weekly planning team meeting. I apologize for missing the meeting this past Friday. I was out of the office for an all-day event. I will be able to make the meeting this coming Friday the 26<sup>th</sup>. Are these meetings held online or in person? Either is alright for me.

Turning to the report review meeting; Faye is out on vacation this week so this Friday will unfortunately not work. But, it looks like 1pm on Monday, June 5<sup>th</sup> may be the best option based on the responses I've seen from everyone. Andy and Tina, will this time work for you?

Thank you again for all of your help in putting this together, and thank you for your warm welcome into the group. It's great to see the wheels turning on this in such a big way!

**Dylan Welch**

*Planning and Development Assistant*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2043 - Office

(860)840-1085 - Mobile

**From:** Jocelyn Basley [mailto:[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)]

**Sent:** Thursday, May 18, 2023 7:02 PM

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

**Cc:** [neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com); Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>; Andy C <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>; Janelle Duda-Banwar <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>; Carmen Allen <[beyondthesanctuary20@gmail.com](mailto:beyondthesanctuary20@gmail.com)>; Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>

**Subject:** Re: ARPA - Community Resource Collaborative - Report Review Meeting 1

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~~~~~

Thank you Dylan for this information and meeting options. I've included Tina, Andy, Janelle and Carmen in this response so you have their emails and as members of our NCP planning team, they too should provide voice and input for our "report review". Also, you should know, as the NCP planning team, we have a check-in meeting every Friday at 11am so I was wondering if you might be available tomorrow at 11 (I know it's short notice but just in case), next Friday May 26th, or June 2nd at 11?

Likewise, I'm asking our NCP planning team to consider meeting a little bit earlier on June 2nd at 10am as a possibility. Unfortunately, I am not available during the other two times you mentioned however Janelle is our lead for the project evaluation and progress reporting so if a date other than June 2nd works for everyone else, Janelle can certainly facilitate that discussion with the other team members.

Again, it was great to have you join our NCP All-Partners meeting with Cynthia last week and on behalf of NCP, we look forward to your response and working with you.

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

*Jocelyn Basley, Community Consultant*

*Project Lead for the Neighborhood Collaborative Project*

On Thu, May 18, 2023 at 5:38 PM Welch, Dylan <[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)> wrote:

This message was sent securely using Zix

Dear Jocelyn,

I hope all has been well with you! And seeing all the events lined up from NCP organizations it looks like things will be well for a while! (PS I meant to include Tina on here as well but realize her e-mail isn't listed on the portal, would you be able to send that to me?)

I'm reaching out today to set up a time when we can complete your initial 'report review'. This 'report review' is a monthly meeting with the ARPA team where we will touch base and go over how your organization is addressing, working towards, and completing its action items as outlined in your ARPA contract. The meeting should take an hour or less and may be conducted via Microsoft Teams. I can see that the Community Resource Collaborative's ARPA contract was finalized on May 3<sup>rd</sup>, (congratulations again by the way!) which would set your 'report review' date for \*about\* June 3<sup>rd</sup>. (The next one will be \*about\* July 3<sup>rd</sup>.)

I've listed some times where we are available to meet below near that date. If none of these times work, please let me know, and I can provide further availability.

Thursday, June 1<sup>st</sup> @ 4:00pm

Friday, June 2<sup>nd</sup> @ 10:00am

Monday, June 5<sup>th</sup> @ 1:00pm

For your convenience, I've attached the portion of the ARPA contract describing what a 'report review' is. Please note that the meeting will serve as the 'performance report' mentioned; no need to create and submit a formal, separate report. I've also included the Community Resource Collaborative's action items as listed for the first year of your contract. In the meeting, we'll go over the first two quarters' items (highlighted) and use these to guide our discussion.

If you have questions about the meeting, what it is, or how to prepare, please don't hesitate to reach out and I will be happy to assist! I realize this is a lot at once. I can be contacted at this e-mail or via my office or cell phone below. Otherwise, I hope you have a wonderful rest of your week and I look forward to being in touch soon.

**Dylan Welch**

*Planning and Development Assistant*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2043 - Office

(860)840-1085 - Mobile

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**Brigida, Micaela**

---

**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Friday, June 2, 2023 12:15 PM  
**To:** Welch, Dylan; Pelow, Faye  
**Cc:** Tina Paradiso  
**Subject:** Monday's Project Review Meeting

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~~~~~

Hello friends,

Just checking with you because we have not received the meeting invitation yet. I remember you needed to set-up your Teams account. Please forward and share any update you have regarding our reimbursement voucher.

Looking forward your response,

*Jocelyn Basley, Community Consultant*

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



## Brigida, Micaela

---

**Subject:** ARPA Compliance - Report Review - Meeting 1 - NCP  
**Location:** <https://zoom.us/j/98497085026?pwd=R0cyNzIzbVVKWxowOVMvcHRYanlodz09>  
**Start:** Mon 6/5/2023 1:00 PM  
**End:** Mon 6/5/2023 2:00 PM  
**Show Time As:** Tentative  
**Recurrence:** (none)  
**Meeting Status:** Not yet responded  
**Organizer:** Welch, Dylan  
**Required Attendees:** Pelow, Faye; Jocelyn Basley; Janelle Duda-Banwar; Tina Paradiso; Andy C

Dylan Welch is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/98497085026?pwd=R0cyNzIzbVVKWxowOVMvcHRYanlodz09>

Meeting ID: 984 9708 5026

Passcode: mnhwi6

NCP - Action Table

| Year | Qtr # | %    | Action                                                                                                               | Deliverable                                                                                                              | Measurement                                                                                                                                                                                                                                                                                                                                                            |
|------|-------|------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2023 | 1     | 1.50 | PROJECT MGMT: Assess capacity and secure buy-in with three NCP Anchor Agency & NCP partner agencies                  | Meet with Anchor Agency Leadership, obtain signed MOUs or sub-contract agreements as required                            | Funded partners consent to participation defined, understood and buy-in agreement reached                                                                                                                                                                                                                                                                              |
|      | 2     | 0.25 | PROJECT MGMT: NCP Planning & Progress Discussions                                                                    | NCP Project Team Meetings held regularly                                                                                 | NCP Project Team acknowledges, reviews acts upon and is accountable for all NCP deliverables and expectations                                                                                                                                                                                                                                                          |
|      | 3     | 0.50 | FISCAL REPORTING: Timely execution of County's contractual/grant agreement requirement and documentation             | County's contract documentation completed, signed and executed as required; existing partner fiscal processes identified | Signed grant agreement and/or contract in place for each funded partner agency (sub-contractors)                                                                                                                                                                                                                                                                       |
|      | 4     | 0.25 | NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks (NW, SW, NE)                                       | at least two (2) NCP neighborhood engagement walks conducted monthly                                                     | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; NCP areas defined as: NW census tracts: 40, 41, 2, and 96-05; NE census tracts: 50, 52, 7, 13, and 92; SW census tracts: 27, 64, 65, and 66. Expected contact/teach 135 residents |
|      | 1     | 5.00 | ANCHOR AGENCIES: Identify capacity / workforce development needs within each NCP Anchor Agency and neighborhood area | NCP Anchor Agencies needs assessment completed                                                                           | NCP Anchor Agency capacity building and workforce development planning needs identified (staffing, strategies, activities, etc)                                                                                                                                                                                                                                        |
|      | 2     | 1.50 | PROJECT MGMT: Develop NCP Implementation Plan [phase 1-4]                                                            | NCP Implementation Plan (phase 1-4) development initiated                                                                | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE                                                                                                                                                                                                                                                                  |

|   |      |                                                                                                             |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|---|------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|   |      |                                                                                                             |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 1 | 1.50 | SERVICES NETWORK:<br>Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)      | Regular check-in meetings between MC2, BTS and supporting partner agencies        | Coordinated activity, program and/or services initiated; Expected programs include: benefits assistance, service access, transportation, food, housing, clothing, and meeting the social determinants of health. NCP partner agencies provide these services and programs on-site, in the canopy events, and during street outreach. We are building that capacity for each partner, as reflected in the increasing number of residents served each year. |  |
| 2 | 1.50 | SERVICES NETWORK:<br>Create and coordinate resident wraparound support services referral/transition process | NCP Support Services referral/delivery model developed and adopted                | Participating partners adopt and use NCP Support Services referral/delivery model                                                                                                                                                                                                                                                                                                                                                                         |  |
| 3 | 0.75 | EVALUATION: Create NCP baseline data, indicators and expected outcomes                                      | NCP baseline data indicators and expected outcomes identified                     | NCP baseline data, indicators and expected outcomes established and adopted                                                                                                                                                                                                                                                                                                                                                                               |  |
| 4 | 0.25 | NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks (NW, SW, NE)                              | At least two (2) NCP neighborhood engagement walks conducted monthly (NW, SW, NE) | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 135 residents                                                                                                                                                                                                                                 |  |
| 5 | 0.75 | NEIGHBORHOOD OUTREACH: Host Community Conversation re NCP plans and progress                                | Community conversation event hosted in each NCP area (NW, NE, SW)                 | NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 75 residents                                                                                                                                                                                                                                                                                                                                         |  |
| 6 | 0.75 | FISCAL REPORTING: NCP's fiscal process defined and established; timely submission                           | NCP's fiscal process adopted; reimbursement documentation completed               | NCP expenditures accurately documented, submitted and fully reimbursed                                                                                                                                                                                                                                                                                                                                                                                    |  |





|   |      |                                                                                                                         |                                                                            |                                                                                                                                                  |
|---|------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | 0.75 | <b>SERVICES NETWORK:</b><br>Connect and coordinate resident wraparound support services referral/transition process     | Service delivery model developed and working in NCP areas                  | NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected reach 5 residents                   |
| 5 | 0.75 | <b>SERVICES NETWORK:</b><br>Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)           | Regular check-in meetings between MC2, BTS and supporting partner agencies | Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs |
| 6 | 0.75 | <b>EVALUATION:</b> Collect, measure and compare NCP data, indicators and expected outcomes                              | NCP data, indicators and expected outcomes                                 | NCP data, indicators and expected outcomes collected and shared                                                                                  |
| 7 | 1.25 | <b>PROJECT MGMT:</b> Continued working of NCP Implementation Plan (phase 1-4)                                           | NCP Implementation Plan (phase 1-4) followed                               | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE                                            |
| 8 | 0.25 | <b>PROJECT MGMT:</b> NCP Planning & Progress Discussions                                                                | NCP Project Team Meetings held regularly                                   | NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations                                   |
| 9 | 0.25 | <b>FISCAL REPORTING:</b> NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation | Reimbursement documentation completed by each funded partner agency        | NCP expenditures accurately documented, submitted and fully reimbursed                                                                           |

|   |      |                                                                                                                  |                                                                                                            |                                                                                                                   |                                                                                                                                                                                                                           |
|---|------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      | Agencies networks (NW, SW, NE)                                                                                   |                                                                                                            |                                                                                                                   |                                                                                                                                                                                                                           |
| 6 | 0.75 | EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes                              | NCP data, indicators and expected outcomes                                                                 | NCP data, indicators and expected outcomes collected and shared                                                   |                                                                                                                                                                                                                           |
| 7 | 0.50 | FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation | Reimbursement documentation completed by each funded partner agency                                        | NCP expenditures accurately documented, submitted and fully reimbursed                                            |                                                                                                                                                                                                                           |
| 8 | 1.25 | PROJECT MGMT: Continue working NCP Implementation Plan (phase 1-4)                                               | NCP Implementation Plan (phase 1-4) followed                                                               | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE             |                                                                                                                                                                                                                           |
| 9 | 0.25 | PROJECT MGMT: NCP Planning & Progress Discussions                                                                | NCP Project Team Meetings held regularly                                                                   | NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations    |                                                                                                                                                                                                                           |
| 4 | 1    | 0.25                                                                                                             | NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks                                          | At least two (2) NCP neighborhood engagement walks conducted monthly                                              | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 135 residents |
| 2 | 0.75 | NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress                                    | Community conversation event hosted in each NCP area (NW, NE, SW)                                          | NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 75 residents |                                                                                                                                                                                                                           |
| 3 | 1.50 | ANCHOR AGENCIES: Continue working Anchor Agency's Capacity Building and Workforce Development plan               | NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed | NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 1            |                                                                                                                                                                                                                           |



**Brigida, Micaela**

---

**From:** Google Calendar <calendar-notification@google.com> on behalf of jrbasley@c3consultancy.org  
**Sent:** Friday, June 2, 2023 5:21 PM  
**To:** Welch, Dylan  
**Subject:** Accepted: ARPA Compliance - Report Review - Meeting 1 - NCP @ Mon Jun 5, 2023 1pm - 2pm (EDT) (Welch, Dylan)  
**Attachments:** invite.ics

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**jrbasley@c3consultancy.org has accepted this invitation.**

Dylan Welch is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/98497085026?pwd=R0cyNzIzbVVKWXowOVMvcHRYanlodz09>

Meeting ID: 984 9708 5026

Passcode: mnhwi6

**When**

Monday Jun 5, 2023 · 1pm – 2pm (Eastern Time - New York)

**Location**

<https://zoom.us/j/98497085026?pwd=R0cyNzIzbVVKWXowOVMvcHRYanlodz09>

[View map](#)

**Organizer**

Welch, Dylan

dylanwelch@monroecounty.gov

**Guests**

jrbasley@c3consultancy.org - creator

Pelow, Faye

**Attachments**

Community Resource Col...

Janelle Duda-Banwar  
Andy C  
Tina Paradiso  
[View all guest info](#)

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**

---

**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Thursday, June 8, 2023 12:23 AM  
**To:** Pelow, Faye  
**Cc:** Welch, Dylan  
**Subject:** Fwd: Follow-up from today's meeting and NCP's invoice approval notification

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

~~~~~

Just making sure you got this since I hadn't heard back from you yet. 😊

----- Forwarded message -----

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Date:** Mon, Jun 5, 2023 at 10:39 PM  
**Subject:** re: Follow-up from today's meeting and NCP's invoice approval notification  
**To:** Dr. Faye Pelow <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>

Faye,

Thank you for meeting with the NCP team for our first project review. I hope the discussion was an informative and productive session for you and Dylan as much as it was for our team. We truly appreciate your verbal acknowledgement and approval of our first invoice submission. Going forward, how will we know that our submission is approved? Does the "green" submitted status in the ARPA portal mean "approved" or will we receive an email notification?

Also, I left you and Dylan a voicemail message last week seeking a contact name for one of the internal County ARPA funded projects. Specifically, the Health & Wellness project through the Sheriff's Office focused on creating a long-term framework that supports and recognizes the critical linkages between community wellness, mental health, and public safety. I have a colleague at Common Ground Health who is interested in learning more about the project.

As always, thank you for your continued support and collaboration. I look forward to hearing from you soon.

*Jocelyn Basley, Community Consultant*

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

## Brigida, Micaela

---

**From:** Adell, Cynthia  
**Sent:** Thursday, June 8, 2023 1:04 PM  
**To:** Pelow, Faye; Neighborhood Collaborative Project  
**Cc:** Welch, Dylan  
**Subject:** RE: Follow-up from today's meeting and NCP's invoice approval notification

Hello Jocelyn- I will reach out to you in a separate email regarding who the contact is at Common Ground that is interested in the information.

Thank you,

Cynthia

**From:** Pelow, Faye <FayePelow@monroecounty.gov>  
**Sent:** Thursday, June 8, 2023 12:50 PM  
**To:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Cc:** Welch, Dylan <dylanwelch@monroecounty.gov>; Adell, Cynthia <cynthiaadell@monroecounty.gov>  
**Subject:** RE: Follow-up from today's meeting and NCP's invoice approval notification

Hi Jocelyn,

What we see as the admins and what you see as the grantees in the portal are different. If it says submitted and is green I believe that means that you have successfully submitted the voucher and have filled in all of the required fields (uploaded a budget document, put in amount to claim, have checked the "I confirm..." check box etc.). If you do not do this then I am sure you have seen that you will receive error messages in red telling you what still needs to be done. You do not receive a notification that it is approved, but if you are not receiving updates from Dylan or myself regarding follow up documentation then there is nothing additional that we require from you at that point. If an approval in the system would give you peace of mind, let me know and I can discuss this with our IS department. They are currently building out other parts of our portal, though, so this would probably be a future feature for them to add.

Regarding the connection to the Sheriff's Office, Cynthia will be reaching out to them to help make that connection for you. She will be in touch with you shortly.

Thanks!

**Dr. Faye Pelow**  
*Community Development Initiatives Manager*  
Monroe County Department of Planning & Development  
50 West Main Street, Suite 1150  
Rochester, NY 14614  
(585)753-2033 - Office  
(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Sent:** Thursday, June 8, 2023 12:23 AM  
**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>  
**Cc:** Welch, Dylan <[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)>  
**Subject:** Fwd: Follow-up from today's meeting and NCP's invoice approval notification

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

~~~~~  
Just making sure you got this since I hadn't heard back from you yet. 😊

----- Forwarded message -----

From: **Neighborhood Collaborative Project** <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
Date: Mon, Jun 5, 2023 at 10:39 PM  
Subject: re: Follow-up from today's meeting and NCP's invoice approval notification  
To: Dr. Faye Pelow <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>

Faye,

Thank you for meeting with the NCP team for our first project review. I hope the discussion was an informative and productive session for you and Dylan as much as it was for our team. We truly appreciate your verbal acknowledgement and approval of our first invoice submission. Going forward, how will we know that our submission is approved? Does the "green" submitted status in the ARPA portal mean "approved" or will we receive an email notification?

Also, I left you and Dylan a voicemail message last week seeking a contact name for one of the internal County ARPA funded projects. Specifically, the Health & Wellness project through the Sheriff's Office focused on creating a long-term framework that supports and recognizes the critical linkages between community wellness, mental health, and public safety. I have a colleague at Common Ground Health who is interested in learning more about the project.

As always, thank you for your continued support and collaboration. I look forward to hearing from you soon.

*Jocelyn Basley, Community Consultant*

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

## Delaney, Caroline

---

**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Thursday, June 8, 2023 1:15 PM  
**To:** Pelow, Faye  
**Cc:** Adell, Cynthia; Welch, Dylan  
**Subject:** Re: Follow-up from today's meeting and NCP's invoice approval notification

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~~~~~  
Thank you for this clarification, I do see in the portal when there is a successful submission but was expecting an approval notification as well. Past experience has shown that just because a request for reimbursement was submitted, all items may not be approved. However, if I'm understanding correctly, our current process allows for two-way communication to resolve any issues or need for clarification prior to submission. So one can safely assume that a successful submission is an approved submission. This is helpful to understand and if it's sufficient for you and any future audits, it will definitely be sufficient for us. 😊

Cynthia, thank you for following up with the Sheriff's Office, I know Dina Faticone and Melanie Funchess at Common Ground Health will be very excited and definitely appreciate the connection.

Stay safe and best wishes for a fabulous day!  
Jocelyn

On Thu, Jun 8, 2023 at 12:50 PM Pelow, Faye <FayePelow@monroecounty.gov> wrote:

This message was sent securely using Zix

Hi Jocelyn,

What we see as the admins and what you see as the grantees in the portal are different. If it says submitted and is green I believe that means that you have successfully submitted the voucher and have filled in all of the required fields (uploaded a budget document, put in amount to claim, have checked the "I confirm..." check box etc.). If you do not do this then I am sure you have seen that you will receive error messages in red telling you what still needs to be done. You do not receive a notification that it is approved, but if you are not receiving updates from Dylan or myself regarding follow up documentation then there is nothing additional that we require from you at that point. If an approval in the system would give you peace of mind, let me know and I can discuss this with our IS department. They are currently building out other parts of our portal, though, so this would probably be a future feature for them to add.

Regarding the connection to the Sheriff's Office, Cynthia will be reaching out to them to help make that connection for you. She will be in touch with you shortly.



Thanks!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Sent:** Thursday, June 8, 2023 12:23 AM  
**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>  
**Cc:** Welch, Dylan <[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)>  
**Subject:** Fwd: Follow-up from today's meeting and NCP's invoice approval notification

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~~~~~  
Just making sure you got this since I hadn't heard back from you yet. 😊

----- Forwarded message -----

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Date:** Mon, Jun 5, 2023 at 10:39 PM  
**Subject:** re: Follow-up from today's meeting and NCP's invoice approval notification  
**To:** Dr. Faye Pelow <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>

Faye,

Thank you for meeting with the NCP team for our first project review. I hope the discussion was an informative and productive session for you and Dylan as much as it was for our team. We truly appreciate

your verbal acknowledgement and approval of our first invoice submission. Going forward, how will we know that our submission is approved? Does the "green" submitted status in the ARPA portal mean "approved" or will we receive an email notification?

Also, I left you and Dylan a voicemail message last week seeking a contact name for one of the internal County ARPA funded projects. Specifically, the Health & Wellness project through the Sheriff's Office focused on creating a long-term framework that supports and recognizes the critical linkages between community wellness, mental health, and public safety. I have a colleague at Common Ground Health who is interested in learning more about the project.

As always, thank you for your continued support and collaboration. I look forward to hearing from you soon.

*Jocelyn Basley, Community Consultant*

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

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Action Table

Year	Qtr	#	%	Met	Indiv	
2023	1	1	1.50	no	0	<div data-bbox="727 65 1317 653" style="background-color: #0070C0; color: white; padding: 10px; font-family: cursive; font-size: 24px; text-align: center;">                     NCP                      action items                      23-24                      6/5-10/20-                      1/5                 </div> <p>buy-in with ties ain signed ed opation hed es. All submitted y was not required from the NCP partners in terms of a contract and/or MOU. Once we received clarification, we moved forward developing the MOUs, which were signed in Q2.</p> <p>The Research Partner (OTG) developed the capacity assessment tool during this time, but the assessments were not completed until Q2. <a href="#">View Edit</a></p>
		2	0.25	yes	0	<p><b>Action:</b> PROJECT MGMT: NCP Planning &amp; Progress Discussions  <b>Deliverable:</b> NCP Project Team Meetings held regularly  <b>Measurement:</b> NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations  <b>Admin Notes:</b> 6/5/23: Team meets every Friday and with the partners every other month. Starting 7/4 they will invite the Executive Directors every other week.  <b>Comments:</b> The planning team met every Friday. Planning Team members include: Jocelyn Basley (C3 Consultancy), Andy Carey (MC Collaborative), Janelle Duda-Banwar (On The Ground Research), Tina Paradiso (Community Resource Collaborative), and Carmen Allen (Beyond The Sanctuary).                      We have meeting minutes as back up if needed.  <a href="#">View Edit</a></p>
		3	0.50	no	0	<p><b>Action:</b> FISCAL REPORTING: Timely execution of County's contractual/grant agreement requirement and documentation  <b>Deliverable:</b> County's contract documentation completed, signed and executed as required; existing partner fiscal processes identified  <b>Measurement:</b> Signed grant agreement and/or contract in place for each funded partner agency (sub-contractors)  <b>Admin Notes:</b> 6/5/23: All 12 subcontracts have been issued but not all have been received. A few of the smaller agencies are still outstanding. Missing Baden Street- will likely receive it this week.</p>

					<p><b>Comments:</b> The contract between CRC and the County was not signed because we were waiting on the County to review and approve the documents. During this time, CRC (our fiscal sponsor) had to purchase an additional insurance policy, which took some time to get completed.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
4	0.25	yes	71	<p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks (NW, SW, NE)</p> <p><b>Deliverable:</b> at least two (2) NCP neighborhood engagement walks conducted monthly</p> <p><b>Measurement:</b> Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; NCP areas defined as: NW - census tracts: 40, 41, 2, and 96.05; NE - census tracts: 50, 52, 7, 13, and 92; SW - census tracts: 27, 64, 65, and 66. Expected contact/reach 135 residents.</p> <p><b>Admin Notes:</b> 6/5/23: Every week they are doing a walk on Tuesday, Wednesday and Thursday. Have been doing those consistently every week. Friday is the full City walk.</p> <p><b>Comments:</b> Even though the contract was not yet executed, MC Collaborative conducted walking street outreach in partnership with the three NCP quadrants during the month of March. Our performance measure was 135 residents for the entire quarter, but we were able to engage 71 unique individuals in just the month of March. Walking outreach was conducted one day/week in each of the NCP quadrants, for a total of three days/week of walking outreach conducted for NCP.</p>	

2	1	3.00	yes	0	<p><b>Action:</b> ANCHOR AGENCIES: Identify capacity / workforce development needs within each NCP Anchor Agency and neighborhood area</p> <p><b>Deliverable:</b> NCP Anchor Agencies' needs assessment completed</p> <p><b>Measurement:</b> NCP Anchor Agency capacity building and workforce development planning needs identified (staffing, strategies, activities, etc)</p> <p><b>Admin Notes:</b> 6/5/23: - Logistics trainings with certifications through Cameron. Full capacity in the apprenticeship program. Home health aide program is recruiting on 6/21- (20 student capacity)</p> <p>- Just started the security program this morning- had 40 people call in- 22 people signed up and 12 people are attending. The training is a 5 week program that ends July 7th- they will receive a certificate at the and a \$600 stipend. Will work with them to secure jobs/ job training/ wraparound services. Next cohort will start in August/ September.</p> <p>- Father Tracy- Week 9- CDL is what they are targeting. Conversations with the district and the city regarding job shared/ split positions. Focusing on impact of 14605.</p> <p>- Special Needs assessment has been completed- each one is at a different place.</p> <p><b>Comments:</b> NCP Partners completed the Agency Assessments which will be conducted annually to assess agency capacity-building. Anchor Agency SWAN has identified their workforce focus as Security, and during this quarter they graduated 14 security graduates through their workforce development program. Anchor Agency FTAC welcomed a new Executive Director during this quarter, and she is in the process of identifying their workforce development needs. Anchor Agency Cameron is in the process of identifying their workforce development focus, which will be finalized in Q3.</p> <p><a href="#">agency self assessment results.pdf</a></p> <p><a href="#">View Edit</a></p>
2	1.50	no	0	<p><b>Action:</b> PROJECT MGMT: Develop NCP Implementation Plan (phase 1-4)</p> <p><b>Deliverable:</b> NCP Implementation Plan (phase 1-4) development initiated</p> <p><b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE</p> <p><b>Admin Notes:</b> 6/5/23: Year 1 PREPARE</p> <p>-Needs assessment completed; have been working in the community to set this up for some time. Have been bringing that partners together to share information and programs.</p> <p><b>Comments:</b> The implementation plan has been initiated, but has not yet been completed. We are still waiting for the NCP partners to complete all of their pieces. We expect these to be completed by the end of Q3. Next quarter, NCP planning team members will meet individually with each of the partners to assist with completion of these documents (calendar of events and action plans).</p> <p><a href="#">View Edit</a></p>	
3	1.50	yes	0	<p><b>Action:</b> SERVICES NETWORK: Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)</p> <p><b>Deliverable:</b> Regular check-in meetings between MC2, BTS and supporting partner agencies</p>	

				<p><b>Measurement:</b> Coordinated activity, program and/or services via NCP and its supporting partner agencies initiated; Expected programs include: benefits assistance, service access, transportation, food, housing, clothing, and meeting the social determinants of health. NCP partner agencies provide these services and programs on-site, in the canopy events, and during street outreach. We are building that capacity for each partner, as reflected in the increasing number of residents served each year.</p> <p><b>Comments:</b> In addition to ongoing communication via email and text to the NCP partners, both the NE and SW quadrant NCP partners held bi-weekly meetings in order to strengthen their partnerships within their respective quadrants. Meetings were also held with the NW partners. Topics for these meetings include: finance and invoicing, NCP referral process, hiring staff, planning for pop-up events, data tracking, current services offered, plans for expanding services, NCP clients and ongoing progress. Andy from MC Collaborative leads the SW meetings and Janelle from On The Ground Research leads the NE meetings and Jocelyn from C3 runs the NW partners meeting.</p> <p>MC Collaborative Social Determinants Worker, Josh, started compiling an NCP resources guide, which will be vetted and finalized in Q3 to share with the partners.</p> <p><a href="#">View Edit</a></p>
4	1.50	no	0	<p><b>Action:</b> SERVICES NETWORK: Create and coordinate resident wraparound support services referral/transition process</p> <p><b>Deliverable:</b> NCP Support Services referral/delivery model developed and adopted</p> <p><b>Measurement:</b> Participating partners adopt and use NCP Support Services referral/delivery model</p> <p><b>Admin Notes:</b> 6/5/23: In discussions about this flow. Have entered into a partnership with DFS to refer NCP clients with card.</p> <p><b>Comments:</b> The NCP referral process is in development, and will be piloted and refined in Q3 and Q4. This has been delayed because we only had two months in this quarter (contract was signed in May) and all partners do not use a shared database nor do they all utilize the same existing referral systems. However, our approach to building capacity is by starting at the quadrant level and building outward. We have developed a general referral process (see attachment), and began to test the approaches in the quadrants. For example, the NE quadrant is using What's App to text referrals in real time, with the referring agency being responsible for inputting the referral into the UniteUs data platform. The SW quadrant worked with MC Collaborative to develop a quick referral sheet that can be completed electronically through google doc or as a paper form (that is then inputted into a google doc). The ultimate goal is to develop an NCP-wide referral system, but as this is the planning year, we are testing out various approaches to identify the smoothest, most intuitive referral process.</p> <p><a href="#">NCP Referral Form.pdf</a>  <a href="#">NCP Referral Process.pdf</a></p> <p><a href="#">View Edit</a></p>
5	0.75	no	0	<p><b>Action:</b> EVALUATION: Create NCP baseline data, indicators and expected outcomes</p> <p><b>Deliverable:</b> NCP baseline data, indicators and expected outcomes identified</p>



				<p><b>Measurement:</b> NCP baseline data, indicators and expected outcomes established and adopted</p> <p><b>Admin Notes:</b> 6/5/23: Focusing on what Monroe County is asking for in our data sheet. Has been hiring their team – research associate starting in July. Research assistant in June. Communications Specialist in June/ July.</p> <p><b>Comments:</b> The Research Team collected and analyzed baseline data for capacity-building, but is still developing the collaboration assessment tool as well as the anticipated neighborhood outcomes. This activity was not completed this quarter because the contract was not signed until May, which left two months remaining in the quarter. These two months were spent hiring the research team and communications specialist. The capacity building assessment tool is attached.  <a href="#">NCP Organizational Assessment Areas.pdf</a>  <a href="#">View Edit</a></p>
6	0.25	yes	264	<p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks (NW, SW, NE)</p> <p><b>Deliverable:</b> At least two (2) NCP neighborhood engagement walks conducted monthly (NW, SW, NE)</p> <p><b>Measurement:</b> Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 135 residents</p> <p><b>Comments:</b> We significantly exceeded this performance measure this quarter. This is because we conducted four neighborhood walks monthly in each of the quadrants instead of the two/month we initially expected. We were able to do this because MC Collaborative hired its NCP staff almost as soon as the contract was executed, so they were ready to conduct walking outreach. Further, on June 9th we hosted our inaugural all-city NCP walking street outreach. This was our big walk across the three NCP quadrants. We had over 35 volunteers and had 190 engagements (not all were unique individuals) during the walk. We handed out lunches, snacks, drinks, socks, condoms, and children's books and DVDs.</p> <p>We are still testing out various ways of tracking the street outreach work, but for now have been using google sheets and handheld clickers.  <a href="#">507C5686-9466-41B2-B637-44770E3B2238.heic</a>  <a href="#">CD0AF3AA-8B12-4B16-B704-02924CF5517C.heic</a>  <a href="#">AD735C80-D6D7-4C23-96B5-5E0F738319D5.jpeg</a>  <a href="#">View Edit</a></p>
7	0.75	no	0	<p><b>Action:</b> NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress</p> <p><b>Deliverable:</b> Community conversation event hosted in each NCP area (NW, NE, SW)</p> <p><b>Measurement:</b> NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 75 residents</p> <p><b>Admin Notes:</b> 6/5/23: May not happen in the second quarter because of the late contract start date. Pop up and conversations in Q3- will do an additional one in Q3 to make up for the loss of individuals served.</p> <p><b>Comments:</b> Community Conversations were shifted to Q3. There was too much other NCP activity occurring in the two months of this quarter (contract was not signed until May) to be able to plan and hold community conversations. The focus</p>

				<p>in this quarter was on fiscal policies and procedures, hiring staff, developing a referral process, purchasing supplies, and walking street outreach. However, the community conversations will be held in Q3.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
8	0.75	yes	0	<p><b>Action:</b> FISCAL REPORTING: NCP's fiscal process defined and established; timely submission of fiscal reimbursement process documentation</p> <p><b>Deliverable:</b> NCP's fiscal process adopted; reimbursement documentation completed by each funded partner agency</p> <p><b>Measurement:</b> NCP expenditures accurately documented, submitted and fully reimbursed</p> <p><b>Admin Notes:</b> 6/5/23: Now through the first round- fine tuning. Building a notebook of operating procedures- can be a tool for other non-profits.</p> <p><b>Comments:</b> By the end of this quarter, CRC developed a smooth fiscal reimbursement process for all the NCP partners: fiscal folder on google drive for each partner, and each partner then uploads their invoices and receipts, then email Tina and Jocelyn that the month's submission has been completed. Tina or Jocelyn confirm submission and then follow-up with any questions.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
9	0.25	yes	0	<p><b>Action:</b> PROJECT MGMT: NCP Planning &amp; Progress Discussions</p> <p><b>Deliverable:</b> NCP Project Team Meetings held regularly</p> <p><b>Measurement:</b> NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations</p> <p><b>Admin Notes:</b> 6/5/23: Jocelyn and Tina are very organized and keeping the organizations in line.</p> <p><b>Comments:</b> The planning team met every Friday. Planning Team members include: Jocelyn Basley (C3 Consultancy), Andy Carey (MC Collaborative), Janelle Duda-Banwar (On The Ground Research), Tina Paradiso (Community Resource Collaborative), and Carmen Allen (Beyond The Sanctuary). We have meeting minutes as back up if needed.</p> <p>We also held our bi-monthly NCP partners meeting during this quarter, minutes are attached.</p>