

Question 8 (Legislator Brew)

09/01/23

Brigida, Micaela

From: Welch, Dylan
Sent: Monday, August 21, 2023 9:15 AM
To: Janelle Duda-Banwar
Cc: Jocelyn Basley
Subject: RE: ARPA - Neighborhood Collaborative Project - August '23 Compliance Report Review Meeting
Attachments: Report Review Definition.PNG; NCP - Action Items - Year 1.docx

Hi Janelle and Jocelyn,

Thank you for the quick responses! Friday, September 1st at 9:30am works for us. I'll send out a Zoom invite for that time shortly. Please feel free to forward this invite on to whoever is necessary. I've attached the attachments here, but I will also include them in the Zoom invite.

If you have any questions before then, or if you need to reschedule, please don't hesitate to reach out. Otherwise, I hope you have a great rest of your week, and I look forward to seeing you next week!

Dylan Welch

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

From: Janelle Duda-Banwar <janelle@onthegroundny.com>
Sent: Saturday, August 19, 2023 10:33 AM
To: Welch, Dylan <dylanwelch@monroecounty.gov>
Cc: Jocelyn Basley <jrbasley@c3consultancy.org>
Subject: Re: ARPA - Neighborhood Collaborative Project - August '23 Compliance Report Review Meeting

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

~~~~~

Good Morning Dylan,

Thanks for the email. The best time to meet with us is Friday September 1<sup>st</sup> at 9:30AM. Any chance that works for your team? Additionally, could you please forward the attachment?

Take Care,  
Janelle

**Janelle Duda-Banwar, PhD, MSW**  
she/her



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**From:** Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>  
**Date:** Friday, August 18, 2023 at 7:17 PM  
**To:** Welch, Dylan <[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)>, Janelle Duda-Banwar <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>  
**Subject:** Re: ARPA - Neighborhood Collaborative Project - August '23 Compliance Report Review Meeting

Good evening Dylan,

I've copied Janelle Duda-Banwar on this response as she is the primary point of contact for completing our progress reports. As we discussed last time, NCP has standing weekly meetings on Fridays at 11am so if possible, we would greatly appreciate it if our check-in could be Friday September 1st or the 8th at 11am. Please let us know if this works for you.

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

On Fri, Aug 18, 2023 at 5:20 PM Welch, Dylan <[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)> wrote:

This message was sent securely using Zix

Dear Jocelyn,

I hope you've been enjoying your summer! Thanks again for sending over the NCP website, it's awesome to see that become reality!

I'm reaching out to setup our third compliance report review meeting. As a reminder; the meeting is a monthly check-in as required by the treasury to discuss how your project is coming along via your action items (included here, and highlighted to show the items we will cover). The conversation will also touch on vouchering, and cover the recent interim report. This being the case, please invite the person on your team who compiled the report if I've not included them on this e-mail. The meeting will be conducted via Zoom.

I've attached the portion of the ARPA contract explaining the report review, though please note that this meeting will suffice for the reporting requirements; there is no need to create a separate, written report.

Below are some upcoming times we have available. If none of these times work, please let me know and I can provide further availability. Please plan for an hour meeting, though it should take less time.

Thursday, August 24<sup>th</sup> @ 10:00am

Thursday, August 24<sup>th</sup> @ 3:00pm

Monday, August 28<sup>th</sup> @ 2:00pm

If you have any questions regarding anything above, please do not hesitate to reach out. Otherwise, I hope you have a great 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

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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~~.

## Neighborhood Collaborative Project - Action Item Sheet

Action Table

| Year | Qtr | # | %    | Met | Indiv | Action / Deliverable / Measurement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------|-----|---|------|-----|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2023 | 1   | 1 | 1.50 | no  | 0     | <p><b>Action:</b> PROJECT MGMT: Assess capacity and secure buy-in with three NCP Anchor Agency &amp; NCP partner agencies</p> <p><b>Deliverable:</b> Meet with Anchor Agency Leadership, obtain signed MOUs or sub-contractor agreements as required</p> <p><b>Measurement:</b> Funded partners' consent to participation defined, understood and buy-in agreement reached</p> <p><b>Comments:</b> The contract between CRC and the County was not yet signed, and we needed clarification on what was 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.</p> <p><a href="#">View Edit</a></p> |
|      |     | 2 | 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>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).</p> <p>We have meeting minutes as back up if needed.</p> <p><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</p> <p><b>Deliverable:</b> County's contract documentation completed, signed and executed as required; existing partner fiscal processes identified</p> <p><b>Measurement:</b> Signed grant agreement and/or contract in place for each funded partner agency (sub-contractors)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|   |      |     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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|   |      |     |   | <p>is in the process of identifying their workforce development focus, which will be finalized in Q3.<br/> <a href="#">agency self assessment results.pdf</a><br/> <a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2 | 1.50 | no  | 0 | <p><b>Action:</b> PROJECT MGMT: Develop NCP Implementation Plan (phase 1-4)<br/> <b>Deliverable:</b> NCP Implementation Plan (phase 1-4) development initiated<br/> <b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE<br/> <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).<br/> <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)<br/> <b>Deliverable:</b> Regular check-in meetings between MC2, BTS and supporting partner agencies<br/> <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.<br/> <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</p> |

|   |      |    |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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|   |      |    |   | <p>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>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><br/> <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>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



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|   |      |     |     | <p>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.</p> <p><a href="#">NCP Organizational Assessment Areas.pdf</a></p> <p><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.</p> <p><a href="#">507C5686-9466-41B2-B637-44770E3B2238.heic</a><br/> <a href="#">CD0AF3AA-8B12-4B16-B704-02924CF5517C.heic</a><br/> <a href="#">AD735C80-D6D7-4C23-96B5-5E0F738319D5.jpeg</a></p> <p><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>Comments:</b> Community Conversations were shifted to Q3. There was too much other NCP activity occurring in</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|--|---|------|-----|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |   |      |     |   | <p>the two months of this quarter (contract was not signed until May) to be able to plan and hold community conversations. The focus 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><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>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><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>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.<br/> <a href="#">NCP Partners Meeting Minutes and Agenda 5.12.23.pdf</a></p> <p><a href="#">View Edit</a></p> |
|  |   |      |     |   | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks</p> <p><b>Deliverable:</b> At least two (2) NCP neighborhood engagement walks conducted monthly</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|  |  |      |  | <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><br/><a href="#">View Edit</a></p>                                                                                                                                                                              |
|  |  | 0.75 |  | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Host Canopy pop-up event in each NCP area</p> <p><b>Deliverable:</b> Canopy Pop-up event held in each NCP area to address identified neighborhood needs and expectations; expected contact/reach 25-50 residents per NCP area</p> <p><b>Measurement:</b> Canopy Pop-up events held in each NCP area to address identified neighborhood needs and expectations; expected 75 residents</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p> |
|  |  | 3.00 |  | <p><b>Action:</b> ANCHOR AGENCIES: Create Capacity Building and Workforce Development plan based on agency/neighborhood needs assessment</p> <p><b>Deliverable:</b> NCP Anchor Agency WorkPlans developed Capacity Building &amp; Workforce Development</p> <p><b>Measurement:</b> NCP Anchor Agency capacity building and workforce development activities initiated, staff hiring completed, strategies defined</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>             |
|  |  | 1.50 |  | <p><b>Action:</b> SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process</p> <p><b>Deliverable:</b> Service delivery model developed and working in NCP areas</p> <p><b>Measurement:</b> NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed, expected to serve 5 residents</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                 |
|  |  | 1.50 |  | <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</p>                                                                                                                          |

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|   |   |      |  | <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                    |
|   |   | 0.75 |  | <p><b>Action:</b> EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes<br/> <b>Deliverable:</b> NCP data, indicators and expected outcomes<br/> <b>Measurement:</b> NCP data, indicators and expected outcomes collected and shared</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                                             |
|   |   | 0.50 |  | <p><b>Action:</b> FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation<br/> <b>Deliverable:</b> Reimbursement documentation completed by each funded partner agency<br/> <b>Measurement:</b> NCP expenditures accurately documented, submitted and fully reimbursed</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                |
|   |   | 1.25 |  | <p><b>Action:</b> PROJECT MGMT: Continue working NCP Implementation Plan (phase 1-4)<br/> <b>Deliverable:</b> NCP Implementation Plan (phase 1-4) followed<br/> <b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                      |
|   |   | 0.25 |  | <p><b>Action:</b> PROJECT MGMT: NCP Planning &amp; Progress Discussions<br/> <b>Deliverable:</b> NCP Project Team Meetings held regularly<br/> <b>Measurement:</b> NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                              |
| 4 | 1 | 0.25 |  | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks<br/> <b>Deliverable:</b> At least two (2) NCP neighborhood engagement walks conducted monthly<br/> <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> |

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|   |      |  |  | <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2 | 0.75 |  |  | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress<br/> <b>Deliverable:</b> Community conversation event hosted in each NCP area (NW, NE, SW)<br/> <b>Measurement:</b> NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 75 residents<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>                                                               |
| 3 | 1.50 |  |  | <p><b>Action:</b> ANCHOR AGENCIES: Continue working Anchor Agency's Capacity Building and Workforce Development plan<br/> <b>Deliverable:</b> NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed<br/> <b>Measurement:</b> NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 1<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>            |
| 4 | 0.75 |  |  | <p><b>Action:</b> SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process<br/> <b>Deliverable:</b> Service delivery model developed and working in NCP areas<br/> <b>Measurement:</b> NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected reach 5 residents<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>                              |
| 5 | 0.75 |  |  | <p><b>Action:</b> SERVICES NETWORK: Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)<br/> <b>Deliverable:</b> Regular check-in meetings between MC2, BTS and supporting partner agencies<br/> <b>Measurement:</b> Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p> |
| 6 | 0.75 |  |  | <p><b>Action:</b> EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes</p>                                                                                                                                                                                                                                                                                                                                                   |

|  |   |      |  |                                                                                                                                                                                                                                                                                                                                                                                                               |
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|  |   |      |  | <p><b>Deliverable:</b> NCP data, indicators and expected outcomes</p> <p><b>Measurement:</b> NCP data, indicators and expected outcomes collected and shared</p> <p><b>Comments:</b><br/><a href="#">View</a> <a href="#">Edit</a></p>                                                                                                                                                                        |
|  | 7 | 1.25 |  | <p><b>Action:</b> PROJECT MGMT: Continued working of NCP Implementation Plan (phase 1-4)</p> <p><b>Deliverable:</b> NCP Implementation Plan (phase 1-4) followed</p> <p><b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE</p> <p><b>Comments:</b><br/><a href="#">View</a> <a href="#">Edit</a></p>                                   |
|  | 8 | 0.25 |  | <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>Comments:</b><br/><a href="#">View</a> <a href="#">Edit</a></p>                                               |
|  | 9 | 0.25 |  | <p><b>Action:</b> FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation</p> <p><b>Deliverable:</b> Reimbursement documentation completed by each funded partner agency</p> <p><b>Measurement:</b> NCP expenditures accurately documented, submitted and fully reimbursed</p> <p><b>Comments:</b><br/><a href="#">View</a> <a href="#">Edit</a></p> |

## Brigida, Micaela

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**Subject:** ARPA - Neighborhood Collaborative Project - Compliance Report Review Meeting - August '23

**Location:** <https://monroecounty-gov.zoom.us/j/87665880090?pwd=THNKRm9PSW5FRUIVNGphdDg3b21zZz09>

**Start:** Fri 9/1/2023 9:30 AM

**End:** Fri 9/1/2023 10:30 AM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Welch, Dylan

**Required Attendees:** Pelow, Faye; Karthigeyan, Sugunan; ARPA Calendar; Jocelyn Basley; Janelle Duda-Banwar

Dylan Welch is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://monroecounty-gov.zoom.us/j/87665880090?pwd=THNKRm9PSW5FRUIVNGphdDg3b21zZz09>

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- +1 305 224 1968 US
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- +1 689 278 1000 US
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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~~.

## Neighborhood Collaborative Project - Action Item Sheet

Action Table

| Year | Qtr | # | %    | Met | Indiv | Action / Deliverable / Measurement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------|-----|---|------|-----|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2023 | 1   | 1 | 1.50 | no  | 0     | <p><b>Action:</b> PROJECT MGMT: Assess capacity and secure buy-in with three NCP Anchor Agency &amp; NCP partner agencies</p> <p><b>Deliverable:</b> Meet with Anchor Agency Leadership, obtain signed MOUs or sub-contractor agreements as required</p> <p><b>Measurement:</b> Funded partners' consent to participation defined, understood and buy-in agreement reached</p> <p><b>Comments:</b> The contract between CRC and the County was not yet signed, and we needed clarification on what was 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.</p> <p><a href="#">View Edit</a></p> |
|      |     | 2 | 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>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).</p> <p>We have meeting minutes as back up if needed.</p> <p><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</p> <p><b>Deliverable:</b> County's contract documentation completed, signed and executed as required; existing partner fiscal processes identified</p> <p><b>Measurement:</b> Signed grant agreement and/or contract in place for each funded partner agency (sub-contractors)</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>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> <p style="text-align: center;"><a href="#">View Edit</a></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>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</p> |

|   |      |     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                  |
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|   |      |     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>is in the process of identifying their workforce development focus, which will be finalized in Q3.<br/> <a href="#">agency self assessment results.pdf</a><br/> <a href="#">View Edit</a></p> |
| 2 | 1.50 | no  | 0 | <p><b>Action:</b> PROJECT MGMT: Develop NCP Implementation Plan (phase 1-4)<br/> <b>Deliverable:</b> NCP Implementation Plan (phase 1-4) development initiated<br/> <b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE<br/> <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).<br/> <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)<br/> <b>Deliverable:</b> Regular check-in meetings between MC2, BTS and supporting partner agencies<br/> <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.<br/> <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</p> |                                                                                                                                                                                                  |

|   |      |    |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---|------|----|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |    |   | <p>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>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><br/> <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>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|   |      |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---|------|-----|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |     |     | <p>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.</p> <p><a href="#">NCP Organizational Assessment Areas.pdf</a></p> <p><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.</p> <p><a href="#">507C5686-9466-41B2-B637-44770E3B2238.heic</a><br/> <a href="#">CD0AF3AA-8B12-4B16-B704-02924CF5517C.heic</a><br/> <a href="#">AD735C80-D6D7-4C23-96B5-5E0F738319D5.jpeg</a></p> <p><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>Comments:</b> Community Conversations were shifted to Q3. There was too much other NCP activity occurring in</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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|   |      |      |   | <p>the two months of this quarter (contract was not signed until May) to be able to plan and hold community conversations. The focus 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><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>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><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>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.<br/> <a href="#">NCP Partners Meeting Minutes and Agenda 5.12.23.pdf</a></p> <p><a href="#">View Edit</a></p> |
|   |      | 1.25 |   | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks</p> <p><b>Deliverable:</b> At least two (2) NCP neighborhood engagement walks conducted monthly</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|  |      |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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|  |      |  |  | <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><br/><a href="#">View Edit</a></p>                                                                                                                                                                              |
|  | 0.75 |  |  | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Host Canopy pop-up event in each NCP area</p> <p><b>Deliverable:</b> Canopy Pop-up event held in each NCP area to address identified neighborhood needs and expectations; expected contact/reach 25-50 residents per NCP area</p> <p><b>Measurement:</b> Canopy Pop-up events held in each NCP area to address identified neighborhood needs and expectations; expected 75 residents</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p> |
|  | 3.00 |  |  | <p><b>Action:</b> ANCHOR AGENCIES: Create Capacity Building and Workforce Development plan based on agency/neighborhood needs assessment</p> <p><b>Deliverable:</b> NCP Anchor Agency WorkPlans developed - Capacity Building &amp; Workforce Development</p> <p><b>Measurement:</b> NCP Anchor Agency capacity building and workforce development activities initiated, staff hiring completed, strategies defined</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>           |
|  | 1.50 |  |  | <p><b>Action:</b> SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process</p> <p><b>Deliverable:</b> Service delivery model developed and working in NCP areas</p> <p><b>Measurement:</b> NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected to serve 5 residents</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                 |
|  | 1.50 |  |  | <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</p>                                                                                                                           |



|   |   |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---|---|------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |   |      |  | <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                    |
|   |   | 0.75 |  | <p><b>Action:</b> EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes<br/> <b>Deliverable:</b> NCP data, indicators and expected outcomes<br/> <b>Measurement:</b> NCP data, indicators and expected outcomes collected and shared<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                                               |
|   |   | 0.50 |  | <p><b>Action:</b> FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation<br/> <b>Deliverable:</b> Reimbursement documentation completed by each funded partner agency<br/> <b>Measurement:</b> NCP expenditures accurately documented, submitted and fully reimbursed<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>                                                  |
|   |   | 1.25 |  | <p><b>Action:</b> PROJECT MGMT: Continue working NCP Implementation Plan (phase 1-4)<br/> <b>Deliverable:</b> NCP Implementation Plan (phase 1-4) followed<br/> <b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1<br/> <b>PREPARE</b><br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                            |
|   |   | 0.25 |  | <p><b>Action:</b> PROJECT MGMT: NCP Planning &amp; Progress Discussions<br/> <b>Deliverable:</b> NCP Project Team Meetings held regularly<br/> <b>Measurement:</b> NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                                |
| 4 | 1 | 0.25 |  | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks<br/> <b>Deliverable:</b> At least two (2) NCP neighborhood engagement walks conducted monthly<br/> <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> |

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|   |      |  |  | <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2 | 0.75 |  |  | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress<br/> <b>Deliverable:</b> Community conversation event hosted in each NCP area (NW, NE, SW)<br/> <b>Measurement:</b> NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 75 residents<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>                                                               |
| 3 | 1.50 |  |  | <p><b>Action:</b> ANCHOR AGENCIES: Continue working Anchor Agency's Capacity Building and Workforce Development plan<br/> <b>Deliverable:</b> NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed<br/> <b>Measurement:</b> NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 1<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>            |
| 4 | 0.75 |  |  | <p><b>Action:</b> SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process<br/> <b>Deliverable:</b> Service delivery model developed and working in NCP areas<br/> <b>Measurement:</b> NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected reach 5 residents<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>                              |
| 5 | 0.75 |  |  | <p><b>Action:</b> SERVICES NETWORK: Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)<br/> <b>Deliverable:</b> Regular check-in meetings between MC2, BTS and supporting partner agencies<br/> <b>Measurement:</b> Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p> |
| 6 | 0.75 |  |  | <p><b>Action:</b> EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes</p>                                                                                                                                                                                                                                                                                                                                                   |

|   |      |  |  |                                                                                                                                                                                                                                                                                                                                                                                                               |
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|   |      |  |  | <p><b>Deliverable:</b> NCP data, indicators and expected outcomes</p> <p><b>Measurement:</b> NCP data, indicators and expected outcomes collected and shared</p> <p><b>Comments:</b><br/><a href="#">View</a> <a href="#">Edit</a></p>                                                                                                                                                                        |
| 7 | 1.25 |  |  | <p><b>Action:</b> PROJECT MGMT: Continued working of NCP Implementation Plan (phase 1-4)</p> <p><b>Deliverable:</b> NCP Implementation Plan (phase 1-4) followed</p> <p><b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE</p> <p><b>Comments:</b><br/><a href="#">View</a> <a href="#">Edit</a></p>                                   |
| 8 | 0.25 |  |  | <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>Comments:</b><br/><a href="#">View</a> <a href="#">Edit</a></p>                                               |
| 9 | 0.25 |  |  | <p><b>Action:</b> FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation</p> <p><b>Deliverable:</b> Reimbursement documentation completed by each funded partner agency</p> <p><b>Measurement:</b> NCP expenditures accurately documented, submitted and fully reimbursed</p> <p><b>Comments:</b><br/><a href="#">View</a> <a href="#">Edit</a></p> |

## Neighborhood Collaborative Project - Action Item Sheet

Action Table

Jocelyn, Janelle, Nicole Pratt (Data reporting person)

General notes – walks are continuing 3 days a week; once in each of the neighborhoods.

All MOUs have been signed (including Baden street)

New community org; loving hands; funneling resources to them as a sub-group of Cameron. They have different hours from Cameron and so they can cover more folks.

- Any workforce dev people served and any case work provided to people get added to the data sheets. One time
- One time help; like walking services + handing out supplies are not added to the data sheet, but added to action item sheet.

| Year | Qtr | # | %    | Met | Indiv | Action / Deliverable / Measurement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| 2023 | 1   | 1 | 1.50 | no  | 0     | <p><b>Action:</b> PROJECT MGMT: Assess capacity and secure buy-in with three NCP Anchor Agency &amp; NCP partner agencies</p> <p><b>Deliverable:</b> Meet with Anchor Agency Leadership, obtain signed MOUs or sub-contractor agreements as required</p> <p><b>Measurement:</b> Funded partners' consent to participation defined, understood and buy-in agreement reached</p> <p><b>Comments:</b> The contract between CRC and the County was not yet signed, and we needed clarification on what was 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.</p> <p><a href="#">View</a> <a href="#">Edit</a></p> |
|      |     | 2 | 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>Comments:</b> The planning team met every Friday. Planning Team members include: Jocelyn Basley (C3</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|  |   |      |      |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                            |
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|  |   |      |      |     | <p>Consultancy), Andy Carey (MC Collaborative), Janelle Duda-Banwar (On The Ground Research), Tina Paradiso (Community Resource Collaborative), and Carmen Allen (Beyond The Sanctuary).</p> <p>We have meeting minutes as back up if needed.</p> <p><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</p> <p><b>Deliverable:</b> County's contract documentation completed, signed and executed as required; existing partner fiscal processes identified</p> <p><b>Measurement:</b> Signed grant agreement and/or contract in place for each funded partner agency (sub-contractors)</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><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>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> <p><a href="#">View Edit</a></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> |

|   |      |     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|   |      |     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <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>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.<br/> <a href="#">agency self assessment results.pdf</a><br/> <a href="#">View</a> <a href="#">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>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).<br/> <a href="#">View</a> <a href="#">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</p>                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|   |      |    |   | <p>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 style="text-align: center;"><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>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</p> |

|   |      |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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|   |      |     |     | <p>approaches to identify the smoothest, most intuitive referral process.</p> <p><a href="#">NCP Referral Form.pdf</a><br/> <a href="#">NCP Referral Process.pdf</a><br/> <a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5 | 0.75 | no  | 0   | <p><b>Action:</b> EVALUATION: Create NCP baseline data, indicators and expected outcomes<br/> <b>Deliverable:</b> NCP baseline data, indicators and expected outcomes identified<br/> <b>Measurement:</b> NCP baseline data, indicators and expected outcomes established and adopted<br/> <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.<br/> <a href="#">NCP Organizational Assessment Areas.pdf</a><br/> <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)<br/> <b>Deliverable:</b> At least two (2) NCP neighborhood engagement walks conducted monthly (NW, SW, NE)<br/> <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<br/> <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</p> |



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|---|------|-----|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |     |   | <p>street outreach work, but for now have been using google sheets and handheld clickers.</p> <p><a href="#">507C5686-9466-41B2-B637-44770E3B2238.heic</a><br/> <a href="#">CD0AF3AA-8B12-4B16-B704-02924CF5517C.heic</a><br/> <a href="#">AD735C80-D6D7-4C23-96B5-5E0F738319D5.jpeg</a></p> <p><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>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 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><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>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><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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|---|---|------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |   |      |  | <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.<br/> <a href="#">NCP Partners Meeting Minutes and Agenda 5.12.23.pdf</a><br/> <a href="#">View Edit</a></p>                                     |
| 1 | 1 | 0.25 |  | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks</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; expected contact/reach 135 residents</p> <p><b>Comments:</b><br/> <b>Will be at least two; most likely more. Will decline in Q4 due to the weather.</b></p> <p><a href="#">View Edit</a></p> |
| 1 | 1 | 0.75 |  | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Host Canopy pop-up event in each NCP area</p> <p><b>Deliverable:</b> Canopy Pop-up event held in each NCP area to address identified neighborhood needs and expectations; expected contact/reach 25-50 residents per NCP area</p> <p><b>Measurement:</b> Canopy Pop-up events held in each NCP area to address identified neighborhood needs and expectations; expected 75 residents</p> <p><b>Comments:</b><br/> <b>Yes, some pop-ups have been happening.</b></p> <p><a href="#">View Edit</a></p>                                                    |
| 1 | 1 | 3.00 |  | <p><b>Action:</b> ANCHOR AGENCIES: Create Capacity Building and Workforce Development plan based on agency/neighborhood needs assessment</p> <p><b>Deliverable:</b> NCP Anchor Agency WorkPlans developed - Capacity Building &amp; Workforce Development</p> <p><b>Measurement:</b> NCP Anchor Agency capacity building and workforce development activities initiated, staff hiring completed, strategies defined</p>                                                                                                                                                                          |

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|  |  |      |  | <p><b>Comments:</b></p> <p><b>Anchor agencies have been hiring their teams. Many folks are coming into place.</b></p> <p><a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|  |  | 1.50 |  | <p><b>Action:</b> SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process</p> <p><b>Deliverable:</b> Service delivery model developed and working in NCP areas</p> <p><b>Measurement:</b> NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected to serve 5 residents</p> <p><b>Comments:</b></p> <p><b>Working to build up capacity. There are currently a lot of different referrals which are complicating the issue. They're hoping to nail down the specifics of the process by the end of the quarter. Referrals have certainly exceeded 5, but the method has not been standardized.</b></p> <p><a href="#">View Edit</a></p> |
|  |  | 1.50 |  | <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</p> <p><b>Comments:</b></p> <p><b>See notes on previous action item.</b></p> <p><a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                       |
|  |  | 0.75 |  | <p><b>Action:</b> EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes</p> <p><b>Deliverable:</b> NCP data, indicators and expected outcomes</p> <p><b>Measurement:</b> NCP data, indicators and expected outcomes collected and shared</p> <p><b>Comments:</b></p> <p><b>Nicole was hired! Also hired a research assistant to start next week. Nicole completed interviews w/ partners. By Q4, the research plan will be completed</b></p> <p><a href="#">View Edit</a></p>                                                                                                                                                                                                                                  |
|  |  | 0.50 |  | <p><b>Action:</b> FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|   |   |      |  | <p><b>Deliverable:</b> Reimbursement documentation completed by each funded partner agency</p> <p><b>Measurement:</b> NCP expenditures accurately documented, submitted and fully reimbursed</p> <p><b>Comments:</b><br/>Still going well. A few agencies are starting to</p> <p><a href="#">View Edit</a></p>                                                                                                                                                                                        |
|   |   | 1.25 |  | <p><b>Action:</b> PROJECT MGMT: Continue working NCP Implementation Plan (phase 1-4)</p> <p><b>Deliverable:</b> NCP Implementation Plan (phase 1-4) followed</p> <p><b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p>                                                                                                                                                    |
|   |   | 0.25 |  | <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>Comments:</b></p> <p><a href="#">View Edit</a></p>                                                                                                                                                     |
| 4 | 1 | 0.25 |  | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks</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; expected contact/reach 135 residents</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p> |
|   | 2 | 0.75 |  | <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>Comments:</b></p> <p><a href="#">View Edit</a></p>                                                                                                |

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| 3 | 1.50 |  | <p><b>Action:</b> ANCHOR AGENCIES: Continue working Anchor Agency's Capacity Building and Workforce Development plan</p> <p><b>Deliverable:</b> NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed</p> <p><b>Measurement:</b> NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 1</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>            |
| 4 | 0.75 |  | <p><b>Action:</b> SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process</p> <p><b>Deliverable:</b> Service delivery model developed and working in NCP areas</p> <p><b>Measurement:</b> NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected reach 5 residents</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                              |
| 5 | 0.75 |  | <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 achieved in support of resident and neighborhood needs</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p> |
| 6 | 0.75 |  | <p><b>Action:</b> EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes</p> <p><b>Deliverable:</b> NCP data, indicators and expected outcomes</p> <p><b>Measurement:</b> NCP data, indicators and expected outcomes collected and shared</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                                                                  |
| 7 | 1.25 |  | <p><b>Action:</b> PROJECT MGMT: Continued working of NCP Implementation Plan (phase 1-4)</p> <p><b>Deliverable:</b> NCP Implementation Plan (phase 1-4) followed</p> <p><b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1<br/>PREPARE</p>                                                                                                                                                         |

|  |  |   |      |  |                                                                                                                                                                                                                                                                                                                                                                                                          |
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|  |  |   |      |  | <p><b>Comments:</b><br/> <a href="#">View</a> <a href="#">Edit</a></p>                                                                                                                                                                                                                                                                                                                                   |
|  |  | 8 | 0.25 |  | <p><b>Action:</b> PROJECT MGMT: NCP Planning &amp; Progress Discussions<br/> <b>Deliverable:</b> NCP Project Team Meetings held regularly<br/> <b>Measurement:</b> NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations<br/> <b>Comments:</b><br/> <a href="#">View</a> <a href="#">Edit</a></p>                                               |
|  |  | 9 | 0.25 |  | <p><b>Action:</b> FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation<br/> <b>Deliverable:</b> Reimbursement documentation completed by each funded partner agency<br/> <b>Measurement:</b> NCP expenditures accurately documented, submitted and fully reimbursed<br/> <b>Comments:</b><br/> <a href="#">View</a> <a href="#">Edit</a></p> |

# **Question 8 (Brew)**

**10/20/23**

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## Brigida, Micaela

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**From:** Welch, Dylan  
**Sent:** Tuesday, September 26, 2023 4:48 PM  
**To:** Jocelyn Basley; 'janelle@onthegroundny.com'  
**Subject:** ARPA - NCP - Compliance Report Review Meeting September '23  
**Attachments:** Report Review Definition.PNG; NCP - Action Items - Year 1.docx

Dear Jocelyn and Janelle,

I hope you've been enjoying the cooler weather as the winds of fall start to blow. Thank you for sending over those NCP reports. They were great to read through and a welcomed change from spreadsheets for me!

I'm reaching out to setup our next compliance report review meeting. As a reminder; the meeting is a monthly check-in as required by the treasury to discuss how your project is coming along via your action items (included here, and highlighted to show the items we will cover). The conversation will also touch on vouchering. The meeting will be conducted via Zoom.

Below are some upcoming times we have available. If none of these times work, please let me know and I can provide further availability. Please plan for an hour meeting, though it should take less time.

Tuesday, October 3rd @ 3:00pm

Thursday, October 5<sup>th</sup> @ 10:00am

Friday, October 6<sup>th</sup> @ 10:00am, 11:00am, 12:00pm – I know you've mentioned you have a standing meeting at 11am on Fridays. I wasn't sure if just before the meeting, just after the meeting, or during the meeting is best for you. All work for us!

If you have any questions regarding anything above, please do not hesitate to reach out. Otherwise, I hope you have a great rest of your week and I look forward to being in touch soon!



Dylan Welch (He/Him/His)  
Contract Compliance Monitor  
Monroe County Department of Finance  
35 E Henrietta Rd Faith 3 East, Rochester, NY 14620  
P: (585) 753-2434  
[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)



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**.

**Neighborhood Collaborative Project - Action Item Sheet**

Action Table

| Year | Qtr | # | %    | Met | Indiv | Action / Deliverable / Measurement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| 2023 | 1   | 1 | 1.50 | no  | 0     | <p><b>Action:</b> PROJECT MGMT: Assess capacity and secure buy-in with three NCP Anchor Agency &amp; NCP partner agencies</p> <p><b>Deliverable:</b> Meet with Anchor Agency Leadership, obtain signed MOUs or sub-contractor agreements as required</p> <p><b>Measurement:</b> Funded partners' consent to participation defined, understood and buy-in agreement reached</p> <p><b>Comments:</b> The contract between CRC and the County was not yet signed, and we needed clarification on what was 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.</p> <p><a href="#">View Edit</a></p> |
|      |     | 2 | 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>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).</p> <p>We have meeting minutes as back up if needed.</p> <p><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</p> <p><b>Deliverable:</b> County's contract documentation completed, signed and executed as required; existing partner fiscal processes identified</p> <p><b>Measurement:</b> Signed grant agreement and/or contract in place for each funded partner agency (sub-contractors)</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>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> <p style="text-align: center;"><a href="#">View Edit</a></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>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</p> |

|   |      |     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                  |
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|   |      |     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>is in the process of identifying their workforce development focus, which will be finalized in Q3.<br/> <a href="#">agency self assessment results.pdf</a><br/> <a href="#">View Edit</a></p> |
| 2 | 1.50 | no  | 0 | <p><b>Action:</b> PROJECT MGMT: Develop NCP Implementation Plan (phase 1-4)<br/> <b>Deliverable:</b> NCP Implementation Plan (phase 1-4) development initiated<br/> <b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE<br/> <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).<br/> <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)<br/> <b>Deliverable:</b> Regular check-in meetings between MC2, BTS and supporting partner agencies<br/> <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.<br/> <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</p> |                                                                                                                                                                                                  |

|   |      |    |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---|------|----|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |    |   | <p>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>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></p> <p><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>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|   |      |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---|------|-----|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |     |     | <p>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.</p> <p><a href="#">NCP Organizational Assessment Areas.pdf</a></p> <p><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.</p> <p><a href="#">507C5686-9466-41B2-B637-44770E3B2238.heic</a><br/> <a href="#">CD0AF3AA-8B12-4B16-B704-02924CF5517C.heic</a><br/> <a href="#">AD735C80-D6D7-4C23-96B5-5E0F738319D5.jpeg</a></p> <p><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>Comments:</b> Community Conversations were shifted to Q3. There was too much other NCP activity occurring in</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|   |      |      |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---|------|------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |      |   | <p>the two months of this quarter (contract was not signed until May) to be able to plan and hold community conversations. The focus 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><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>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><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>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.<br/> <a href="#">NCP Partners Meeting Minutes and Agenda 5.12.23.pdf</a></p> <p><a href="#">View Edit</a></p> |
|   |      | 0.25 |   | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks</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; expected contact/reach 135 residents</p> <p><b>Comments:</b><br/> <a href="#">View Edit</a></p>                                                                                                                                                                              |
|  |  | 0.75 |  | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Host Canopy pop-up event in each NCP area</p> <p><b>Deliverable:</b> Canopy Pop-up event held in each NCP area to address identified neighborhood needs and expectations; expected contact/reach 25-50 residents per NCP area</p> <p><b>Measurement:</b> Canopy Pop-up events held in each NCP area to address identified neighborhood needs and expectations; expected 75 residents</p> <p><b>Comments:</b><br/> <a href="#">View Edit</a></p> |
|  |  | 8.00 |  | <p><b>Action:</b> ANCHOR AGENCIES: Create Capacity Building and Workforce Development plan based on agency/neighborhood needs assessment</p> <p><b>Deliverable:</b> NCP Anchor Agency WorkPlans developed - Capacity Building &amp; Workforce Development</p> <p><b>Measurement:</b> NCP Anchor Agency capacity building and workforce development activities initiated, staff hiring completed, strategies defined</p> <p><b>Comments:</b><br/> <a href="#">View Edit</a></p>           |
|  |  | 1.50 |  | <p><b>Action:</b> SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process</p> <p><b>Deliverable:</b> Service delivery model developed and working in NCP areas</p> <p><b>Measurement:</b> NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected to serve 5 residents</p> <p><b>Comments:</b><br/> <a href="#">View Edit</a></p>                                                 |
|  |  | 1.50 |  | <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</p>                                                                                                                              |



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|   |   |      |  | <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                    |
|   |   | 0.75 |  | <p><b>Action:</b> EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes<br/> <b>Deliverable:</b> NCP data, indicators and expected outcomes<br/> <b>Measurement:</b> NCP data, indicators and expected outcomes collected and shared<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                                               |
|   |   | 0.50 |  | <p><b>Action:</b> FISCAL REPORTING: NCP's fiscal process followed, timely submission of fiscal reimbursement process documentation<br/> <b>Deliverable:</b> Reimbursement documentation completed by each funded partner agency<br/> <b>Measurement:</b> NCP expenditures accurately documented, submitted and fully reimbursed<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>                                                  |
|   |   | 0.25 |  | <p><b>Action:</b> PROJECT MGMT: Continue working NCP Implementation Plan (phase 1-4)<br/> <b>Deliverable:</b> NCP Implementation Plan (phase 1-4) followed<br/> <b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                        |
|   |   | 0.25 |  | <p><b>Action:</b> PROJECT MGMT: NCP Planning &amp; Progress Discussions<br/> <b>Deliverable:</b> NCP Project Team Meetings held regularly<br/> <b>Measurement:</b> NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                                |
| 4 | 1 | 0.25 |  | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks<br/> <b>Deliverable:</b> At least two (2) NCP neighborhood engagement walks conducted monthly<br/> <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> |

|   |      |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|   |      |  |  | <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                       |
| 2 | 0.75 |  |  | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress<br/> <b>Deliverable:</b> Community conversation event hosted in each NCP area (NW, NE, SW)<br/> <b>Measurement:</b> NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 75 residents<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>                                                               |
| 3 | 1.50 |  |  | <p><b>Action:</b> ANCHOR AGENCIES: Continue working Anchor Agency's Capacity Building and Workforce Development plan<br/> <b>Deliverable:</b> NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed<br/> <b>Measurement:</b> NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 1<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>            |
| 4 | 0.75 |  |  | <p><b>Action:</b> SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process<br/> <b>Deliverable:</b> Service delivery model developed and working in NCP areas<br/> <b>Measurement:</b> NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected reach 5 residents<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p>                              |
| 5 | 0.75 |  |  | <p><b>Action:</b> SERVICES NETWORK: Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)<br/> <b>Deliverable:</b> Regular check-in meetings between MC2, BTS and supporting partner agencies<br/> <b>Measurement:</b> Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs<br/> <b>Comments:</b><br/><a href="#">View Edit</a></p> |
| 6 | 0.75 |  |  | <p><b>Action:</b> EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes</p>                                                                                                                                                                                                                                                                                                                                                   |

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|---|------|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |  |  | <p><b>Deliverable:</b> NCP data, indicators and expected outcomes</p> <p><b>Measurement:</b> NCP data, indicators and expected outcomes collected and shared</p> <p><b>Comments:</b><br/><a href="#">View</a> <a href="#">Edit</a></p>                                                                                                                                                                        |
| 7 | 1.25 |  |  | <p><b>Action:</b> PROJECT MGMT: Continued working of NCP Implementation Plan (phase 1-4)</p> <p><b>Deliverable:</b> NCP Implementation Plan (phase 1-4) followed</p> <p><b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1<br/>PREPARE</p> <p><b>Comments:</b><br/><a href="#">View</a> <a href="#">Edit</a></p>                               |
| 8 | 0.25 |  |  | <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>Comments:</b><br/><a href="#">View</a> <a href="#">Edit</a></p>                                               |
| 9 | 0.25 |  |  | <p><b>Action:</b> FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation</p> <p><b>Deliverable:</b> Reimbursement documentation completed by each funded partner agency</p> <p><b>Measurement:</b> NCP expenditures accurately documented, submitted and fully reimbursed</p> <p><b>Comments:</b><br/><a href="#">View</a> <a href="#">Edit</a></p> |

## Brigida, Micaela

---

**From:** Welch, Dylan  
**Sent:** Thursday, September 28, 2023 11:54 AM  
**To:** 'Janelle Duda-Banwar'  
**Cc:** Jocelyn Basley  
**Subject:** RE: ARPA - NCP - Compliance Report Review Meeting September '23

Hi Janelle,

That works for us. I'll send out a Zoom invitation for that time.

Thanks for your help in putting this together and I hope you have a great rest of your week!



Dylan Welch (He/Him/His)  
Contract Compliance Monitor  
Monroe County Department of Finance  
35 E Henrietta Rd Faith 3 East, Rochester, NY 14620  
P: (585) 753-2434  
[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)

**From:** Janelle Duda-Banwar <janelle@onthegroundny.com>  
**Sent:** Thursday, September 28, 2023 11:42 AM  
**To:** Welch, Dylan <dylanwelch@monroecounty.gov>  
**Cc:** Jocelyn Basley <jrbasley@c3consultancy.org>  
**Subject:** Re: ARPA - NCP - Compliance Report Review Meeting September '23

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

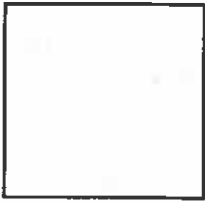
~~~~~  
Hi Dylan,

Fridays at 11 are really the best time for us to meet, so if you have the following Friday available (10/20), then that would be great.

Thanks,
Janelle

Janelle Duda-Banwar, PhD, MSW

she/her



Founder & Director

400 Andrews St | Suite 220 |

Rochester, NY 14604 | 585.683.3638

www.onthegroundny.com

On Thu, Sep 28, 2023 at 11:05 AM Welch, Dylan <dylanwelch@monroecounty.gov> wrote:

This message was sent securely using Zix

Hi Janelle,

That's no problem. But unfortunately, we have an event the 13th. Would it be possible to meet Thursday the 12th? We are free all day.

If not, I can provide some more availability for other days that week.

Thank you!

Dylan Welch (He/Him/His)



Contract Compliance Monitor

Monroe County Department of Finance

35 E Henrietta Rd Faith 3 East, Rochester, NY 14620

P: (585) 753-2434

dylanwelch@monroecounty.gov

From: Janelle Duda-Banwar <janelle@onthegroundny.com>
Sent: Tuesday, September 26, 2023 5:05 PM
To: Welch, Dylan <dylanwelch@monroecounty.gov>
Cc: Jocelyn Basley <jrbasley@c3consultancy.org>
Subject: Re: ARPA - NCP - Compliance Report Review Meeting September '23

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 Dylan,

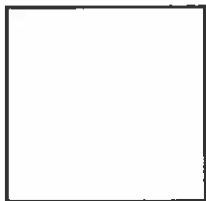
Thanks for the reminder. Unfortunately, I will be out of town on Friday October 6th. Can we instead please meet Friday, October 13th at 11 AM?

Best,

Janelle

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

she/her



**Founder & Director**

400 Andrews St | Suite 220 |

Rochester, NY 14604 | 585.683.3638

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

On Tue, Sep 26, 2023 at 4:48 PM Welch, Dylan <dylanwelch@monroecounty.gov> wrote:

This message was sent securely using Zix

Dear Jocelyn and Janelle,

I hope you've been enjoying the cooler weather as the winds of fall start to blow. Thank you for sending over those NCP reports. They were great to read through and a welcomed change from spreadsheets for me!

I'm reaching out to setup our next compliance report review meeting. As a reminder; the meeting is a monthly check-in as required by the treasury to discuss how your project is coming along via your action items (included here, and highlighted to show the items we will cover). The conversation will also touch on vouchering. The meeting will be conducted via Zoom.

Below are some upcoming times we have available. If none of these times work, please let me know and I can provide further availability. Please plan for an hour meeting, though it should take less time.

Tuesday, October 3rd @ 3:00pm

Thursday, October 5<sup>th</sup> @ 10:00am

Friday, October 6<sup>th</sup> @ 10:00am, 11:00am, 12:00pm – I know you've mentioned you have a standing meeting at 11am on Fridays. I wasn't sure if just before the meeting, just after the meeting, or during the meeting is best for you. All work for us!

If you have any questions regarding anything above, please do not hesitate to reach out. Otherwise, I hope you have a great rest of your week and I look forward to being in touch soon!

Dylan Welch (He/Him/His)

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specified.

Contract Compliance Monitor

Monroe County Department of Finance

35 E Henrietta Rd Faith 3 East, Rochester, NY  
14620

P: (585) 753-2434

[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)

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## Brigida, Micaela

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**Subject:** ARPA - NCP - Compliance Report Review Meeting Oct. '23  
**Location:** <https://monroecounty-gov.zoom.us/j/83577891713?pwd=LFxt0G2pqaUpy5yXpoLaPKzkt0WzUm.1>

**Start:** Fri 10/20/2023 11:00 AM  
**End:** Fri 10/20/2023 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Welch, Dylan  
**Required Attendees:** Pelow, Faye; ARPA Calendar; Janelle Duda-Banwar; Jocelyn Basley

Dylan Welch is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://monroecounty-gov.zoom.us/j/83577891713?pwd=LFxt0G2pqaUpy5yXpoLaPKzkt0WzUm.1>

Meeting ID: 835 7789 1713

Passcode: 84601771

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One tap mobile

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+16468769923,,83577891713#,,,,\*84601771# US (New York)

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Dial by your location

- +1 646 931 3860 US
- +1 646 876 9923 US (New York)
- +1 312 626 6799 US (Chicago)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 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)

- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 408 638 0968 US (San Jose)
- +1 507 473 4847 US

Meeting ID: 835 7789 1713

Passcode: 84601771

Find your local number: <https://monroecounty-gov.zoom.us/j/83577891713>

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**.

## Neighborhood Collaborative Project - Action Item Sheet

Action Table

| Year | Qtr | # | %    | Met | Indiv | Action / Deliverable / Measurement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------|-----|---|------|-----|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2023 | 1   | 1 | 1.50 | no  | 0     | <p><b>Action:</b> PROJECT MGMT: Assess capacity and secure buy-in with three NCP Anchor Agency &amp; NCP partner agencies</p> <p><b>Deliverable:</b> Meet with Anchor Agency Leadership, obtain signed MOUs or sub-contractor agreements as required</p> <p><b>Measurement:</b> Funded partners' consent to participation defined, understood and buy-in agreement reached</p> <p><b>Comments:</b> The contract between CRC and the County was not yet signed, and we needed clarification on what was 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.</p> <p style="text-align: right;"><a href="#">View Edit</a></p> |
|      |     | 2 | 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>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).</p> <p>We have meeting minutes as back up if needed.</p> <p style="text-align: right;"><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</p> <p><b>Deliverable:</b> County's contract documentation completed, signed and executed as required; existing partner fiscal processes identified</p> <p><b>Measurement:</b> Signed grant agreement and/or contract in place for each funded partner agency (sub-contractors)</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>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> <p style="text-align: center;"><a href="#">View Edit</a></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>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</p> |

|   |      |     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---|------|-----|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |     |   | <p>is in the process of identifying their workforce development focus, which will be finalized in Q3.<br/> <a href="#">agency self assessment results.pdf</a><br/> <a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2 | 1.50 | no  | 0 | <p><b>Action:</b> PROJECT MGMT: Develop NCP Implementation Plan (phase 1-4)<br/> <b>Deliverable:</b> NCP Implementation Plan (phase 1-4) development initiated<br/> <b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE<br/> <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).<br/> <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)<br/> <b>Deliverable:</b> Regular check-in meetings between MC2, BTS and supporting partner agencies<br/> <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.<br/> <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</p> |

|   |      |    |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---|------|----|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |    |   | <p>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>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></p> <p><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>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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|   |      |     |     | <p>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.</p> <p><a href="#">NCP Organizational Assessment Areas.pdf</a><br/><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.</p> <p><a href="#">507C5686-9466-41B2-B637-44770E3B2238.heic</a><br/><a href="#">CD0AF3AA-8B12-4B16-B704-02924CF5517C.heic</a><br/><a href="#">AD735C80-D6D7-4C23-96B5-5E0F738319D5.jpeg</a><br/><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>Comments:</b> Community Conversations were shifted to Q3. There was too much other NCP activity occurring in</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



|   |      |     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---|------|-----|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |     |   | <p>the two months of this quarter (contract was not signed until May) to be able to plan and hold community conversations. The focus 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><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>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><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>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.<br/> <a href="#">NCP Partners Meeting Minutes and Agenda 5.12.23.pdf</a></p> <p><a href="#">View Edit</a></p> |
|   |      |     |   | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continuous NCP neighborhood engagement walks</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; expected contact/reach 135 residents</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                                                                                                              |
| 3 | 0.75 |  |  | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Host Canopy pop-up event in each NCP area</p> <p><b>Deliverable:</b> Canopy Pop-up event held in each NCP area to address identified neighborhood needs and expectations; expected contact/reach 25-50 residents per NCP area</p> <p><b>Measurement:</b> Canopy Pop-up events held in each NCP area to address identified neighborhood needs and expectations; expected 75 residents</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p> |
| 4 | 3.00 |  |  | <p><b>Action:</b> ANCHOR AGENCIES: Create Capacity Building and Workforce Development plan based on agency/neighborhood needs assessment</p> <p><b>Deliverable:</b> NCP Anchor Agency WorkPlans developed - Capacity Building &amp; Workforce Development</p> <p><b>Measurement:</b> NCP Anchor Agency capacity building and workforce development activities initiated, staff hiring completed, strategies defined</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>           |
| 4 | 1.50 |  |  | <p><b>Action:</b> SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process</p> <p><b>Deliverable:</b> Service delivery model developed and working in NCP areas</p> <p><b>Measurement:</b> NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected to serve 5 residents</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                 |
| 5 | 1.50 |  |  | <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</p>                                                                                                                          |

|  |      |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--|------|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |      |  |  | <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                            |
|  | 0.75 |  |  | <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>Comments:</b><br/><a href="#">View Edit</a></p>                                                              |
|  | 1.50 |  |  | <p><b>Action:</b> ANCHOR AGENCIES: Continue working Anchor Agency's Capacity Building and Workforce Development plan</p> <p><b>Deliverable:</b> NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed</p> <p><b>Measurement:</b> NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 1</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>           |
|  | 0.75 |  |  | <p><b>Action:</b> SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process</p> <p><b>Deliverable:</b> Service delivery model developed and working in NCP areas</p> <p><b>Measurement:</b> NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected reach 5 residents</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                             |
|  | 0.75 |  |  | <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 achieved in support of resident and neighborhood needs</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p> |
|  | 0.75 |  |  | <p><b>Action:</b> EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes</p>                                                                                                                                                                                                                                                                                                                                                        |

|   |      |  |  |                                                                                                                                                                                                                                                                                                                                                                                               |
|---|------|--|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |  |  | <p><b>Deliverable:</b> NCP data, indicators and expected outcomes</p> <p><b>Measurement:</b> NCP data, indicators and expected outcomes collected and shared</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                                                                                                                                                                        |
| 7 | 0.25 |  |  | <p><b>Action:</b> PROJECT MGMT: Continued working of NCP Implementation Plan (phase 1-4)</p> <p><b>Deliverable:</b> NCP Implementation Plan (phase 1-4) followed</p> <p><b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1</p> <p><b>PREPARE</b></p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p>                     |
| 8 | 0.25 |  |  | <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>Comments:</b><br/><a href="#">View Edit</a></p>                                               |
| 9 | 0.25 |  |  | <p><b>Action:</b> FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation</p> <p><b>Deliverable:</b> Reimbursement documentation completed by each funded partner agency</p> <p><b>Measurement:</b> NCP expenditures accurately documented, submitted and fully reimbursed</p> <p><b>Comments:</b><br/><a href="#">View Edit</a></p> |

|  |  |      |  |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--|--|------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  |      |  | <p><b>Comments:</b><br/>View Edit</p>                                                                                                                                                                                                                                                                                                                                                                                                    |
|  |  | 0.75 |  | <p><b>Action:</b> EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes<br/> <b>Deliverable:</b> NCP data, indicators and expected outcomes<br/> <b>Measurement:</b> NCP data, indicators and expected outcomes collected and shared<br/> <b>Comments:</b><br/>View Edit</p>                                                                                                                               |
|  |  | 0.50 |  | <p><b>Action:</b> FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation<br/> <b>Deliverable:</b> Reimbursement documentation completed by each funded partner agency<br/> <b>Measurement:</b> NCP expenditures accurately documented, submitted and fully reimbursed<br/> <b>Comments:</b><br/>View Edit</p>                                                                  |
|  |  | 0.25 |  | <p><b>Action:</b> PROJECT MGMT: Continue working NCP Implementation Plan (phase 1-4)<br/> <b>Deliverable:</b> NCP Implementation Plan (phase 1-4) followed<br/> <b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1<br/> <b>PREPARE</b><br/> <b>Comments:</b><br/>View Edit</p>                                                                                            |
|  |  | 0.25 |  | <p><b>Action:</b> PROJECT MGMT: NCP Planning &amp; Progress Discussions<br/> <b>Deliverable:</b> NCP Project Team Meetings held regularly<br/> <b>Measurement:</b> NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations<br/> <b>Comments:</b><br/>View Edit</p>                                                                                                                |
|  |  | 0.25 |  | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks<br/> <b>Deliverable:</b> At least two (2) NCP neighborhood engagement walks conducted monthly<br/> <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> |

|   |   |      |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---|---|------|-----|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | 1 | 0.25 | yes | 307 | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks</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; expected contact/reach 135 residents</p> <p><b>Comments:</b> The number listed above represents the best estimate of unique residents that we engaged during walking street outreach. We do not collect demographic data on street engagements, so they are not captured in the excel quarterly data report. We conducted 40 total outreach walks this quarter.</p> <p>During this quarter, we had a total of 1,358 engagements (not unique individuals) during walking outreach. The majority of these engagements are not unique individuals, as we have developed relationships with residents due to our ongoing, consistent, regularly scheduled outreach. Therefore, many of the people that we see and provide basic needs to know who we are. Community members expect us in the NW on Tuesdays between 1 and 2, on Wednesdays in the SW between 1 and 2 and the NE on Thursdays between 1 and 2. In addition to tracking overall engagements, the team also tracks, deeper interactions, that is when the outreach team does more than just hand out out items to someone, such as get them into detox, refer them to a program in the area, or problem-solve an issue right there on the street. During this quarter, the team counted 86 deeper interactions during walking street outreach.</p> <p>On Friday, August 25th we held our second all-city walk, which focused on back to school. When walking in the SW we directed people to Barakah's backpack giveaway the following morning (Saturday 8/26), and in the NW Cameron held a community resource pop-up that aligned with the all-city walk - they passed out backpacks and school supplies from their parking lot, and then we ended the walk in the NE at the FTAC where they also held a pop-up giving out backpacks and school supplies.</p> <p style="text-align: center;"><a href="#">school supply FINAL (1).pdf</a><br/><a href="#">View</a> <a href="#">Edit</a></p> |
|   | 2 | 0.75 | yes | 96  | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Host Canopy pop-up event in each NCP area</p> <p><b>Deliverable:</b> Canopy Pop-up event held in each NCP area to address identified neighborhood needs and expectations; expected contact/reach 25-50 residents per NCP area</p> <p><b>Measurement:</b> Canopy Pop-up events held in each NCP area to address identified neighborhood needs and expectations; expected 75 residents</p> <p><b>Admin Notes:</b> 10/20/23: Still will do 2 engagement walks; likely 4. This may taper off in Q4 depending on the weather.</p> <p><b>Comments:</b> The number listed above represents the best estimate of unique residents that attended the pop-ups. We do not collect demographic data on the pop-up attendees, so they are not captured in the excel quarterly data report.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|---|------|-----|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |     |    | <p>We continued to host corner canopy events Fridays throughout the quarter. We hosted twelve total pop-ups during this quarter. This included backpack and school supplies giveaways at FTAC, Cameron Community, and Barakah Muslim Charity. FTAC gave out 250 backpacks, Barakah gave out 500 backpacks, and Cameron gave out 320 backpacks.</p> <p>One of the pop-ups at FTAC on 9/29 included service providers like Trillium, Health Reach, and DHS. This pop-up was where the Deputy Commissioner of DHS (Denise Reed) piloted their DHS mobile unit. Conversations with her during the event indicated that more than 20 people spoke directly with DHS staff to get questions answered and a smaller number of those individuals were able to secure benefits, including a complex case that FTAC staff had been closely working with. In the words of the Deputy Commissioner, "This was absolutely a success!" when asked if this was a good use of their time.</p> <p>A note about the data: it is impractical for us to capture the number of UNIQUE people served at these events, as many of the attendees heard about the event while we were conducting walking outreach, from fliers, or they already receive services from the agency. Therefore, we created a formula to best estimate the number of unique people served at these events, which is what the 96 above represents. However, the overall total number of people that attended these twelve pop-ups was 414 individuals.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>                                                                                                                           |
| 3 | 3.00 | yes | 29 | <p><b>Action:</b> ANCHOR AGENCIES: Create Capacity Building and Workforce Development plan based on agency/neighborhood needs assessment</p> <p><b>Deliverable:</b> NCP Anchor Agency WorkPlans developed - Capacity Building &amp; Workforce Development</p> <p><b>Measurement:</b> NCP Anchor Agency capacity building and workforce development activities initiated, staff hiring completed, strategies defined</p> <p><b>Admin Notes:</b> 10/20/23: What is the formula?: The formula is a ratio- in NE is it 2/10 is estimated to be unique, in NW it is 2/10 and SW is 4/10. These ratios will likely change over time.</p> <p><b>Comments:</b> The number provided above represents the unique individuals that the NCP provided workforce development training and/or workforce placement to. These individuals are also captured in the excel quarterly data report.</p> <p style="text-align: center;"><b>Workforce Development:</b></p> <p>This measure has been met, as the three anchor agencies have identified their workforce development need and developed an approach to meet that need. SWAN at Montgomery Center is focused on Security Training, graduating two classes during this quarter! Their approach is vocational and was chosen because many of the businesses in the neighborhood are interested in non-traditional security staff. SWAN's specific security training focuses on de-escalation and relationship-building. FTAC is utilizing a model of hiring people right off the streets to stock food pantries part-time for a few hours a week (one pantry being our NCP Partner - the People's Pantry). This has been going so well that all six of these</p> |

individuals will have their hours increased starting in October. Cameron has identified an entrepreneurship need in the neighborhood, so they have implemented the barber apprenticeship program. During this quarter there were a few modifications made to the program to accommodate the needs of those interested in the program, which included expanding to a two-cohort model operating simultaneously so that people with only have evening availability can now attend the program. Cameron is also offering a logistics program for people interested in working at Amazon warehouse, UPS, FedEx, etc. Cameron is currently identifying a better way to market the program as the term "logistics" seems to be unclear to people. Beyond The Sanctuary (BTS) continued to operate their JRSP during this quarter (focused on construction careers), which we refer NCP clients into.

#### Capacity-Building

All NCP partners continued to increase their capacity through fully staffing the project. During this quarter, four neighborhood ambassadors were hired by C3 Consultancy, a Communications Specialist and Research Assistant were hired by On The Ground Research, a social worker was hired for Cameron, and a specialist was hired for Beyond The Sanctuary. This brings the total NCP staffing for each agency to:

- Cameron: 2 (plus workforce development - Barber Program (subcontracted))
- SWAN: 2 (plus workforce development - Security Trainer (subcontracted))
- MC Collaborative: 3
- FTAC: 4 (including workforce development specialist)
- C3 Consultancy: 6 (including the 4 neighborhood ambassadors)
- On The Ground: 4 (including Communications Specialist)
- Beyond the Sanctuary: 2

Our partners continued to expand and adapt their outreach efforts to better engage the communities they serve. SWAN at Montgomery Center held a retirement luncheon for longtime nutrition program director and neighborhood elder Miss Viola McFarland. The County Executive along with other esteemed politicians not only attended the event, but conferred numerous awards and proclamations recognizing all of Miss Viola's contributions to community.

Barakah continue to host their weekly Chess club, though they are considering changes to the approach due to lower attendance than expected.

Cameron Community participated in 12 different outreach events in addition to the walking street outreach and corner canopies. Across these 12 events, there were 974 attendees. Of these 974 attendees, deeper discussions occurred with 40 people (deeper discussions include referring directly to services, providing a low-barrier service on the spot).

FTAC held three separate open houses in July in an effort to relaunch and reconnect with the neighborhood and leaders to introduce the new staff and Executive Director.



|   |      |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---|------|-----|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |     |     | <p>Lyell Ave Business Association held a Community Resource Summer Party in partnership with Sweet Ida Mae's Pantry.</p> <p><a href="#">ms viola retirement.jpg</a></p> <p><a href="#">23 NSC summer party branded.jpg</a></p> <p><a href="#">FTAC Open House.jpg</a></p> <p><a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4 | 1.50 | yes | 138 | <p><b>Action:</b> SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process</p> <p><b>Deliverable:</b> Service delivery model developed and working in NCP areas</p> <p><b>Measurement:</b> NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected to serve 5 residents</p> <p><b>Admin Notes:</b> 10/20/23: 8 new hires this quarter; 23 total</p> <p><b>Comments:</b> We identified a referral process that we will pilot as well as an electronic referral form for the partners. The process is described in the attachment.</p> <p>During this quarter, and similar to last quarter, the most pressing need continues to be housing assistance. The need is so high, that we did not have the capacity to help everyone. In fact, we made the decision to pause new referrals for the month of October so that we can catch-up on the current caseload. As a collaborative, we are very concerned about the impending housing crisis. Here is a sample of the types of messages we receive from community members:</p> <p>"Hello, I was given this information by my therapist because of the conversation i had with her about being behind on rent due to being out of work for the month of September and my pay being behind and less than normal. I appreciate any information you have. Thank you for your time."</p> <p>"Hello, good afternoon. I am calling about some assistance. I'm a family of five and we're living in a motel in basically. We're about to be put out because of short on payments. we're able to work and my number is &lt;redacted&gt; I will explain to you when you call. Thank you so much. We're just needing some assistance, please.</p> <p>Thank you. God bless."</p> <p>"Hi, my name is &lt;redacted&gt;, and I was calling because I had filled out an application to try to see about getting help with my back rent. I have court on October 20th, and I called before but I haven't received the call back, but I was wondering if you could give me a call back. I needed help with my back rent. Thank you and have a good day."</p> <p>"Do you help with rent assistance if person is on verge of eviction..?"</p> <p><a href="#">NCP Referral Process.pdf</a></p> <p><a href="#">NCP Referral Form- Draft for Pilot.pdf</a></p> <p><a href="#">View Edit</a></p> |
| 5 | 1.50 | yes | 0   | <p><b>Action:</b> SERVICES NETWORK: Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|   |      |     |   | <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;</p> <p><b>Comments:</b> We continued our bi-weekly quadrant meetings to build up the services network. We identified a potential services partner that could be added to the network for the NW quadrant - Loving Arms Outreach Center. Partners continued to coordinate services and began piloting the NCP referral process.</p> <p>We held two NCP Partners Meetings during this quarter (minutes attached).</p> <p>The Communications Specialist updated our logo and created a brand package for all partners to use on their materials. Our website was updated as well (rocncp.org) and our Communications Specialist began sending out a weekly Events Flier all NCP Partners. Next quarter we will start an internal NCP newsletter for all the partners.</p> <p><a href="#">brand guide NCP.pdf</a><br/> <a href="#">NCP Partners Meeting Minutes 7.14.23.pdf</a><br/> <a href="#">NCP Partners Meeting Minutes 9.8.23.pdf</a><br/> <a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 6 | 0.75 | yes | 0 | <p><b>Action:</b> EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes</p> <p><b>Deliverable:</b> NCP data, indicators and expected outcomes</p> <p><b>Measurement:</b> NCP data, indicators and expected outcomes collected and shared</p> <p><b>Comments:</b> We developed the research plan and began data collection and analysis. We will be focused on assessing collaboration, agency capacity-building, and conducting a process evaluation. Further, using a participatory action research approach, we have identified medium and long-term outcomes at the individual, agency, and neighborhood level. The attached research paper describes our findings from asking the partners what NCP success looks like. From that process, we adopted a thriving neighborhood framework to measure long-term impact. This approach focuses on the following outcomes: (1) People-Led: People are meaningfully involved in matters that affect their lives and communities, (2) Relationships and Connections: People and communities connect with, understand and support one another, (3) Individual Wellbeing (and Resilience): People are enabled to live fulfilled lives, and (4) Places and Spaces: Communities have physical places and spaces that they can use to make good things happen. Lastly, a new area of research has emerged, which is looking at employing nontraditional employees in the workforce. We began to develop this research plan in the last month. We also attached our first research paper which describes the NCP.</p> <p><a href="#">2) Defining Success - NCP-02.pdf</a><br/> <a href="#">1) NCP Description - NCP-01.pdf</a><br/> <a href="#">View Edit</a></p> |
| 7 | 0.50 | yes | 0 | <p><b>Action:</b> FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation</p> <p><b>Deliverable:</b> Reimbursement documentation completed by each funded partner agency</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|---|------|-----|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |     |   | <p><b>Measurement:</b> NCP expenditures accurately documented, submitted and fully reimbursed</p> <p><b>Admin Notes:</b> 10/20/23: Planning to put out a minimum of 2 per quarter</p> <p><b>Comments:</b> NCP Partners continued to submit their invoices and receipts through the outlined process as developed by C3 Consultancy and CRC. Most of the partners now adopted the process and submit without any major issues. With that said, we continue to provide TA to a few of the partners in following this process. We continue to engage in capacity-building to bring all partners up to speed on the process.</p> <p>We do have one agency that has yet to expend dollars, but this was reported on in the previous quarter as there has been a change in leadership and turnover in a key position. However, we continued to engage with this partner and expect a significant portion of the funds to be spent in the final quarter.</p> <p>Our fiscal agent did change banking institutions during this quarter.</p> <p>The County's elongated timeline for reimbursement does continue to pose a challenge to our agencies as they are already stretched thin. If we can get reimbursements to within 30 days, that would be really helpful to our partners.</p> <p>One of the ongoing crises that we are up against is that rental assistance needs have skyrocketed for our community members. To address this, we halted hiring additional neighborhood ambassadors at this time with the intent to transfer those dollars from C3's budget to manage the \$2,000 in overspent funds from Beyond the Sanctuary. We did this because it is more important that the NCP is responsive to the community's needs - which right now is the need for back rent, security deposits, and any other activity that prevents eviction. We will continue to make these adjustments to the budget given the experience we have learned.</p> <p style="text-align: center;"><a href="#">View Edit</a></p> |
| 8 | 1.25 | yes | 0 | <p><b>Action:</b> PROJECT MGMT: Continue working NCP Implementation Plan (phase 1-4)</p> <p><b>Deliverable:</b> NCP Implementation Plan (phase 1-4) followed</p> <p><b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE</p> <p><b>Comments:</b> We continued phase 1 of implementation, which includes hiring staff, developing processes, creating forms, and building trust. The NCP Communications Specialist was hired and has outlined a communications strategy, edited and maintained the NCP website: rocncp.org which includes a forward facing calendar of events. We also hired four neighborhood ambassadors (two in the NW, one in NE, and one in SW).</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>Comments:</b> We continued our ongoing weekly NCP Planning meetings this quarter. Whenever we were unable to meet due to scheduling conflicts, we connected via</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|  |  |  |  |  | <p>email. During one of our planning meetings we invited Wren to describe his work in North Carolina and California in which he created a social determinants of health pricing guide that are being piloted in NC and CA for CBOs to be reimbursed by insurers for providing the service. This is part of the sustainability plan with the NCP and aligns with the 1115 Medicaid waiver discussions taking place in NY state.</p> |
|--|--|--|--|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Agendas and minutes available upon request.

# **Question 8 (Legislator Brew)**

**12/01/23**

## Brigida, Micaela

---

**From:** Welch, Dylan  
**Sent:** Monday, November 13, 2023 10:08 AM  
**To:** 'Neighborhood Collaborative Project'; Pelow, Faye  
**Cc:** Tina Paradiso  
**Subject:** RE: Status Update Request - Desktop Audit Guidance and October reimbursement ETA  
**Attachments:** DESK REVIEW QUESTIONS.docx

Hi Jocelyn,

Happy Monday! Yes the weekend was quite nice - the long ones always are. I hope you enjoyed yours as well!

I included a word document with the meeting invite for the desk review which covers all the questions we'll go through. I've included that here as well for reference. Note; the evaluation section here is generic. When we meet, we'll be providing a completed evaluation section for NCP.

As for October's reimbursement, it *\*should\** be out before thanksgiving. It's been processed on our end, so unless there are delays at the controller's office, it will hopefully be out soon. That said, this is the ARPA team's first holiday season getting payments out, so I'm not entirely positive what to expect. I'll make sure to keep you in the loop if I get relevant updates.

If you have any other questions, please don't hesitate to reach out. Otherwise, I hope you have a great rest of your week!



Dylan Welch (He/Him/His)  
Contract Compliance Monitor  
Monroe County Department of Finance  
35 E Henrietta Rd Faith 3 East, Rochester, NY 14620  
P: (585) 753-2434  
[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)

**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Monday, November 13, 2023 9:41 AM  
**To:** Welch, Dylan <dylanwelch@monroecounty.gov>; Pelow, Faye <FayePelow@monroecounty.gov>  
**Cc:** Tina Paradiso <tinap@commresourcecollab.org>  
**Subject:** Status Update Request - Desktop Audit Guidance and October reimbursement ETA

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

~~~~~  
Good morning and happy Monday!

Hope you both are doing well and enjoyed a fabulous weekend.

Just wanted to touch base to see when we might expect to receive information for the December 1st desktop audit you mentioned at our meeting. You referenced it would cover parts of the ARPA survey we completed prior to our contract execution but was wondering if you were planning to provide specifics on exactly WHAT we should have prepared and HOW you would like us to prepare and present. We have our bi-monthly all NCP partners meeting this Friday so it would be helpful to know and understand what is to be expected so that we may share and plan accordingly.

I know it's still early but was wondering if the reimbursement payment for October could be expected BEFORE Thanksgiving or after? We understand the holiday season may cause some unexpected delays so I want to set reasonable expectations and utilize the remainder of our advance appropriately.

As always, thank you for your consideration and continued support. We look forward to receiving your response!

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

Jocelyn Basley, Community Consultant

Project Lead for the Neighborhood Collaborative Project (NCP)

DESK REVIEW QUESTIONS

COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

1. Have any of your company policies or procurement procedures changed since the contract start date?

Policies and procedures reference:

- a. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>). Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).
- b. Property Management Policy governing the insurance, management and disposition of property and equipment purchased through this Agreement.
- c. All records retention policies your agency has adopted
- d. Code of Ethics
- e. Personnel policy that addresses
 - a. Pay rates and benefits
 - b. Time and attendance
 - c. Leave
 - d. Nondiscrimination
 - e. Nepotism
 - f. Conflict of interest

2. Are your insurance documents currently up to date in ContractHQ?

These documents include:

- a. Standard Worker's Compensation and Disability Insurance, if required by law.
- b. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.
- c. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Automobile General Liability and Umbrella endorsements are also required.

3. Is your reporting currently up to date in the ARPA Portal and ContractHQ?

- a. Data Reporting
- b. Action Items
- c. Interim/ Annual Report
- d. Subcontracts in ARPA portal
- e. M/WBE Reporting (review from Matt Burrell)

Do you have any questions about the reporting process or what is required?

GENERAL ADMINISTRATION QUESTIONS

4. Has the senior leadership structure of your organization changed since the contract start date? If so, how?
 - a. What has been the overall staff turnover since the contract start date?
 - b. Have you been able to hire all of the positions necessary to carry out the ARPA project? Have you had any difficulties filling these positions?
 - c. Please tell us about the responsibilities of the personnel who are currently included in the ARPA budget.
 - d. Who is currently in charge of:
 - i. Payroll
 - ii. Insurance
 - iii. Reporting/Vouchering
 - iv. Purchasing
5. What percentage of your entity's overall budget does the ARPA award comprise?
6. Does your entity have sufficient cash flow to carry out performance and delivery of the contract terms?
 - a. Are you comfortable with the vouchering process through the ARPA portal?
7. Does your agency have a financial management system in place that provides records that can identify the sources and application of funds for subaward funded activities?
 - a. If yes, does this system have the ability to break out project fund revenue and expenses, assets and property? Does the system have user access roles and note who performed a specific transaction?
 - b. If no, please explain.
 - c. Have you implemented any additional systems or CRMs since your contract start date to assist with the administration of the ARPA grant?
 - d. Who is responsible for administering this system? Do you have an internal team or have you recruited an outside organization?
 - e. How has your experience been with incorporating the data requirements for the ARPA project into your system?
8. Please walk us through your current enrollment process and the steps that you and each individual takes to obtain services within your organization.

FEDERAL GRANT REQUIREMENTS

9. Is your SAM registration up to date in sam.gov? Have you experienced any issues with your registration or with SAM since your contract start date?
10. Aside from this ARPA funding, has your organization taken on any additional Federal grants since your contract start date? If so, how many and for what funding amounts?
11. Have you- to date- received any monitoring interventions for any federal contracts?

12. Does your agency conform to Generally Accepted Accounting Procedures (GAAP) and have a designated federally cognizant audit agency (public accounting firm)?

a. If yes, please provide the name of the audit agency.

13. Has your agency completed a Single Audit since your contract start date?

b. If yes, please provide the name of the audit agency.

c. If no, have you identified an audit agency to complete the single audit for the ARPA grant?

14. Does your agency have a negotiated indirect rate with the Federal government?

d. If yes, what is the rate? What Federal Agency approved/ negotiated the rate?

GRANTEE SPECIFIC QUESTIONS

-various questions tailored to grantees based on their projects, goals, contracts, compliance meeting feedback etc.

EVALUATION

VOUCHERS AND BUDGETING

Expectation: The vouchers have been submitted on time per the grantees' assigned Risk Assessment. The vouchers require minimal follow up- they are accurate and include all required documentation. If follow up is required, the organization answers promptly and works diligently to provide any missing materials or required information. The organization is keeping close to their projected budget as outlined in the contract with Monroe County.

Meets expectations

Approaching expectations

Does not meet expectations

DOCUMENTS AND PAPERWORK

Expectation: The insurance documents for the grantee are up to date in ContractHQ. All contracts over \$50,000 been submitted to Monroe County for review in the ARPA portal. If follow up is required, the organization answers promptly and works diligently to provide any missing materials or required information

Meets expectations

Approaching expectations

Does not meet expectations

ACTION ITEMS

Expectation: Grantee is working toward performing action items on time and diligently. If an action item is behind schedule outlined in their contract, grantee is communicative with Monroe County staff and actively working on alternative solutions to ensure that contract conditions are met within the ARPA timeframe.

Meets expectations

Approaching expectations

Does not meet expectations

COMPLIANCE MEETINGS

Expectation: The grantee has attended all compliance meetings. Grantee is prepared for compliance meetings with information regarding quarterly action items. If a grantee is unable to attend a scheduled compliance meeting, the grantee works diligently with Monroe County staff to coordinate an alternative meeting date.

Meets expectations

Approaching expectations

Does not meet expectations

Brigida, Micaela

Subject: ARPA - NCP - Compliance Desk Review - Nov. '23
Location: <https://monroecounty-gov.zoom.us/j/85627819248?pwd=PFQJG3Z8BroQQPO4sHbYUelocldeCb.1>

Start: Fri 12/1/2023 11:00 AM
End: Fri 12/1/2023 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Welch, Dylan
Required Attendees: 'janelle@onthegroundny.com'; Jocelyn Basley; ARPA Calendar; Pelow, Faye

Hi Everyone! Please note: I've attached a generic version of the desk review questions. When we meet, we'll bring with us a version of the questions with a personalized 'evaluation' section.

Dylan Welch is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://monroecounty-gov.zoom.us/j/85627819248?pwd=PFQJG3Z8BroQQPO4sHbYUelocldeCb.1>

Meeting ID: 856 2781 9248

Passcode: 81894641

One tap mobile

+16468769923,,85627819248#,,,,*81894641# US (New York)

+16469313860,,85627819248#,,,,*81894641# US

Dial by your location

- +1 646 876 9923 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)

- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 408 638 0968 US (San Jose)
- +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

Meeting ID: 856 2781 9248

Passcode: 81894641

Find your local number: <https://monroecounty-gov.zoom.us/j/kcmzy5xXBc>

Desk review: The County will conduct a meeting to review the ~~subrecipient's~~ award administration capacity and financial management. The meeting may be held virtually or in person. Topics covered will depend on project scope and ~~subrecipient~~ risk assessment and may include governance, budgeting, accounting, internal controls, conflict of interest, personnel, procurement, inventory, and record keeping. The County will produce a report which summarizes the results and any corrective actions if deemed necessary. The report will be shared in a timely manner with the ~~subrecipient~~.

DESK REVIEW QUESTIONS

COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

1. Have any of your company policies or procurement procedures changed since the contract start date?

Policies and procedures reference:

- a. Procurement procedures on company letterhead that show compliance with the federal standards in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>). Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).
- b. Property Management Policy governing the insurance, management and disposition of property and equipment purchased through this Agreement.
- c. All records retention policies your agency has adopted
- d. Code of Ethics
- e. Personnel policy that addresses
 - a. Pay rates and benefits
 - b. Time and attendance
 - c. Leave
 - d. Nondiscrimination
 - e. Nepotism
 - f. Conflict of interest

2. Are your insurance documents currently up to date in ContractHQ?

These documents include:

- a. Standard Worker's Compensation and Disability Insurance, if required by law.
- b. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.
- c. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Automobile General Liability and Umbrella endorsements are also required.

3. Is your reporting currently up to date in the ARPA Portal and ContractHQ?

- a. Data Reporting
- b. Action Items
- c. Interim/ Annual Report
- d. Subcontracts in ARPA portal
- e. M/WBE Reporting (review from Matt Burrell)

Do you have any questions about the reporting process or what is required?

GENERAL ADMINISTRATION QUESTIONS

- 4.** Has the senior leadership structure of your organization changed since the contract start date? If so, how?
 - a. What has been the overall staff turnover since the contract start date?
 - b. Have you been able to hire all of the positions necessary to carry out the ARPA project? Have you had any difficulties filling these positions?
 - c. Please tell us about the responsibilities of the personnel who are currently included in the ARPA budget.
 - d. Who is currently in charge of:
 - i. Payroll
 - ii. Insurance
 - iii. Reporting/Vouchering
 - iv. Purchasing
- 5.** What percentage of your entity's overall budget does the ARPA award comprise?
- 6.** Does your entity have sufficient cash flow to carry out performance and delivery of the contract terms?
 - a. Are you comfortable with the vouchering process through the ARPA portal?
- 7.** Does your agency have a financial management system in place that provides records that can identify the sources and application of funds for subaward funded activities?
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- 8.** Please walk us through your current enrollment process and the steps that you and each individual takes to obtain services within your organization.

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- 9.** Is your SAM registration up to date in sam.gov? Have you experienced any issues with your registration or with SAM since your contract start date?
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- 11.** Have you- to date- received any monitoring interventions for any federal contracts?

12. Does your agency conform to Generally Accepted Accounting Procedures (GAAP) and have a designated federally cognizant audit agency (public accounting firm)?

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Meets expectations

Approaching expectations

Does not meet expectations

Brigida, Micaela

From: Welch, Dylan
Sent: Friday, December 1, 2023 1:06 PM
To: Tina Paradiso; Jocelyn Basley; janelle@onthegroundny.com
Subject: ARPA - NCP - Next Compliance Meeting

Hi All,

I apologize, I forgot to take time to set up our next meeting at this morning's Zoom!

If I recall, Fridays at 11 are good for you all. That being the case, can I set up our next compliance meeting for Friday, January 5th @ 11am? If there's another time / day that works better for you let me know.

Thank you!



Dylan Welch (He/Him/His)
Contract Compliance Monitor
Monroe County Department of Finance
35 E Henrietta Rd Faith 3 East, Rochester, NY 14620
P: (585) 753-2434
dylanwelch@monroecounty.gov

▼  **General Info**

Project * 80 - Neighborhood Collaborative Project (NCP) - Community Resource Collaborative on Behalf of the Neighborhood Collaborative Project x ▼


Date * 12/01/2023

Type * Desk Review
 Site Visit
 Compliance

Notes

▼  **Action Items**

2023 Q3 #1 Action: NEIGHBORHOOD OUTREACH: Host Canopy pop-up event in each NCP area

[View](#)  Deliverable: Canopy Pop-up event held in each NCP area to address identified neighborhood needs and expectations; expected contact/reach 25-50 residents per NCP area

Measure: Canopy Pop-up events held in each NCP area to address identified neighborhood needs and expectations; expected 75 residents

Budget %: 0.75 Measure Met? yes Served: 96

Comments: The number listed above represents the best estimate of unique residents that attended the pop-ups. We do not collect demographic data on the pop-up attendees, so they are not captured in the excel quarterly data report.

We continued to host corner canopy events Fridays throughout the quarter. We hosted twelve total pop-ups during this quarter. This included backpack and school supplies giveaways at FTAC, Cameron Community, and Barakah Muslim Charity. FTAC gave out 250 backpacks, Barakah gave out 500 backpacks, and Cameron gave out 320 backpacks.

One of the pop-ups at FTAC on 9/29 included service providers like Trillium, Health Reach, and DHS. This pop-up was where the Deputy Commissioner of DHS (Denise Reed) piloted their DHS mobile unit. Conversations with her during the event indicated that more than 20 people spoke directly with DHS staff to get questions answered and a smaller number of those individuals were able to secure benefits, including a complex case that FTAC staff had been closely working with. In the words of the Deputy Commissioner, "This was absolutely a success!" when asked if this was a good use of their time.

A note about the data: it is impractical for us to capture the number of UNIQUE people served at these events, as many of the attendees heard about the event while we were conducting walking outreach, from fliers, or they already receive services from the agency. Therefore, we created a formula to best estimate the number of unique people served at these events, which is what the 96 above represents. However, the overall total number of people that attended these twelve pop-ups was 414 individuals.

Admin Notes 10/20/23: Still will do 2 engagement walks; likely 4. This may taper off in Q4 depending on the weather.

2023 Q3 #2 Action: ANCHOR AGENCIES: Create Capacity Building and Workforce Development plan based on agency/neighborhood needs assessment

[View](#)  Deliverable: NCP Anchor Agency WorkPlans developed - Capacity Building & Workforce Development

Measure: NCP Anchor Agency capacity building and workforce development activities initiated, staff hiring completed, strategies defined

Budget %: 3.00 Measure Met? yes Served: 29

Comments: The number provided above represents the unique individuals that the NCP provided workforce development training and/or workforce placement to. These individuals are also captured in the excel quarterly data report.

Workforce Development:

This measure has been met, as the three anchor agencies have identified their workforce development need and developed an approach to meet that need. SWAN at Montgomery Center is focused on Security Training, graduating two classes during this quarter! Their approach is vocational and was chosen because many of the businesses in the neighborhood are interested in non-traditional security staff. SWAN's specific security training focuses on de-escalation and relationship-building. FTAC is utilizing a model of hiring people right off the streets to stock food pantries part-time for a few hours a week (one pantry being our NCP Partner - the People's Pantry). This has been going so well that all six of these individuals will have their hours increased starting in October. Cameron has identified an entrepreneurship need in the neighborhood, so they have implemented the barber apprenticeship program. During this quarter there were a few modifications made to the program to accommodate the needs of those interested in the program, which included expanding to a two-cohort model operating simultaneously so that people with only have evening availability can now attend the program. Cameron is also offering a logistics program for people interested in working at Amazon warehouse, UPS, FedEx, etc. Cameron is currently identifying a better way to market the program as the term "logistics" seems to be unclear to people. Beyond The Sanctuary (BTS) continued to operate their JRSP during this quarter (focused on construction careers), which we refer NCP clients into.

Capacity-Building

All NCP partners continued to increase their capacity through fully staffing the project. During this quarter, four neighborhood ambassadors were hired by C3 Consultancy, a Communications Specialist and Research Assistant were hired by On The Ground Research, a social worker was hired for Cameron, and a specialist was hired for Beyond The Sanctuary. This brings the total NCP staffing for each agency to:

- Cameron: 2 (plus workforce development - Barber Program (subcontracted))
- SWAN: 2 (plus workforce development - Security Trainer (subcontracted))
- MC Collaborative: 3

- FTAC: 4 (including workforce development specialist)
- C3 Consultancy: 6 (including the 4 neighborhood ambassadors)
- On The Ground: 4 (including Communications Specialist)
- Beyond the Sanctuary: 2

Our partners continued to expand and adapt their outreach efforts to better engage the communities they serve. SWAN at Montgomery Center held a retirement luncheon for longtime nutrition program director and neighborhood elder Miss Viola McFarland. The County Executive along with other esteemed politicians not only attended the event, but conferred numerous awards and proclamations recognizing all of Miss Viola's contributions to community.

Barakah continue to host their weekly Chess club, though they are considering changes to the approach due to lower attendance than expected.

Cameron Community participated in 12 different outreach events in addition to the walking street outreach and corner canopies. Across these 12 events, there were 974 attendees. Of these 974 attendees, deeper discussions occurred with 40 people (deeper discussions include referring directly to services, providing a low-barrier service on the spot).

FTAC held three separate open houses in July in an effort to relaunch and reconnect with the neighborhood and leaders to introduce the new staff and Executive Director.

Lyell Ave Business Association held a Community Resource Summer Party in partnership with Sweet Ida Mae's Pantry.

Admin Notes

10/20/23: What is the formula?: The formula is a ratio- in NE it is 2/10 is estimated to be unique, in NW it is 2/10 and SW is 4/10. These ratios will likely change over time.

2023 Q3 #3 Action: SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process

[View](#)

Deliverable: Service delivery model developed and working in NCP areas

Measure: NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected to serve 5 residents

Budget %: 1.50 **Measure Met?** yes **Served:** 138

Comments: We identified a referral process that we will pilot as well as an electronic referral form for the partners. The process is described in the attachment.

During this quarter, and similar to last quarter, the most pressing need continues to be housing assistance. The need is so high, that we did not have the capacity to help everyone. In fact, we made the decision to pause new referrals for the month of October so that we can catch-up on the current caseload. As a collaborative, we are very concerned about the impending housing crisis. Here is a sample of the types of messages we receive from community members:

"Hello, I was given this information by my therapist because of the conversation i had with her about being behind on rent due to being out of work for the month of September and my pay being behind and less than normal. I appreciate any information you have. Thank you for your time."

"Hello, good afternoon. I am calling about some assistance. I'm a family of five and we're living in a motel in basically. We're about to be put out because of short on payments. we're able to work and my number is <redacted> I will explain to you when you call. Thank you so much. We're just needing some assistance, please. Thank you. God bless."

"Hi, my name is <redacted>, and I was calling because I had filled out an application to try to see about getting help with my back rent. I have court on October 20th, and I called before but I haven't received the call back, but I was wondering if you could give me a call back. I needed help with my back rent. Thank you and have a good day."

"Do you help with rent assistance if person is on verge of eviction..?"

Admin Notes

10/20/23: 8 new hires this quarter; 23 total

2023 Q3 #4 Action: SERVICES NETWORK: Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)

[View](#)

Deliverable: Regular check-in meetings between MC2, BTS and supporting partner agencies

Measure: Coordinated activity, program and/or services via NCP and its supporting partner agencies initiated;

Budget %: 1.50 **Measure Met?** yes **Served:** 0

Comments: We continued our bi-weekly quadrant meetings to build up the services network. We identified a potential services partner that could be added to the network for the NW quadrant - Loving Arms Outreach Center. Partners continued to coordinate services and began piloting the NCP referral process.

We held two NCP Partners Meetings during this quarter (minutes attached).

The Communications Specialist updated our logo and created a brand package for all partners to use on their materials. Our website was updated as well (rocncp.org) and our Communications Specialist began sending out a weekly Events Flier all NCP Partners. Next quarter we will start an internal NCP newsletter for all the partners.

Admin Notes

2023 Q3 #5 Action: EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes

[View](#) Deliverable: NCP data, indicators and expected outcomes

Measure: NCP data, indicators and expected outcomes collected and shared

Budget %: 0.75 Measure Met? yes Served: 0

Comments: We developed the research plan and began data collection and analysis. We will be focused on assessing collaboration, agency capacity-building, and conducting a process evaluation. Further, using a participatory action research approach, we have identified medium and long-term outcomes at the individual, agency, and neighborhood level. The attached research paper describes our findings from asking the partners what NCP success looks like. From that process, we adopted a thriving neighborhood framework to measure long-term impact. This approach focuses on the following outcomes: (1) People-Led: People are meaningfully involved in matters that affect their lives and communities, (2) Relationships and Connections: People and communities connect with, understand and support one another, (3) Individual Wellbeing (and Resilience): People are enabled to live fulfilled lives, and (4) Places and Spaces: Communities have physical places and spaces that they can use to make good things happen. Lastly, a new area of research has emerged, which is looking at employing nontraditional employees in the workforce. We began to develop this research plan in the last month. We also attached our first research paper which describes the NCP.

Admin Notes

2023 Q3 #6 Action: FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation

[View](#) Deliverable: Reimbursement documentation completed by each funded partner agency

Measure: NCP expenditures accurately documented, submitted and fully reimbursed

Budget %: 0.50 Measure Met? yes Served: 0

Comments: NCP Partners continued to submit their invoices and receipts through the outlined process as developed by C3 Consultancy and CRC. Most of the partners now adopted the process and submit without any major issues. With that said, we continue to provide TA to a few of the partners in following this process. We continue to engage in capacity-building to bring all partners up to speed on the process.

We do have one agency that has yet to expend dollars, but this was reported on in the previous quarter as there has been a change in leadership and turnover in a key position. However, we continued to engage with this partner and expect a significant portion of the funds to be spent in the final quarter.

Our fiscal agent did change banking institutions during this quarter.

The County's elongated timeline for reimbursement does continue to pose a challenge to our agencies as they are already stretched thin. If we can get reimbursements to within 30 days, that would be really helpful to our partners.

One of the ongoing crises that we are up against is that rental assistance needs have skyrocketed for our community members. To address this, we halted hiring additional neighborhood ambassadors at this time with the intent to transfer those dollars from C3's budget to manage the \$2,000 in overspent funds from Beyond the Sanctuary. We did this because it is more important that the NCP is responsive to the community's needs - which right now is the need for back rent, security deposits, and any other activity that prevents eviction. We will continue to make these adjustments to the budget given the experience we have learned.

Admin Notes

10/20/23: Planning to put out a minimum of 2 per quarter

2023 Q3 #7 Action: PROJECT MGMT: Continue working NCP Implementation Plan (phase 1-4)

[View](#) Deliverable: NCP Implementation Plan (phase 1-4) followed

Measure: NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE

Budget %: 1.25 Measure Met? yes Served: 0

Comments: We continued phase 1 of implementation, which includes hiring staff, developing processes, creating forms, and building trust. The NCP Communications Specialist was hired and has outlined a communications strategy, edited and maintained the NCP website: rocncp.org which includes a forward facing calendar of events. We also hired four neighborhood ambassadors (two in the NW, one in NE, and one in SW).

Admin Notes

2023 Q3 #8 Action: PROJECT MGMT: NCP Planning & Progress Discussions

[View](#) Deliverable: NCP Project Team Meetings held regularly

Measure: NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations

Budget %: 0.25 Measure Met? yes Served: 0

Comments: We continued our ongoing weekly NCP Planning meetings this quarter. Whenever we were unable to meet due to scheduling conflicts, we connected via email. During one of our planning meetings we invited Wren to describe his work in North Carolina and California in which he created a social determinants of health pricing guide that are being piloted in NC and CA for CBOs to be reimbursed by insurers for providing the service. This is part of the sustainability plan with the NCP and aligns with the 1115 Medicaid waiver discussions taking place in NY state.

Agendas and minutes available upon request.

Admin Notes

2023 Q3 #9 Action: NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks
View **Deliverable:** At least two (2) NCP neighborhood engagement walks conducted monthly
Measure: 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
Budget %: 0.25 **Measure Met?** yes **Served:** 307
Comments: The number listed above represents the best estimate of unique residents that we engaged during walking street outreach. We do not collect demographic data on street engagements, so they are not captured in the excel quarterly data report. We conducted 40 total outreach walks this quarter.

During this quarter, we had a total of 1,358 engagements (not unique individuals) during walking outreach. The majority of these engagements are not unique individuals, as we have developed relationships with residents due to our ongoing, consistent, regularly scheduled outreach. Therefore, many of the people that we see and provide basic needs to know who we are. Community members expect us in the NW on Tuesdays between 1 and 2, on Wednesdays in the SW between 1 and 2 and the NE on Thursdays between 1 and 2. In addition to tracking overall engagements, the team also tracks, deeper interactions, that is when the outreach team does more than just hand out out items to someone, such as get them into detox, refer them to a program in the area, or problem-soive an issue right there on the street. During this quarter, the team counted 86 deeper interactions during walking street outreach.

On Friday, August 25th we held our second all-city walk, which focused on back to school. When walking in the SW we directed people to Barakah's backpack giveaway the following morning (Saturday 8/26), and in the NW Cameron held a community resource pop-up that aligned with the all-city walk - they passed out backpacks and school supplies from their parking lot, and then we ended the walk in the NE at the FTAC where they also held a pop-up giving out backpacks and school supplies.

Admin Notes

2023 Q4 #1 Action: FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation
View **Deliverable:** Reimbursement documentation completed by each funded partner agency
Measure: NCP expenditures accurately documented, submitted and fully reimbursed
Budget %: 0.25 **Measure Met?** yes **Served:** 0
Comments: All NCP partners are fully trained on the NCP fiscal process. Trained partners are following the process as outlined as these have become standard operating procedures for our partners. NCP (Jocelyn!) continued to submit our monthly invoices on-time to the county throughout this entire quarter. However, none of the partners have been reimbursed for October, November, or December expenses. November and December are to be expected, but October's invoice was not reimbursed in December as it was anticipated it would be. Partners continue to struggle with the reimbursement model, especially if one partner's invoice requires additional clarification or explanation for the county. This holds up all the other partners' reimbursements.

We did not meet this action item because for October expenses, all but one NCP expense was approved.

During the NCP Partners meeting this quarter, we discussed the challenges with reimbursement along with solutions. For example, whether there are ways to speed up the process, seek out lines of credit, or other alternatives. It is nearly impossible for these small non-profits to survive when they have three months worth of accounts payable, and have to make payroll. This is an ongoing issue. We are in the process of scheduling an urgent meeting between our anchor agencies and planning team to identify and implement solutions.

Admin Notes

2023 Q4 #2 Action: PROJECT MGMT: NCP Planning & Progress Discussions
View **Deliverable:** NCP Project Team Meetings held regularly
Measure: NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations
Budget %: 0.25 **Measure Met?** yes **Served:** 0
Comments: The NCP Planning team continued to meet regularly on Fridays as schedules allowed. This quarter was busy, with numerous holiday activities and events (Thanksgiving, Christmas). We did not want to overextend the team, so if we canceled a Friday meeting, we still communicated via phone, text, in-person, or email about any issues, questions, plans. Agendas and minutes available upon request.

We continued our sustainability planning around the 1115 Medicaid waiver. The goal is for CBOs to be reimbursed for providing social determinants of health services to clients. We met with staff from FLPPS (Finger Lakes Performing Provider System) to ensure that we are set up appropriately to be ready for the waiver and piloting the social care network. FLPPS staff attended our November partners meeting, met with some of the NCP partners, and continue to have ongoing conversations with the NCP planning team.

Admin Notes

2023 Q4 #3 Action: PROJECT MGMT: Continued working of NCP Implementation Plan (phase 1-4)
View **Deliverable:** NCP Implementation Plan (phase 1-4) followed
Measure: NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE
Budget %: 1.25 **Measure Met?** yes **Served:** 0
Comments: We continued phase 1 of implementation, which includes hiring staff, developing processes, creating forms, and building trust. We came to realize that this has been a continuum of prepare, practice, pilot, succeed. For example, the agencies this quarter have started to really

understand how they can spend their money to provide direct services to clients, so we have done well with actually piloting service delivery. However, most other aspects of the NCP were in the prepare stage during this quarter. Agencies are still preparing for an improved client management system and activity tracking. Further, ED's have an improved understanding of the reimbursement model and how to budget accordingly.

Meanwhile, we are also determining the most effective way to host meaningful community conversations. In many cases, we find it best to try and learn from the experience. That is how we approach the conversations along with other aspects of the NCP, including the NCP referral process, service delivery, and workforce development.

We are proud that all thirteen partners have come together in ways that they never had before, and this was all done in only nine months. Baden Street was the final agency to get up to speed due to staffing transitions, and they have settled into the regular NE quadrant partner meetings, with plans to co-locate staff at FTAC one day/week in Q1 of 2024.

Admin Notes

2023 Q4 #4 Action: EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes

[View](#) Deliverable: NCP data, indicators and expected outcomes

Measure: NCP data, indicators and expected outcomes collected and shared

Budget %: 0.75 Measure Met? yes Served: 0

Comments: The research team collected baseline data through the end of this quarter. All the partners completed the collaboration assessment tool so that we could track collaboration over time (see attachment). To date, the research team has captured indicator data on NCP implementation, capacity-building, collaboration, workforce development, neighborhood demographics and thriving/quality of life.

The research team continues to publish and share NCP reports with the partners. The research team published six reports this quarter which can be found on rocncp.org as well as onthegroundny.com. We published: Root Cause Analysis; Community Conversations; Lyell-Otis Neighborhood Snapshot; S.W.A.N. Neighborhood Snapshot; El Camino Neighborhood Snapshot; and the NCP Neighborhoods Data Summary.

The team realized that while most people view the reports electronically, there are also stakeholders who would like hard copies of the reports. To address this, the research team combined relevant working papers into booklets, printed by our MWBE, Imprintable Solutions, and then distributed to each of the partners. During this quarter, we printed our first booklet: An NCP overview (combining our first three NCP papers).

As the housing crisis gets worse, one strategy is for each anchor agency to purchase a vacant house to rehab (creates a workforce development opportunity) and use as an additional funding stream to serve a community need (e.g., create a family shelter, transitional housing, or even permanent housing) and provide property management. To this end, the research team reviewed vacant property data and shared the attached reports with NCP partners.

Admin Notes

1/5/2024 - Plan to bring out hard copies, put them in a binder and have them on hand at the anchor agencies

2023 Q4 #5 Action: SERVICES NETWORK: Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)

[View](#) Deliverable: Regular check-in meetings between MC2, BTS and supporting partner agencies

Measure: Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs

Budget %: 0.75 Measure Met? yes Served: 0

Comments: The NE and SW partners continue to meet regularly and the NW partners continue to build their relationship, as evidenced by the Thanksgiving dinner that was supported by Cameron, LABA, and their neighborhood association (LOCA - Lyell Otis Community Association). As mentioned in the Q3 reporting, Baden Street experienced significant leadership changes at both the executive and the program director levels. This quarter, their new leadership was put in place. The planning team members had a number of meetings with Baden Street staff to introduce ourselves and help them understand the NCP. Their new program director, Noraly Leicester, quickly found her way and began attending the regular NE quadrant NCP meetings.

Partners continue to refer clients to one another within the NCP. The referrals are still predominantly within the quadrants (and via text) as we continue to build ourselves out, but there were a few cross-quadrant referrals during this quarter.

We held one NCP Partners Meeting during this quarter (agenda and minutes attached).

The Communications Specialist continued to send out the NCP newsletter (see two newsletter examples attached). Further, FTAC staff provided Spanish translation for our NCP rack card and flier. We also ordered NCP water bottles and stickers for NCP partners to distribute.

Admin Notes

2023 Q4 #6 Action: SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process

[View](#) Deliverable: Service delivery model developed and working in NCP areas

Measure: NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected reach 5 residents

Budget %: 0.75 Measure Met? yes Served: 283

Comments: We have consistently gone way above our estimated number of NCP clients. This quarter is no exception, especially as our NCP partners have their staff in place, they are able to increase their capacity to serve the community. We served 283 new clients this quarter. Of these new clients, 39 received rental assistance through the NCP. This prevented the eviction of 39 families in the community. Further, 31 clients obtained housing (majority transitional) through the NCP. The most common service provided was food, with 50 new clients obtaining food. While this was the most common and is a need, the number one request is for rental assistance. We would have served more clients if we had the funding to provide the assistance. Gas and electric bills are becoming an emerging issue with our clients.

It is now clear to the NCP partners that we grossly underestimated the need that exists around eviction prevention and the amount of trust and credibility that our agencies have in the community. This is why we believe so many community members are coming to us for support. We were not prepared for the overwhelming community need of rental assistance. This need has overwhelmed nearly all of our partners, especially Beyond The Sanctuary, as they are the main provider of rental assistance within the NCP. After talking with the project lead, it was decided that they would take a pause for the month of October in order to catch up with their current clients. This work is exposing gaps in systems as the housing crisis is real, but the solutions are lagging.

We continue to refer clients within the NCP and this is going well. The staff are still learning how to document and continuously track the referrals, but the partners are at least trying to document. Many referrals still happen via text, but the important thing is that the referrals/warm hand-offs are indeed occurring. As one partner recently explained, "It has been so much easier with the warm handoff because we can reach out to others in the collaborative and someone will have the answer or service."

This quarter, the research team met with all the partners to create an internal NCP Services List. This document was shared with the partners and is also being used to track changes over time (addition and removal of services).

Admin Notes

1/5/2024 - During the holidays over 50 individuals were served, in November over 42 food requests (3 rental assistance requests). This metric will definitely be met and they will serve far more people. Receiving 10 inquiries a day for rental assistance alone. Many are for RG&E requests (preventing power from being shut off). Rental assistance and housing is the number one issue. They underestimated the need that exists, but also the amount of trust that the agencies have in the community

2023 Q4 #7

Action: ANCHOR AGENCIES: Continue working Anchor Agency's Capacity Building and Workforce Development plan

[View](#)

Deliverable: NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed

Measure: NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 1

Budget %: 1.50 Measure Met? yes Served: 37

Comments: Capacity-building and workforce development continue to go well.

Workforce Development:

The number above is a subset of the 283 new NCP clients served this quarter (described in wraparound support services action item). This number represents the number of new clients who were part of the NCP's workforce development activities. For this quarter, this includes: SWAN's security training participants, FTAC's workforce development clients, Cameron's training program, and any new NCP client that obtained a job.

The anchor agencies continue to offer a spectrum of workforce development opportunities, ranging from low-barrier hiring folks active in addiction stocking food pantries to the security training at SWAN to the barbershop apprentice program at Cameron.

In this quarter, SWAN graduated their final 2023 security class. FTAC provided workforce development services (e.g., resume assistance, job search, transportation, interview practice, etc.) to 20 new clients this quarter. Of those 20 people, seven secured employment. Further, ten new NCP clients obtained jobs in this quarter. Employment was secured at Amazon, Holiday Inn, Career Start, The People's Pantry (an NCP partner), Cameron Community (an NCP partner), and Zweigles.

Capacity-building:

All NCP partners maintained their increased capacity from last quarter as staff began to settle into their positions. One of our neighborhood ambassadors, Joseph Becker, met with some of the NCP partners to teach them about asset mapping and other mapping resources that are available. This way, partners can better recognize assets available in their immediate neighborhood in addition to their NCP partners.

In an effort to increase agency capacity specific to communications, we released a low-barrier communications RFP to the NCP partners and affiliates (e.g. Loving Arms Outreach, LOCA), offering up to \$1500 to come up with an innovative way to market their services. We received four applications, and all four were awarded \$1500. All four awardees (FTAC, Cameron, LABA, and LOCA) proposed improved ways to get their message out.

Additionally, the City released an RFP during this quarter, Rochester Housing Stability Fund, opening up dollars to provide housing and rental assistance services. We provided technical assistance to our partners, encouraging them to apply for this opportunity. We discussed the proposal during the November NCP Partners meeting, and then the research team (OTG) and project lead (C3) held office hours during the first week of December providing a time for the partners to meet one-on-one with us. Four NCP partners took advantage of these office hours. We also coordinated a letter of support from the NCP for all partners applying. The deadline is January 10th, 2024. To our knowledge five NCP partners applied for this grant (Cameron, FTAC, SWAN, BTS, MC Collaborative) along with our fiscal sponsor, CRC.

The anchor agency ED's requested regular meetings with the planning team, and we will begin those meetings in February. We plan to hold them on the off-months of the NCP All Partners meeting.

Our partners continued to expand and adapt their outreach efforts to better engage the communities they serve. SWAN at Montgomery Center,

Cameron, and Beyond The Sanctuary provided Thanksgiving and Christmas baskets to the community. Barakah provided Thanksgiving meals and and FTAC offered Thanksgiving and Christmas dinners.

Cameron Community participated in 23 different outreach events in addition to the walking street outreach and corner canopies. Across these 23 events, there were 1300 attendees. Of these 1300 attendees, deeper discussions occurred with 318 people (deeper discussions include referring directly to services, providing a low-barrier service on the spot).

Admin Notes

1/5/2024 -

Executive Directors for the agencies would like to start meeting regularly (on the off months). RFP for communications projects.

2023 Q4 #8 **Action:** NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress

[View](#) **Deliverable:** Community conversation event hosted in each NCP area (NW, NE, SW)

Measure: NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 75 residents

Budget %: 0.75 **Measure Met?** yes **Served:** 37

Comments: During this quarter we had our first execution of Community Conversations. The conversations were led by Rosa Marie through C3 Consultancy and Kevin Aiken, Action Front Center. Each of the anchor agencies hosted one conversation and they were held in the evenings on the same weekday that we normally conduct street outreach. We reached at least 37 residents across all three quadrants. The smallest turnout was at SWAN, and the largest was at FTAC. The conversations were guided by three overall questions: "What is your best hope for yourself? For your family? For your neighborhood?" In addition to these questions, the research team drafted a survey that included a few demographic items as well as items asking about satisfaction with different aspects of their neighborhood.

As a thanks for participating, residents were offered a gift basket (or drawstring bag) filled with either: women's hygiene items, men's hygiene items, household items, or items for unhoused people. The research team, On The Ground Research, published a report (see attachment) with more details describing the conversations and findings.

There were many lessons learned during this first round of conversations. Moving forward, we will hold the events at a different time (some people reported it was dark out, so they didn't attend) and better recruit residents. We did create a flyer for the event (see attachment), but it was not shared with enough people leading up to the event. Further, most of the participants of the FTAC community conversation were Spanish speaking, but the team facilitating the conversations did not have a Spanish translator. FTAC staff stepped in to assist, but in the future we will plan accordingly. We are also considering conducting less formal community conversations when we have captive audience opportunities, like food pantry lines at Cameron, BTS, or the People's Pantry for example. We will use these lessons learned in our next iteration of community conversations.

Admin Notes

1/5/2024 - Held in November. First execution of these events. All in the evening on weekdays. Smallest turnout at SWAN. Distribution kits for men, women and families; childcare for families/ food. Surveys were conducted with all participants. In the future, they plan to do some during the day and some on the weekends as well. Reached about 35 residents.

2023 Q4 #9 **Action:** NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks

[View](#) **Deliverable:** At least two (2) NCP neighborhood engagement walks conducted monthly

Measure: 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

Budget %: 0.25 **Measure Met?** yes **Served:** 214

Comments: The outreach walks continue to go well, though the cold weather impacted the total number of people served, as more people are seeking shelter. The number listed above represents the best estimate of unique residents that we engaged during walking street outreach. We do not collect demographic data on street engagements, so they are not captured in the excel quarterly data report. We conducted 36 total NCP outreach walks this quarter across the NW, SW, and NE quadrants. Note that this count of outreach walks includes the all-city caravan on 11/17 described below.

During this quarter, we had a total of 1036 engagements (not unique individuals) during outreach. The majority of these engagements are not unique individuals, as we have developed relationships with residents due to our ongoing, consistent, regularly scheduled outreach. Therefore, many of the people that we see and provide basic needs to know who we are. In addition to tracking overall engagements, the team also tracks deeper interactions, that is when the outreach team does more than just hand out items to someone, such as get them into detox. During this quarter, the team tracked 87 deeper interactions during walking street outreach.

Now that the word has gotten out and we can get supplies to people quicker, the demand for supplies has increased. In addition to the awareness and ability to meet needs quickly through our partners, the overall community need has grown exponentially. Outreach workers report increases in substance abuse, homelessness, and overall difficulty obtaining services through systems (medical, social services, housing, etc.) It feels as though residents need advocates to make their way through these systems at a much higher frequency than previously.

On Friday November 17th, we hosted our all-city winter caravan [flyer attached]. The timing of the event came from our anchor agency and outreach staff as we went out right after Code Blue and before the Thanksgiving holiday; and we did it directly after our bi-monthly NCP Partners Meeting. We focused on handing out sleeping bags, tents, and other warm weather gear (hand warmers, hats, gloves, etc.) Outreach staff also used this as a fire and safety educational opportunity, reminding people not to light fires inside their tents, and providing additional fire and safety training as well. There were 5-7 groups that went out across the city to conduct the outreach. The outreach teams engaged with 103 people during this event.

Even with winter coming, people do remain out on the streets. As we move into the colder months, walking outreach is halted if it is below 20

degrees (with windchill). In those instances, outreach is done by car.

One concern that the outreach team has identified is the deteriorating infrastructure in some of our most vulnerable communities. Sidewalk quality is the worst in some of our NCP neighborhoods, which is also where the highest number of people with disabilities live. This of course makes walking outreach more difficult when pulling carts and gear, but much more importantly, it makes it difficult for community members to safely move around their neighborhood.

Admin Notes

1/5/2024 - Walks have been going great. This past year has been more impactful. The collaborative effort of the agencies has been impactful as well. The need is also very significant- mental health/ substance issues/ advocacy services that are needed. If it is too cold, they send cars out to reach people in need. They have found that often the sidewalks are the worst in the spaces where there is the most need in the City (that plan on talking to the City about this). It's a harder time, so this can often motivate people to get more services and assistance. Easily hit their target in Q4.

There was also an all city caravan (November) during this quarter- tents, sleeping bags and hand warmers, educational materials delivered to residents. Talked to people about abandoned houses and safety education. 5-7 subgroups were involved with multiple distribution sites; 20-30 people at each sub group. The idea for this came from the anchor agencies.

COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

Question # 1 Have any of your company policies or procurement procedures changed since the contract start date? Policies and procedures reference:

- 1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).
 Y N
- 2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased though this Agreement.
 Y N
- 3. All records retention policies your agency has adopted
 Y N
- 4. Code of Ethics
 Y N
- 5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest
 Y N

Comments:

All policies and procedures are the same.

Question # 2 Are your insurance documents currently up to date in ContractHQ? These documents include:

- 1. Standard Worker's Compensation and Disability Insurance, if required by law.
 Y N
- 2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.
 Y N
- 3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.
 Y N

Automobile General Liability Y N and Umbrella endorsements Y N are also required.

Comments:

Question # 3 Is your reporting currently up to date in the ARPA Portal and ContractHQ?

- 1. Data Reporting Y N
- 2. Action Items Y N
- 3. Interim/ Annual Report Y N
- 4. Subcontracts in ARPA portal Y N
- 5. M/WBE Reporting Y N (review from Matt Burrell)

Do you have any questions about the reporting process or what is required?

No; for the MWBE reporting they do have a question about the targets in the reporting.

GENERAL ADMINISTRATION QUESTIONS

Question # 4 Has the senior leadership structure of your organization changed since the contract start date? Y N If so, how?

1. What has been the overall staff turnover since the contract start date?

.0625%: There has been significant growth since the contract start date so turnover has been balanced with growth

2. Have you been able to hire all of the positions necessary to carry out the ARPA project? Y N Have you had any difficulties filling these positions?

3. Please tell us about the responsibilities of the personnel who are currently included in the ARPA budget. Who is currently in charge of:

| | |
|--------------------------|----------------|
| 1. Payroll: | Jocelyn Basley |
| 2. Insurance: | Tina Paradiso |
| 3. Reporting/Vouchering: | Jocelyn Basley |
| 4. Purchasing: | Jocelyn Basley |

Comments:

Senior Leadership- They have appointed a CEO, Anthony Hall.

Question # 5 What percentage of your entity's overall budget does the ARPA award comprise?

50%

Question # 6 Does your entity have sufficient cash flow to carry out performance and delivery of the contract terms?

Yes

Are you comfortable with the vouchering process through the ARPA portal?

Yes

Question # 7 Does your agency have a financial management system in place that provides records that can identify the sources and application of funds for subaward funded activities?

Y N

1. If yes, does this system have the ability to break out project fund revenue and expenses, assets and property? Does the system have user access roles and note who performed a specific transaction?

Yes; Yes

2. If no, please explain.

3. Have you implemented any additional systems or CRMs since your contract start date to assist with the administration of the ARPA grant?

No

4. Who is responsible for administering this system? Do you have an internal team or have you recruited an outside organization?

Tina Paradiso; Hevron

5. How has your experience been with incorporating the data requirements for the ARPA project into your system?

This has been a work in progress, but has been going well. The action items and narratives have been straightforward. The data spreadsheet has been much more challenging. They are a low barrier approach to services so asking demographic questions has been difficult when meeting people where they are at in the community.

Comments:

Question # 8 Please walk us through your current enrollment process and the steps that you and each individual takes to obtain services within your organization.

They use a multiple entry door approach. At outreach if someone needs something they speak to the outreach team and that is provided. They can show up to the brick and mortar location and sign up for services/ assistance as well. A website has also been created so the team can be contacted via a form online (this and the voicemail box is turned into a referral form). They do the hand holding/ hand passing/ warm hand off to the next service provider to ensure that the hand off is supportive. They are currently in conversation with FLPPS to start using UNITEUS or another system that is available so that the referral process is more sustainable. They are working on a sustainability plan beyond the ARPA funding.

Question # 9 Is your SAM registration up to date in sam.gov?

Yes

Have you experienced any issues with your registration or with SAM since your contract start date?

No

Question # 10 Aside from this ARPA funding, has your organization taken on any additional Federal grants since your contract start date? If so, how many and for what funding amounts?

No

Question # 11 Have you- to date- received any monitoring interventions for any federal contracts?

No

Question # 12 Does your agency conform to Generally Accepted Accounting Procedures (GAAP) and have a designated federally cognizant audit agency (public accounting firm)?

If yes, please provide the name of the audit agency.

Yes, Hevron

Question # 13 Has your agency completed a Single Audit since your contract start date?

If yes, please provide the name of the audit agency.

If no, have you identified an audit agency to complete the single audit for the ARPA grant?

No, but they will in 2024

Question # 14 Does your agency have a negotiated indirect rate with the Federal government?

If yes, what is the rate? What Federal Agency approved/ negotiated the rate?

No

GRANTEE SPECIFIC QUESTIONS

Question Misc Various questions tailored to grantees based on their projects, goals, contracts, compliance meeting feedback etc.

How has it been to coordinate between all of the various agencies working on this project? What has been challenging about organizing that many agencies? What has been successful?
The bimonthly partnership meetings have been very helpful- there are also meetings within each quadrant. Independent organizations have come together to collaborate for events. Its a balance between the day to day operations and working together collaboratively- just like the clients they are meeting the agencies where they are. Spending was initially slow, but has continued to increase over the year and this momentum will continue/ increase in 2024. The support teams are always available which has been extremely helpful. They have to take into account how piloting something in one quadrant may affect the other 2.
Could you tell us which anchor agencies employ your leadership team? If someone vacates their roles, what is the process to replace them? Would they come from the same agency or could they potentially come from a different agency under NCP?

EVALUATION

Vouchers Expectation: The vouchers have been submitted on time per the grantees' assigned Risk Assessment. The vouchers require minimal follow up- they are accurate and include all required documentation. If follow up is required, the organization answers promptly and works diligently to provide any missing materials or required information.

- Meets Expectations (3)
Approaching Expectations (2)
Does Not Meet Expectations (1)

Notes Vouchers are generally on time or received within a week of the due date and follow up is always timely. Supporting documentation is well organization and consistent. Grantee to date has spent 50% of their year 1 budget with 3 vouchers left this year- Ideally they should be closer to 70%.

Documents & Paperwork Expectation: The insurance documents for the grantee are up to date in ContractHQ. All contracts over \$50,000 been submitted to Monroe County for review in the ARPA portal. If follow up is required, the organization answers promptly and works diligently to provide any missing materials or required information

- Meets Expectations (3)
- Approaching Expectations (2)
- Does Not Meet Expectations (1)

Notes All insurance documents are currently up to date in CONTRACKHQ. The interim and Q3 reporting was completed on time.

Action Items Expectation: Grantee is working toward performing action items on time and diligently. If an action item is behind schedule outlined in their contract, grantee is communicative with Monroe County staff and actively working on alternative solutions to ensure that contract conditions are met within the ARPA timeframe.

- Meets Expectations (3)
- Approaching Expectations (2)
- Does Not Meet Expectations (1)

Notes Grantee has met (currently in the Action Items) 16/22 deliverables to date, but in reading the comments and the numbers listed it seems that some of these deliverables have not actually been met (For example, Q1, #4- the deliverable is 135 individuals served but they reached 71 and still put "yes", the deliverable had been met. This should be moved to "no" or the number needs to be adjusted if more individuals were, in fact served. Grantee has shown significant progress this year in meeting the deliverables set in their action items as they continue to build relationships with individuals in the neighborhoods they serve and with the agencies in NCP.

Compliance Meetings Expectation: The grantee has attended all compliance meetings. Grantee is prepared for compliance meetings with information regarding quarterly action items. If a grantee is unable to attend a scheduled compliance meeting, the grantee works diligently with Monroe County staff to coordinate an alternative meeting date.

- Meets Expectations (3)
- Approaching Expectations (2)
- Does Not Meet Expectations (1)

Notes Grantee has attended all compliance meetings. They are on time, prepared and ready to discuss their action items.

▼ ✓ Attachments/Submit

Documents Documents uploaded here will be attached to this record once saved.

Question 8 (Legislator Brew)

01/05/24

Brigida, Micaela

From: Welch, Dylan
Sent: Friday, December 1, 2023 2:38 PM
To: 'Jocelyn Basley'; Tina Paradiso
Cc: janelle@onthegroundny.com
Subject: RE: ARPA - NCP - Next Compliance Meeting

Awesome, thank you!

And I hope everyone has a great weekend!



Dylan Welch (He/Him/His)
Contract Compliance Monitor
Monroe County Department of Finance
35 E Henrietta Rd Faith 3 East, Rochester, NY 14620
P: (585) 753-2434
dylanwelch@monroecounty.gov

From: Jocelyn Basley <jrbasley@c3consultancy.org>
Sent: Friday, December 1, 2023 2:25 PM
To: Tina Paradiso <tinap@commresourcecollab.org>
Cc: Welch, Dylan <dylanwelch@monroecounty.gov>; janelle@onthegroundny.com
Subject: Re: ARPA - NCP - Next Compliance Meeting

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

~~~~~

We can absolutely make January 5th work, just send us your meeting link and we'll swap our regular meeting link with yours!

On Fri, Dec 1, 2023 at 2:21 PM Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)> wrote:

Dylan:  
That works for me!

Have a great day!  
Tina

Tina Paradiso  
Chief Operating Officer  
888-444-1060 (o)  
585-491-3301 (c)



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

**Sent:** Friday, December 1, 2023 1:05 PM

**To:** Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>;  
[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com) <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>

**Subject:** ARPA - NCP - Next Compliance Meeting

This message was sent securely using Zix®

Hi All,

I apologize, I forgot to take time to set up our next meeting at this morning's Zoom!

If I recall, Fridays at 11 are good for you all. That being the case, can I set up our next compliance meeting for Friday, January 5<sup>th</sup> @ 11am? If there's another time / day that works better for you let me know.

Thank you!



Dylan Welch (He/Him/His)  
Contract Compliance Monitor  
Monroe County Department of Finance  
35 E Henrietta Rd Faith 3 East, Rochester, NY 14620  
P: (585) 753-2434  
[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)

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## Brigida, Micaela

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**Subject:** ARPA - NCP - Compliance Report Review Meeting - Dec. '23  
**Location:** <https://monroecounty-gov.zoom.us/j/83481200375?pwd=HZ2IJYTLIKuDal68B7I2gRe8tn5Zl.1>

**Start:** Fri 1/5/2024 11:00 AM  
**End:** Fri 1/5/2024 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Welch, Dylan  
**Required Attendees:** ARPA Calendar; Pelow, Faye; Beers, John; Tina Paradiso; Jocelyn Basley; janelle@onthegroundny.com

Dylan Welch is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://monroecounty-gov.zoom.us/j/83481200375?pwd=HZ2IJYTLIKuDal68B7I2gRe8tn5Zl.1>

Meeting ID: 834 8120 0375

Passcode: 28433734

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One tap mobile

+16469313860,,83481200375#,,,,\*28433734# US  
+16468769923,,83481200375#,,,,\*28433734# US (New York)

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Dial by your location

- +1 646 931 3860 US
- +1 646 876 9923 US (New York)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 301 715 8592 US (Washington DC)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 408 638 0968 US (San Jose)
- +1 507 473 4847 US
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- +1 719 359 4580 US
- +1 253 205 0468 US

Meeting ID: 834 8120 0375

Passcode: 28433734

Find your local number: <https://monroecounty-gov.zoom.us/j/kdw2GPCAT6>

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 Item Sheet - Year 1**

Action Table

| Year | Qtr | # | %    | Met | Indiv | Action / Deliverable / Measurement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------|-----|---|------|-----|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2023 | 1   | 1 | 1.50 | no  | 0     | <p><b>Action:</b> PROJECT MGMT: Assess capacity and secure buy-in with three NCP Anchor Agency &amp; NCP partner agencies</p> <p><b>Deliverable:</b> Meet with Anchor Agency Leadership, obtain signed MOUs or sub-contractor agreements as required</p> <p><b>Measurement:</b> Funded partners' consent to participation defined, understood and buy-in agreement reached</p> <p><b>Admin Notes:</b> Buy in from all anchor agencies. All decided to stay and remain anchor agencies. All have submitted first invoices for March and April.</p> <p><b>Comments:</b> The contract between CRC and the County was not yet signed, and we needed clarification on what was 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.</p> <p><a href="#">View Edit</a></p> |
|      |     | 2 | 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> Team meets every Friday and with the partners every other month. Starting 7/4 they will invite the Executive Directors every other week.</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).</p> <p>We have meeting minutes as back up if needed.</p> <p><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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|   |      |      |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Deliverable:</b> County's contract documentation completed, signed and executed as required; existing partner fiscal processes identified</p> <p><b>Measurement:</b> Signed grant agreement and/or contract in place for each funded partner agency (sub-contractors)</p> <p><b>Admin Notes:</b> All 12 subcontracts have been issues but not al 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><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> 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> <p><a href="#">View Edit</a></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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|   |      |    |   | <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> - 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.<br/> <a href="#">agency self assessment results.pdf</a><br/> <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> 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|   |      |     |   | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



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|   |      |    |   | <p><b>Measurement:</b> Participating partners adopt and use NCP Support Services referral/delivery model</p> <p><b>Admin Notes:</b> 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><br/> <a href="#">NCP Referral Process.pdf</a><br/> <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> 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</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|   |      |     |     | <p>team and communications specialist. The capacity building assessment tool is attached.</p> <p><a href="#">NCP Organizational Assessment Areas.pdf</a></p> <p><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.</p> <p><a href="#">507C5686-9466-41B2-B637-44770E3B2238.heic</a><br/> <a href="#">CD0AF3AA-8B12-4B16-B704-02924CF5517C.heic</a><br/> <a href="#">AD735C80-D6D7-4C23-96B5-5E0F738319D5.jpeg</a></p> <p><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> 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|   |      |     |   | <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 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><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> 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><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> 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>                                                                                                                                                                                                                               |

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|   |   |      |     |     | <p>We also held our bi-monthly NCP partners meeting during this quarter, minutes are attached. <a href="#">NCP Partners Meeting Minutes and Agenda 5.12.23.pdf</a></p> <p><a href="#">View</a> <a href="#">Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3 | 1 | 0.25 | yes | 307 | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks</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; expected contact/reach 135 residents</p> <p><b>Comments:</b> The number listed above represents the best estimate of unique residents that we engaged during walking street outreach. We do not collect demographic data on street engagements, so they are not captured in the excel quarterly data report. We conducted 40 total outreach walks this quarter.</p> <p>During this quarter, we had a total of 1,358 engagements (not unique individuals) during walking outreach. The majority of these engagements are not unique individuals, as we have developed relationships with residents due to our ongoing, consistent, regularly scheduled outreach. Therefore, many of the people that we see and provide basic needs to know who we are. Community members expect us in the NW on Tuesdays between 1 and 2, on Wednesdays in the SW between 1 and 2 and the NE on Thursdays between 1 and 2. In addition to tracking overall engagements, the team also tracks, deeper interactions, that is when the outreach team does more than just hand out items to someone, such as get them into detox, refer them to a program in the area, or problem-solve an issue right there on the street. During this quarter, the team counted 86 deeper interactions during walking street outreach.</p> <p>On Friday, August 25th we held our second all-city walk, which focused on back to school. When walking in the SW we directed people to Barakah's backpack giveaway the following morning (Saturday 8/26), and in the NW Cameron held a community resource pop-up that aligned with the all-city walk - they passed out backpacks and school supplies from their parking lot, and then we ended</p> |

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|   |      |     |    | <p>the walk in the NE at the FTAC where they also held a pop-up giving out backpacks and school supplies.<br/> <a href="#">school supply FINAL (1).pdf</a><br/> <a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2 | 0.75 | yes | 96 | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Host Canopy pop-up event in each NCP area<br/> <b>Deliverable:</b> Canopy Pop-up event held in each NCP area to address identified neighborhood needs and expectations; expected contact/reach 25-50 residents per NCP area<br/> <b>Measurement:</b> Canopy Pop-up events held in each NCP area to address identified neighborhood needs and expectations; expected 75 residents<br/> <b>Admin Notes:</b> Still will do 2 engagement walks; likely 4. This may taper off in Q4 depending on the weather.<br/> <b>Comments:</b> The number listed above represents the best estimate of unique residents that attended the pop-ups. We do not collect demographic data on the pop-up attendees, so they are not captured in the excel quarterly data report.</p> <p>We continued to host corner canopy events Fridays throughout the quarter. We hosted twelve total pop-ups during this quarter. This included backpack and school supplies giveaways at FTAC, Cameron Community, and Barakah Muslim Charity. FTAC gave out 250 backpacks, Barakah gave out 500 backpacks, and Cameron gave out 320 backpacks.</p> <p>One of the pop-ups at FTAC on 9/29 included service providers like Trillium, Health Reach, and DHS. This pop-up was where the Deputy Commissioner of DHS (Denise Reed) piloted their DHS mobile unit. Conversations with her during the event indicated that more than 20 people spoke directly with DHS staff to get questions answered and a smaller number of those individuals were able to secure benefits, including a complex case that FTAC staff had been closely working with. In the words of the Deputy Commissioner, "This was absolutely a success!" when asked if this was a good use of their time.</p> <p>A note about the data: it is impractical for us to capture the number of UNIQUE people served at these events, as many of the attendees heard about the event while we were conducting walking outreach, from fliers, or they</p> |

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|   |      |     |    | <p>already receive services from the agency. Therefore, we created a formula to best estimate the number of unique people served at these events, which is what the 96 above represents. However, the overall total number of people that attended these twelve pop-ups was 414 individuals.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3 | 3.00 | yes | 29 | <p><b>Action:</b> ANCHOR AGENCIES: Create Capacity Building and Workforce Development plan based on agency/neighborhood needs assessment</p> <p><b>Deliverable:</b> NCP Anchor Agency WorkPlans developed - Capacity Building &amp; Workforce Development</p> <p><b>Measurement:</b> NCP Anchor Agency capacity building and workforce development activities initiated, staff hiring completed, strategies defined</p> <p><b>Admin Notes:</b> What is the formula?: The formula is a ratio- in NE is it 2/10 is estimated to be unique, in NW it is 2/10 and SW is 4/10. These ratios will likely change over time.</p> <p><b>Comments:</b> The number provided above represents the unique individuals that the NCP provided workforce development training and/or workforce placement to. These individuals are also captured in the excel quarterly data report.</p> <p style="text-align: center;">Workforce Development:</p> <p>This measure has been met, as the three anchor agencies have identified their workforce development need and developed an approach to meet that need. SWAN at Montgomery Center is focused on Security Training, graduating two classes during this quarter! Their approach is vocational and was chosen because many of the businesses in the neighborhood are interested in non-traditional security staff. SWAN's specific security training focuses on de-escalation and relationship-building. FTAC is utilizing a model of hiring people right off the streets to stock food pantries part-time for a few hours a week (one pantry being our NCP Partner - the People's Pantry). This has been going so well that all six of these individuals will have their hours increased starting in October. Cameron has identified an entrepreneurship need in the neighborhood, so they have implemented the barber apprenticeship program. During this quarter there were a few modifications made to the program to accommodate the needs of those interested in the program, which included expanding to a two-cohort model operating simultaneously so that people with only</p> |

have evening availability can now attend the program. Cameron is also offering a logistics program for people interested in working at Amazon warehouse, UPS, FedEx, etc. Cameron is currently identifying a better way to market the program as the term "logistics" seems to be unclear to people. Beyond The Sanctuary (BTS) continued to operate their JRSP during this quarter (focused on construction careers), which we refer NCP clients into.

#### Capacity-Building

All NCP partners continued to increase their capacity through fully staffing the project. During this quarter, four neighborhood ambassadors were hired by C3 Consultancy, a Communications Specialist and Research Assistant were hired by On The Ground Research, a social worker was hired for Cameron, and a specialist was hired for Beyond The Sanctuary. This brings the total NCP staffing for each agency to:

- Cameron: 2 (plus workforce development - Barber Program (subcontracted))
- SWAN: 2 (plus workforce development - Security Trainer (subcontracted))
- MC Collaborative: 3
- FTAC: 4 (including workforce development specialist)
- C3 Consultancy: 6 (including the 4 neighborhood ambassadors)
- On The Ground: 4 (including Communications Specialist)
- Beyond the Sanctuary: 2

Our partners continued to expand and adapt their outreach efforts to better engage the communities they serve. SWAN at Montgomery Center held a retirement luncheon for longtime nutrition program director and neighborhood elder Miss Viola McFarland. The County Executive along with other esteemed politicians not only attended the event, but conferred numerous awards and proclamations recognizing all of Miss Viola's contributions to community.

Barakah continue to host their weekly Chess club, though they are considering changes to the approach due to lower attendance than expected.

Cameron Community participated in 12 different

|   |      |     |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---|------|-----|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |     |     | <p>outreach events in addition to the walking street outreach and corner canopies. Across these 12 events, there were 974 attendees. Of these 974 attendees, deeper discussions occurred with 40 people (deeper discussions include referring directly to services, providing a low-barrier service on the spot).</p> <p>FTAC held three separate open houses in July in an effort to relaunch and reconnect with the neighborhood and leaders to introduce the new staff and Executive Director.</p> <p>Lyell Ave Business Association held a Community Resource Summer Party in partnership with Sweet Ida Mae's Pantry.<br/> <a href="#">ms viola retirement.jpg</a><br/> <a href="#">23 NSC summer party branded.jpg</a><br/> <a href="#">FTAC Open House.jpg</a><br/> <a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4 | 1.50 | yes | 138 | <p><b>Action:</b> SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process</p> <p><b>Deliverable:</b> Service delivery model developed and working in NCP areas</p> <p><b>Measurement:</b> NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected to serve 5 residents</p> <p><b>Admin Notes:</b> 8 new hires this quarter; 23 total</p> <p><b>Comments:</b> We identified a referral process that we will pilot as well as an electronic referral form for the partners. The process is described in the attachment.</p> <p>During this quarter, and similar to last quarter, the most pressing need continues to be housing assistance. The need is so high, that we did not have the capacity to help everyone. In fact, we made the decision to pause new referrals for the month of October so that we can catch-up on the current caseload. As a collaborative, we are very concerned about the impending housing crisis. Here is a sample of the types of messages we receive from community members:</p> <p>"Hello, I was given this information by my therapist because of the conversation i had with her about being behind on rent due to being out of work for the month of September and my pay being behind and less than normal. I appreciate any information you have. Thank you for your time."</p> |



|   |      |     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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|   |      |     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>"Hello, good afternoon. I am calling about some assistance. I'm a family of five and we're living in a motel in basically. We're about to be put out because of short on payments. we're able to work and my number is &lt;redacted&gt; I will explain to you when you call. Thank you so much. We're just needing some assistance, please. Thank you. God bless."</p> <p>"Hi, my name is &lt;redacted&gt;, and I was calling because I had filled out an application to try to see about getting help with my back rent. I have court on October 20th, and I called before but I haven't received the call back, but I was wondering if you could give me a call back. I needed help with my back rent. Thank you and have a good day."</p> <p>"Do you help with rent assistance if person is on verge of eviction..?"</p> <p><a href="#">NCP Referral Process.pdf</a><br/> <a href="#">NCP Referral Form- Draft for Pilot.pdf</a><br/> <a href="#">View Edit</a></p> |
| 5 | 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;</p> <p><b>Comments:</b> We continued our bi-weekly quadrant meetings to build up the services network. We identified a potential services partner that could be added to the network for the NW quadrant - Loving Arms Outreach Center. Partners continued to coordinate services and began piloting the NCP referral process.</p> <p>We held two NCP Partners Meetings during this quarter (minutes attached).</p> <p>The Communications Specialist updated our logo and created a brand package for all partners to use on their materials. Our website was updated as well (rocncp.org) and our Communications Specialist began sending out a weekly Events Flier all NCP Partners. Next quarter we will start an internal NCP newsletter for all the partners.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|   |      |     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---|------|-----|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |     |   | <p align="center"> <a href="#">brand guide NCP.pdf</a><br/> <a href="#">NCP Partners Meeting Minutes 7.14.23.pdf</a><br/> <a href="#">NCP Partners Meeting Minutes 9.8.23.pdf</a><br/> <a href="#">View Edit</a> </p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 6 | 0.75 | yes | 0 | <p> <b>Action:</b> EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes<br/> <b>Deliverable:</b> NCP data, indicators and expected outcomes<br/> <b>Measurement:</b> NCP data, indicators and expected outcomes collected and shared<br/> <b>Comments:</b> We developed the research plan and began data collection and analysis. We will be focused on assessing collaboration, agency capacity-building, and conducting a process evaluation. Further, using a participatory action research approach, we have identified medium and long-term outcomes at the individual, agency, and neighborhood level. The attached research paper describes our findings from asking the partners what NCP success looks like. From that process, we adopted a thriving neighborhood framework to measure long-term impact. This approach focuses on the following outcomes: (1) People-Led: People are meaningfully involved in matters that affect their lives and communities, (2) Relationships and Connections: People and communities connect with, understand and support one another, (3) Individual Wellbeing (and Resilience): People are enabled to live fulfilled lives, and (4) Places and Spaces: Communities have physical places and spaces that they can use to make good things happen. Lastly, a new area of research has emerged, which is looking at employing nontraditional employees in the workforce. We began to develop this research plan in the last month. We also attached our first research paper which describes the NCP.<br/> <a href="#">2) Defining Success - NCP-02.pdf</a><br/> <a href="#">1) NCP Description - NCP-01.pdf</a><br/> <a href="#">View Edit</a> </p> |
| 7 | 0.50 | yes | 0 | <p> <b>Action:</b> FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation<br/> <b>Deliverable:</b> Reimbursement documentation completed by each funded partner agency<br/> <b>Measurement:</b> NCP expenditures accurately documented, submitted and fully reimbursed<br/> <b>Admin Notes:</b> Planning to put out a minimum of 2 per quarter </p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|   |      |     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---|------|-----|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |      |     |   | <p><b>Comments:</b> NCP Partners continued to submit their invoices and receipts through the outlined process as developed by C3 Consultancy and CRC. Most of the partners now adopted the process and submit without any major issues. With that said, we continue to provide TA to a few of the partners in following this process. We continue to engage in capacity-building to bring all partners up to speed on the process.</p> <p>We do have one agency that has yet to expend dollars, but this was reported on in the previous quarter as there has been a change in leadership and turnover in a key position. However, we continued to engage with this partner and expect a significant portion of the funds to be spent in the final quarter.</p> <p>Our fiscal agent did change banking institutions during this quarter.</p> <p>The County's elongated timeline for reimbursement does continue to pose a challenge to our agencies as they are already stretched thin. If we can get reimbursements to within 30 days, that would be really helpful to our partners.</p> <p>One of the ongoing crises that we are up against is that rental assistance needs have skyrocketed for our community members. To address this, we halted hiring additional neighborhood ambassadors at this time with the intent to transfer those dollars from C3's budget to manage the \$2,000 in overspent funds from Beyond the Sanctuary. We did this because it is more important that the NCP is responsive to the community's needs - which right now is the need for back rent, security deposits, and any other activity that prevents eviction. We will continue to make these adjustments to the budget given the experience we have learned.</p> <p style="text-align: center;"><a href="#">View Edit</a></p> |
| 8 | 1.25 | yes | 0 | <p><b>Action:</b> PROJECT MGMT: Continue working NCP Implementation Plan (phase 1-4)</p> <p><b>Deliverable:</b> NCP Implementation Plan (phase 1-4) followed</p> <p><b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|--|---|------|------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |   |      |      |   | <p><b>Comments:</b> We continued phase 1 of implementation, which includes hiring staff, developing processes, creating forms, and building trust. The NCP Communications Specialist was hired and has outlined a communications strategy, edited and maintained the NCP website: rocncp.org which includes a forward facing calendar of events. We also hired four neighborhood ambassadors (two in the NW, one in NE, and one in SW).</p> <p><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>Comments:</b> We continued our ongoing weekly NCP Planning meetings this quarter. Whenever we were unable to meet due to scheduling conflicts, we connected via email. During one of our planning meetings we invited Wren to describe his work in North Carolina and California in which he created a social determinants of health pricing guide that are being piloted in NC and CA for CBOs to be reimbursed by insurers for providing the service. This is part of the sustainability plan with the NCP and aligns with the 1115 Medicaid waiver discussions taking place in NY state.</p> <p>Agendas and minutes available upon request.</p> <p><a href="#">View Edit</a></p> |
|  | 4 | 1    | 0.25 |   | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks</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; expected contact/reach 135 residents</p> <p><a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|  |   | 2    | 0.75 |   | <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|   |      |  |  | <p><b>Measurement:</b> NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 75 residents<br/><a href="#">View Edit</a></p>                                                                                                                                                                                                                                                          |
| 3 | 1.50 |  |  | <p><b>Action:</b> ANCHOR AGENCIES: Continue working Anchor Agency's Capacity Building and Workforce Development plan<br/><b>Deliverable:</b> NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed<br/><b>Measurement:</b> NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 1<br/><a href="#">View Edit</a></p>            |
| 4 | 0.75 |  |  | <p><b>Action:</b> SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process<br/><b>Deliverable:</b> Service delivery model developed and working in NCP areas<br/><b>Measurement:</b> NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected reach 5 residents<br/><a href="#">View Edit</a></p>                              |
| 5 | 0.75 |  |  | <p><b>Action:</b> SERVICES NETWORK: Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)<br/><b>Deliverable:</b> Regular check-in meetings between MC2, BTS and supporting partner agencies<br/><b>Measurement:</b> Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs<br/><a href="#">View Edit</a></p> |
| 6 | 0.75 |  |  | <p><b>Action:</b> EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes<br/><b>Deliverable:</b> NCP data, indicators and expected outcomes<br/><b>Measurement:</b> NCP data, indicators and expected outcomes collected and shared<br/><a href="#">View Edit</a></p>                                                                                                                                  |
| 7 | 1.25 |  |  | <p><b>Action:</b> PROJECT MGMT: Continued working of NCP Implementation Plan (phase 1-4)<br/><b>Deliverable:</b> NCP Implementation Plan (phase 1-4) followed</p>                                                                                                                                                                                                                                                                   |

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|  |  |   |      |  | <p><b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1<br/>PREPARE<br/><a href="#">View Edit</a></p>                                                                                                                                                                                              |
|  |  | 8 | 0.25 |  | <p><b>Action:</b> PROJECT MGMT: NCP Planning &amp; Progress Discussions<br/><b>Deliverable:</b> NCP Project Team Meetings held regularly<br/><b>Measurement:</b> NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations<br/><a href="#">View Edit</a></p>                                               |
|  |  | 9 | 0.25 |  | <p><b>Action:</b> FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation<br/><b>Deliverable:</b> Reimbursement documentation completed by each funded partner agency<br/><b>Measurement:</b> NCP expenditures accurately documented, submitted and fully reimbursed<br/><a href="#">View Edit</a></p> |

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| 4 | 1 | 0.25 | yes | 214 | <p><b>Action:</b> NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks</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; expected contact/reach 135 residents</p> <p><b>Admin Notes:</b> 1/5/2024 - Walks have been going great. This past year has been more impactful. The collaborative effort of the agencies has been impactful as well. The need is also very significant- mental health/ substance issues/ advocacy services that are needed. If it is too cold, they send cars out to reach people in need. They have found that often the sidewalks are the worst in the spaces where there is the most need in the City (that plan on talking to the City about this). It's a harder time, so this can often motivate people to get more services and assistance. Easily hit their target in Q4.</p> <p>There was also an all city caravan (November) during this quarter- tents, sleeping bags and hand warmers, educational materials delivered to residents. Talked to people about abandoned houses and safety education. 5-7 subgroups were involved with multiple distribution sites; 20-30 people at each sub group. The idea for this came from the anchor agencies.</p> <p><b>Comments:</b> The outreach walks continue to go well, though the cold weather impacted the total number of people served, as more people are seeking shelter. The number listed above represents the best estimate of unique residents that we engaged during walking street outreach. We do not collect demographic data on street engagements, so they are not captured in the excel quarterly data report. We conducted 36 total NCP outreach walks this quarter across the NW, SW, and NE quadrants. Note that this count of outreach walks includes the all-city caravan on 11/17 described below.</p> <p>During this quarter, we had a total of 1036 engagements (not unique individuals) during outreach. The majority of these engagements are not unique individuals, as we have developed relationships with residents due to our ongoing, consistent, regularly scheduled outreach. Therefore, many of the people that we see and provide basic needs to know who we are. In addition to tracking overall engagements, the team also tracks deeper interactions, that is when the outreach team does more than just hand out items to someone, such as get them into detox. During this quarter, the team tracked 87 deeper interactions during walking street outreach.</p> <p>Now that the word has gotten out and we can get supplies to people quicker, the demand for supplies has increased. In addition to the awareness and ability to meet needs quickly through our partners, the overall community need has grown exponentially. Outreach workers report increases in substance abuse, homelessness, and overall difficulty obtaining services through systems (medical, social services, housing, etc.) It feels as though residents need advocates to make their way through these systems at a much higher frequency than previously.</p> |
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|   |      |    |    | <p>On Friday November 17th, we hosted our all-city winter caravan [flyer attached]. The timing of the event came from our anchor agency and outreach staff as we went out right after Code Blue and before the Thanksgiving holiday; and we did it directly after our bi-monthly NCP Partners Meeting. We focused on handing out sleeping bags, tents, and other warm weather gear (hand warmers, hats, gloves, etc.) Outreach staff also used this as a fire and safety educational opportunity, reminding people not to light fires inside their tents, and providing additional fire and safety training as well. There were 5-7 groups that went out across the city to conduct the outreach. The outreach teams engaged with 103 people during this event.</p> <p>Even with winter coming, people do remain out on the streets. As we move into the colder months, walking outreach is halted if it is below 20 degrees (with windchill). In those instances, outreach is done by car.</p> <p>One concern that the outreach team has identified is the deteriorating infrastructure in some of our most vulnerable communities. Sidewalk quality is the worst in some of our NCP neighborhoods, which is also where the highest number of people with disabilities live. This of course makes walking outreach more difficult when pulling carts and gear, but much more importantly, it makes it difficult for community members to safely move around their neighborhood.</p> <p><a href="#">all city outreach mailchimp walk.png</a><br/> <a href="#">View Edit</a></p>                                                                                                                                                                            |
| 2 | 0.75 | no | 37 | <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> 1/5/2024 - Held in November. First execution of these events. All in the evening on weekdays. Smallest turnout at SWAN. Distribution kits for men, women and families; childcare for families/ food. Surveys were conducted with all participants. In the future, they plan to do some during the day and some on the weekends as well. Reached about 35 residents.</p> <p><b>Comments:</b> During this quarter we had our first execution of Community Conversations. The conversations were led by Rosa Marie through C3 Consultancy and Kevin Aiken, Action Front Center. Each of the anchor agencies hosted one conversation and they were held in the evenings on the same weekday that we normally conduct street outreach. We reached at least 37 residents across all three quadrants. The smallest turnout was at SWAN, and the largest was at FTAC. The conversations were guided by three overall questions: "What is your best hope for yourself? For your family? For your neighborhood?" In addition to these questions, the research team drafted a survey that included a few demographic items as well as items asking about satisfaction with different aspects of their neighborhood.</p> <p>As a thanks for participating, residents were offered a gift basket (or drawstring bag) filled with either: women's hygiene items, men's hygiene items, household</p> |



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|   |      |     |    | <p>items, or items for unhoused people. The research team, On The Ground Research, published a report (see attachment) with more details describing the conversations and findings.</p> <p>There were many lessons learned during this first round of conversations. Moving forward, we will hold the events at a different time (some people reported it was dark out, so they didn't attend) and better recruit residents. We did create a flyer for the event (see attachment), but it was not shared with enough people leading up to the event. Further, most of the participants of the FTAC community conversation were Spanish speaking, but the team facilitating the conversations did not have a Spanish translator. FTAC staff stepped in to assist, but in the future we will plan accordingly. We are also considering conducting less formal community conversations when we have captive audience opportunities, like food pantry lines at Cameron, BTS, or the People's Pantry for example. We will use these lessons learned in our next iteration of community conversations.</p> <p style="text-align: center;"> <a href="#">Community Conversations Report.pdf</a><br/> <a href="#">comm convo flyer.pdf</a><br/> <a href="#">View Edit</a> </p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3 | 1.50 | yes | 37 | <p><b>Action:</b> ANCHOR AGENCIES: Continue working Anchor Agency's Capacity Building and Workforce Development plan</p> <p><b>Deliverable:</b> NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed</p> <p><b>Measurement:</b> NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 1</p> <p style="text-align: center;"><b>Admin Notes:</b> 1/5/2024 -</p> <p>Executive Directors for the agencies would like to start meeting regularly (on the off months). RFP for communications projects.</p> <p><b>Comments:</b> Capacity-building and workforce development continue to go well.</p> <p style="text-align: center;">Workforce Development:</p> <p>The number above is a subset of the 283 new NCP clients served this quarter (described in wraparound support services action item). This number represents the number of new clients who were part of the NCP's workforce development activities. For this quarter, this includes: SWAN's security training participants, FTAC's workforce development clients, Cameron's training program, and any new NCP client that obtained a job.</p> <p>The anchor agencies continue to offer a spectrum of workforce development opportunities, ranging from low-barrier hiring folks active in addiction stocking food pantries to the security training at SWAN to the barbershop apprentice program at Cameron.</p> <p>In this quarter, SWAN graduated their final 2023 security class. FTAC provided workforce development services (e.g., resume assistance, job search, transportation, interview practice, etc.) to 20 new clients this quarter. Of those 20 people, seven secured employment. Further, ten new NCP clients obtained jobs in this quarter. Employment was secured at Amazon, Holiday Inn, Career Start, The</p> |

People's Pantry (an NCP partner), Cameron Community (an NCP partner), and Zweigles.

Capacity-building:

All NCP partners maintained their increased capacity from last quarter as staff began to settle into their positions. One of our neighborhood ambassadors, Joseph Becker, met with some of the NCP partners to teach them about asset mapping and other mapping resources that are available. This way, partners can better recognize assets available in their immediate neighborhood in addition to their NCP partners.

In an effort to increase agency capacity specific to communications, we released a low-barrier communications RFP to the NCP partners and affiliates (e.g. Loving Arms Outreach, LOCA), offering up to \$1500 to come up with an innovative way to market their services. We received four applications, and all four were awarded \$1500. All four awardees (FTAC, Cameron, LABA, and LOCA) proposed improved ways to get their message out.

Additionally, the City released an RFP during this quarter, Rochester Housing Stability Fund, opening up dollars to provide housing and rental assistance services. We provided technical assistance to our partners, encouraging them to apply for this opportunity. We discussed the proposal during the November NCP Partners meeting, and then the research team (OTG) and project lead (C3) held office hours during the first week of December providing a time for the partners to meet one-on-one with us. Four NCP partners took advantage of these office hours. We also coordinated a letter of support from the NCP for all partners applying. The deadline is January 10th, 2024. To our knowledge five NCP partners applied for this grant (Cameron, FTAC, SWAN, BTS, MC Collaborative) along with our fiscal sponsor, CRC.

The anchor agency ED's requested regular meetings with the planning team, and we will begin those meetings in February. We plan to hold them on the off-months of the NCP All Partners meeting.

Our partners continued to expand and adapt their outreach efforts to better engage the communities they serve. SWAN at Montgomery Center, Cameron, and Beyond The Sanctuary provided Thanksgiving and Christmas baskets to the community. Barakah provided Thanksgiving meals and FTAC offered Thanksgiving and Christmas dinners.

Cameron Community participated in 23 different outreach events in addition to the walking street outreach and corner canopies. Across these 23 events, there were 1300 attendees. Of these 1300 attendees, deeper discussions occurred with 318 people (deeper discussions include referring directly to services, providing a low-barrier service on the spot).

[NCP office hours sign-up.pdf](#)

[NCP - award notification letter.png](#)

[NCP Communications Proposal RFP.pdf](#)

[View](#) [Edit](#)

4 0.75 yes 283

**Action:** SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process

**Deliverable:** Service delivery model developed and working in NCP areas

**Measurement:** NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected reach 5 residents

**Admin Notes:** 1/5/2024 - During the holidays over 50 individuals were served, in November over 42 food requests (3 rental assistance requests). This metric will definitely be met and they will serve far more people. Receiving 10 inquiries a day for rental assistance alone. Many are for RG&E requests (preventing power from being shut off). Rental assistance and housing is the number one issue. They underestimated the need that exists, but also the amount of trust that the agencies have in the community

**Comments:** We have consistently gone way above our estimated number of NCP clients. This quarter is no exception, especially as our NCP partners have their staff in place, they are able to increase their capacity to serve the community. We served 283 new clients this quarter. Of these new clients, 39 received rental assistance through the NCP. This prevented the eviction of 39 families in the community. Further, 31 clients obtained housing (majority transitional) through the NCP. The most common service provided was food, with 50 new clients obtaining food. While this was the most common and is a need, the number one request is for rental assistance. We would have served more clients if we had the funding to provide the assistance. Gas and electric bills are becoming an emerging issue with our clients.

It is now clear to the NCP partners that we grossly underestimated the need that exists around eviction prevention and the amount of trust and credibility that our agencies have in the community. This is why we believe so many community members are coming to us for support.

We were not prepared for the overwhelming community need of rental assistance.

This need has overwhelmed nearly all of our partners, especially Beyond The Sanctuary, as they are the main provider of rental assistance within the NCP. After talking with the project lead, it was decided that they would take a pause for the month of October in order to catch up with their current clients. This work is exposing gaps in systems as the housing crisis is real, but the solutions are lagging.

We continue to refer clients within the NCP and this is going well. The staff are still learning how to document and continuously track the referrals, but the partners are at least trying to document. Many referrals still happen via text, but the important thing is that the referrals/warm hand-offs are indeed occurring. As one partner recently explained, "It has been so much easier with the warm handoff because we can reach out to others in the collaborative and someone will have the answer or service."

This quarter, the research team met with all the partners to create an internal NCP Services List. This document was shared with the partners and is also being used to track changes over time (addition and removal of services).

|   |      |     |   | <a href="#">NCP Partner Program Services Inventory (NCP Internal Use Only).pdf</a><br><a href="#">View Edit</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| 5 | 0.75 | 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 achieved in support of resident and neighborhood needs</p> <p><b>Comments:</b> The NE and SW partners continue to meet regularly and the NW partners continue to build their relationship, as evidenced by the Thanksgiving dinner that was supported by Cameron, LABA, and their neighborhood association (LOCA - Lyell Otis Community Association). As mentioned in the Q3 reporting, Baden Street experienced significant leadership changes at both the executive and the program director levels. This quarter, their new leadership was put in place. The planning team members had a number of meetings with Baden Street staff to introduce ourselves and help them understand the NCP. Their new program director, Noraly Leicester, quickly found her way and began attending the regular NE quadrant NCP meetings.</p> <p>Partners continue to refer clients to one another within the NCP. The referrals are still predominantly within the quadrants (and via text) as we continue to build ourselves out, but there were a few cross-quadrant referrals during this quarter.</p> <p>We held one NCP Partners Meeting during this quarter (agenda and minutes attached).</p> <p>The Communications Specialist continued to send out the NCP newsletter (see two newsletter examples attached). Further, FTAC staff provided Spanish translation for our NCP rack card and flier. We also ordered NCP water bottles and stickers for NCP partners to distribute.</p> <p style="text-align: center;"> <a href="#">NCP - Community News, 11 30 2023.pdf</a><br/> <a href="#">NCP - Community News, 11 30 2023.pdf</a><br/> <a href="#">NCP - Community News, 12 27 2023.pdf</a><br/> <a href="#">NCP Partners Meeting Minutes 11.17.23.pdf</a> </p> <p style="text-align: center;"><a href="#">View Edit</a></p> |
| 6 | 0.75 | yes | 0 | <p><b>Action:</b> EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes</p> <p><b>Deliverable:</b> NCP data, indicators and expected outcomes</p> <p><b>Measurement:</b> NCP data, indicators and expected outcomes collected and shared</p> <p><b>Admin Notes:</b> 1/5/2024 - Plan to bring out hard copies, put them in a binder and have the on hand at the anchor agencies</p> <p><b>Comments:</b> The research team collected baseline data through the end of this quarter. All the partners completed the collaboration assessment tool so that we could track collaboration over time (see attachment). To date, the research team has captured indicator data on NCP implementation, capacity-building, collaboration, workforce development, neighborhood demographics and</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|   |      |     |   | <p>thriving/quality of life.</p> <p>The research team continues to publish and share NCP reports with the partners. The research team published six reports this quarter which can be found on rocncp.org as well as onthegroundny.com. We published: Root Cause Analysis; Community Conversations; Lyell-Otis Neighborhood Snapshot; S.W.A.N. Neighborhood Snapshot; El Camino Neighborhood Snapshot; and the NCP Neighborhoods Data Summary.</p> <p>The team realized that while most people view the reports electronically, there are also stakeholders who would like hard copies of the reports. To address this, the research team combined relevant working papers into booklets, printed by our MWBE, Imprintable Solutions, and then distributed to each of the partners. During this quarter, we printed our first booklet: An NCP overview (combining our first three NCP papers).</p> <p>As the housing crisis gets worse, one strategy is for each anchor agency to purchase a vacant house to rehab (creates a workforce development opportunity) and use as an additional funding stream to serve a community need (e.g., create a family shelter, transitional housing, or even permanent housing) and provide property management. To this end, the research team reviewed vacant property data and shared the attached reports with NCP partners.</p> <p><a href="#">Collaboration Assessment Tool - Google Forms.pdf</a><br/> <a href="#">NCP Neighborhood Data Summaries-NCP-08.pdf</a><br/> <a href="#">SWAN snapshot-NCP-06.pdf</a><br/> <a href="#">Lyell-Otis snapshot-NCP-05.pdf</a><br/> <a href="#">Root Cause Analysis - NCP-03.pdf</a><br/> <a href="#">El Camino snapshot-NCP-07.pdf</a><br/> <a href="#">Vacant Properties within .25 mile radius of Montgomery Center.pdf</a><br/> <a href="#">Vacant Properties within .25 mile radius of FTAC.pdf</a><br/> <a href="#">Vacant Properties within .25 mile radius of Cameron.pdf</a><br/> <a href="#">View</a> <a href="#">Edit</a></p> |
| 7 | 1.25 | yes | 0 | <p><b>Action:</b> PROJECT MGMT: Continued working of NCP Implementation Plan (phase 1-4)</p> <p><b>Deliverable:</b> NCP Implementation Plan (phase 1-4) followed</p> <p><b>Measurement:</b> NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE</p> <p><b>Comments:</b> We continued phase 1 of implementation, which includes hiring staff, developing processes, creating forms, and building trust. We came to realize that this has been a continuum of prepare, practice, pilot, succeed. For example, the agencies this quarter have started to really understand how they can spend their money to provide direct services to clients, so we have done well with actually piloting service delivery. However, most other aspects of the NCP were in the prepare stage during this quarter. Agencies are still preparing for an improved client management system and activity tracking. Further, ED's have an improved understanding of the reimbursement model and how to budget accordingly.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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|   |      |     |   | <p>Meanwhile, we are also determining the most effective way to host meaningful community conversations. In many cases, we find it best to try and learn from the experience. That is how we approach the conversations along with other aspects of the NCP, including the NCP referral process, service delivery, and workforce development.</p> <p>We are proud that all thirteen partners have come together in ways that they never had before, and this was all done in only nine months. Baden Street was the final agency to get up to speed due to staffing transitions, and they have settled into the regular NE quadrant partner meetings, with plans to co-locate staff at FTAC one day/week in Q1 of 2024.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 8 | 0.25 | yes | 0 | <p><b>Action:</b> PROJECT MGMT: NCP Planning &amp; Progress Discussions<br/> <b>Deliverable:</b> NCP Project Team Meetings held regularly<br/> <b>Measurement:</b> NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations<br/> <b>Comments:</b> The NCP Planning team continued to meet regularly on Fridays as schedules allowed. This quarter was busy, with numerous holiday activities and events (Thanksgiving, Christmas). We did not want to overextend the team, so if we canceled a Friday meeting, we still communicated via phone, text, in-person, or email about any issues, questions, plans. Agendas and minutes available upon request.</p> <p>We continued our sustainability planning around the 1115 Medicaid waiver. The goal is for CBOs to be reimbursed for providing social determinants of health services to clients. We met with staff from FLPPS (Finger Lakes Performing Provider System) to ensure that we are set up appropriately to be ready for the waiver and piloting the social care network. FLPPS staff attended our November partners meeting, met with some of the NCP partners, and continue to have ongoing conversations with the NCP planning team.</p> <p style="text-align: center;"><a href="#">View Edit</a></p> |
| 9 | 0.25 | no  | 0 | <p><b>Action:</b> FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation<br/> <b>Deliverable:</b> Reimbursement documentation completed by each funded partner agency<br/> <b>Measurement:</b> NCP expenditures accurately documented, submitted and fully reimbursed<br/> <b>Comments:</b> All NCP partners are fully trained on the NCP fiscal process. Trained partners are following the process as outlined as these have become standard operating procedures for our partners. NCP (Jocelyn!) continued to submit our monthly invoices on-time to the county throughout this entire quarter. However, none of the partners have been reimbursed for October, November, or December expenses. November and December are to be expected, but October's invoice was not reimbursed in December as it was anticipated it would be. Partners continue to struggle with the reimbursement model, especially if one partner's invoice requires additional clarification or explanation for the county. This holds up all the other partners' reimbursements.</p>                                                                                                                                                                                                |

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|  |  |  |  | <p>We did not meet this action item because for October expenses, all but one NCP expense was approved.</p> <p>During the NCP Partners meeting this quarter, we discussed the challenges with reimbursement along with solutions. For example, whether there are ways to speed up the process, seek out lines of credit, or other alternatives. It is nearly impossible for these small non-profits to survive when they have three months worth of accounts payable, and have to make payroll. This is an ongoing issue. We are in the process of scheduling an urgent meeting between our anchor agencies and planning team to identify and implement solutions.</p> |
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