

**Question 1 c. i.**  
**(Legislator Brew)**

**Pelow, Faye**

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**From:** Pelow, Faye <FayePelow@monroecounty.gov>  
**Sent:** Monday, October 17, 2022 1:03 PM  
**To:** janelle duda-banwar  
**Subject:** RE: County of Monroe American Rescue Plan Act (ARPA) Subrecipient Questionnaire and Action Items

Hi Janelle,

Very nice to connect with you and I look forward to meeting you virtually tomorrow! I checked in with our Purchasing and Legal departments and was able to get some clarification for you.

Per the feedback: the County is not able to provide any kind of feedback regarding the proposal score or reviewer feedback at this time because we are still within a procurement cycle. Once the contracts are executed, you may submit a FOIL form on the Monroe County website to get any details regarding the procurement if you would like that information.

Per the contract documents: The County must receive policy and insurance documents from the subrecipient entity with whom we are contracting. The subrecipient with whom we are contracting will then be obligated in ensuring its "sub-subrecipients" are in compliance with all policies, insurance, and reporting requirements. We do not necessarily need to see the "sub-subrecipient's" policies/insurance documents.

I hope that this is helpful! Let me know if you have any other questions or feel free to bring them with you tomorrow at the Q& A session tomorrow.

Thank you!

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

**From:** janelle duda-banwar <neighborhoodcollaborative@gmail.com>  
**Sent:** Sunday, October 16, 2022 7:33 PM  
**To:** Pelow, Faye <FayePelow@monroecounty.gov>  
**Subject:** Re: County of Monroe American Rescue Plan Act (ARPA) Subrecipient Questionnaire and Action Items

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Good evening Dr. Faye Pelow,

Thank you for sharing this information and your continued guidance during this pending post-award process. I was wondering if/when applicant/grantee proposal score and reviewer(s) feedback would be made available? As you are aware the Neighborhood Collaborative Project (NCP) is not a standalone single nonprofit entity but exists as a collaborative with a fiscal sponsoring agency, Community Resource Collaborative. So, in reviewing the Grantee Survey and Action Item attachments, we expect to adopt, follow and use the insurance certifications, policies and procedures of our fiscal sponsoring agency for the overall Project and incorporate the same language and expectations outlined under your **COMPANY POLICIES AND INSURANCE DOCUMENTS and the ADDITIONAL FEDERAL GRANT REQUIREMENTS** sections in our TBD participating partner agreements. Is this a reasonable and allowable expectation or are there other circumstances that we will need to consider and comply with?

Perhaps this information will be covered by our upcoming technical assistance webinar and if so, my apologies for "jumping the gun" with my questions; if not, I appreciate your consideration, look forward to receiving your response and meeting you virtually Tuesday at 10am.☺

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

*Jocelyn Basley, Community Consultant*

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

On Thu, Oct 13, 2022 at 12:43 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Good Afternoon,

Congratulations again on your successful application to Monroe County! We look forward to working with you and are here to help you navigate this process.

We anticipate the Monroe County Legislature to vote on the approval of the funding of your project at its meeting on November 15, 2022. While we cannot guarantee your project will be approved by the Legislature, we strongly encourage you to begin looking over /gathering the requested information attached in anticipation of that date. After the vote, we will all be under a short time frame to finalize contracts before the January 1, 2023 deadline- especially bearing in mind that this will be during the holiday season. Please consider preparing materials and gathering documents for the attached survey and submitting it to the County as soon as you are able via the ARPA portal at <https://www.monroecounty.gov/arpa-rfp>. We are currently creating this survey in the portal so it will not be complete by the time we send out this email, but we hope to have it finalized by the 18<sup>th</sup> or shortly after. We will alert you when it is open and ready for you to start adding your responses and documents.

If you have any questions, please feel free to reach out or bring them with you to the Q&A session on October 18<sup>th</sup> at 10 AM. We will have additional details regarding the process as well as representatives from our PTAC, Legal and DEI departments available to answer clarifying questions.

Thank you all for your cooperation and partnership!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

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## Pelow, Faye

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**From:** Pelow, Faye <FayePelow@monroecounty.gov>  
**Sent:** Tuesday, November 15, 2022 11:38 AM  
**To:** Neighborhood Collaborative Project  
**Subject:** RE: Update on November 15 Legislative Vote

Thanks Jocelyn 😊 We will keep working hard and pushing forward!

### Dr. Faye Pelow

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

**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Tuesday, November 15, 2022 9:39 AM  
**To:** Pelow, Faye <FayePelow@monroecounty.gov>  
**Subject:** Re: Update on November 15 Legislative Vote

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I certainly understand given my DC experience so I've developed a tolerance and patience for political bureaucracy. 😊

Kudos to you and the entire team for your tenacity and transparency. Together we wait . . .

On Tue, Nov 15, 2022 at 9:26 AM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Hi Jocelyn,

It is certainly not the news we were hoping for. With the vote being pushed, the timeline for our deliverables will also be pushed back. When we have a new timeline, we will share this with the grantees.

Per the meeting this evening, if you are planning to speak to the Legislature regarding your project, you will need to contact David Grant, Clerk of the Legislature at 585-753-1950 or [dgrant@monroecounty.gov](mailto:dgrant@monroecounty.gov), to confirm and he can add you to the agenda. You can also send him some written comments that can be shared with the Legislators if you would like.

I have not heard back from our legal team regarding the Property Management requirement, but I will follow up with them today and will let you know as soon as I have an answer for you.

If you have any other questions regarding the vote tonight, Rebecca and I are free to discuss them with you on a phone call or via Zoom any time from 11 AM-noon or 1-3 PM.

Best,

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

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

**Sent:** Monday, November 14, 2022 7:15 PM

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

**Subject:** Re: Update on November 15 Legislative Vote

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Hi Faye,

This is certainly disappointing news indeed. Given this delay, will your office be making any adjustment to the Grantee Survey deliverables? Also, have you received any feedback from your legal team regarding the Property Management requirement?

I'm still planning to attend the County Legislature meeting tomorrow evening to see what if anything is brought forward from the Legislators and our community. Fingers crossed and prayers sent that this is only a temporary setback and not a more serious matter.

As always, thank you for your continued support and assistance.

*Jocelyn Basley, Community Consultant*

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

On Mon, Nov 14, 2022 at 5:12 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Good afternoon –

We are reaching out with an update on the status of the Monroe County Legislative vote that was scheduled for tomorrow evening. The Clerk of the Legislature has indicated to a grant recipient that the Legislature does not intend to bring the ARPA Referral up for a vote on November 15. This will delay the finalization of contracts and therefore delay the start of any services we can conduct with the ARPA funded programs. We will reach out to you with additional information as soon as we can.

As noted in the preliminary award letters, approval of this funding is in the hands of the County Legislature. Should you have any concerns, questions, or would like to present to the Legislature tomorrow evening during the regular meeting, please feel free to contact David Grant, Clerk of the Legislature at 585-753-1950 or [dgrant@monroecounty.gov](mailto:dgrant@monroecounty.gov).

Thank you.

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

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**Pelow, Faye**

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**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Wednesday, December 7, 2022 7:18 PM  
**To:** Pelow, Faye; Case Caico, Rebecca  
**Cc:** Carmen Allen; Dr. Janelle Duda-Banwar; Andy Carey; Tina Paradiso  
**Subject:** Re: ARPA Follow Up: Q&A Session, Updated Timeline and Survey Guidance

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Faye & Rebecca,

Yes we did receive your November 21st email. Unfortunately I focused on the first part and inadvertently misread the last part of your statement - " We would still like to actively push forward with the survey deliverables. As soon as the vote is complete we will be able to start the contract process without delay. After the vote is finalized and everyone is approved (as we hope/believe you all will be) we will ask you to complete the ARPA survey within two weeks."

My apologies for the confusion and thank you in advance for your review and feedback of our current submission.

Fingers crossed and prayers sent for a positive outcome on December 13th.😊

Best regards,

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

On Wed, Dec 7, 2022 at 4:43 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Hi Jocelyn,

Attached is the email that I sent out to the ARPA grantees on November 21<sup>st</sup> explaining the updated timeline, that services cannot start on January 1<sup>st</sup> and that the new deadline would need to be after the Legislature vote is complete. I double-checked and you are on the recipient list- did you not receive it? If not- check your spam folder or junk email folder. Sometimes emails from the County can get stuck in there.

All grantees will be on the same contract schedule- we will review all of the survey responses as soon as we are able. We will certainly be in touch with feedback and will let you know if anything additional is needed to move your proposal forward.

Thank you,

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

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

**Sent:** Wednesday, December 7, 2022 3:41 PM

**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>

**Cc:** Andy Carey <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>; Carmen Allen <[beyondthesanctuary20@gmail.com](mailto:beyondthesanctuary20@gmail.com)>; Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Dr. Janelle Duda-Banwar <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>; Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>

**Subject:** Re: ARPA Follow Up: Q&A Session, Updated Timeline and Survey Guidance

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Hi Faye,

I hope you are well and thank you for this update. We were not aware that the November 30th deadline had been suspended. In fact, our last communication implied that you were holding the deadline steady in hopes that the proposed timeline would continue to move forward.

Subsequently, we've already completed and submitted our ARPA survey response. Will your office review and provide feedback regarding our current submission? Is there opportunity for our proposal to move forward sooner once any needed changes or corrections are made?

We look forward to receiving your response.

Jocelyn Basley, Community Consultant

Project Lead for the Neighborhood Collaborative Project

On Wed, Dec 7, 2022, 10:19 AM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Good Morning,

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

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

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

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

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

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

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

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

Action: Equip new office space

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

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

Action: Hire program staff

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

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

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

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

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

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

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

Also please note that we will be requiring quarterly reports that are broken down by the individuals served: we will need to have reporting on the demographic information and services provided to each individual in your program (and partner programs). We will be providing a template excel file for this once all of the surveys have been completed and received. If you do not currently have the functionality to report on each individual, you will need to either work with your recordkeeping provider (or internal team) or you will be able to create individual records for each person served in the ARPA portal. We understand that your recordkeeping services may charge for this additional report- you are able to utilize ARPA funds to pay for this administrative cost.

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

Thank you!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

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## Pelow, Faye

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**From:** Pelow, Faye <FayePelow@monroecounty.gov>  
**Sent:** Monday, December 19, 2022 10:42 AM  
**To:** Neighborhood Collaborative Project  
**Subject:** RE: W9 and IRS Letter

Perfect- thanks Jocelyn!

### **Dr. Faye Pelow**

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

**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Friday, December 16, 2022 3:09 PM  
**To:** Pelow, Faye <FayePelow@monroecounty.gov>  
**Cc:** Tina Paradiso <tinap@commresourcecollab.org>  
**Subject:** Re: W9 and IRS Letter

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Good afternoon and happy Friday Faye,

Per your request, attached you will find copies of a signed W-9 and the IRS's EIN assignment letter for the Community Resource Collaborative, fiscal sponsor for the Neighborhood Collaborative Project. As always, please let me know if anything else is needed.

Best wishes for a safe and wonderful weekend!

*Jocelyn Basley, Community Consultant*

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

On Thu, Dec 15, 2022 at 3:37 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Hi Jocelyn,

I am working on setting Community Resource Collaborative up as a vendor in our system with our purchasing department. Could you please send me a signed copy of your W9 as well as a copy of your IRS letter that assigns your EIN?

Thanks!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

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**NEW YORK STATE OFFICE OF THE STATE COMPTROLLER**  
**SUBSTITUTE FORM W-9:**  
**REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION**

**TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.**

**Part I: Vendor Information**

1. Legal Business Name:  
Community Resource Collaborative Inc.

2. Business name/disregarded entity name, if different from Legal Business Name:

3. Entity Type (Check one only):

Individual Sole Proprietor    Partnership    Limited Liability Co.    Corporation    Not For Profit  
 Trusts/Estates    Federal, State or Local Government    Public Authority    Disregarded Entity  
 Other \_\_\_\_\_

Exempt Payee

**Part II: Taxpayer Identification Number (TIN) & Taxpayer Identification Type**

1. Enter your TIN here: (DO NOT USE DASHES)  
See instructions.

8 7 2 5 9 8 0 2 2

2. Taxpayer Identification Type (check appropriate box):

Employer ID No. (EIN)    Social Security No. (SSN)    Individual Taxpayer ID No. (ITIN)    N/A (Non-United States Business Entity)

**Part III: Address**

1. Remittance Address:

Number, Street, and Apartment or Suite Number  
100 College Avenue, Suite 130

City, State, and Nine Digit Zip Code or Country  
Rochester, NY 14607

2. Ordering Address:

Number, Street, and Apartment or Suite Number  
100 College Avenue, Suite 130

City, State, and Nine Digit Zip Code or Country  
Rochester, NY 14607

Email Address

tinap@commresourcecollab.org

**Part IV: Vendor Primary Contact Information – Executive Authorized to Represent the Vendor**

Primary Contact Name: Tina Paradiso

Title: Executive Director

Email Address: tinap@commresourcecollab.org

Phone Number: (888) 444-1060

**Part V: Certification and Exemption from Backup Withholding**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (TIN), and
- I am a U.S. citizen or other U.S. person, and
- (Check one only):  
 I am not subject to backup withholding. I am (a) exempt from back up withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, or  
 I am subject to backup withholding. I have been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, and I have not been notified by the IRS that I am no longer subject to back withholding.

Sign Here:

  
 \_\_\_\_\_  
 Signature

Tina Paradiso

Print Preparer's Name

Executive Director  
 Title

(888) 444-1060

Phone Number

8.9.2022

Date

tinap@commresourcecollab.org

Email Address

**DO NOT SUBMIT FORM TO IRS – SUBMIT FORM TO NYS ONLY AS DIRECTED**

**NYS Office of the State Comptroller**  
**Instructions for Completing Substitute Form W-9**

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New York State (NYS) must obtain your correct Taxpayer Identification Number (TIN) to report income paid to you or your organization. NYS Office of the State Comptroller uses the Substitute Form W-9 to obtain certification of your TIN in order to ensure accuracy of information contained in its payee/vendor database and to avoid backup withholding.<sup>1</sup> We ask for the information on the Substitute Form W-9 to carry out the Internal Revenue laws of the United States. You are required to give us the information.

Any payee/vendor who wishes to do business with New York State must complete the Substitute Form W-9. Substitute Form W-9 is the only acceptable documentation. We will not accept IRS Form W-9.

**Part I: Vendor Information**

1. **Legal Business Name:** For individuals, enter the name of the person who will do business with NYS as it appears on the Social Security card or other required Federal tax documents. An organization should enter the name shown on its charter or other legal documents that created the organization. Do not abbreviate names.
2. **Business name/disregarded entity name, if different from Legal Business Name:** Enter your DBA name or another name your entity is known by.
3. **Entity Type:** Check the Entity Type doing business with New York State.

**Part II: Taxpayer Identification Number (TIN) and Taxpayer Identification Type**

The TIN provided must match the name in the "Legal Business Name" box to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, refers to IRS W-9 instructions for additional information. For other entities, it is your employer identification number (EIN). If you do not have a number or if the account is in more than one name, refer to IRS W-9 instructions for additional information.

1. **Taxpayer Identification Number:** Enter your nine-digit Social Security Number, Individual Taxpayer Identification Number (ITIN) or Employer Identification Number (EIN).
2. **Taxpayer Identification Type:** Check the type of identification number provided.

**Part III: Address**

1. **Remittance Address:** Enter the address where payments, 1099s, if applicable, and official correspondence should be mailed. This will become the default address.
2. **Ordering Address:** Enter the address where purchase orders should be sent. Please note that purchase orders will be sent via email by default.

**Part IV: Vendor Primary Contact Information**

Please provide the contact information for an executive at your organization. This individual should be the person who makes legal and financial decisions for your organization. Name, phone number and email address are required.

**Part V: Certification and Exemption from Backup Withholding**

Check the appropriate box indicating your exemption status from backup withholding. Individuals and sole proprietors are not exempt from backup withholding. Corporations are exempt from backup withholding for certain types of payments. Refer to IRS Form W-9 instructions for additional information. The signature should be provided by the individual, owner, officer, legal representative, or other authorized person of the entity listed on the form. Certain exceptions to the signature requirement are listed in the IRS instructions for form W-9.

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<sup>1</sup> According to IRS Regulations, OSC must withhold 28% of all payments if a payee/vendor fails to provide OSC its certified TIN. The Substitute Form W-9 certifies a payee/vendor's TIN.

Date of this notice: 09-13-2021

Employer Identification Number:  
87-2598022

Form: SS-4

Number of this notice: CP 575 E

COMMUNITY RESOURCE COLLABORATIVE  
INC  
100 COLLEGE AVE SUITE 130  
ROCHESTER, NY 14607

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

**WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER**

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 87-2598022. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your Organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status under Internal Revenue Code Section 501(c)(3), organizations must complete a Form 1023-series application for recognition. All other entities should file Form 1024 if they want to request recognition under Section 501(a).

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

Unless a filing exception applies to you (search [www.irs.gov](http://www.irs.gov) for Annual Exempt Organization Return: Who Must File), you will lose your tax-exempt status if you fail to file a required return or notice for three consecutive years. We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter.

For the most current information on your filing requirements and other important information, visit [www.irs.gov/charities](http://www.irs.gov/charities).

**IMPORTANT REMINDERS:**

- \* Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- \* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- \* Refer to this EIN on your tax-related correspondence and documents.
- \* Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is COMM. You will need to provide this information, along with your EIN, if you file your returns electronically.

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter. Thank you for your cooperation.

Keep this part for your records.


CP 575 E (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 E

9999999999

Your Telephone Number Best Time to Call  
( ) -

DATE OF THIS NOTICE: 09-13-2021  
EMPLOYER IDENTIFICATION NUMBER:   
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0023  
|||

COMMUNITY RESOURCE COLLABORATIVE  
INC  
100 COLLEGE AVE SUITE 130  
ROCHESTER, NY 14607

**Pelow, Faye**

---

**From:** tinap@commresourcecollab.org  
**Sent:** Tuesday, December 27, 2022 1:29 PM  
**To:** Case Caico, Rebecca; 'Neighborhood Collaborative Project'; Pelow, Faye  
**Subject:** RE: YOUR ASSISTANCE IS NEEDED - Clarification / Disclaimer Letter for our Fiscal Sponsor

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

~~~~~

Thank you!

---

**From:** Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>  
**Sent:** Friday, December 23, 2022 1:45 PM  
**To:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>; Pelow, Faye <FayePelow@monroecounty.gov>  
**Cc:** tinap@commresourcecollab.org  
**Subject:** RE: YOUR ASSISTANCE IS NEEDED - Clarification / Disclaimer Letter for our Fiscal Sponsor

Hello,

Attached is an electronically signed letter from the County Executive with language that should clarify the funding stream for Excellus.

I hope you enjoy your holidays!

Rebecca Case Caico (She/Her/Hers)  
Deputy Director  
Planning and Development  
(585) 753-2005  
1150 City Place  
50 W. Main St.  
Rochester, NY 14614



Adam J. Bello  
COUNTY EXECUTIVE



**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Sent:** Thursday, December 22, 2022 6:51 PM  
**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>  
**Cc:** Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>; tinap@commresourcecollab.org  
**Subject:** Re: YOUR ASSISTANCE IS NEEDED - Clarification / Disclaimer Letter for our Fiscal Sponsor

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~~~~~  
Please forward the draft letter Tina shared with your legal team for review and any necessary corrections. Once approved, please return a signed copy on County letterhead as requested.

Thanks so much and happy holidays!

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

On Wed, Dec 21, 2022 at 11:47 AM <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)> wrote:

All:

Thank you for the quick response. Please see below and edit as necessary. I appreciate the support!

To whom it may concern:

This is a letter from Monroe County in connection to the ARPA funding awards. We want to clarify that Community Resource Collaborative Inc. (CRC), a 501 (c)3, is the fiscal sponsor, or passthrough, of the award to the Neighborhood Collaborative Project (NCP), not the recipient as stated in the media and on other social platforms.

We want to clarify they are the fiduciary or trustee of the funding only. They are not responsible for the programming, organizational partners or the initiative itself. CRC is a valued piece to NCP in that it is managing the funding for the agencies and organizations who are doing the work on the community/grass roots level in accordance with the grant guidelines.

We want to make sure the misconception is cleared up so their other potential avenues and streams of funding are not impacted by misinformation, misinterpretation or misconception.

Should you have an any additional questions, please feel free to contact \_\_\_\_\_

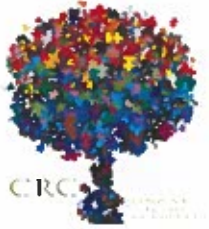
Thank you in advance for your support of the work Community Resource Collaborative Inc. does for our community.

In gratitude,

Tina

Tina Paradiso

Executive Director



Community Resource Collaborative

(O) 888-444-1060 x2000

(C) 585-261-4475

---

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

**Sent:** Wednesday, December 21, 2022 9:47 AM

**To:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>; Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>

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

**Subject:** RE: YOUR ASSISTANCE IS NEEDED - Clarification / Disclaimer Letter for our Fiscal Sponsor

Hi Jocelyn,

We ran this by legal and they suggest that you draft a letter and we can review/ put on County letterhead. Could you or Tina please get that over to me today or tomorrow so we can get this to you before the holiday?

Thanks!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

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

**Sent:** Tuesday, December 20, 2022 8:32 PM

**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>

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

**Subject:** YOUR ASSISTANCE IS NEEDED - Clarification / Disclaimer Letter for our Fiscal Sponsor

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~~~~~

Ladies,

First let me thank you for today's webinar. I appreciate your sharing of information and look forward to receiving your feedback and guidance regarding our Survey submission.

The reason for this email is on behalf of our fiscal sponsor, Community Resource Collaborative (CRC). To date, all of the County Executive Office's media and printed communication regarding the ARPA awards has inaccurately purported that CRC is the proposed recipient of the award instead of accurately reflecting that CRC is solely the fiscal sponsor on behalf of the Neighborhood Collaborative Project. Unfortunately, this subtle nuance has caused CRC to not receive a pending grant award from Excellus BCBS because they mistakenly believe CRC has been awarded \$7.1M from the County Executive's Office.



It would be a significant help if you could provide a simple statement that acknowledges the budget and proposal submitted and awarded was for the Neighborhood Collaborative Project (NCP) and that the Community Resource Collaborative has been identified solely as NCP's pass-through fiscal agent.

If you have any questions or need further clarification, please feel free to reach out to Tina Paradiso who is copied on this email and can be reached by phone at 585-261-4475.

Thank you in advance for your consideration and immediate attention to this matter.

*Jocelyn Basley, Community Consultant*

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

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**Pelow, Faye**

---

**From:** Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>  
**Sent:** Friday, December 23, 2022 1:45 PM  
**To:** Neighborhood Collaborative Project; Pelow, Faye  
**Cc:** tinap@commresourcecollab.org  
**Subject:** RE: YOUR ASSISTANCE IS NEEDED - Clarification / Disclaimer Letter for our Fiscal Sponsor  
**Attachments:** 12.22.22 CE Letter to Execellus BCBS.pdf

Hello,

Attached is an electronically signed letter from the County Executive with language that should clarify the funding stream for Excellus.

I hope you enjoy your holidays!

Rebecca Case Caico (She/Her/Hers)  
Deputy Director  
Planning and Development  
(585) 753-2005  
1150 City Place  
50 W. Main St.  
Rochester, NY 14614



Adam J. Bello  
COUNTY EXECUTIVE



**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Thursday, December 22, 2022 6:51 PM  
**To:** Pelow, Faye <FayePelow@monroecounty.gov>  
**Cc:** Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>; tinap@commresourcecollab.org  
**Subject:** Re: YOUR ASSISTANCE IS NEEDED - Clarification / Disclaimer Letter for our Fiscal Sponsor

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Thanks so much and happy holidays!

*Jocelyn Basley, Community Consultant*

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

On Wed, Dec 21, 2022 at 11:47 AM <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)> wrote:

All:

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Should you have an any additional questions, please feel free to contact \_\_\_\_\_

Thank you in advance for your support of the work Community Resource Collaborative Inc. does for our community.

In gratitude,

Tina

Tina Paradiso

Executive Director



Community Resource Collaborative

(O) 888-444-1060 x2000

(C) 585-261-4475

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

**Sent:** Wednesday, December 21, 2022 9:47 AM

**To:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>; Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>

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

**Subject:** RE: YOUR ASSISTANCE IS NEEDED - Clarification / Disclaimer Letter for our Fiscal Sponsor

Hi Jocelyn,

We ran this by legal and they suggest that you draft a letter and we can review/ put on County letterhead. Could you or Tina please get that over to me today or tomorrow so we can get this to you before the holiday?

Thanks!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Sent:** Tuesday, December 20, 2022 8:32 PM  
**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>  
**Cc:** Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>  
**Subject:** YOUR ASSISTANCE IS NEEDED - Clarification / Disclaimer Letter for our Fiscal Sponsor

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~~~~~

Ladies,

First let me thank you for today's webinar. I appreciate your sharing of information and look forward to receiving your feedback and guidance regarding our Survey submission.

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It would be a significant help if you could provide a simple statement that acknowledges the budget and proposal submitted and awarded was for the Neighborhood Collaborative Project (NCP) and that the Community Resource Collaborative has been identified solely as NCP's pass-through fiscal agent.

If you have any questions or need further clarification, please feel free to reach out to Tina Paradiso who is copied on this email and can be reached by phone at 585-261-4475.

Thank you in advance for your consideration and immediate attention to this matter.

*Jocelyn Basley, Community Consultant*

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

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*Office of the County Executive*

Monroe County, New York

**Adam J. Bello**  
*County Executive*

December 23, 2022

Excellus Blue Cross Blue Shield  
165 Court Street  
Rochester, NY 14627

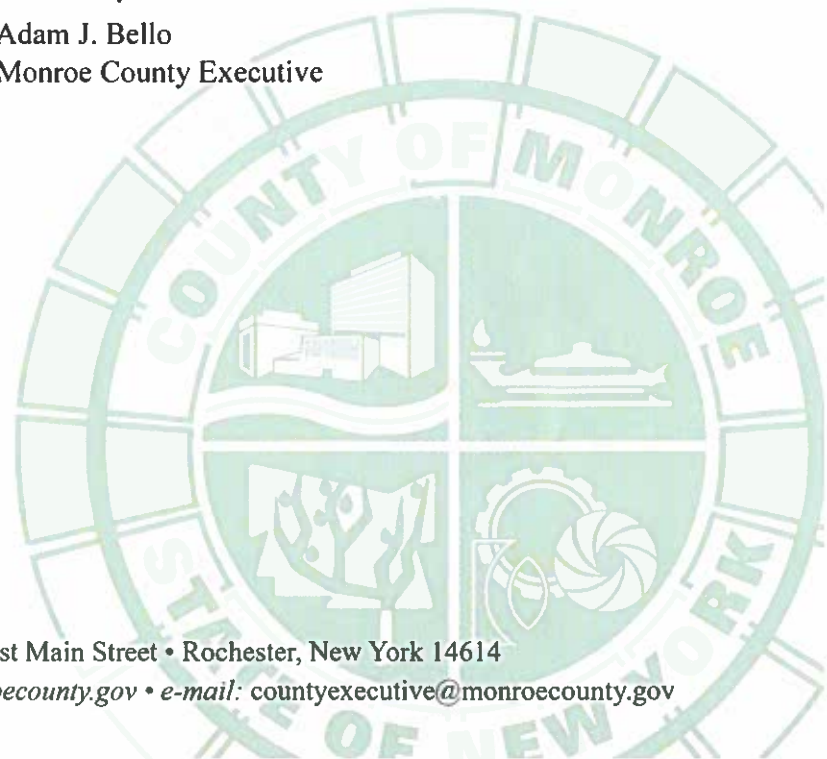
To whom it may concern:

This is a letter from Monroe County (the "County") in connection to the County's American Rescue Plan Act ("ARPA") funding awards. Community Resource Collaborative Inc. ("CRC"), a 501(c)(3), is the fiscal sponsor of the Neighborhood Collaborative Project ("NCP"). CRC's role is to distribute County ARPA funding in accordance with the grant guidelines to the entities participating in NCP. CRC will not receive its own ARPA funding from the County.

Sincerely,

A handwritten signature in black ink that reads "Adam Bello".

Adam J. Bello  
Monroe County Executive



**Pelow, Faye**

---

**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Tuesday, January 10, 2023 12:12 AM  
**To:** Pelow, Faye  
**Cc:** Case Caico, Rebecca  
**Subject:** Re: ARPA Q&A Follow Up

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~~~~~

Thank you!

On Mon, Jan 9, 2023 at 10:57 AM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Hi Jocelyn,

Your survey should now be unlocked. Let me know if you continue to have any issues.

Thanks,

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Sent:** Saturday, January 7, 2023 10:13 PM  
**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>  
**Subject:** Re: ARPA Q&A Follow Up



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~~~~~

Hi Faye,

Unfortunately, when I login to the portal, everything is still read-only from our November 30th ARPA Survey submission so I cannot upload the documents you've requested or access our responses to copy & paste into a Word document for our records. Hopefully you can unlock the portal on your end so that I can access and update our submission.

As always, thank you for your continued assistance and support.

*Jocelyn Basley, Community Consultant*

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

On Thu, Jan 5, 2023 at 12:53 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Hi Jocelyn,

We are fielding a lot of questions/ having several meetings with grantees who are working on their survey deliverables right now so I do not anticipate that we will provide any additional feedback before the week of the 16<sup>th</sup>. We have taken a preliminary look at some of the information provided by the grantees, but we will be doing a deep dive that week and will be meeting with legal to go over what has been provided in the weeks following as we prepare contracts- they will be involved in providing further direction regarding any edits to your scope of work. Taking a look, it does not look like you uploaded a resume for Tina in the portal but she is listed under personnel so we will need that. It also looks like the budget was provided in a pdf- could you please provide a version of this in the excel format that we had discussed with the grantees? We appreciate the narrative provided, but the excel spreadsheet will help up to confirm totals and help with any data analysis that we may need to perform as we identify reporting metrics.

If you have any specific questions about the survey or deliverable, please feel free to ask. We are also happy to meet with you to go over any questions that you may have.

Thanks!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

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

**Sent:** Thursday, January 5, 2023 12:27 PM

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

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

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~~~~~

Thanks for getting back to me so quickly - I appreciate your response. Do you anticipate providing feedback before or after January 16th and is there anything outstanding from my end?

On Thu, Jan 5, 2023 at 11:04 AM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Hi Jocelyn,

I hope that you had a wonderful holiday season as well! Unfortunately we do not have the ability to create a clean PDF from the system that we can send over to you. You can print from the system or create print screens/ snip the material to create your own documents if you would like to create your own PDFs. We do not have any feedback for you at this time- we will be reviewing the surveys more in depth in the coming weeks and will be in touch accordingly.

Best,

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

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

**Sent:** Thursday, January 5, 2023 8:02 AM

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

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

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~~~~~

Good morning Faye and happy new year!

Just checking in with you regarding our previous requests - is it possible for you to provide a PDF/print ready copy of our ARPA Survey responses from your side of the grant portal and do you have any feedback, corrections or concerns with our initial submission from November 30th?

Hope you and yours enjoyed a wonderful holiday season and I look forward to hearing from you soon.

*Jocelyn Basley, Community Consultant*

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

On Tue, Dec 20, 2022 at 12:14 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Good Afternoon Grantees,

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

[https://monroecounty-gov.zoom.us/rec/share/F7vpz4p4ybmm2ay8V2MJWqy6hoSY6cwTdFRkwZZ1Vm-dsQoKTkbKGM\\_ZcTkKSETJ.fVFjcGmebf8-y0no?startTime=1671546278000](https://monroecounty-gov.zoom.us/rec/share/F7vpz4p4ybmm2ay8V2MJWqy6hoSY6cwTdFRkwZZ1Vm-dsQoKTkbKGM_ZcTkKSETJ.fVFjcGmebf8-y0no?startTime=1671546278000)

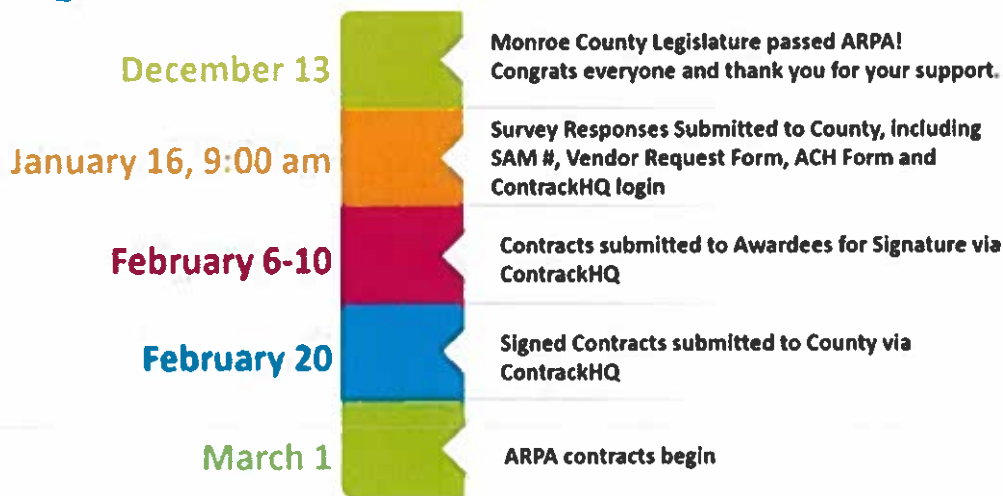
Passcode: +A?4up&y

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

Here is the updated timeline for deliverables and next steps:



## TIMELINE FOR ARPA PROJECT SELECTIONS



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

Thank you again! Happy Holidays!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

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## Pelow, Faye

---

**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Friday, January 13, 2023 2:24 PM  
**To:** Pelow, Faye  
**Subject:** Re: ContrackHQ Login Instructions

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~~~~~  
As always, thank you for your prompt response and best wishes for a wonderful holiday weekend. Please say hello to Rebecca and Cynthia for me!😊

On Fri, Jan 13, 2023 at 1:01 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Hi Jocelyn,

The risk assessments are internal and completed by Monroe County and our legal and audit departments- we will not be distributing these to the grantees. They are based upon your survey deliverables. The contractors and subcontractors that you are working with will not be held to this risk assessment, only the organization that is receiving grant funding will be subject to the assessment to determine risk.

Purchasing did confirm that they have received your ACH form in an internal email, so you should be all set.

Best,

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Sent:** Friday, January 13, 2023 12:06 PM  
**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>  
**Subject:** Re: ContractHQ Login Instructions

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~~~~~

Happy Friday Faye!

Hope you're doing well and staying warm on this snowy Friday! Just wanted to circle back and see if you received any insight or information back from Legal as to the scope and content of the risk assessment that will be used for the contractors/subcontractors of this grant? We plan to co-create an informal self-assessment for our Anchor Agency partners to help them organize and gauge their capacity building needs and want to make sure we don't miss any key focus areas or points.

As requested, I'm redoing the budget using your ARPA template and finally got our Action Plan to add up to 100% to meet Monday's deadline - didn't realize it was on the holiday!!! I'm meeting with our fiscal sponsor to walk through the vendor system and I'll let you know if we have any trouble with getting set-up in ContractHQ. I didn't receive confirmation that our ACH form was received from the email you indicated so I'll send it again with a copy to you in a separate email.

Thank you for your continued support throughout this process and as always, I look forward to receiving your response!

Best wishes for a safe and warm holiday weekend,

*Jocelyn Basley, Community Consultant*

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

On Wed, Jan 11, 2023 at 3:11 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Hi Grantees,

I hope that you are all doing well! A few things as you finish up your surveys. First, If I sent you an email and requested that you complete the attached ACH form (on 11/16) and you have not yet sent it to [MCVendorReq@monroecounty.gov](mailto:MCVendorReq@monroecounty.gov), please fill out the form (attached), return it to that email and CC me.

If you have not yet created a login for ContractHQ, please find the instructions below:

Instructions for a vendor to have a new profile and associated users in ContractHQ:

Please use the following link to register on our online contracting system,  
ContractHq: <https://contracts.monroecounty.gov/login>

Then click the **vendor request form (online)** and select the radio button for a “**New Vendor.**” Fill out the form and then select the green circle button to add user accounts you may need (at least one user for each vendor. If you only indicate one, that person will be the signatory. If you add more than one, the signatory must be defined. You can add as many user accounts as you would like).

Please indicate in the notes section that this is for an ARPA contract.

Click **Submit Vendor Request** and the request will be reviewed and approved by someone in Purchasing.





You have successfully logged out

You are attempting to gain access to a secure system and are required to read and acknowledge the [Electronic Submission Notice](#).

Contracts processed through this system will be made available to the public and searchable online in a digital format.

By entering your username and password, you are acknowledging that you have read and understand the [Electronic Submission Notice](#) when you click the "I Accept" button.

**Username:**

**Password:**

**Forgot your username or password?** Enter either your email address or your username below to have your login details emailed to you.

[vendor manual](#) | [email help](#)  
[vendor request form \(online\)](#)

Let me know if you have any questions- thanks!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

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## Case Caico, Rebecca

---

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Sent:** Tuesday, January 10, 2023 12:12 AM  
**To:** Pelow, Faye  
**Cc:** Case Caico, Rebecca  
**Subject:** Re: ARPA Q&A Follow Up

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~~~~~  
Thank you!

On Mon, Jan 9, 2023 at 10:57 AM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Hi Jocelyn,

Your survey should now be unlocked. Let me know if you continue to have any issues.

Thanks,

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Sent:** Saturday, January 7, 2023 10:13 PM  
**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>  
**Subject:** Re: ARPA Q&A Follow Up



# Office of the Controller

Monroe County, New York

**Adam J. Bello**  
County Executive

**Jennifer Cesario**  
Controller

## Vendor ACH Payment Enrollment Form

Please check one of the following: X New \_\_\_\_\_ Change

### PAYEE / COMPANY INFORMATION

Vendor Name                      Community Resource Collaborative, Inc.  
Mailing Address                    100 College Avenue, Suite 130  
    Rochester, NY 14607  
Contact Name                      Tina Paradiso  
Phone Number                      888-444-1060  
Email Address                      tinap@commresourcecollab.org  
Vendor # (bottom of check stub) 11127279

### FINANCIAL INSTITUTION INFORMATION

Bank Name: Canandaigua National Bank & Trust  
Account Type: X\_ Checking \_\_\_ Savings  
Routing Number:                       
Account Number:                       
Email for Payment Notification: tinap@commresourcecollab.org  
Authorizing Agent Name: Tina Paradiso

Signature:  Date: 12.22.2022

**\*\*Attach a voided check or letter from Bank with account information**

These can be fax to (585) 753-1133, e-mailed to [MCVendorReq@monroecounty.gov](mailto:MCVendorReq@monroecounty.gov) or mailed to the address below. Thank you

39 West Main Street • Room 402 • Rochester, New York 14614  
(585) 753-1157 • fax: (585) 753-1196 • [www.monroecounty.gov](http://www.monroecounty.gov) • email: [mcfinance@monroecounty.gov](mailto:mcfinance@monroecounty.gov)

## Case Caico, Rebecca

---

**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Friday, January 13, 2023 2:24 PM  
**To:** Pelow, Faye  
**Subject:** Re: ContrackHQ Login Instructions

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

~~~~~

As always, thank you for your prompt response and best wishes for a wonderful holiday weekend. Please say hello to Rebecca and Cynthia for me! 😊

On Fri, Jan 13, 2023 at 1:01 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Hi Jocelyn,

The risk assessments are internal and completed by Monroe County and our legal and audit departments- we will not be distributing these to the grantees. They are based upon your survey deliverables. The contractors and subcontractors that you are working with will not be held to this risk assessment, only the organization that is receiving grant funding will be subject to the assessment to determine risk.

Purchasing did confirm that they have received your ACH form in an internal email, so you should be all set.

Best,

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Sent:** Friday, January 13, 2023 12:06 PM  
**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>  
**Subject:** Re: ContrackHQ Login Instructions

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

~~~~~  
Happy Friday Faye!

Hope you're doing well and staying warm on this snowy Friday! Just wanted to circle back and see if you received any insight or information back from Legal as to the scope and content of the risk assessment that will be used for the contractors/subcontractors of this grant? We plan to co-create an informal self-assessment for our Anchor Agency partners to help them organize and gauge their capacity building needs and want to make sure we don't miss any key focus areas or points.

As requested, I'm redoing the budget using your ARPA template and finally got our Action Plan to add up to 100% to meet Monday's deadline - didn't realize it was on the holiday!!! I'm meeting with our fiscal sponsor to walk through the vendor system and I'll let you know if we have any trouble with getting set-up in ContrackHQ. I didn't receive confirmation that our ACH form was received from the email you indicated so I'll send it again with a copy to you in a separate email.

Thank you for your continued support throughout this process and as always, I look forward to receiving your response!

Best wishes for a safe and warm holiday weekend,

*Jocelyn Basley, Community Consultant*

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

On Wed, Jan 11, 2023 at 3:11 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Hi Grantees,

I hope that you are all doing well! A few things as you finish up your surveys. First, If I sent you an email and requested that you complete the attached ACH form (on 11/16) and you have not yet sent it to [MCVendorReq@monroecounty.gov](mailto:MCVendorReq@monroecounty.gov), please fill out the form (attached), return it to that email and CC me.

If you have not yet created a login for ContractHQ, please find the instructions below:

Instructions for a vendor to have a new profile and associated users in ContractHQ:

Please use the following link to register on our online contracting system,  
ContractHq: <https://contracts.monroecounty.gov/login>

Then click the **vendor request form (online)** and select the radio button for a “**New Vendor.**” Fill out the form and then select the green circle button to add user accounts you may need (at least one user for each vendor. If you only indicate one, that person will be the signatory. If you add more than one, the signatory must be defined. You can add as many user accounts as you would like).

Please indicate in the notes section that this is for an ARPA contract.

Click **Submit Vendor Request** and the request will be reviewed and approved by someone in Purchasing.



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You are attempting to gain access to a secure system and are required to read and acknowledge the [Electronic Submission Notice](#).

Contracts processed through this system will be made available to the public and searchable online in a digital format.

By entering your username and password, you are acknowledging that you have read and understand the [Electronic Submission Notice](#) when you click the "I Accept" button.

**Username:**

**Password:**

**Forgot your username or password?** Enter either your email address or your username below to have your login details emailed to you.

[vendor manual](#) | [email help](#)  
[vendor request form \(online\)](#)

Let me know if you have any questions- thanks!



**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

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## Pelow, Faye

---

**From:** Carmen Allen <beyondthesanctuary20@gmail.com>  
**Sent:** Wednesday, January 25, 2023 9:12 AM  
**To:** Pelow, Faye  
**Cc:** Andy C; Janelle Duda-Banwar; Tina Paradiso; Jocelyn Basley; Case Caico, Rebecca; Neighborhood Collaborative Project  
**Subject:** Re: ARPA Survey Follow Up

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~~~~~

Huge praises to each of you. I am honored to be part of such a dynamic team

Carmen

Sent from my iPhone

On Jan 25, 2023, at 9:09 AM, Pelow, Faye <FayePelow@monroecounty.gov> wrote:

This message was sent securely using ZixCorp.

Thank you very much- we see it. We are all set for now. We will be in touch with next steps!

**Dr. Faye Pelow**

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

**From:** Andy C <mccollaborative1@gmail.com>  
**Sent:** Tuesday, January 24, 2023 7:10 PM  
**To:** Pelow, Faye <FayePelow@monroecounty.gov>  
**Cc:** Janelle Duda-Banwar <janelle@onthegroundny.com>; Tina Paradiso <tinap@commresourcecollab.org>; Carmen Allen <beyondthesanctuary20@gmail.com>; Jocelyn Basley <jrbasley@c3consultancy.org>; Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>; Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Subject:** Re: ARPA Survey Follow Up

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~~~~~  
All set. I put it in the population served section. I appreciate your help.

Stay well,  
Andy

On Tue, Jan 24, 2023, 4:17 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

This message was sent securely using ZixCorp.

Perfect- thank you!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Andy C <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>

**Sent:** Tuesday, January 24, 2023 4:11 PM

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

**Cc:** Janelle Duda-Banwar <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>; Tina Paradiso

<[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Carmen Allen <[beyondthesanctuary20@gmail.com](mailto:beyondthesanctuary20@gmail.com)>; Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>;

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

**Subject:** Re: ARPA Survey Follow Up

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~~~~~  
That works for me. Let me see if I can get access this evening and I will put it in.

Stay well,

Andy

On Tue, Jan 24, 2023, 4:08 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

This message was sent securely using ZixCorp.

Hi Andy,

We understand that is a difficult number to pinpoint, but we would like an estimate to be outlined in your scope. Perhaps you can ramp up your goal- in year 1 it is 10%, year 2 is 15%, year 3 is 15% and year 4 is 20%. Whatever you feel comfortable with- it should be a realistic goal but also something to aim towards. You can use percentages but we would like to see the actual number as well.

Could someone with access to the portal from your organization please confirm these numbers and write them in the Population Served or Goals/ outcomes section? Please let us know when this is all set so we can review.

Thanks!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Andy C <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>

**Sent:** Tuesday, January 24, 2023 3:47 PM

**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>  
**Cc:** Janelle Duda-Banwar <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>; Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Carmen Allen <[beyondthesanctuary20@gmail.com](mailto:beyondthesanctuary20@gmail.com)>; Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>; Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Subject:** Re: ARPA Survey Follow Up

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~~~~~

That is definitely a hard number, or percentage to get to. With our previous canopy events, I believe one out of 10 engaged further. That is similar in outreach situations. The hope with the NCP is that expanded Neighborhood center capacity will up that number considerably. I would put a fair guesstimate at 10 to 20%. I truly hope it will be more.

Stay well,

Andy

On Tue, Jan 24, 2023, 3:40 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

This message was sent securely using ZixCorp.

Hi All,

Thank you very much for the write up regarding how outcomes and services will be recorded- I have uploaded this to the portal for you.

We are almost there- we just need a bit more detail from you. We are looking for an estimation of how many people will engage more deeply with your agencies after the initial touch point. A general estimate of how many of the 5,200 residents would convert from a pop-up event or meeting resulting from neighborhood outreach would suffice.

Thank you again for all of your hard work on this- we are really looking forward to seeing all of the great things this project will do for our community!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Andy C <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>

**Sent:** Monday, January 23, 2023 1:12 PM

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

**Cc:** Janelle Duda-Banwar <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>; Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Carmen Allen <[beyondthesanctuary20@gmail.com](mailto:beyondthesanctuary20@gmail.com)>; Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>; Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>

**Subject:** Re: ARPA Survey Follow Up

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~~~~~

Faye,

I hope this email finds you well. I would be happy to write something up regarding that, since I am the lead on most social work.

Would a one pager on our method work to clarify this service provision description?

Stay well

Andy

On Mon, Jan 23, 2023, 1:08 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

This message was sent securely using ZixCorp.

Hi Janelle,

We have reviewed your edits and deliverables- thank you very much for making those changes! We would like a bit more clarification on your project outcomes:

You state in your individual outcomes that people will have increased behavioral health services use, increased food security, increased job placement and increased economic opportunity- how do you anticipate identifying these outcomes for your 5,200 residents that you plan to serve? For example- once you meet someone at a pop-up event, how do you plan to record their outcomes/ services? Do you anticipate having follow-up meetings at the neighborhood centers for all 5,200 residents served? For each resident, we want to see how they are holistically served through the ARPA programs and how many services that have accessed and benefitted from due to your work.

Best,

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Janelle Duda-Banwar <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>

**Sent:** Monday, January 23, 2023 7:40 AM

**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>; Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>

Cc: 'Carmen Allen' <[beyondthesanctuary20@gmail.com](mailto:beyondthesanctuary20@gmail.com)>; 'Andy Carey' <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>; 'Tina Paradiso' <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; 'Jocelyn Basley' <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>; 'Neighborhood Collaborative Project' <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Subject:** Re: ARPA Survey Follow Up

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~~~~~

Good Morning Faye,

I hope you had a nice weekend. The requested changes have been made to our the Action Plan in the portal.

Thanks,

Janelle

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

she/her

Founder & Director

400 Andrews St | Suite 212 C |

Rochester, NY 14604 | 585.683.3638

---

**From:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>  
**Date:** Friday, January 20, 2023 at 5:01 PM  
**To:** Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>  
**Cc:** 'Carmen Allen' <[beyondthesanctuary20@gmail.com](mailto:beyondthesanctuary20@gmail.com)>, 'Andy Carey' <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>, 'Tina Paradiso' <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>, 'Jocelyn Basley' <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>, Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>, 'Neighborhood Collaborative Project' <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>, Janelle Duda-Banwar <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>  
**Subject:** RE: ARPA Survey Follow Up



Hi Tina,

Could you please provide the financial statements for the Community Resource Collaborative?

Thank you.

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** [janelle@onthegroundny.com](mailto:janelle@onthegroundny.com) <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>

**Sent:** Friday, January 20, 2023 4:52 PM

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

**Cc:** 'Carmen Allen' <[beyondthesanctuary20@gmail.com](mailto:beyondthesanctuary20@gmail.com)>; 'Andy Carey' <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>; 'Tina Paradiso' <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; 'Jocelyn Basley' <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>;

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

**Subject:** RE: ARPA Survey Follow Up

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~~~~~

Hi Faye,

Can you please clarify whether you are referring to the Neighborhood Collaborative Project (NCP) or to our fiscal sponsor, the Community Resource Collaborative? The NCP doesn't have any financial statements because the NCP is the umbrella under which all of our partners fall. If you are requesting CRC's financial statements, then please contact Tina Paradiso (cc'd here).

Thank you,

Janelle

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

she/her

Founder & Director

400 Andrews St | Suite 212 C | Rochester, NY 14604

585.683.3638

---

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

**Sent:** Friday, January 20, 2023 1:59 PM

**To:** Janelle Duda-Banwar <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>; Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>

**Cc:** Carmen Allen <[beyondthesanctuary20@gmail.com](mailto:beyondthesanctuary20@gmail.com)>; Andy Carey <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>; Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>

**Subject:** RE: ARPA Survey Follow Up

This message was sent securely using ZixCorp.

Hi Janelle,

We have a question from our auditor.

Could you please provide your 2021 and 2022 internal financial statements?

Thanks!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Janelle Duda-Banwar <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>

**Sent:** Friday, January 20, 2023 11:14 AM

**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>; Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>

**Cc:** Carmen Allen <[beyondthesanctuary20@gmail.com](mailto:beyondthesanctuary20@gmail.com)>; Andy Carey <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>; Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>

**Subject:** Re: ARPA Survey Follow Up

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~~~~~

Thank you, Faye. It is unlocked now.

-Janelle

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

she/her

Founder & Director

400 Andrews St | Suite 212 C |

---

**From:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>  
**Date:** Friday, January 20, 2023 at 11:12 AM  
**To:** Janelle Duda-Banwar <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>, Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Cc:** Carmen Allen <[beyondthesanctuary20@gmail.com](mailto:beyondthesanctuary20@gmail.com)>, Andy Carey <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>, Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>, Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>, Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>  
**Subject:** RE: ARPA Survey Follow Up

This message was sent securely using ZixCorp.

Please try it now. After you hit submit the second time it relocked your survey.

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Janelle Duda-Banwar <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>  
**Sent:** Friday, January 20, 2023 11:11 AM  
**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>; Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Cc:** Carmen Allen <[beyondthesanctuary20@gmail.com](mailto:beyondthesanctuary20@gmail.com)>; Andy Carey <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>; Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>  
**Subject:** Re: ARPA Survey Follow Up

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~~~~~  
Good Morning Faye,

We went in to start working on this and everything is locked. If it isn't unlocked by noon today, then I don't see how we can make your Monday noon deadline.

Thank you in advance,

NCP Team

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

she/her

Founder & Director

400 Andrews St | Suite 212 C |

Rochester, NY 14604 | 585.683.3638

---

**From:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>  
**Date:** Friday, January 20, 2023 at 10:41 AM  
**To:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Cc:** [janelle@onthegroundny.com](mailto:janelle@onthegroundny.com) <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>, Carmen Allen <[beyondthesanctuary20@gmail.com](mailto:beyondthesanctuary20@gmail.com)>, Andy Carey <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>, Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>, Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>, Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>  
**Subject:** RE: ARPA Survey Follow Up

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Good morning all,

The Action Item sheet is looking much more filled out- thank you. We will need you to clarify what the "NCP areas" are, how many of them there are and how they are defined (by neighborhood, zip code, agency etc.). Also in each of these spaces where you have indicated that you will serve residents by NCP area, you have put a range. We understand that this number could vary, but we

need a commitment every quarter to a number of residents you plan to serve. Please indicate in this cell or in a separate line the total number of residents you plan to serve with your program in that quarter over all NCP areas. This should not be a range- this should be a clearly defined number and should correlate with the number given in your scope- 5,200.

We also need to know about the specific programs and services you plan to offer and when you plan to offer them. Beyond engagement walks and pop-up events-If you are planning to address food insecurity, behavioral health service etc- please indicate how you plan to do this and what services you will be offering to the community in the action item sheet. Legal will want this clearly defined in your contract. The action item sheet should mirror your scope and should be detailed regarding the services you plan to provide to the community.

Per your project management and fiscal reporting, we expect that these amounts would get rolled into the cost of doing the project. They are the general administrative fees that correspond with the work so they can be added to the costs of that work and divided evenly. For our purposes, we do not need to note that you are doing the fiscal reporting or that you are meeting with your team every quarter- we assume that is a given. The purpose of the action item sheet is to lay out a plan for your project with real metrics and deliverables for your contract. If these extra items help you to remain organized then you can leave them in- at this point we do not want to give you additional work or stress.

We can give you until Monday 1/23 at noon to complete these changes but that is the final deadline- we have a full meeting with the legal and audit teams on Tuesday to finalize.

Please let us know if you have any questions. Thank you.

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Sent:** Thursday, January 19, 2023 10:02 PM  
**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>  
**Cc:** [janelle@onthegroundny.com](mailto:janelle@onthegroundny.com); Carmen Allen <[beyondthesanctuary20@gmail.com](mailto:beyondthesanctuary20@gmail.com)>; Andy Carey <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>; Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>  
**Subject:** Re: ARPA Survey Follow Up

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Good evening Faye and Rebecca,

Thank you again for your assistance in unlocking the portal sections and the opportunity to update NCP's action item sheet. As you know, this project is unique in that it is 100% directed and responsive to the needs identified by the neighborhood residents, anchor agencies and supporting partner agencies. Information sharing, education and capacity building; delivery of programs and services, input and feedback regarding the project activities as well as the processes required to manage this citywide collaboration are all important and crucial tenets of NCP. Project management, fiscal reporting, data and evaluation are integral parts of implementing NCP and key components of our budget. Since the quarterly action item sheet includes % of budget and requires 100% of the budget to be accounted for to avoid submission errors, the action items associated with these components still remain. If you have an alternate method or preference as to how you would like us to document these components and demonstrate that 100% of the budget has been accounted for, please let us know.

As I shared previously, I will be away for the next two weeks, January 20th - February 4th with intermittent access to emails. So, I've included our project team on this response so they are aware of these updates and available for additional updates if needed. Please know the project team meets every Friday at 11 am via Zoom and Janelle will be monitoring this mailbox during my travels.

*Jocelyn Basley, Community Consultant*

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

On Thu, Jan 19, 2023 at 9:47 AM Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)> wrote:

Faye, we're in, thank you!

As I shared before, I will complete the updates you've requested and resubmit before I leave in the morning but cannot by 5pm today.

Thank you in advance for your understanding and continued support.

*Jocelyn Basley, Community Consultant*

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

On Thu, Jan 19, 2023 at 9:04 AM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Hi Jocelyn,

Please try it now. Let me know if you continue to have issues and I will contact IT.

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile



**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Sent:** Wednesday, January 18, 2023 9:43 PM  
**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>  
**Cc:** Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>; Dr. Janelle Duda-Banwar <[janelle@onthegroundny.com](mailto:janelle@onthegroundny.com)>  
**Subject:** Re: ARPA Survey Follow Up

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~~~~~

Good evening Faye and Rebecca,

Thank you for sharing this feedback but unfortunately merely unlocking the portal does not allow me to access and/or change any of the sections within the ARPA Survey. Each section of the survey remains locked as read only so I am unable to make the changes you've requested at this time. Please ensure that at a minimum, the Action Item Sheet section is unlocked and so I can make those changes before my flight leaves first thing Friday morning, Just in case there's a problem or delay, I've copied our project team member/evaluator Janelle Duda-Buda on this response so that she can complete the survey changes on our behalf.

As always, your continued support is greatly appreciated. 😊

*Jocelyn Basley, Community Consultant*

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

On Wed, Jan 18, 2023 at 5:18 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Hi Jocelyn,

Rebecca and I reviewed your survey deliverables today and we have some feedback for you:

1. Action item sheet- we need to see concrete number of the residents you intend to serve in the action item sheet. This should reflect your individual and neighborhood

outcomes (which should be your action items and deliverables) and should amount to the 5,200 residents you put forward in your scope of work.

2. You can remove actions related to project management, fiscal data and evaluation. You can reference these in your annual reports and provide your findings, but we do not need these quarterly.

3. Years 2025-2026- you cannot leave this with “as defined with modifications as needed”- we will need this filled out with your actions, deliverables and the numbers of people you intend to serve in each quarter.

Below is the reference for how these action items should be framed as a refresher:

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

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

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

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

**Action:** Equip new office space

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

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

**Action:** Hire program staff

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

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

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

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

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

1. You can repeat action items over several quarters if you are going to be measuring the same services/ populations consistently throughout your project.
2. We do not need to see a separate line item for every administrative cost in your budget- you can roll these into the big picture action items.

I have unlocked your survey in the portal. Please make these edits by tomorrow, 1/19, at 5 PM and email us to confirm when this has been completed.

Thanks!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

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## Pelow, Faye

---

**From:** Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>  
**Sent:** Friday, February 3, 2023 5:15 PM  
**To:** jrbasley@c3consultancy.org; neighborhoodcollaborative@gmail.com  
**Cc:** Pelow, Faye  
**Subject:** FW: ARPA Draft Scopes of Work - Community Resource Collaborative  
**Attachments:** Community Resource Collaborative on Behalf of the Neighborhood Collaborative Project Exhibit A.docx

Good Afternoon –

Please review the attached draft Scope of Services which will be attached to your contract with Monroe County. Please provide all appropriate edits and additions as needed and return it back to us ASAP.

Thank you.

Rebecca Case Caico (She/Her/Hers)  
Deputy Director  
Planning and Development  
(585) 753-2005  
1150 City Place  
50 W. Main St.  
Rochester, NY 14614



Adam J. Bello  
CITY OF ROCHESTER



**From:** Case Caico, Rebecca  
**Sent:** Friday, February 3, 2023 4:22 PM  
**To:** Alexandra Cicero <[grants@foodlinkny.org](mailto:grants@foodlinkny.org)>; Clark, Allison <[AllisonClark@monroecounty.gov](mailto:AllisonClark@monroecounty.gov)>; Alyssa Whitfield <[alysawhitfield@dfsrochester.org](mailto:alysawhitfield@dfsrochester.org)>; Amy DAmico <[adamico@communityalternatives.org](mailto:adamico@communityalternatives.org)>; Liss, Ana J <[AnaLiss@monroecounty.gov](mailto:AnaLiss@monroecounty.gov)>; Ann Graham <[agraham@rawny.org](mailto:agraham@rawny.org)>; Anne Byer <[abeyer@ulr.org](mailto:abeyer@ulr.org)>; Annie Wells <[awells@lifespan-roch.org](mailto:awells@lifespan-roch.org)>; Bivette Stodghill <[Bivette@dfsrochester.org](mailto:Bivette@dfsrochester.org)>; Carol Tegas <[carol\\_tegas@flpps.org](mailto:carol_tegas@flpps.org)>; Carolyn Hunt <[chunt014@monroecc.edu](mailto:chunt014@monroecc.edu)>; Chad Rieflin <[crieflin@cccsofrochester.org](mailto:crieflin@cccsofrochester.org)>; Diana Pryntz <[pryntzdra@gmail.com](mailto:pryntzdra@gmail.com)>; Elizabeth McDade <[emcdade@racf.org](mailto:emcdade@racf.org)>; Erin DiCesare <[edicesare@marycariola.org](mailto:edicesare@marycariola.org)>; Gerard Hunt <[admin@mappinc.org](mailto:admin@mappinc.org)>; Gerard Hunt 2 <[ghunt@rocmap.org](mailto:ghunt@rocmap.org)>; [hdiroz@badenstreet.org](mailto:hdiroz@badenstreet.org); Jeffrey Kaczorowski <[jeffrey\\_kaczorowski@urmc.rochester.edu](mailto:jeffrey_kaczorowski@urmc.rochester.edu)>; Jennifer Sahrle <[jsahrle@sjncenter.org](mailto:jsahrle@sjncenter.org)>; Jessica Kingsley <[Jessica.Kingsley@RochesterYMCA.org](mailto:Jessica.Kingsley@RochesterYMCA.org)>; [jwilson19@trilliumhealth.org](mailto:jwilson19@trilliumhealth.org); Jocelyn Basley <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>; Katherine Rogala <[katherine\\_rogala@flpps.org](mailto:katherine_rogala@flpps.org)>; Kelly Coleman <[KellyC@willowcenterny.org](mailto:KellyC@willowcenterny.org)>; Kereem Berry <[kberry@rocmap.org](mailto:kberry@rocmap.org)>; Laura Merkl <[lmerkl@brockport.edu](mailto:lmerkl@brockport.edu)>; Laura Stradley <[grants@vocroc.org](mailto:grants@vocroc.org)>; Lisa Mattoon <[lmattoon@bbbsr.org](mailto:lmattoon@bbbsr.org)>; Meaghan D <[MeaghanD@willowcenterny.org](mailto:MeaghanD@willowcenterny.org)>; Michael Coleman <[mtolivetbc@mtolivetocny.com](mailto:mtolivetbc@mtolivetocny.com)>; Pat Drake <[pdrake@voaupny.org](mailto:pdrake@voaupny.org)>; Rebecca Ferri <[rferri@e-success.org](mailto:rferri@e-success.org)>; Mikell, Rokele <[RokeleMikell@monroecounty.gov](mailto:RokeleMikell@monroecounty.gov)>; [rthomas@badenstreet.org](mailto:rthomas@badenstreet.org); Sherita Bullock <[Sherita@Healthy-Baby.net](mailto:Sherita@Healthy-Baby.net)>; Steph Sharpe <[StepphS@WillowCenterNY.org](mailto:StepphS@WillowCenterNY.org)>; Suzanne Nye <[SuzanneN@willowcenterny.org](mailto:SuzanneN@willowcenterny.org)>; Sciarabba, Tony <[TonySciarabba@monroecounty.gov](mailto:TonySciarabba@monroecounty.gov)>; [Tree.Clemonds@dor.org](mailto:Tree.Clemonds@dor.org); Wayne Rainey <[wrainey@corteseauto.com](mailto:wrainey@corteseauto.com)>

Cc: Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>; Adell, Cynthia <[cynthiaadell@monroecounty.gov](mailto:cynthiaadell@monroecounty.gov)>  
Subject: ARPA Draft Scopes of Work

Good afternoon ARPA Grantees –

I hope you are somewhere warm today!

As you know we have been working on developing your contract language so we can begin services on March 1st. You will be receiving a second email from me with an attachment specific to your ARPA funded program. The attachment will include Monroe County’s revisions to your scope of work based on our understanding of what you are planning to do under the ARPA contract. Some of the documents will include changes we made to further specify what we believe you are doing and to better clarify the scope of work. Some of the documents will include gaps that we are requesting you to fill in because the specific tasks were not clear to us. It is important to note that the scopes of work will be attached and made a part of the final contract, so please review our changes carefully and submit any changes, insertions, or additions back to us ASAP.

Thank you everyone!

Rebecca Case Caico (She/Her/Hers)  
Deputy Director  
Planning and Development  
(585) 753-2005  
1150 City Place  
50 W. Main St.  
Rochester, NY 14614



Adam J. Bello  
COUNTY EXECUTIVE



Rebecca Case Caico (She/Her/Hers)  
Deputy Director  
Planning and Development  
(585) 753-2005  
1150 City Place  
50 W. Main St.  
Rochester, NY 14614



Adam J. Bello  
COUNTY EXECUTIVE



# Exhibit A: Scope of Services: ARPA Rescue Plan Act Funding Opportunities

**Name of Subrecipient:** Community Resource Collaborative on Behalf of the Neighborhood Collaborative Project

**Name of Project:** Neighborhood Collaborative Project (NCP)

**Subrecipient's EIN:** D1FJVPR1GRA8

**Total Agreement Funds:** \$7,160,849

## Scope of Work

### Project Description

The Neighborhood Collaborative Project (NCP) ~~represents is~~ a capacity-building strategy that brings services back into Rochester neighborhoods. ~~This program will by~~ supporting walking outreach, corner pop-up events, ~~and~~ wraparound services, ~~the creation create of~~ a responsive services platform, ~~and~~ expanding staff and services at ~~the subawardees, which are~~ trusted neighborhood agencies. NCP will create an agile system that meets residents at their point of need and empowers residents within the neighborhood to resolve problems and meet community needs.

### Issues Addressed

Despite decades of effort to alleviate chronic poverty, the city of Rochester continues to rank among the highest across the nation. Research has shown one major barrier is the inability to access available systems, resources and services by those most in need. The Neighborhood Collaborative Project (NCP) aims to address and reduce this inaccessibility.

### Where Offered

The Neighborhood Collaborative Project (NCP) through its network of neighborhood anchor agencies and support services partners will create an agile, responsive system that empowers residents and builds capacity and capability within neighborhoods to resolve problems and meet community needs. At the center of NCP are three neighborhood community agencies in the city of Rochester's NE, NW, and SW quadrants: Father Tracy Advocacy Center, Cameron Community Ministries, and SWAN at Montgomery Neighborhood Center, respectively.

### Subawardees

In addition to its fiscal agent, Community Resource Collaborative, the Neighborhood Collaborative Project (NCP) includes twelve (12) funded subawardees/subcontractors: the project lead consultant, C3 Consultancy Services, LLC; the project research/evaluator, On the



Ground Research; the project founder and social services lead, MC Collaborative; the three neighborhood anchor agencies; SWAN at Montgomery Neighborhood Center (SW), Cameron Community Ministries (NW), and Father Tracy Advocacy Center (NE); three neighborhood partner agencies: Barakah Muslim Charity (SW), Lyell Avenue Business Association (NW) and The People's Pantry (NE); and three citywide support services partner agencies: Beyond the Sanctuary, Baden St. Settlement - George C. Simmons Counseling & Support Center and Action for A Better Community's Action Front Center.

### **Population Served**

By the end of the project, we anticipate directly serving 5,200 residents across all three city quadrants (~1700-1800 residents per year). The majority (89%) of these residents are people of color (57% Black, 29% Latinx, 3% Asian). Further, 70% make less than \$35,000 annually while only 7% make more than \$75,000. Less than one-third are homeowners. Through our NCP neighborhood services platform, we expect to engage and serve all residents, from children to older adults, to people with disabilities, to refugees, to people active in substance abuse. It is the NCP's desire to go from engagement to more deeply engaged (utilizing neighborhood anchor services) with 10% of people reached in the first year to 15% of people reached in the 2nd and 3rd years to 20% of people reached in the 4th year,

### **Goals/Outcomes**

Using the RE-AIM framework, a collective impact evaluation will be used to assess this project. Baseline data, indicators and expected outcomes will be co-created with the collaborative partners using a participatory research process during the planning period. A set of shared outcomes and a common agenda will be the result of this process. However, we do anticipate the following outcomes as part of this project:

Individual outcomes include:

Increased service connection; increased behavioral health service use; increased food security; increased job placement, increased economic opportunity.

Data Sources: primary data collection; agency data; census data; Bureau of Labor Statistics; US Department of Agriculture

Neighborhood outcomes include:

Expanding citizen participation and leadership base; strategic neighborhood agenda; more effective community organizations; and better use of resources by the community.

Data Sources: primary data collection; agency data

The empirically supported Collaboration Assessment Tool (Marek, Brock, & Salva, 2015) will be utilized to assess the collaborative effort for effectiveness. Cross-agency collaboration outcomes include:

policy change, systems change, increased connectedness across agencies, strategic cross-neighborhood agenda.

Data on the five RE-AIM Dimensions will be collected and analyzed throughout the project.

Reach: the number and proportion of participants directly engaging with NCP activities  
 Effectiveness: the impact of NCP activities on the community and individuals  
 Adoption: The number and proportion of of settings and staff involved in NCP activities, especially as activities expand  
 Implementation: How well the NCP activities were delivered as intended  
 Maintenance: Sustained activities and effectiveness of the NCP

**Action Items Sheet Data**

| Year | Qtr | # | %    | Action                                                                                                   | Deliverable                                                                                                              | Measurement                                                                                                                                                                                                                                                                                                                                                                   |
|------|-----|---|------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2023 | 1   | 1 | 1.50 | PROJECT MGMT:<br>Assess capacity and secure buy-in with three NCP Anchor Agency & NCP partner agencies   | Meet with Anchor Agency Leadership, obtain signed MOUs or sub-contractor agreements as required                          | Funded partners' consent to participation defined, understood and buy-in agreement reached                                                                                                                                                                                                                                                                                    |
|      |     | 2 | 0.25 | PROJECT MGMT: NCP Planning & Progress Discussions                                                        | NCP Project Team Meetings held regularly                                                                                 | NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations                                                                                                                                                                                                                                                                |
|      |     | 3 | 0.50 | FISCAL REPORTING: Timely execution of County's contractual/grant agreement requirement and documentation | County's contract documentation completed, signed and executed as required; existing partner fiscal processes identified | Signed grant agreement and/or contract in place for each funded partner agency (sub-contractors)                                                                                                                                                                                                                                                                              |
|      |     | 4 | 0.25 | NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks (NW, SW, NE)                           | at least two (2) NCP neighborhood engagement walks conducted monthly                                                     | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; NCP areas defined as: NW - census tracts: 40, 41, 2, and 96.05; NE - census tracts: 50, 52, 7, 13, and 92; SW - census tracts: 27, 64, 65, and 66. Expected contact/reach 135 residents. |

|   |   |      |                                                                                                                                |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| 2 | 1 | 3.00 | <b>ANCHOR AGENCIES:</b><br>Identify capacity / workforce development needs within each NCP Anchor Agency and neighborhood area | NCP Anchor Agencies' needs assessment completed                                   | NCP Anchor Agency capacity building and workforce development planning needs identified (staffing, strategies, activities, etc)                                                                                                                                                                                                                                                                                                                                                                       |
|   | 2 | 1.50 | <b>PROJECT MGMT:</b><br>Develop NCP Implementation Plan (phase 1-4)                                                            | NCP Implementation Plan (phase 1-4) development initiated                         | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE                                                                                                                                                                                                                                                                                                                                                                                                 |
|   | 3 | 1.50 | <b>SERVICES NETWORK:</b><br>Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)                  | Regular check-in meetings between MC2, BTS and supporting partner agencies        | Coordinated activity, program and/or services via NCP and its supporting partner agencies 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. |
|   | 4 | 1.50 | <b>SERVICES NETWORK:</b><br>Create and coordinate resident wraparound support services referral/transition process             | NCP Support Services referral/delivery model developed and adopted                | Participating partners adopt and use NCP Support Services referral/delivery model                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | 5 | 0.75 | <b>EVALUATION:</b> Create NCP baseline data, indicators and expected outcomes                                                  | NCP baseline data, indicators and expected outcomes identified                    | NCP baseline data, indicators and expected outcomes established and adopted                                                                                                                                                                                                                                                                                                                                                                                                                           |
|   | 6 | 0.25 | <b>NEIGHBORHOOD OUTREACH:</b> Continue NCP neighborhood engagement walks (NW, SW, NE)                                          | At least two (2) NCP neighborhood engagement walks conducted monthly (NW, SW, NE) | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and                                                                                                                                                                                                                                                                                                                                |

|   |   |      |                                                                                                                                 |                                                                                                                                                          |                                                                                                                                                                                                                           |
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|   |   |      |                                                                                                                                 |                                                                                                                                                          | NE NCP areas; expected contact/reach 135 residents                                                                                                                                                                        |
|   | 7 | 0.75 | NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress                                                   | Community conversation event hosted in each NCP area (NW, NE, SW)                                                                                        | NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 75 residents                                                                                                         |
|   | 8 | 0.75 | FISCAL REPORTING: NCP's fiscal process defined and established; timely submission of fiscal reimbursement process documentation | NCP's fiscal process adopted; reimbursement documentation completed by each funded partner agency                                                        | NCP expenditures accurately documented, submitted and fully reimbursed                                                                                                                                                    |
|   | 9 | 0.25 | PROJECT MGMT: NCP Planning & Progress Discussions                                                                               | NCP Project Team Meetings held regularly                                                                                                                 | NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations                                                                                                            |
| 3 | 1 | 0.25 | NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks                                                               | At least two (2) NCP neighborhood engagement walks conducted monthly                                                                                     | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 135 residents |
|   | 2 | 0.75 | NEIGHBORHOOD OUTREACH: Host Canopy pop-up event in each NCP area                                                                | 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 | Canopy Pop-up events held in each NCP area to address identified neighborhood needs and expectations; expected 75 residents                                                                                               |
|   | 3 | 3.00 | ANCHOR AGENCIES: Create Capacity Building and Workforce Development plan based on agency/neighborhood needs assessment          | NCP Anchor Agency WorkPlans developed - Capacity Building & Workforce Development                                                                        | NCP Anchor Agency capacity building and workforce development activities initiated, staff hiring completed, strategies defined                                                                                            |



|      |   |   |      |                                                                                                                  |                                                                                                            |                                                                                                                                                  |
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|      |   | 3 | 1.50 | ANCHOR AGENCIES: Continue working Anchor Agency's Capacity Building and Workforce Development plan               | NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed | NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 1                                           |
|      |   | 4 | 0.75 | SERVICES NETWORK: Connect and coordinate resident wraparound support services referral/transition process        | Service delivery model developed and working in NCP areas                                                  | NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected reach 5 residents                   |
|      |   | 5 | 0.75 | SERVICES NETWORK: Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)              | Regular check-in meetings between MC2, BTS and supporting partner agencies                                 | Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs |
|      |   | 6 | 0.75 | EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes                              | NCP data, indicators and expected outcomes                                                                 | NCP data, indicators and expected outcomes collected and shared                                                                                  |
|      |   | 7 | 1.25 | PROJECT MGMT: Continued working of NCP Implementation Plan (phase 1-4)                                           | NCP Implementation Plan (phase 1-4) followed                                                               | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 1 PREPARE                                            |
|      |   | 8 | 0.25 | PROJECT MGMT: NCP Planning & Progress Discussions                                                                | NCP Project Team Meetings held regularly                                                                   | NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations                                   |
|      |   | 9 | 0.25 | FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation | Reimbursement documentation completed by each funded partner agency                                        | NCP expenditures accurately documented, submitted and fully reimbursed                                                                           |
| 2024 | 1 | 1 | 0.75 | PROJECT MGMT: Year 1 Review & Adjustments / Launch Year 2 PRACTICE                                               | NCP Implementation Plan (phase 1-4) reviewed and adjusted as needed                                        | Year 1 NCP four phase plan of implementation documented - Year 2 PRACTICE implementation initiated                                               |
|      |   | 2 | 1.50 | ANCHOR AGENCIES: Continue working                                                                                | NCP Anchor Agency Asset                                                                                    | NCP Anchor Agency capacity building and workforce                                                                                                |

|   |      |                                                                                                                       |                                                                                    |                                                                                                                                                                                                                           |
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|   |      | Anchor Agency's Capacity Building and Workforce Development plan                                                      | Building Plan implemented and monitored with fidelity; course correcting as needed | development activities completed as planned - Yr 2                                                                                                                                                                        |
| 3 | 0.25 | NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks                                                     | At least two (2) NCP neighborhood engagement walks conducted monthly               | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 150 residents |
| 4 | 0.75 | NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress                                         | Community conversation event hosted in each NCP area (NW, NE, SW)                  | NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 75 residents                                                                                                         |
| 5 | 1.50 | SERVICES NETWORK: Continue to connect and coordinate resident wraparound support services referral/transition process | Service delivery model developed and working in NCP areas                          | NCP clients/neighborhood residents are informed of, supported by, referred and/or transitioned to programs & services as needed; expected to serve 10 residents                                                           |
| 6 | 1.25 | SERVICES NETWORK: Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)                   | Regular check-in meetings between MC2, BTS and supporting partner agencies         | Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs                                                                          |
| 7 | 0.75 | EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes                                   | NCP data, indicators and expected outcomes                                         | NCP data, indicators and expected outcomes collected and shared                                                                                                                                                           |
| 8 | 0.50 | FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation      | Reimbursement documentation completed by each funded partner agency                | NCP expenditures accurately documented, submitted and fully reimbursed                                                                                                                                                    |
| 9 | 0.25 | PROJECT MGMT: NCP Planning & Progress Discussions                                                                     | NCP Project Team Meetings held regularly                                           | NCP Project Team acknowledges, reviews, acts upon and is accountable for                                                                                                                                                  |

|   |   |      |                                                                                                                          |                                                                            |                                                                                                                                                                                                                           |
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|   |   |      |                                                                                                                          |                                                                            | all NCP deliverables and expectations                                                                                                                                                                                     |
| 2 | 1 | 0.50 | PROJECT MGMT:<br>Continued working of NCP Implementation Plan Year 2                                                     | NCP Implementation Plan (phase 1-4) followed                               | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 2 PRACTICE                                                                                                                    |
|   | 2 | 1.50 | ANCHOR AGENCIES:<br>Continue Asset Building plan within each Anchor Agency                                               | NCP Anchor Agency Asset Building Plan followed - Year 2                    | NCP Anchor Agency capacity building and workforce development activities completed as planned - Yr 2                                                                                                                      |
|   | 3 | 0.75 | NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks                                                        | At least two (2) NCP neighborhood engagement walks conducted monthly       | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 150 residents |
|   | 4 | 1.50 | SERVICES NETWORK:<br>Continue to connect and coordinate resident wraparound support services referral/transition process | Service delivery model developed and working in NCP areas                  | NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected contact/reach 10 residents                                                                                   |
|   | 5 | 1.25 | SERVICES NETWORK:<br>Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)                   | Regular check-in meetings between MC2, BTS and supporting partner agencies | Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs                                                                          |
|   | 6 | 0.75 | NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress                                            | Community conversation event hosted in each NCP area (NW, NE, SW)          | NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 75 residents                                                                                                         |
|   | 7 | 0.75 | EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes                                      | NCP data, indicators and expected outcomes                                 | NCP data, indicators and expected outcomes collected and shared                                                                                                                                                           |
|   | 8 | 0.25 | PROJECT MGMT: NCP Planning & Progress Discussions                                                                        | NCP Project Team Meetings held regularly                                   | NCP Project Team acknowledges, reviews, acts upon and is accountable for                                                                                                                                                  |



|   |    |      |                                                                                                               |                                                                                                            |                                                                                                                                                                                                                           |
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|   |    |      |                                                                                                               |                                                                                                            | all NCP deliverables and expectations                                                                                                                                                                                     |
|   | 9  | 0.25 | <b>FISCAL REPORTING:</b><br>Timely submission of fiscal reimbursement process documentation                   | Reimbursement documentation completed by each funded partner agency                                        | NCP expenditures accurately documented and fully reimbursed                                                                                                                                                               |
|   | 10 | 0.75 | <b>NEIGHBORHOOD OUTREACH:</b> Plan Canopy Pop-up event for each NCP area                                      | Canopy Pop-up events held within each NCP area                                                             | Canopy Pop-up event held in each NCP area to address identified neighborhood needs and expectations; expected contact/reach 75 residents per NCP area                                                                     |
| 3 | 1  | 0.50 | <b>PROJECT MGMT:</b><br>Continued working of NCP Implementation Plan Year 2                                   | NCP Implementation Plan (phase 1-4) followed                                                               | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 2 PRACTICE                                                                                                                    |
|   | 2  | 1.50 | <b>ANCHOR AGENCIES:</b><br>Continue working Anchor Agency's Capacity Building and Workforce Development plan  | NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed | NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 2                                                                                                                    |
|   | 3  | 0.75 | <b>NEIGHBORHOOD OUTREACH:</b> Continue NCP neighborhood engagement walks                                      | At least two (2) NCP neighborhood engagement walks conducted monthly                                       | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 140 residents |
|   | 4  | 1.25 | <b>SERVICES NETWORK:</b><br>Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE) | Regular check-in meetings between MC2, BTS and supporting partner agencies                                 | Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs                                                                          |
|   | 5  | 1.50 | <b>SERVICES NETWORK:</b><br>Continue to connect and coordinate resident wraparound support                    | Service delivery model developed and working in NCP areas                                                  | NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed;                                                                                                                       |

|   |    |      |                                                                                     |                                                                      |                                                                                                                                                                                                                           |
|---|----|------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |    |      | services referral/transition process                                                |                                                                      | expected contact/reach 10 residents                                                                                                                                                                                       |
|   | 6  | 0.75 | NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress       | Community conversation event hosted in each NCP area (NW, NE, SW)    | NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 75 residents                                                                                                         |
|   | 7  | 0.75 | EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes | NCP data, indicators and expected outcomes                           | NCP data, indicators and expected outcomes collected and shared                                                                                                                                                           |
|   | 8  | 0.25 | PROJECT MGMT: NCP Planning & Progress Discussions                                   | NCP Project Team Meetings held regularly                             | NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations                                                                                                            |
|   | 9  | 0.25 | FISCAL REPORTING: Timely submission of fiscal reimbursement process documentation   | Reimbursement documentation completed by each funded partner agency  | NCP expenditures accurately documented and fully reimbursed                                                                                                                                                               |
|   | 10 | 0.75 | NEIGHBORHOOD OUTREACH: Host Canopy Pop-up event for each NCP area                   | Canopy Pop-up events held within each NCP area                       | Canopy Pop-up events held in each NCP area to address identified neighborhood needs and expectations; expected contact/reach 75 residents                                                                                 |
| 4 | 1  | 0.25 | NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks                   | At least two (2) NCP neighborhood engagement walks conducted monthly | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 150 residents |
|   | 2  | 0.75 | NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress       | Community conversation event hosted in each NCP area (NW, NE, SW)    | NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); EXPECTED contact/reach 75 residents                                                                                                         |
|   | 3  | 1.50 | SERVICES NETWORK: Connect, build and coordinate neighborhood                        | Regular check-in meetings between MC2, BTS and                       | Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support                                                                                                             |

|      |   |      |                                                                                                                       |                                                                                                            |                                                                                                                                         |                                                                                                 |
|------|---|------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|      |   |      | Partner Agencies networks (NW, SW, NE)                                                                                | supporting partner agencies                                                                                | of resident and neighborhood needs                                                                                                      |                                                                                                 |
|      | 4 | 1.25 | SERVICES NETWORK: Continue to connect and coordinate resident wraparound support services referral/transition process | Service delivery model developed and working in NCP areas                                                  | NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected contact/reach 10 residents |                                                                                                 |
|      | 5 | 1.50 | ANCHOR AGENCIES: Continue working Anchor Agency's Capacity Building and Workforce Development plan                    | NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed | NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 2                                  |                                                                                                 |
|      | 6 | 0.75 | EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes                                   | NCP data, indicators and expected outcomes                                                                 | NCP data, indicators and expected outcomes collected and shared                                                                         |                                                                                                 |
|      | 7 | 0.50 | PROJECT MGMT: Continued working of NCP Implementation Plan Year 2                                                     | NCP Implementation Plan (phase 1-4) followed                                                               | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 2 PRACTICE                                  |                                                                                                 |
|      | 8 | 0.25 | PROJECT MGMT: NCP Planning & Progress Discussions                                                                     | NCP Project Team Meetings held regularly                                                                   | NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations                          |                                                                                                 |
|      | 9 | 0.25 | FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation      | Reimbursement documentation completed by each funded partner agency                                        | NCP expenditures accurately documented, submitted and fully reimbursed                                                                  |                                                                                                 |
| 2025 | 1 | 1    | 0.25                                                                                                                  | PROJECT MGMT: Year 2 Review & Adjustments / Launch Year 3 PILOT                                            | NCP Implementation Plan (phase 1-4) reviewed and adjusted as needed                                                                     | Year 2 NCP four phase plan of implementation documented - Year 3 PILOT implementation initiated |
|      | 2 | 1.00 | ANCHOR AGENCIES: Continue working Anchor Agency's Capacity Building and                                               | NCP Anchor Agency Asset Building Plan implemented and monitored with                                       | NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 3                                  |                                                                                                 |

|   |      |                                                                                                                       |                                                                                   |                                                                                                                                                                                                                           |
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|   |      | Workforce Development plan                                                                                            | fidelity; course correcting as needed                                             |                                                                                                                                                                                                                           |
| 3 | 0.25 | NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks (NW, SW, NE)                                        | At least two (2) NCP neighborhood engagement walks conducted monthly (NW, SW, NE) | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 180 residents |
| 4 | 0.75 | NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress - Year 2 Review                         | Community conversation event hosted in each NCP area (NW, NE, SW)                 | NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 80 residents                                                                                                         |
| 5 | 0.75 | SERVICES NETWORK: Continue to connect and coordinate resident wraparound support services referral/transition process | Service delivery model developed and working in NCP areas                         | NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected contact/reach 60 residents                                                                                   |
| 6 | 0.25 | SERVICES NETWORK: Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)                   | Regular check-in meetings between MC2, BTS and supporting partner agencies        | Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs                                                                          |
| 7 | 0.25 | EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes                                   | NCP data, indicators and expected outcomes                                        | NCP data, indicators and expected outcomes collected and shared                                                                                                                                                           |
| 8 | 0.25 | FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation      | Reimbursement documentation completed by each funded partner agency               | NCP expenditures accurately documented, submitted and fully reimbursed                                                                                                                                                    |
| 9 | 0.25 | PROJECT MGMT: NCP Planning & Progress Discussions                                                                     | NCP Project Team Meetings held regularly                                          | NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations                                                                                                            |

|   |   |      |                                                                                                                              |                                                                                                            |                                                                                                                                                                                                                           |
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| 2 | 1 | 0.25 | <b>PROJECT MGMT:</b><br>Continued working of NCP Implementation Plan Year 3                                                  | NCP Implementation Plan (phase 1-4) followed                                                               | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 3 PILOT                                                                                                                       |
|   | 2 | 1.00 | <b>ANCHOR AGENCIES:</b><br>Continue working Anchor Agency's Capacity Building and Workforce Development plan                 | NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed | NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 3                                                                                                                    |
|   | 3 | 0.75 | <b>NEIGHBORHOOD OUTREACH:</b> Continue NCP neighborhood engagement walks (NW, SW, NE)                                        | At least two (2) NCP neighborhood engagement walks conducted monthly (NW, SW, NE)                          | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 180 residents |
|   | 4 | 0.75 | <b>SERVICES NETWORK:</b> Continue to connect and coordinate resident wraparound support services referral/transition process | Service delivery model developed and working in NCP areas                                                  | NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected contact/reach 60 residents                                                                                   |
|   | 5 | 0.25 | <b>SERVICES NETWORK:</b> Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)                   | Regular check-in meetings between MC2, BTS and supporting partner agencies                                 | Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs                                                                          |
|   | 6 | 0.75 | <b>NEIGHBORHOOD OUTREACH:</b> Host Community Conversation re: NCP plans and progress                                         | Community conversation event hosted in each NCP area (NW, NE, SW)                                          | NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 80 residents                                                                                                         |
|   | 7 | 0.25 | <b>EVALUATION:</b> Collect, measure and compare NCP data, indicators and expected outcomes                                   | NCP data, indicators and expected outcomes                                                                 | NCP data, indicators and expected outcomes collected and shared                                                                                                                                                           |
|   | 8 | 0.25 | <b>PROJECT MGMT:</b> NCP Planning & Progress Discussions                                                                     | NCP Project Team Meetings held regularly                                                                   | NCP Project Team acknowledges, reviews, acts upon and is accountable for                                                                                                                                                  |

|   |    |      |                                                                                                                            |                                                                                                            |                                                                                                                                                                                                                           |
|---|----|------|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   |    |      |                                                                                                                            |                                                                                                            | all NCP deliverables and expectations                                                                                                                                                                                     |
|   | 9  | 0.25 | <b>FISCAL REPORTING:</b><br>NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation | Reimbursement documentation completed by each funded partner agency                                        | NCP expenditures accurately documented, submitted and fully reimbursed                                                                                                                                                    |
|   | 10 | 0.75 | <b>NEIGHBORHOOD OUTREACH:</b> Host Canopy pop-up event in each NCP area                                                    | Canopy Pop-up events held within each NCP area                                                             | Canopy Pop-up events held in each NCP area to address identified neighborhood needs and expectations; expected 150 residents                                                                                              |
| 3 | 1  | 0.25 | <b>PROJECT MGMT:</b><br>Continued working of NCP Implementation Plan Year 3                                                | NCP Implementation Plan (phase 1-4) followed                                                               | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 3 PILOT                                                                                                                       |
|   | 2  | 1.00 | <b>ANCHOR AGENCIES:</b><br>Continue working Anchor Agency's Capacity Building and Workforce Development plan               | NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed | NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 3                                                                                                                    |
|   | 3  | 0.75 | <b>NEIGHBORHOOD OUTREACH:</b> Continue NCP neighborhood engagement walks (NW, SW, NE)                                      | At least two (2) NCP neighborhood engagement walks conducted monthly (NW, SW, NE)                          | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 180 residents |
|   | 4  | 0.25 | <b>SERVICES NETWORK:</b><br>Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)              | Regular check-in meetings between MC2, BTS and supporting partner agencies                                 | Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs                                                                          |
|   | 5  | 0.75 | <b>SERVICES NETWORK:</b><br>Continue to connect and coordinate resident wraparound support                                 | Service delivery model developed and working in NCP areas                                                  | NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed;                                                                                                                       |

|   |    |      |                                                                                                                  |                                                                                   |                                                                                                                                                                                                                           |
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|   |    |      | services referral/transition process                                                                             |                                                                                   | expected contact/reach 60 residents                                                                                                                                                                                       |
|   | 6  | 0.75 | NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress                                    | Community conversation event hosted in each NCP area (NW, NE, SW)                 | NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 80 residents                                                                                                         |
|   | 7  | 0.50 | EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes                              | NCP data, indicators and expected outcomes                                        | NCP data, indicators and expected outcomes collected and shared                                                                                                                                                           |
|   | 8  | 0.25 | PROJECT MGMT: NCP Planning & Progress Discussions                                                                | NCP Project Team Meetings held regularly                                          | NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations                                                                                                            |
|   | 9  | 0.25 | FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation | Reimbursement documentation completed by each funded partner agency               | NCP expenditures accurately documented, submitted and fully reimbursed                                                                                                                                                    |
|   | 10 | 0.75 | NEIGHBORHOOD OUTREACH: Host Canopy pop-up event in each NCP area                                                 | Canopy Pop-up events held within each NCP area                                    | Canopy Pop-up events held in each NCP area to address identified neighborhood needs and expectations; expected contact/reach 150 residents                                                                                |
| 4 | 1  | 0.75 | NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks (NW, SW, NE)                                   | At least two (2) NCP neighborhood engagement walks conducted monthly (NW, SW, NE) | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 180 residents |
|   | 2  | 0.75 | NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress                                    | Community conversation event hosted in each NCP area (NW, NE, SW)                 | NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 80 residents                                                                                                         |
|   | 3  | 0.25 | SERVICES NETWORK: Connect, build and coordinate neighborhood                                                     | Regular check-in meetings between MC2, BTS and                                    | Coordinated activity, program and/or services via NCP and its supporting partner                                                                                                                                          |

|      |   |      |                                                                                                                                 |                                                                                                            |                                                                                                                                         |                                                                                                   |
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|      |   |      | Partner Agencies networks (NW, SW, NE)                                                                                          | supporting partner agencies                                                                                | agencies achieved in support of resident and neighborhood needs                                                                         |                                                                                                   |
|      | 4 | 0.75 | <b>SERVICES NETWORK:</b><br>Continue to connect and coordinate resident wraparound support services referral/transition process | Service delivery model developed and working in NCP areas                                                  | NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected contact/reach 60 residents |                                                                                                   |
|      | 5 | 1.00 | <b>ANCHOR AGENCIES:</b><br>Continue working Anchor Agency's Capacity Building and Workforce Development pla                     | NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed | NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 3                                  |                                                                                                   |
|      | 6 | 0.25 | <b>EVALUATION:</b> Collect, measure and compare NCP data, indicators and expected outcomes                                      | NCP data, indicators and expected outcomes                                                                 | NCP data, indicators and expected outcomes collected and shared                                                                         |                                                                                                   |
|      | 7 | 0.50 | <b>PROJECT MGMT:</b><br>Continued working of NCP Implementation Plan (phase 1-4)                                                | NCP Implementation Plan (phase 1-4) followed                                                               | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 3 PILOT                                     |                                                                                                   |
|      | 8 | 0.25 | <b>PROJECT MGMT:</b> NCP Planning & Progress Discussions                                                                        | NCP Project Team Meetings held regularly                                                                   | NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations                          |                                                                                                   |
|      | 9 | 0.25 | <b>FISCAL REPORTING:</b><br>NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation      | Reimbursement documentation completed by each funded partner agency                                        | NCP expenditures accurately documented, submitted and fully reimbursed                                                                  |                                                                                                   |
| 2026 | 1 | 1    | 0.75                                                                                                                            | <b>PROJECT MGMT:</b> Year 3 Review & Adjustments / Launch Year 4 PROCEED                                   | NCP Implementation Plan (phase 1-4) reviewed and adjusted as needed                                                                     | Year 3 NCP four phase plan of implementation documented - Year 4 PROCEED implementation initiated |
|      | 2 | 1.00 | <b>ANCHOR AGENCIES:</b><br>Continue working Anchor Agency's Capacity Building and                                               | NCP Anchor Agency Asset Building Plan implemented and                                                      | NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 4                                  |                                                                                                   |



|   |      |                                                                                                                                                |                                                                                   |                                                                                                                                                                                                                           |
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|   |      | Workforce Development plan                                                                                                                     | monitored with fidelity; course correcting as needed                              |                                                                                                                                                                                                                           |
| 3 | 0.25 | NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks (NW, SW, NE)                                                                 | At least two (2) NCP neighborhood engagement walks conducted monthly (NW, SW, NE) | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 210 residents |
| 4 | 0.75 | NEIGHBORHOOD OUTREACH: Host Community Conversation re: NCP plans and progress - Year 3 Review                                                  | Community conversation event hosted in each NCP area (NW, NE, SW)                 | NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 80 residents                                                                                                         |
| 5 | 0.75 | SERVICES NETWORK: Continue to connect and coordinate resident wraparound support services referral/transition process                          | Service delivery model developed and working in NCP areas                         | NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected contact/reach 75 residents                                                                                   |
| 6 | 0.25 | SERVICES NETWORK: Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)                                            | Regular check-in meetings between MC2, BTS and supporting partner agencies        | Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs                                                                          |
| 7 | 0.25 | EVALUATION: Collect, measure and compare NCP data, indicators and expected outcomes                                                            | NCP data, indicators and expected outcomes                                        | NCP data, indicators and expected outcomes collected and shared                                                                                                                                                           |
| 8 | 0.25 | FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation; including year-end close-out | Reimbursement documentation completed by each funded partner agency               | NCP expenditures accurately documented, submitted and fully reimbursed                                                                                                                                                    |
| 9 | 0.25 | PROJECT MGMT: NCP Planning & Progress Discussions                                                                                              | NCP Project Team Meetings held regularly                                          | NCP Project Team acknowledges, reviews, acts upon and is accountable for                                                                                                                                                  |

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|   |   |      |                                                                                                                              |                                                                                                            | all NCP deliverables and expectations                                                                                                                                                                                     |
| 2 | 1 | 0.25 | <b>PROJECT MGMT:</b><br>Continued working of NCP Implementation Plan Year 4                                                  | NCP Implementation Plan (phase 1-4) followed                                                               | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 4 PROCEED                                                                                                                     |
|   | 2 | 1.00 | <b>ANCHOR AGENCIES:</b><br>Continue working Anchor Agency's Capacity Building and Workforce Development plan                 | NCP Anchor Agency Asset Building Plan implemented and monitored with fidelity; course correcting as needed | NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 4                                                                                                                    |
|   | 3 | 0.75 | <b>NEIGHBORHOOD OUTREACH:</b> Continue NCP neighborhood engagement walks (NW, SW, NE)                                        | At least two (2) NCP neighborhood engagement walks conducted monthly (NW, SW, NE)                          | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 210 residents |
|   | 4 | 0.75 | <b>SERVICES NETWORK:</b> Continue to connect and coordinate resident wraparound support services referral/transition process | Service delivery model developed and working in NCP areas                                                  | NCP clients/neighborhood residents are informed, supported, referred and/or transitioned as needed; expected contact/reach 75 residents                                                                                   |
|   | 5 | 0.25 | <b>SERVICES NETWORK:</b> Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)                   | Regular check-in meetings between MC2, BTS and supporting partner agencies                                 | Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs                                                                          |
|   | 6 | 0.75 | <b>NEIGHBORHOOD OUTREACH:</b> Host Community Conversation re: NCP plans and progress                                         | Community conversation event hosted in each NCP area (NW, NE, SW)                                          | NCP Community Conversation held in all three neighborhood areas (NW, SW, NE); expected contact/reach 80 residents                                                                                                         |
|   | 7 | 0.25 | <b>EVALUATION:</b> Collect, measure and compare NCP data, indicators and expected outcomes                                   | NCP data, indicators and expected outcomes                                                                 | NCP data, indicators and expected outcomes collected and shared                                                                                                                                                           |

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|   | 8  | 0.25 | PROJECT MGMT: NCP Planning & Progress Discussions                                                                | NCP Project Team Meetings held regularly                                                               | NCP Project Team acknowledges, reviews, acts upon and is accountable for all NCP deliverables and expectations                                                                                                            |
|   | 9  | 0.25 | FISCAL REPORTING: NCP's fiscal process followed; timely submission of fiscal reimbursement process documentation | Reimbursement documentation completed by each funded partner agency                                    | NCP expenditures accurately documented, submitted and fully reimbursed                                                                                                                                                    |
|   | 10 | 0.75 | NEIGHBORHOOD OUTREACH: Host Canopy pop-up event in each NCP area                                                 | Canopy Pop-up events held within each NCP area                                                         | Canopy Pop-up events held in each NCP area to address identified neighborhood needs and expectations; expected reach 185 residents                                                                                        |
| 3 | 1  | 0.25 | PROJECT MGMT: Continued working of NCP Implementation Plan Year 4                                                | NCP Implementation Plan (phase 1-4) followed                                                           | NCP four phase plan of implementation documented (Prepare, Practice, Pilot, Proceed) - Year 4 PROCEED                                                                                                                     |
|   | 2  | 1.00 | ANCHOR AGENCIES: Continue working Anchor Agency's Capacity Building and Workforce Development plan               | NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 4 | NCP Anchor Agency capacity building and workforce development activities completed as planned - Year 4                                                                                                                    |
|   | 3  | 0.75 | NEIGHBORHOOD OUTREACH: Continue NCP neighborhood engagement walks (NW, SW, NE)                                   | At least two (2) NCP neighborhood engagement walks conducted monthly (NW, SW, NE)                      | Residents' needs identified and addressed; referrals/transitions completed, feedback received via NCP neighborhood engagement walks completed each month in NW, SW and NE NCP areas; expected contact/reach 210 residents |
|   | 4  | 0.25 | SERVICES NETWORK: Connect, build and coordinate neighborhood Partner Agencies networks (NW, SW, NE)              | Regular check-in meetings between MC2, BTS and supporting partner agencies                             | Coordinated activity, program and/or services via NCP and its supporting partner agencies achieved in support of resident and neighborhood needs                                                                          |
|   | 5  | 0.75 | SERVICES NETWORK: Continue to connect and                                                                        | Service delivery model developed                                                                       | NCP clients/neighborhood residents are informed,                                                                                                                                                                          |