



Subcontractor Agreement with CRC and Father Tracy Advocacy Center

THIS AGREEMENT, made and entered as of March 1, 2023, by and between Community Resource Collaborative, having its principal offices located at 100 College Avenue, Suite 130, Rochester, NY 14626, hereinafter called the "Lead Agency" on behalf of Neighborhood Collaborative Project (NCP), and Father Tracy Advocacy Center (FTAC), having offices located at 821 N. Clinton Avenue, Rochester, NY 14605, hereinafter called the "Subcontractor/Subrecipient." Lead Agency, Subcontractor/Subrecipient, and NCP are collectively referred to hereinafter as the "Parties."

WITNESSETH:

NOW, THEREFORE, in consideration of the mutual agreements hereinafter contained and subject to the terms and conditions hereinafter stated, it is hereby understood and agreed as follows:

ARTICLE 1. TERM OF AGREEMENT

The services of the Subcontractor/Subrecipients shall commence on March 1, 2023 and shall be for a term expiring February 28, 2023 with the possibility of renewal. Extensions may be granted if approved by all Parties.

ARTICLE 2. AGREEMENT AMOUNT

Community Resource Collaborative shall provide to the Subcontractor/subrecipient on behalf of NCP, and the Subcontractor/Subrecipient agrees to accept as full payment for the services/materials furnished under this Agreement a sum not to exceed \$232,197. This amount shall be paid quarterly to the subcontractor upon receipt of a standard invoice/voucher, satisfactory to the Lead Agency. In no event shall the Lead Agency's liability exceed the amount set forth herein.

ARTICLE 3. PROGRAMMING TO BE PERFORMED

The Subcontractor/Subrecipient shall perform the services outlined in the Exhibit A Scope of Services/Program Work Plan. The Subcontractor shall also completely perform/furnish all services/materials in compliance with the Agreement documents hereinafter defined and made a part hereof as the Exhibit A Scope of Services/Program Work Plan.

ARTICLE 4. REPORTING

The Subcontractor/Subrecipient shall be responsible for submitting quarterly progress reports to the Lead Agency that describe quarterly performance and activities in support of the Scope of Services/Program Work Plan. All Subcontractors/Subrecipient shall also be required to submit quarterly financial reports and supporting documentation for expenditures to the Lead Agency.



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ARTICLE 5. CONTRACT DOCUMENTS

Scope of Services/Program Work Plan (Exhibit A), Budget (Exhibit B), and Fiscal Agreement (Exhibit C), annexed to this Contract, together with this Agreement, shall form the entire Agreement between the Parties hereto which documents are hereby incorporated herein by reference the same as if they were fully set forth herein.

ARTICLE 6. GENERAL LEGAL RESPONSIBILITY

The Subcontractor/Subrecipient shall comply with all existing and future federal, state, and municipal laws, ordinances and regulations, including specified discrimination and labor clauses, applicable to the Lead Agency.

ARTICLE 7. SUBLETTING AND ASSIGNING AGREEMENT

The Subcontractor/Subrecipient shall not assign or transfer the Agreement or any interest herein without receiving written approval from all "parties."

ARTICLE 8. CHANGES IN AGREEMENT

Changes to the terms and conditions of this Agreement shall be permitted only upon written mutual agreement of the Lead Agency and the Subcontractor/Subrecipient. All changes to this Agreement must be reviewed and approved by the Lead Agency. If the Subcontractor/Subrecipient cannot perform the tasks and deliverables as outlined in the Scope of Services/Program Work Plan and Budget, they must notify the Lead Agency within ten business days. The Lead Agency is then responsible for notifying the Neighborhood Collaborative Project.

ARTICLE 9. TERMINATION

It is mutually agreed by the Lead Agency and the Subcontractor/Subrecipient that this Agreement may be canceled by either Party by providing written notice to the other Party no later than thirty (30) business days before the cancellation. All cancellations must be submitted and reviewed by the Neighborhood Collaborative Project.



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IN WITNESS WHEREOF, this Agreement has been approved and duly executed by the Parties on the aforesaid day.

LEAD AGENCY – Community Resource Collaborative

By Community Resource Collaborative

Name



Position/Title

Executive Director

Date

March 1, 2023 _____

SUBCONTRACTOR/SUBRECIPIENT- Father Tracy Advocacy Center

By FTAC

Name



Position/title

Executive Director

Date

March 1st 2023



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EXHIBIT A: Scope of Services/Program Work Plan

- Identify capacity / workforce development needs within the NCP Anchor Agency and neighborhood area
- Create and implement Capacity Building and Workforce Development plan based on agency/neighborhood needs assessment
- Co-create, connect, collaborate and coordinate with citywide and NE neighborhood Partner Agencies networks
- Co-create NCP baseline data, indicators and expected outcomes; collect and report data metrics as requested and required
- Co-create connect, coordinate and comply with NCP neighborhood resident wraparound support services referral/transition process
- Support NCP's neighborhood outreach walks, community conversations and canopy pop-up events,
- Support NCP's data collection and evaluation activities as required
- Attend and participate in NCP bi-monthly All Partners meetings
- Review and respond as needed to all NCP communications (written and electronic)
- Submit summary reports for all NCP program activities and accomplishments
- Participate and support other activities as requested and/or required by Monroe County on behalf of NCP.

EXHIBIT B: Budget breakdown for Father Tracy Advocacy Center

Personnel Costs List Each Employee Name, Title/Position	Year 1 (2023)
Neighborhood Collaborative Project (NCP) Worker	\$ 46,875
On-Site Vocational Trainer (Workforce Development / Employment)	\$ 51,563
On-Site Social Worker (Health / Human Services)	\$ 56,250
Total Personnel Costs:	\$ 154,688
Other Than Personnel Services Costs	
Vocational Training Stipends for Community Members	\$ 18,000
Outreach Supplies & Materials (walks & corner pop-ups)	\$ 3,600
Office Supply Supplement	\$ 2,400
Facility Use / Operations Supplement	\$ 12,000
Snacks, Incentives, Swag for Community Distribution	\$ 2,400
Neighborhood Credibility / Trust Value (AA's brand identity / reputation)	\$ 18,000
10% de minimis indirect cost rate	\$ 21,109
Total Other Than Personnel Services Costs:	\$ 77,509
Total Project Cost:	\$ 232,197

EXHIBIT C: Fiscal Agreement for Father Tracy Advocacy Center

Father Tracy Advocacy Center agrees to follow, adhere to and comply with all applicable fiscal reporting requirements as outlined by the lead agency, Community Resource Collaborative, in accordance with the Monroe County ARPA contract. Such fiscal reporting requirements include but are not limited to:



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- Accurate reporting and documentation of all expenditures as identified in the approved budget (Exhibit B)
- Timely submission of fiscal reimbursement process documentation: monthly invoice of services rendered via electronic email and/or document upload