

If this policy is cancelled, final premium will be determined in the following way unless our manuals provide otherwise:

1. If we cancel, final premium will be calculated pro rata based on the time this policy was in force. Final premium will not be less than the pro rata share of the minimum premium.
2. If you cancel, final premium will be more than pro rata; it will be based on the time this policy was in force, and increased by our short rate cancellation table and procedure. Final premium will not be less than the minimum premium.

F. Records

You will keep records of information needed to compute premium. You will provide us with copies of those records when we ask for them.

G. Audit

You will let us examine and audit all your records that relate to this policy. These records include ledgers, journals, registers, vouchers, contracts, tax reports, payroll and disbursement records, and programs for storing and retrieving data. We may conduct the audits during regular business hours during the policy period and within three years after the policy period ends. Information developed by audit will be used to determine final premium. Insurance rate service organizations have the same rights we have under this provision.

PART SIX - CONDITIONS

A. Inspection

We have the right, but are not obligated to inspect your workplaces at any time. Our inspections are not safety inspections. They relate only to the insurability of the workplaces and the premiums to be charged. We may give you reports on the conditions we find. We may also recommend changes. While they may help reduce losses, we do not undertake to perform the duty of any person to provide for the health or safety of your employees or the public. We do not warrant that your workplaces are safe or healthful or that they comply with laws, regulations, codes or standards. Insurance rate service organizations have the same rights we have under this provision.

B. Long Term Policy

If the policy period is longer than one year and sixteen days, all provisions of this policy will apply as though a new policy were issued on each annual anniversary that this policy is in force.

C. Transfer of Your Rights and Duties

Your rights or duties under this policy may not be transferred without our written consent.

If you die and we receive notice within thirty days after your death, we will cover your legal representative as insured.

D. Cancellation

1. You may cancel this policy. You must mail or deliver advance written notice to us stating when the cancellation is to take effect.
2. We may cancel this policy. We must mail or deliver to you not less than ten days advance written notice stating when the cancellation is to take effect. Mailing that notice to you at your mailing address shown in Item 1 of the Information Page will be sufficient to prove notice.
3. The policy period will end on the day and hour stated in the cancellation notice.
4. Any of these provisions that conflict with a law that controls the cancellation of the insurance in this policy is changed by this statement to comply with that law.

E. Sole Representative

The insured first named in Item 1 of the Information Page will act on behalf of all insureds to change this policy, receive return premium, and give or receive notice of cancellation.



IMPORTANT NOTICE

Chapter 525, Section 110 of the New York Workers' Compensation Law requires that a written Employer's Report of Work-Related Accident/Occupational Disease (Form C-2) be made in ten days after the occurrence of an accident.

An employer who fails to comply with this requirement is subject to a fine of up to \$2,500 and up to one year imprisonment.

Insurance Policy Billing Information

Thank you for selecting The Hartford for your business insurance needs.

Shortly, you will receive your first bill from us. You are receiving this Notice so you know what to expect as a valued customer of The Hartford. Should you have any questions after reviewing this information, please contact us at 866-467-8730, and we will be happy to assist you.

- o Your total policy premium will appear on your policy's Declarations Page. You will be billed based on the payment plan you selected.
- o You may pay the "minimum due" as it appears on your insurance bill or pay the policy balance in full.
- o An installment service fee is added to each installment. A late fee will also be applied if the "minimum due" is not **received** by the due date shown on your bill. Service and late payment fees do not apply in all states.
- o If you selected installment billing, any credit or additional premium due as the result of a change made to your policy, will be spread over the remaining billing installments. Additional premium due as a result of an **audit** will be billed in full on your next bill date following the completion of the audit.
- o If you elected Electronic Funds Transfer (EFT), policy changes may result in changes to the amount automatically withdrawn from your bank account. The invoice you receive following a policy change will include future withdrawal amounts. If you need to adjust or stop your next scheduled EFT withdrawal, please contact us **at least 3 days prior** to the scheduled withdrawal date at the telephone number shown below.
- o If you selected installment billing and pay the premiums for your first policy term on time, at renewal, your account may qualify for our "Equal Installment" feature. This means that the percentage due for each installment, including the initial renewal installment, will be the same throughout the policy term – helping you better manage cash flow. Equal installments will continue as long as you pay your premiums on time and no cancellation notices are issued for any policy on your account. If you no longer qualify for Equal Installments, future renewals will be billed based on the payment plan you selected, which includes a higher initial installment amount.
- o If your policy is eligible for renewal, your bill for the upcoming policy term will be sent to you approximately 30 days prior to your policy's renewal date. If your insurance needs change, please contact us at least 60 days prior to your renewal date so we can properly address any adjustments needed.
- o **One bill convenience** – you have the option of combining all eligible Hartford policies on one single bill allowing you to make one payment for all policies on your account as payments are due.

You're In Control

In addition to selecting a bill plan option that best meets your budget, you have the flexibility to decide **how** your payments are made ...

- o **Repetitive EFT:** Sign up for Repetitive EFT payments and have payments automatically withdrawn from your bank account. This option saves you money by reducing the amount of the installment service fee.
- o **Pay Online:** Register at www.thehartford.com/servicecenter. Online Bill Pay is Quick, Easy and Secure!
- o **Pay by Check:** Send a check with your remittance stub in the envelope provided with your bill.
- o **Pay by Phone:** Call toll-free 1-866-467-8730.

Should you have any questions about your bill, please call Customer Service toll-free number:
1-866-467-8730 - 7AM – 7PM CST. We look forward to being of service to you.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

EXPERIENCE RATING MODIFICATION FACTOR ENDORSEMENT

Policy Number: 01 WEC AR2L1N

Endorsement Number:

Effective Date: 02/16/22

Effective hour is the same as stated on the Information Page of the policy.

Named Insured and Address: Community Resource Collaborative, Inc.

100 COLLEGE AVE STE 130

ROCHESTER NY 14607

The premium for the policy will be adjusted by an experience rating modification factor. The factor was not available when the policy was issued. The factor, if any, shown on the Information Page is an estimate. We will issue an endorsement to show the proper factor, if different from the factor shown, when it is calculated.

Countersigned by _____

Authorized Representative



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**90-DAY REPORTING REQUIREMENT -
NOTIFICATION OF CHANGE IN OWNERSHIP
ENDORSEMENT**

Policy Number: 01 WEC AR2L1N

Endorsement Number:

Effective Date: 02/16/22

Effective hour is the same as stated on the Information Page of the policy.

Named Insured and Address: Community Resource Collaborative, Inc.
100 COLLEGE AVE STE 130
ROCHESTER NY 14607

You must report any change in ownership to us in writing within 90 days of the date of the change. Change in ownership includes sales, purchases, other transfers, mergers, consolidations, dissolutions, formations of a new entity and other changes provided for in the applicable experience rating plan. Experience rating is mandatory for all eligible insureds. The experience rating modification factor, if any, applicable to this policy, may change if there is a change in your ownership or in that of one or more of the entities eligible to be combined with you for experience rating purposes.

Failure to report any change in ownership, regardless of whether the change is reported within 90 days of such change, may result in revision of the experience rating modification factor used to determine your premium.

This reporting requirement applies regardless of whether an experience rating modification is currently applicable to this policy.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**CATASTROPHE (OTHER THAN CERTIFIED ACTS OF TERRORISM)
PREMIUM ENDORSEMENT**

Policy Number: 01 WEC AR2L1N

Endorsement Number:

Effective Date: 02/16/22

Effective hour is the same as stated on the Information Page of the policy.

Named Insured and Address: Community Resource Collaborative, Inc.

100 COLLEGE AVE STE 130
ROCHESTER NY 14607

This endorsement is notification that your insurance carrier is charging premium to cover the losses that may occur in the event of a Catastrophe (Other Than Certified Acts of Terrorism) as that term is defined below. Your policy provides coverage for workers compensation losses caused by a Catastrophe (Other Than Certified Acts of Terrorism). This premium charge does not provide funding for Certified Acts of Terrorism contemplated under the Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement (WC 00 04 22 C), attached to this policy.

For purposes of this endorsement, the following definitions apply:

- o Catastrophe (Other Than Certified Acts of Terrorism): Any single event, resulting from an Earthquake, Noncertified Act of Terrorism, or Catastrophic Industrial Accident, which results in aggregate workers compensation losses in excess of \$50 million.
- o Earthquake: The shaking and vibration at the surface of the earth resulting from underground movement along a fault plane or from volcanic activity.
- o Noncertified Act of Terrorism: An event that is not certified as an Act of Terrorism by the Secretary

of the Treasury pursuant to the Terrorism Risk Insurance Act of 2002 (as amended) but that meets all of the following criteria:

- a. It is an act that is violent or dangerous to human life, property, or infrastructure;
 - b. The act results in damage within the United States, or outside of the United States in the case of the premises of United States missions or air carriers or vessels as those terms are defined in the Terrorism Risk Insurance Act of 2002 (as amended); and
 - c. It is an act that has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.
- o Catastrophic Industrial Accident: A chemical release, large explosion, or small blast that is localized in nature and affects workers in a small perimeter the size of a building.

The premium charge for the coverage your policy provides for workers compensation losses caused by a Catastrophe (Other Than Certified Acts of Terrorism) is shown in Item 4 of the Information Page or in the Schedule below.

Schedule

State	Rate	Premium
See Attached Schedule		



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NEW YORK LIMIT OF LIABILITY ENDORSEMENT

Policy Number: 01 WEC AR2L1N

Endorsement Number:

Effective Date: 02/16/22

Effective hour is the same as stated on the Information Page of the policy.

Named Insured and Address: Community Resource Collaborative, Inc.

100 COLLEGE AVE STE 130
ROCHESTER NY 14607

This endorsement applies only to the insurance provided by Part Two (Employers Liability Insurance) because New York is shown in Item 3.A. of the Information Page.

We may not limit our liability to pay damages for which we become legally liable to pay because of bodily injury to your employees if the bodily injury arises out of and in the course of employment that is subject to and is compensable under the Workers' Compensation Law of New York.

Countersigned by _____

Authorized Representative



NEW YORK CONSTRUCTION CLASSIFICATION PREMIUM ADJUSTMENT PROGRAM EXPLANATORY ENDORSEMENT

The New York Construction Classification Premium Adjustment Program (NYCCPAP) allows premium credits for some employers in the construction industry. These credits exist to recognize the difference in wage rates between employers within the same construction industries in New York.

Credits are earned for average wages in excess of \$23.24 per hour for each eligible class. If your policy shows one of the following classification codes, and you are experience rated, you are eligible to apply for an NYCCPAP credit:

0042	5057	5193	5429	5491	5606	6003	6229	6325	9526
3365	5059	5213	5443	5506	5610	6005	6233	6400	9527
3724	5069	5221	5445	5507	5645	6017	6235	6701	9534
3726	5102	5222	5462	5508	5648	6018	6251	7536	9539
3737	5160	5223	5473	5536	5651	6045	6252	7538	9545
5000	5183	5348	5474	5538	5701	6204	6306	7601	9549
5022	5184	5402	5479	5545	5703	6216	6319	7855	9553
5037	5188	5403	5480	5547	5709	6217		8227	
5040	5190	5428							

If you have any eligible classes on your policy, you should have been notified by your insurance carrier or the New York Compensation Insurance Rating Board approximately four months prior to the inception date of this policy. If you believe you may be eligible for a credit and have not received an application, you should immediately contact your agent, insurance carrier, or the New York Compensation Insurance Rating Board.

The basis for determining the credit is the limited payroll of each employee for the number of hours worked (excluding overtime premium pay) for each construction classification (other than employees engaged in the construction of one or two-family residential housing). For policies with effective dates between January 1 and March 31, the payroll submitted is for the third quarter, as reported to taxing authorities, for the second calendar year preceding the policy effective date. For policies with effective dates between April 1 and December 31, the payroll submitted is for the third quarter, as reported to taxing authorities, for the calendar year preceding the policy effective date. Total payroll (and not limited payroll) is to be reported for employees engaged in the construction of one or two-family residential housing.

Credits are calculated by the New York Compensation Insurance Rating Board. You must submit a completed application to: Attention: Audit Department, New York Compensation Insurance Rating Board, 733 Third Avenue, New York, New York 10017.

The application for credit on a renewal policy must be received by the Rating Board three (3) months prior to the policy renewal effective date. The Rating Board will accept and process an application if it is received between the renewal policy effective and expiration date, however, it must be accompanied by a letter from the employer stating the reason for the delay.

Under no circumstances will an original application be accepted for any policy if it is received after the expiration date of the policy to which the credit would have applied, nor will a revised application be accepted if it is received later than one (1) year from the expiration date of the policy to which the credit would have applied.

The New York Workers' Compensation and Employers' Liability Insurance Manual, and not this endorsement, govern the implementation and use of the NYCCPAP.

For online entry of the information requested on this form refer to: <http://www.nycirb.org/cpap>.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NEW YORK WORKERS' COMPENSATION POLICYHOLDER NOTICE OF RIGHT TO APPEAL

Policy Number: 01 WEC AR2L1N

Endorsement Number:

Effective Date: 02/16/22

Effective hour is the same as stated on the Information Page of the policy.

Named Insured and Address: Community Resource Collaborative, Inc.

100 COLLEGE AVE STE 130
ROCHESTER NY 14607

Policyholder Disputes

Policyholders are entitled to inquire, challenge and dispute issues relating to classification, ownership, premium auditing, and/or other New York Compensation Insurance Rating Board ("Rating Board") rulings or decisions pertaining to this policy. Please refer to the New York Workers' Compensation Policyholder Notice of Right to Appeal process noted below.

Inquiries may also be directed to the New York State Department of Financial Services (DFS) at:

<http://www.dfs.ny.gov/about/contactus.htm#consumer>

or by calling the Consumer Hotline at 800-342-3736
(Monday through Friday, 8:30 AM to 4:30 PM).

New York Workers' Compensation Policyholder Notice of Right to Appeal Process

An insured, or its representative (hereafter referred to as "insured"), may appeal the application of a rule or procedure contained in the New York Workers' Compensation & Employers' Liability Manual. Rules or procedures are defined as those determinations either by a carrier or the Rating Board, which define the variables which make up the policy conditions. Examples include: classification codes, ownership information, premium audits, and any other determination which may affect the policy.

To be considered for a review, a written request explaining the reason(s) for the appeal must be submitted to the Rating Board. Upon receipt of the request for review, the following actions will be taken:

1. The Rating Board will review the request and respond to the parties within sixty (60) days, either granting the parties or their authorized representatives their request or sustaining the Rating Board's original ruling.
2. If not satisfied with the outcome of 1. above, the parties may then request, in writing, a conference with members of the Rating Board staff. The request must state the nature of the complaint and supply any supporting documents. The appropriate Department Vice President or his or her designated representative will preside at the conference.
3. If the dispute is not resolved by the conference, the parties may then appeal to the Underwriting Committee of the Rating Board for a hearing to consider the staff ruling. This appeal must be in writing and must specify the reasons for the appeal and the nature of the complaint.
Following the Committee's receipt of the appeal request, the parties will be notified about the time and place for the hearing. The appeal will be heard at the next Underwriting Committee meeting for which appropriate time can be devoted to the matter. After the hearing, the parties will be advised, in writing, of the Underwriting Committee decision on the complaint.
4. If the Underwriting Committee ruling is not satisfactory to either party, then the aggrieved party may request a hearing at the New York State Department of Financial Services to consider the disputed decision.
5. The decision of the New York State Department of Financial Services may be appealed to a court of law, by the parties involved or the Rating Board.



MAINTAINING YOUR RECORDS FOR AUDIT PURPOSES

WHAT IS A PREMIUM ADJUSTMENT?

When your Workers' Compensation policy was issued you paid a deposit premium based on the nature of your business and estimates of your payroll. At the end of the policy period, we conduct an audit to compare the estimates against the actual figures and operations. Based on this comparison an adjustment is made. If the actual premium is less than what you already have paid, a refund will be made. If it's more, you will be billed for the difference. These adjustments are subject to any minimum premiums that apply.

HOW WILL THE PREMIUM ADJUSTMENT BE MADE?

On smaller, less complex operations we may e-mail you, call you, or mail you a request to ask you to provide the information via our online web-based portal, mail or telephone. If we require this information, we will provide an electronic link to, or a paper copy of, the necessary forms for you to complete.

On larger, more complex operations one of our Premium Auditors will contact you for an appointment. You will be contacted either by e-mail, telephone or mail. If directed, the auditor will contact your accountant to obtain as much information as possible and contact you at a later time for additional information that may be needed.

BASIS OF PREMIUM

Remuneration (Payroll) in most states, includes:

Payment of: Wages, bonuses, commissions, overtime,* sick pay, vacation pay,* tool allowances, contributions to individual retirement accounts, employee contributions to employee benefit plans.

Payments on basis of: Piece work, incentive plans, profit sharing.
The value of: Housing furnished to employees,* meals furnished to employees,* store certificates, merchandise and other dollar substitutes.

Remuneration does not include:

- a. Employer contributions to a group insurance or pension plan other than statutory plans of insurance.
- b. Special awards for individual inventions or discoveries.
- c. Overtime.*

Subcontractors. In the absence of other insurance, most state laws hold a contractor responsible for injuries to employees of subcontractors. At the time of audit Certificates of Insurance must be available for subcontractors with employees, in order to avoid payment of premium.

Independent Contractors, without employees, whose duties closely resemble those of an employee, will be considered your employee with the appropriate premium charged.

The actual working relationship between you and the Independent Contractor is examined. Items such as, but not limited to: whether the work performed is an integral part of your operations, whether you have the right to control the details of the work, the method of payment, who supplied the materials used, does the person regularly work for others, whose regulatory authority did person operate under, whether the person is involved in a separate and distinct business offering the same services to the public.

RECORDS

As part of the policy conditions, we are allowed to examine your financial books and records to determine actual exposures and operations. We would appreciate your cooperation in making the needed records available for the auditor's inspection.

What Records Will Be Needed?

The records needed will vary. In most cases, the Premium Auditor will be able to obtain the necessary audit data from two or more of the following records: Journals, Ledgers, State and Federal Tax Reports, Individual Earning Cards, Checkbooks and Contracts.

How You Should Keep Your Records

By maintaining your payroll records in accordance with the following guidelines, you might reduce your insurance costs.

Overtime. In most states, the amount paid in excess of straight time pay can be deducted if it can be verified in your records. You must maintain your records to show pay separately by employee and in summary by classification of work.

***Division of an employee's payroll** to more than one classification is not allowed in most states.

Exception: For construction, erection or stevedoring operations the payroll of an employee may be allocated to each type of work performed if proper records are kept. Your records must show the number of hours and amount of payroll for each type of work. If you do not keep such a breakdown, the full salary must be charged to the highest rated classification to which the employee is exposed.

Executive Officers in most states are considered employees of their corporation and included in the

computation of premium. Their remuneration is assigned without division to the actual operation in which they are engaged. If their duties are the same as those of a worker, foreman or superintendent, their payroll is assigned to the classification that develops the highest payroll. Minimum and maximum payrolls apply to executive officers.

Automated Records. If your records are automated or you plan to automate in the near future you can obtain maximum benefits by setting up your records to include insurance requirements. Our Premium Auditor will be pleased to assist you in setting up your records. Contact your Hartford Representative if you would like this assistance.

NOTE: The contents of this publication are not intended to supersede any definitions or conditions of your policy, the Workers' Compensation Law or any legal rulings.

**Your state may have specific rules or exceptions. Please contact your Hartford Representative for details that may apply and answer questions you may have.*



POLICY ADJUSTMENT NOTICE

The premium we charged for your enclosed Hartford policy was based, in part, on estimates and assumptions related to items such as payroll, sales revenue, and the nature of business operations for the policy period shown. When your coverage period expires, a premium audit will be conducted to ensure the premium you paid for your insurance was accurate. In order to complete the premium audit, when your policy coverage period expires you may receive, via e-mail or US Postal mail, a request to complete an "Insured's Report of Exposure" Form. Alternatively, you may receive notice that a Premium Audit representative will be contacting you to review your records and discuss your business operations over the phone or in person. The purpose of the statement, phone call or visit is for the Premium Audit Department to collect the information required to ensure that the premium you paid for your coverage was accurate.

Once the audit is complete, you will receive a Statement of Premium Adjustment which will reflect the amount of your policy auditable premium, and will indicate whether you are owed a refund or if additional premium is due for the policy period shown.

If we owe you a return premium, The Hartford will apply the refund amount to any current account balance. If your account is paid in full, or if your refund amount is greater than the current account balance, we will issue you a refund check. You can expect to receive this check within the next 30 days.

If you owe us an additional premium, the **entire amount** will appear as due and payable on your next bill. This amount will appear as "Premium Audit" on your bill.

If you have any questions regarding the Premium Audit process, please call your insurance agent.

Thank you for doing business with The Hartford.



Customer Privacy Notice
The Hartford Financial Services Group, Inc. and Affiliates*
(herein called "we, our, and us")

This Privacy Policy applies to our United States Operations

We value your trust. We are committed to the responsible:

- a) management;
 - b) use; and
 - c) protection;
- of **Personal Information**.

This notice describes how we collect, disclose, and protect **Personal Information**.

We collect **Personal Information** to:

- a) service your **Transactions** with us; and
- b) support our business functions.

We may obtain **Personal Information** from:

- a) **You**;
- b) your **Transactions** with us; and
- c) third parties such as a consumer-reporting agency.

Based on the type of product or service **You** apply for or get from us, **Personal Information** such as:

- a) your name;
- b) your address;
- c) your income;
- d) your payment; or
- e) your credit history;

may be gathered from sources such as applications, **Transactions**, and consumer reports.

To serve **You** and service our business, we may share certain **Personal Information**. We will share **Personal Information**, only as allowed by law, with affiliates such as:

- a) our insurance companies;
- b) our employee agents;
- c) our brokerage firms; and
- d) our administrators.

As allowed by law, we may share **Personal Financial Information** with our affiliates to:

- a) market our products; or
 - b) market our services;
- to **You** without providing **You** with an option to prevent these disclosures.

We may also share **Personal Information**, only as allowed by law, with unaffiliated third parties including:

- a) independent agents;
- b) brokerage firms;

- c) insurance companies;
 - d) administrators; and
 - e) service providers;
- who help us serve **You** and service our business.

When allowed by law, we may share certain **Personal Financial Information** with other unaffiliated third parties who assist us by performing services or functions such as:

- a) taking surveys;
- b) marketing our products or services; or
- c) offering financial products or services under a joint agreement between us and one or more financial institutions.

We, and third parties we partner with, may track some of the pages **You** visit through the use of:

- a) cookies;
- b) pixel tagging; or
- c) other technologies;

and currently do not process or comply with any web browser's "do not track" signal or other similar mechanism that indicates a request to disable online tracking of individual users who visit our websites or use our services.

For more information, our Online Privacy Policy, which governs information we collect on our website and our affiliate websites, is available at <https://www.thehartford.com/online-privacy-policy>.

We will not sell or share your **Personal Financial Information** with anyone for purposes unrelated to our business functions without offering **You** the opportunity to:

- a) "opt-out;" or
 - b) "opt-in;"
- as required by law.

We only disclose **Personal Health Information** with:

- a) your authorization; or
- b) as otherwise allowed or required by law.

Our employees have access to **Personal Information** in the course of doing their jobs, such as:

- a) underwriting policies;
- b) paying claims;
- c) developing new products; or
- d) advising customers of our products and services.

We use manual and electronic security procedures to maintain:

- a) the confidentiality; and
- b) the integrity of;

Personal Information that we have. We use these procedures to guard against unauthorized access.

Some techniques we use to protect **Personal Information** include:

- a) secured files;
- b) user authentication;
- c) encryption;
- d) firewall technology; and
- e) the use of detection software.

We are responsible for and must:

- a) identify information to be protected;
- b) provide an adequate level of protection for that data; and
- c) grant access to protected data only to those people who must use it in the performance of their job-related duties.

Employees who violate our privacy policies and procedures may be subject to discipline, which may include termination of their employment with us.

We will continue to follow our Privacy Policy regarding **Personal Information** even when a business relationship no longer exists between us.

As used in this Privacy Notice:

Application means your request for our product or service.

Personal Financial Information means financial information such as:

- a) credit history;
- b) income;
- c) financial benefits; or
- d) policy or claim information.

Personal Financial Information may include Social Security Numbers, Driver's license numbers, or other government-issued identification numbers, or credit, debit card, or bank account numbers.

Personal Health Information means health information such as:

- a) your medical records; or
- b) information about your illness, disability or injury.

Personal Information means information that identifies **You** personally and is not otherwise available to the public. It includes:

- a) **Personal Financial Information**; and
- b) **Personal Health Information**.

Transaction means your business dealings with us, such as:

- a) your **Application**;
- b) your request for us to pay a claim; and
- c) your request for us to take an action on your account.

You means an individual who has given us **Personal Information** in conjunction with:

- a) asking about;
 - b) applying for; or
 - c) obtaining;
- a financial product or service from us if the product or service is used mainly for personal, family, or household purposes.

If you have any questions or comments about this privacy notice, please feel free to contact us at The Hartford – Consumer Rights and Privacy Compliance Unit, One Hartford Plaza, Mail Drop: T 04.180, Hartford, CT 06155, or at ConsumerPrivacyInquiriesMailbox@thehartford.com.

This Customer Privacy Notice is being provided on behalf of The Hartford Financial Services Group, Inc. and its affiliates (including the following as of February 2021), to the extent required by the Gramm-Leach-Bliley Act and implementing regulations:

1stAGChoice, Inc.; Access CoverageCorp, Inc.; Access CoverageCorp Technologies, Inc.; Assurances Continentales Continentale Verzekeringen N.V.; Bracht, Deckers & Mackelbert N.V.; Business Management Group, Inc.; Canal Re S.A.; Cervus Claim Solutions, LLC; First State Insurance Company; FTC Resolution Company LLC; Hart Re Group L.L.C.; Hartford Accident and Indemnity Company; Hartford Administrative Services Company; Hartford Casualty General Agency, Inc.; Hartford Casualty Insurance Company; Hartford Fire General Agency, Inc.; Hartford Fire Insurance Company; Hartford Funds Distributors, LLC; Hartford Funds Management Company, LLC; Hartford Funds Management Group, Inc.; Hartford Holdings, Inc.; Hartford Insurance Company of Illinois; Hartford Insurance Company of the Midwest; Hartford Insurance Company of the Southeast; Hartford Insurance, Ltd.; Hartford Integrated Technologies, Inc.; Hartford Investment Management Company; Hartford Life and Accident Insurance Company; Hartford Lloyd's Corporation; Hartford Lloyd's Insurance Company; Hartford Management, Ltd.; Hartford Productivity Services LLC; Hartford of Texas General Agency, Inc.; Hartford Residual Market, L.C.C.; Hartford Specialty Insurance Services of Texas, LLC; Hartford STAG Ventures LLC; Hartford Strategic Investments, LLC; Hartford Underwriters General Agency, Inc.; Hartford Underwriters Insurance Company; Heritage Holdings, Inc.; Heritage Reinsurance Company, Ltd.; HLA LLC; HL Investment Advisors, LLC; Horizon Management Group, LLC; HRA Brokerage Services, Inc.; Lattice Strategies LLC; Maxum Casualty Insurance Company; Maxum Indemnity Company; Maxum Specialty Services Corporation; Millennium Underwriting Limited; MPC Resolution Company LLC; Navigators (Asia) Limited; Navigators Corporate Underwriters Limited; Navigators Holdings (Europe) N.V.; Navigators Holdings (UK) Limited; Navigators Insurance Company; Navigators International Insurance Company Ltd.; Navigators Management Company, Inc.; Navigators Management (UK) Limited; Navigators N.V.; Navigators Specialty Insurance Company; Navigators Underwriting Agency Limited; Navigators Underwriting Limited; New BDM NV; New England Insurance Company; New England Reinsurance Corporation; New Ocean Insurance Co., Ltd.; NIC Investments (Chile) SpA; Nutmeg Insurance Agency, Inc.; Nutmeg Insurance Company; Pacific Insurance Company, Limited; Property and Casualty Insurance Company of Hartford; Sentinel Insurance Company, Ltd.; The Navigators Group, Inc.; Trumbull Flood Management, L.L.C.; Trumbull Insurance Company; Twin City Fire Insurance Company; Y-Risk, LLC.



POLICYHOLDER NOTICE OF SHORT RATE CANCELLATION PROVISIONS

If the policy is cancelled by the insured before the end of the policy term, except if the reason for cancellation is permanent closure or sale of the business, The Hartford will apply a short rate cancellation fee. This means that the final premium will be more than pro rata, as it will be increased by a short rate cancellation fee. The amount of the fee will vary depending on how early the policy is cancelled or whether your policy is subject to an annual minimum premium. The range of the fee is 5% to 100% of the full premium, and the final premium will not be less than the minimum premium. The method for determining the short rate cancellation fee can vary by state; contact your agent or broker if more information is required. (Note: the Short Rate Cancellation rules do not apply in the state of TX.)



PRODUCER COMPENSATION NOTICE

You can review and obtain information on The Hartford's producer compensation practices at www.TheHartford.com or at 1-800-592-5717.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT
DISCLOSURE ENDORSEMENT**

Policy Number: 01 WEC AR2L1N

Endorsement Number:

Effective Date: 02/16/22

Effective hour is the same as stated on the Information Page of the policy.

Named Insured and Address: Community Resource Collaborative, Inc.

100 COLLEGE AVE STE 130
ROCHESTER NY 14607

Name of California Insurer:

This endorsement addresses the requirements of the Terrorism Risk Insurance Act of 2002 as amended and extended by the Terrorism Risk Insurance Program Reauthorization Act of 2019. It serves to notify you of certain limitations under the Act, and that your insurance carrier is charging premium for losses that may occur in the event of an Act of Terrorism.

Your policy provides coverage for workers compensation losses caused by Acts of Terrorism, including workers compensation benefit obligations dictated by state law. Coverage for such losses is still subject to all terms, definitions, exclusions, and conditions in your policy, and any applicable federal and/or state laws, rules, or regulations.

Definitions

The definitions provided in this endorsement are based on and have the same meaning as the definitions in the Act. If words or phrases not defined in this endorsement are defined in the Act, the definitions in the Act will apply.

"Act" means the Terrorism Risk Insurance Act of 2002, which took effect on November 26, 2002, and any amendments thereto, including any amendments resulting from the Terrorism Risk Insurance Program Reauthorization Act of 2019.

"Act of Terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States as meeting all of the following requirements:

- a. The act is an act of terrorism.
- b. The act is violent or dangerous to human life, property or infrastructure.
- c. The act resulted in damage within the United States, or outside of the United States in the case of the premises of United States missions or certain air carriers or vessels.
- d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

"Insured Loss" means any loss resulting from an act of terrorism (and, except for Pennsylvania, including an act of war, in the case of workers compensation) that is covered by primary or excess property and casualty insurance issued by an insurer if the loss occurs in the United States or at the premises of United States missions or to certain air carriers or vessels.

"Insurer Deductible" means, for the period beginning on January 1, 2021, and ending on December 31, 2027, an amount equal to 20% of our direct earned premiums during the immediately preceding calendar year.

Limitation of Liability

The Act limits our liability to you under this policy. If aggregate Insured Losses exceed \$100,000,000,000 in a calendar year and if we have met our Insurer Deductible, we are not liable for the payment of any portion of the amount of Insured Losses that exceeds \$100,000,000,000; and for aggregate Insured Losses up to \$100,000,000,000, we will pay only a pro rata share of such Insured Losses as determined by the Secretary of the Treasury.

Policyholder Disclosure Notice

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses occurring in any calendar year exceed \$200,000,000, the United States Government would pay 80% of our Insured Losses that exceed our Insurer Deductible.

- 2. Notwithstanding item 1 above, the United States Government will not make any payment under the Act for any portion of Insured Losses that exceed \$100,000,000,000.
- 3. The premium charge for the coverage your policy provides for Insured Losses is included in the amount shown in Item 4 of the Information Page or in the Schedule below.

Schedule

State	Rate	Premium
See Attached Schedule		



IMPORTANT NOTICE

NEW YORK WORKERS' COMPENSATION INSURANCE BENEFITS DEDUCTIBLE ELECTION FORM

New York Workers' Compensation law permits an employer to purchase workers' compensation insurance with a deductible. The deductible is for benefits and applies separately to each claim.

Please check the option which you have elected and return this form to the company prior to the effective date of your coverage.

1. I reject any deductible option and elect that the company pay all benefits due under my policy.
2. I elect one of the following deductibles to be applied to benefits under my workers' compensation insurance policy and each subsequent renewal. The premium reduction to be applied is shown below.

PREMIUM REDUCTION HAZARD GROUP

		A	B	C	D	E	F	G
	\$ 100	0.3%	0.2%	0.2%	0.1%	0.1%	0.1%	0.1%
	\$ 200	0.5%	0.4%	0.4%	0.3%	0.3%	0.1%	0.1%
	\$ 300	0.8%	0.6%	0.5%	0.4%	0.3%	0.2%	0.2%
	\$ 400	0.9%	0.7%	0.6%	0.5%	0.5%	0.3%	0.2%
	\$ 500	1.1%	0.8%	0.8%	0.6%	0.5%	0.3%	0.3%
	\$1,000	1.8%	1.4%	1.3%	1.0%	1.0%	0.6%	0.5%
	\$1,500	2.3%	1.9%	1.7%	1.4%	1.3%	0.8%	0.6%
	\$2,000	2.8%	2.3%	2.2%	1.7%	1.6%	1.0%	0.8%
	\$2,500	3.3%	2.7%	2.6%	2.1%	1.9%	1.2%	1.0%
	\$5,000	5.1%	4.4%	4.2%	3.5%	3.3%	2.1%	1.7%

All claims shall be paid by the company. In such case, the law requires that you reimburse the company for any deductible amounts so paid.

If you do not return this form promptly to the company, it will be construed to mean that we should pay in full all benefits due under your policy with no contribution on your part.

If you have any questions, please call your Agent.

Policy Number		
01 WEC AR2L1N		
Employer Name	Date	Signature and Title
Community Resource Collaborative,		
Agent Name	Date	Signature
GERARD P SMITH AGENCY INC		

Return this form to:

Issuing Office: THE HARTFORD BUSINESS SERVICE CENTER
Address: 3600 WISEMAN BLVD
SAN ANTONIO TX 78251

Form WC 66 01 95 M Printed in U.S.A.

Process Date: 02/16/22

Policy Expiration Date: 02/16/23

POLICY NUMBER: 01 WEC AR2L1N

Our President and Secretary have signed this policy. Where required by law, the Information Page has been countersigned by our duly authorized representative.



Lisa Levin, Secretary



Douglas Elliot, President

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NEW YORK:

New York forms have been copyrighted by the New York Compensation Insurance Rating Board.

PENNSYLVANIA:

Pennsylvania forms have been copyrighted by the Pennsylvania Compensation Rating Bureau or the Delaware Compensation Rating Bureau.



Reporting a Work-Related Injury is Time Sensitive!

Call The Hartford's LossConnect immediately to report a claim.

1-800-327-3636

Available 24 hours a day, 365 days a year.

The Benefits of Timely Loss Reporting:

Research has shown that faster loss reporting significantly affects loss costs. The sooner we are notified, the sooner we can investigate the accident and coordinate with you, the injured employee, and the medical team to ensure the fastest possible return to health and work.

The Effect of Timely Reporting on Controlling the Cost of Your Loss:

Average Loss for Closed Claims (Accident Years 2002-2005)	
Report Lag in Days	Percent Change in Loss Costs Compared to First Week Report
Incident Day	-6%
Week 1	0%
Week 2	13%
Week 3 or 4	16%
1 Month or Later	24%

Statutory requirements also necessitate the prompt initial reporting of the accident causing injury or death. Failure to comply may result in a fineable offense by the State.

Information You'll Need

Company Information

- o Account Number
- o Location Code (if applicable)
- o Parent Company (or program name)
- o Policy Number

Worker Information

- o Name, DOB, Address, Phone
- o Social Security Number
- o Age, Gender
- o Marital Status, Number of Dependents
- o Hire Date, Years in Current Position
- o Wage Information

Incident Information

- o Type of injury (burn, cut, etc.)?
- o Exact body part injured?
- o What caused the accident?
- o Any reason to question the injury?
- o Any witnesses?
- o Address where injury occurred?
- o Where was the injured employee treated? (Provide name, address, phone of medical provider.)
- o When was the accident reported to you and by whom (date, time)?

Network Providers

A listing of more than 400,000 network providers qualified to treat work-related injuries is available online at www.talispoint.com/hartext or by calling our Network Referral Unit at 1-800-327-3636 (select 4 at the prompt). Since network referrals are often impacted by state specific rules, please call to learn how to maximize our network capabilities on behalf of your employees.



IMPORTANT NOTICE

NEW YORK WORKERS' COMPENSATION INSURANCE BENEFITS DEDUCTIBLE ELECTION FORM

New York Workers' Compensation law permits an employer to purchase workers' compensation insurance with a deductible. The deductible is for benefits and applies separately to each claim.

Please check the option which you have elected and return this form to the company prior to the effective date of your coverage.

1. I reject any deductible option and elect that the company pay all benefits due under my policy.
2. I elect one of the following deductibles to be applied to benefits under my workers' compensation insurance policy and each subsequent renewal. The premium reduction to be applied is shown below.

PREMIUM REDUCTION HAZARD GROUP

		A	B	C	D	E	F	G
<input type="checkbox"/>	\$ 100	0.3%	0.2%	0.2%	0.1%	0.1%	0.1%	0.1%
<input type="checkbox"/>	\$ 200	0.5%	0.4%	0.4%	0.3%	0.3%	0.1%	0.1%
<input type="checkbox"/>	\$ 300	0.8%	0.6%	0.5%	0.4%	0.3%	0.2%	0.2%
<input type="checkbox"/>	\$ 400	0.9%	0.7%	0.6%	0.5%	0.5%	0.3%	0.2%
<input type="checkbox"/>	\$ 500	1.1%	0.8%	0.8%	0.6%	0.5%	0.3%	0.3%
<input type="checkbox"/>	\$1,000	1.8%	1.4%	1.3%	1.0%	1.0%	0.6%	0.5%
<input type="checkbox"/>	\$1,500	2.3%	1.9%	1.7%	1.4%	1.3%	0.8%	0.6%
<input type="checkbox"/>	\$2,000	2.8%	2.3%	2.2%	1.7%	1.6%	1.0%	0.8%
<input type="checkbox"/>	\$2,500	3.3%	2.7%	2.6%	2.1%	1.9%	1.2%	1.0%
<input type="checkbox"/>	\$5,000	5.1%	4.4%	4.2%	3.5%	3.3%	2.1%	1.7%

All claims shall be paid by the company. In such case, the law requires that you reimburse the company for any deductible amounts so paid.

If you do not return this form promptly to the company, it will be construed to mean that we should pay in full all benefits due under your policy with no contribution on your part.

If you have any questions, please call your Agent.

Policy Number		
01 WEC AR2L1N		
Employer Name	Date	Signature and Title
Community Resource Collaborative,		
Agent Name	Date	Signature
GERARD P SMITH AGENCY INC		

Return this form to:

Issuing Office: THE HARTFORD BUSINESS SERVICE CENTER

Address: 3600 WISEMAN BLVD
SAN ANTONIO TX 78251

Form WC 66 01 95 M Printed in U.S.A.

Process Date: 02/16/22

Policy Expiration Date: 02/16/23



Subcontractor Agreement with CRC and Neighborhood Collaborative Project

THIS AGREEMENT, made and entered as of March 1st, 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 MC Collaborative, having offices located at PO BOX 18030 Rochester, NY 14618, 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 1st 2023, and shall be for a term expiring February 28th 2024, 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 **\$147, 950**. 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.

Scope of services include: :POC for Case Management, Client Referral, and Anchor Agency Neighborhood Outreach Coordination; Liaison to Dept. of Social Services,



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.

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.



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

J. J. Paul

Position/Title

Executive Director

Date

4.17.2023

SUBCONTRACTOR/SUBRECIPIENT –MC Collaborative

By MC Collaborative

Name

Christine McKinley

Position/title

Co-Founder

Date

4/17/23



Subcontractor Agreement with CRC and The People's Pantry

THIS AGREEMENT, made and entered as of April 27, 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 The People's Pantry (TPP), with offices located at 555 Avenue D Rochester, NY 14621 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 Dec. 31, 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 \$27,000. 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.



Subcontractor Agreement with CRC and The People's Pantry

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.

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.



Subcontractor Agreement with CRC and The People's Pantry

EXHIBIT A: Scope of Services/Program Work Plan

The People's Pantry will serve as a neighborhood resource to the Neighborhood Collaborative Project (NCP) providing support to the NCP Anchor Agencies and supporting partner agencies in its efforts to create an agile, responsive system that empowers residents and builds capacity and capability within neighborhoods to resolve problems and meet community needs. Specifically, The People's Pantry will

- 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 The People's Pantry

Food Pantry Supplies	\$ 27,000
<i>Total Other Than Personnel Services Costs:</i>	\$ 27,000
<i>Total Project Cost:</i>	\$ 27,000

EXHIBIT C: Fiscal Agreement for The People's Pantry

The People's Pantry 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:

- 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



Subcontractor Agreement with CRC and The People's Pantry

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

SUBCONTRACTOR/SUBRECIPIENT- The People's Pantry

By TPP

Name

Lincoln Spaulding

Position/title

Board Chair

Date

April 27, 2023



Subcontractor Agreement with CRC and Lyell Ave Business Association

THIS AGREEMENT, made and entered as of April 24, 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 Lyell Ave Business Association, 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 4/24/2023, and shall be for a term expiring 7/24/2024, 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 \$27,000. 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.



Subcontractor Agreement with CRC and Lyell Ave Business Association

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.



Subcontractor Agreement with CRC and Lyell Ave Business Association

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.

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

J. L. Paul

Position/Title

Executive Director

Date

4.24.2023

SUBCONTRACTOR/SUBRECIPIENT- Lyell Avenue Business Association

By LABA

Name

Jose Peo

Position/title

Representative

Date

4/24/2023



Subcontractor Agreement with CRC and Lyell Ave Business Association

EXHIBIT A: Scope of Services/Program Work Plan

Lyell Avenue Business Association will serve as a neighborhood resource to the Neighborhood Collaborative Project (NCP) providing support to the NCP Anchor Agencies and supporting partner agencies in its efforts to create an agile, responsive system that empowers residents and builds capacity and capability within neighborhoods to resolve problems and meet community needs. Specifically, ABC Action Front Center will

- Utilize the Administrative Support funding (i.e. operations, emergencies, referral mgmt, supplies, etc.) to support and assist NCP neighborhood activities and programs
- 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 Lyell Avenue Business Association

Administrative Support (i.e. operations, emergencies, referral mgmt, supplies, etc.)	\$ 27,000
<i>Total Other Than Personnel Services Costs:</i>	\$ 27,000
<i>Total Project Cost:</i>	\$ 27,000

EXHIBIT C: Fiscal Agreement for Lyell Avenue Business Association

Lyell Avenue Business Association 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:

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



Subcontractor Agreement with CRC and C3 Consultancy Services, LLC

THIS AGREEMENT, made and entered as of March 20, 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 C3 Consultancy Services, LLC with offices located at 74 Dr. Samuel McCree Way, Rochester, NY 14608 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 December 31, 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 total sum not to exceed **\$215,866**. This amount shall be paid through quarterly disbursement 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.

Scope of Services include: Project Lead; Liaison to Grantor(s), Fiscal Sponsor, and Anchor Agency POCs

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.

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."



Subcontractor Agreement with CRC and C3 Consultancy Services, LLC

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.

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

SUBAWARDEE/SUBRECIPIENT- C3 Consultancy Services, LLC
By C3 Consultancy Services, LLC

Name

Joseph Basly

Position/title
Owner/Community Consultant

Date

3/20/2023



Subcontractor Agreement with CRC and C3 Consultancy Services, LLC

EXHIBIT A: Scope of Services/Program Work Plan

C3 Consultancy Services, LLC will serve as the project lead, process facilitator and primary interface to Monroe County and the project's lead agency, Community Resource Collaborative. C3 Consultancy Services, LLC will oversee the planning period, conducts asset-mapping, develops cross-agency training for NCP workers and neighborhood ambassadors, coordinate corner canopy events and serves as a member of the Neighborhood Collaborative Project (NCP) oversight committee. Additional responsibilities include but are not limited to:

- Planning, coordination, and facilitation for the NCP Project Team Meetings.
- Planning, coordination, and facilitation for the NCP All Partners Meetings.
- Primary lead for coordinating and submitting Monroe County ARPA quarterly reporting requirements.
- Primary lead for coordinating and submitting Monroe County MWBE reporting requirements.
- Primary lead for planning, coordination, and facilitation of Monroe County ARPA monitoring plan
- Assist and support Anchor Agencies with identifying capacity / workforce development needs, planning and implementation.
- Manage the implementation and execution of the project's approved action item workplan.
- Assist and support the planning and execution of quarterly Community Conversation sessions in each neighborhood area
- Assist and support the planning and execution of Canopy Pop-up events held in each NCP area to address identified neighborhood needs.
- Other duties as identified and assigned.

EXHIBIT B: Budget breakdown for C3 Consultancy Services, LLC

Contracted Services: Project Lead / Community Consultant	\$ 78,000
Contracted Services: Project Historian / Neighborhood Legacy Coordinator	\$ 26,000
Contracted Services: On-Site / Field Coordinator	\$ 18,750
Contracted Services: Neighborhood Ambassadors / Credible Messengers	\$ 45,000
Mileage Reimbursement for Contracted Staff	\$ 1,572
Bus Passes / Transportation Assistance	\$ 4,644
Per Diem Stipends	\$ 1,200
Microsoft Surface Pro Packages (5)	\$ 12,288
Neighborhood Engagement/Community Conversation Activities	\$ 7,588
Supplies & Materials	\$ 1,200
10% de minimis indirect cost rate	\$ 19,624
<i>Total Other Than Personnel Services Costs:</i>	\$ 215,866
<i>Total Project Cost:</i>	\$ 215,866

EXHIBIT C: Fiscal Agreement for C3 Consultancy Services, LLC

C3 Consultancy Services, LLC 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:

- 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 and purchase receipts via electronic email and/or document upload
- Timely submission of MWBE reporting documentation



Subcontractor Agreement with CRC and Baden Street Counseling and Support Services

THIS AGREEMENT, made and entered as of August 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 Baden Street Counseling and Support Center located at 585 Joseph Ave, 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 no earlier than March 1, 2023, and shall be for a term expiring December 31, 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 **\$27,000**. 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.

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.



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

Tina Paradiso

Position/Title

Executive Director

Date

8.8.2023

SUBCONTRACTOR/SUBRECIPIENT- Baden Street Counseling and Support Services

By BSCSS

Name

Leanne Perez-Dunham

Position/title

Program Director

Date

8/1/23



EXHIBIT A: Scope of Services/Program Work Plan

Baden Street Counseling and Support Center will serve as a citywide resource to the Neighborhood Collaborative Project (NCP) providing support to the NCP Anchor Agencies and supporting partner agencies in its efforts to create an agile, responsive system that empowers residents and builds capacity and capability within neighborhoods to resolve problems and meet community needs. Specifically, Baden Street Counseling and Support Center will:

- Utilize the Administrative Support funding to enable its own community outreach and assist with NCP citywide activities and programs,
- Support NCP's neighborhood outreach walks, community conversations and canopy pop-up events,
- 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 Baden Street Counseling and Support Center

Administrative Support for community outreach, NCP citywide activities, etc.	\$ 27,000
<i>Total Other Than Personnel Services Costs:</i>	<i>\$ 27,000</i>
<i>Total Project Cost:</i>	<i>\$ 27,000</i>

EXHIBIT C: Fiscal Agreement for Baden Street Counseling and Support Center

Baden Street Counseling and Support 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:

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



Subcontractor Agreement with CRC and Barakah Muslim Charities

THIS AGREEMENT, made and entered as of March 22, 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 Barakah Muslim Charities (BMC), with offices located at 584 Jefferson Avenue, Rochester, NY 14611 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 April 1st, and shall be for a term expiring December 31st, 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 \$27,000. 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.

Scope of Services include: partner agency



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 *J. Paul*

Position/Title

Executive Director

Date 3.22.2023

SUBCONTRACTOR/SUBRECIPIENT- Barakah Muslim Charities

By BMC

Name Zavier Johnson

Position/title Program Director

Date 03/22/2023



Subcontractor Agreement with CRC and SWAN at Montgomery Neighborhood Center

THIS AGREEMENT, made and entered as of 3/28, 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 SWAN at Montgomery Neighborhood Center, having offices located at 10 Cady Street, Rochester, NY 14608, 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 _____, and shall be for a term expiring _____, 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.

Scope of Services include: partner agency



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.

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.



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

J. P. W.

Position/Title

Executive Director

Date

3.25.2023

SUBCONTRACTOR/SUBRECIPIENT- SWAN at Montgomery Neighborhood Center

By SWAN

Name

Patricia Jackson

Position/title

Interim Executive Director

Date

March 25, 2023



Subcontractor Agreement with CRC and Action for a Better Community, Inc.

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 Action for a Better Community's Action Front Center (AFC) with offices located at 400 West Avenue, Rochester, NY 14611 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 December 31, 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 **\$27,000**. 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.

Scope of Services includes: HIV, STD, and Hepatitis C prevention (peer outreach workers to support each Anchor Agency)



Subcontractor Agreement with CRC and Action for a Better Community, Inc.

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.

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.



Subcontractor Agreement with CRC and Action for a Better Community, Inc.

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

J. L. Paul

Position/Title

Executive Director

Date

5.3.2023

SUBCONTRACTOR/SUBRECIPIENT- Action for a Better Community, Inc.
By ABC

Name

J. Anderson

Position/title

PRESIDENT & CEO

Date

5/3/23



Subcontractor Agreement with CRC and Action for a Better Community, Inc.

EXHIBIT A: Scope of Services/Program Work Plan

ABC Action Front Center will serve as a citywide resource to the Neighborhood Collaborative Project (NCP) providing support to the NCP Anchor Agencies and supporting partner agencies in its efforts to create an agile, responsive system that empowers residents and builds capacity and capability within neighborhoods to resolve problems and meet community needs. Specifically, ABC Action Front Center will

- Hire and provide per diem stipends and supplies to peer outreach workers to support and assist NCP citywide activities and programs.
- 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 ABC Action Front Center

Per Diem Stipends and Supplies for Peer Outreach Workers	\$ 27,000
<i>Total Other Than Personnel Services Costs:</i>	\$ 27,000
<i>Total Project Cost:</i>	\$ 27,000

EXHIBIT C: Fiscal Agreement for ABC Action Front Center

ABC Action Front 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:

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



Subcontractor Agreement with CRC and On The Ground Research

THIS AGREEMENT, made and entered as of April 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 On the Ground Research with offices located at 400 Andrews Street., Suite 212C; 14606 herinafter 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 December 31, 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 **\$146,581**. 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.

Scope of Services include: Project Evaluator; Assist Project Lead with Project Reporting, Data Collection & Reporting; Neighborhood/Anchor Agency Chronology; Social Media Communications



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.

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.



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

4.1.2023

SUBCONTRACTOR/SUBRECIPIENT- On The Ground Research

By OTG

Name 

Position/title

Founder and Director

Date

4/1/23



Exhibit A Scope of Services

EXHIBIT A: Scope of Services/Program Work Plan

- Attend and participate in the NCP Planning Meetings and NCP Partners Meetings
- Hire staff to complete the research and communications activities
- Conduct an evaluation of NCP, which will include capacity-building metrics, project implementation metrics, and neighborhood wellbeing metrics
- Collaborate with NCP partners to develop NCP evaluation metrics
- Coordinate with partners to collect NCP evaluation metrics
- Identify and collect secondary data relevant to the NCP evaluation metrics
- Analyze NCP data
- Describe the evaluation findings in reports and presentations to NCP partners, residents, and stakeholders
- Be the main point of contact for NCP-related communications
- Engage in communications activities on behalf of the NCP
- Assist the Project Lead (C3 Consultancy) with project grant reporting
- Submit quarterly progress reports to the Lead Agency (CRC) outlining the activities completed during that quarter.
- Develop and begin the process of conducting a Neighborhood/Anchor Agency Chronology

EXHIBIT B: Budget breakdown for On The Ground Research

Personnel Costs List Each Employee Name, Title/Position	Year 1 (2023)
NCP Local Researcher (part-time)	\$ 78,000
Student Research Assistant	\$ 10,400
Communications Coordinator	\$ 18,000
<i>Total Personnel Costs:</i>	\$ 106,400
Other Than Personnel Services Costs	
Research Supplies	\$ 3,000
NCP Marketing & Communications	\$ 8,000
Software and Subscriptions	\$ 15,855
10% de minimis indirect cost rate	\$ 13,326
<i>Total Other Than Personnel Services Costs:</i>	\$ 40,181
<i>Total Project Cost:</i>	\$ 146,581



EXHIBIT C: Fiscal Agreement for On The Ground Research

On The Ground Research 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:

- 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



Subcontractor Agreement with CRC and Cameron Community

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), Cameron Community, having offices located at 48 Cameron Street, Rochester, NY 14606, 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 December 31, 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.

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.



Subcontractor Agreement with CRC and Cameron Community

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

J. Paul

Position/Title

Executive Director

Date

3.1.2023

SUBCONTRACTOR/SUBRECIPIENT- Cameron Community

By Cameron Community Ministries

Name

Debra Kassoum-Amadou

Position/title

Executive Director

Date

3/1/2023