

Question 9 (Legislator Brew)

Willow Domestic Violence Center of Greater Rochester, Inc. - Stepph Sharpe

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Contact Information

Organization Name	Mail Address
Willow Domestic Violence Center of Greater Rochester, Inc.	PO Box 39601, Rochester, NY 14604

Signatory Name	Title
Meaghan de Chateauvieux	President & CEO

1st Contact Name	Title	Phone	Email
Stepph Sharpe	Grants Manager	585-232-5200	StepphS@WillowCenterNY.org

2nd Contact Name	Title	Phone	Email
Kelly Coleman	Grants and Data Management Administrator	585-232-5200	KellyC@WillowCenterNY.org

Filled Out Form	Title	Phone	Email
Stepph Sharpe	Grants Manager	585-232-5200	StepphS@WillowCenterNY.org

Company Policies and Insurance Documents

- 1. Procurement** [Willow Domestic Violence Center Procurement Policy 1.1.23.pdf](#)
- 2. Property Management** [Willow Domestic Violence Center Property Purchased with Federal Funds.pdf](#)
- 3. Records Retention** [Willow Domestic Violence Center Record Retention Policy_DRAFT.pdf](#)
- 4. Code of Ethics** [Employee Handbook_Ethics Policy.pdf](#)
- 5. Personnel Policy** [Employee Handbook 06.20.22.pdf](#)
- 6. M/WBE Policy** [03Willow MWBE Letter of Intent_CopierSIGNED.pdf](#), [01Willow MWBE Utilization Plan_FINAL.pdf](#), [AVS Consulting arpa-mwbe_Providence.docx](#), [02Virtual Letterhead_MWBE Waiver Request.pdf](#)
- 7a. Insurance - Worker's Comp** [7a-Workers Comp Cert. 22-23 Monroe Co Monroe Co DSS \(1\).pdf](#)
- 7b. Insurance - Professional Liability** [7b-Automobile Liability Insurance.pdf](#)
- 7c. Insurance - Automobile** [7c-General and Professional Liability Insurance.pdf](#)
- 8. Certification** [8_arpa_exhibit_g_SIGNED.pdf](#)

Federal Grant Requirements

- 1. SAM #** F75ZD4WCNB79
- 2. Exec Name/Compensation**
N/A
- 3. Fed Contracts?** no
 - 3a. Last 3 Fed Contracts**
 - 3b. Monitor Interventions?**
 - 3c. Interventions - Explain**
- 4. GAAP/Audit Agency?** yes
 - 4a. Audit Agency Name** The Bonadio Group**Audit Last 5 Years?** yes
 - 5a. Audit Agency Name** The Bonadio Group
 - 5b. Annual Financial Statements?**
 - 5c. Statements**
 - 5d. Internal Financial Statements?**
- 6. Negotiated Rate?** no
 - 6a. Rate**
 - 6b. Rate Agency**
 - 6c. No Rate - Explain** Indirect cost rate has never been considered necessary.
- 7. Cash Flow** Yes.
- 8. Budget Percent** 14.60
- 9. Financial System?** yes
 - 9a. System Rev/Exp/Assets/Prop** yes

9b. System Roles yes

9c. System - Explain

10. Turnover

The staff turnover for 2021 was 54%. For 2022, the staff turnover is 42%. Changes to Willow's senior management include: the creation of Chief Operating Officer position (2/8/21) and the hiring of a new Vice President of Community Engagement 11/8/21.

11. Staff Experience

Willow has been providing advocacy services in the greater Rochester area for well over 40 years. Meaghan de Chateauvieux has been at Willow since 2013 serving first in the role of Director of Development and then as CEO as of September 2018. Ms. de Chateauvieux is known throughout NYS as a fierce advocate with a strong understanding of the challenges survivors face daily, especially relative to navigating the whole journey to a safe and violence free life. As CEO, she will be key in setting up the FJC and guiding its vision. The FJC Director is to be hired, but a key qualification for the job will be demonstrated and broad experience in leading an FJC. Willow advocates and case managers receiving key survivor centered training and shadow existing Willow leadership until they are ready to perform their duties independently. Supervision of these positions is key to Willow's demonstrated success in advocacy. The V.P. of Finance and Administration spent 25 years as financial auditor with 10 of those years performing Single Audits over federal funds. These experiences allow her to provide experiential oversight of the grants administration process at Willow. The Grants Program Director and the Finance Manager at Providence Housing also bring multiple years of experience working with federal grant funds. The Providence Housing Family Life Coach has over 5 years of experience as an advocate with domestic violence victims and other underserved populations.

11a. Resumes [Kristin M Clarke resume.docx](#), [stefanie debellis resume \(1\).docx](#), [11a-Senior Staff Resume D Sturgis.pdf](#), [11a-Senior Staff Resume T Clemonds 2023.pdf](#), [11a-Senior Staff Resume Stepph Sharpe.pdf](#), [11a-Senior Staff Resume-Suzanne Nye.pdf](#), [11a-Senior Staff Resume-Meaghan de Chateauvieux.pdf](#)

Personnel

Name #1	Title	Email	Phone
Meaghan de Chateauvieux	President and CEO - Willow Domestic Violence Center	MeaghanD@WillowCenterNY.org	585-232-5200
Name #2	Title	Email	Phone
Suzanne Nye	V.P. of Finance and Administration (Fiscal Officer)	SuzanneN@WillowCenterNY.org	585-232-5200
Name #3	Title	Email	Phone
Stepph Sharpe	Grants Manager (Project Manager for ARPA Grant's Administration)	StepphS@willowcenterny.org	585-232-5200
Name #4	Title	Email	Phone
TO BE HIRED TO BE HIRED	Family Justice Center Director (Project Manager for ARPA Program Administration)	tbdc@WillowCenterNY.org	585-232-5200
Name #5	Title	Email	Phone
Tree Clemonds	Grants Program Director - Providence Housing (Project Manager for ARPA Grants Administration)	Tree.Clemonds@dor.org	585-529-9555
Name #6	Title	Email	Phone
Daniel Sturgis	Chief Financial Officer	Daniel.Sturgis@dor.org	585-529-9555
Name #7	Title	Email	Phone
Stefanie DeBellis	Family Life Coach - Providence Housing (Project Coordinator for ARPA Program Administration)	Stefanie.Debellis@dor.org	585-529-9555

Scope of Work

1. Project Description

Having multiple service providers "under one roof" increases efficiency in service provision and behavioral health supports, reduces survivor recantation, and increases public safety through stronger prosecution of offenders. One of the key long-lasting services that we provide is housing assistance in situations where survivors need both housing as well as related financial and support services; Providence Housing is a well-known and capable provider in our community to deliver these essential services. This Project is a logical leap in the evolution of our coordinated community response to domestic violence: the launch of a co-located FJC in Monroe County, NY.

2. Issues Addressed

This Project is an innovative, long-term, and trauma-informed solution to bring back and improve Monroe County's public health and public safety. Funds will transform existing relationships into formal partnerships, leveraging and expanding current resources to meet the unique needs of families impacted by domestic violence in Monroe County.

3. Where Offered

A co-located, multidisciplinary Family Justice Center (FJC) in Monroe County, NY.

4. Subawardees

Providence Housing Development Corporation

5. Population Served

The primary population to be serviced are survivors of domestic violence in Monroe County. The secondary population is for community partners and professionals in Monroe County. Equipping partners with tools and resources to recognize and respond to domestic violence, and refer to Willow and Providence, will have a lasting ripple effect for our community.

6. Goals/Outcomes

The ultimate goal of the project is to provide seamless wraparound services for survivors of domestic violence in Monroe County. This project aligns with and helps address Bring Monroe Back long-term goals around public health and public safety, including the pillars: prioritize behavioral and mental health; focus on the overall well-being of Monroe County residents through enhancing social services; create spaces to foster safety through reducing crime and increasing restorative justice options; and promote an equitable, accessible and connected community. Willow and Providence Housing will launch a co-located, multidisciplinary Family Justice Center (FJC) to improve access to and quality of support services for survivors of domestic violence in Monroe County and reduce barriers to Social Determinants of Health (SDOH).

A multidisciplinary FJC will help promote understanding, collaboration, and ultimately safety for survivors of domestic violence and Monroe County at large. The FJC will facilitate and streamline information-sharing on high-risk cases to prevent and reduce violent incidents, as well as foster shared understanding of the nuances and complexities of DV to help prevent dangerous outcomes. According to the 2021 Family Justice Center Framework Impact Report, FJCs contributed to a 90% drop in domestic violence homicides in the City of San Diego, a 75% reduction in domestic violence homicides in Alameda County (CA), and a 51% drop in Brooklyn (NYC). Additionally, a Family Justice Center will provide the opportunity for Willow to co-locate and partner with local organizations doing restorative justice work with survivors of domestic violence.

Willow and Providence will engage with consultants and collaborate with a wide cross section of agencies and systems in legal, law enforcement, medical, housing, children, and social services to design and implement a coordinated community response to domestic violence in Monroe County. By tapping into and expanding existing internal resources at co-locations, Willow and Providence will effectively implement an operational multidisciplinary FJC in 2024. Together, Willow and Providence will deliver high-quality, trauma-informed support services to survivors of domestic violence, including counseling services and support groups, housing, emergency/health services, court advocacy and legal services, childcare services, language translation services, and other resources/services. Although our goals target quality and provision of wraparound services, we will reach many survivors throughout the grant term. Willow will serve 2,000 survivors of domestic violence in Monroe County through the FJC from 2023-2026. Each year, Providence serves twenty new households (ten individuals and ten families) through their full range of services to survivors. More specific project deliverables and outcomes can be found in the project Action Item Sheet.

Throughout the grant term, Willow will monitor and evaluate project deliverables and overall DV trends in the Greater Rochester community. The Evaluation Team will meet quarterly and discuss service delivery, set and monitor measurable outcomes, collect data and identify trends, and deliver reports to Monroe County. Will incorporate data and outcomes and allow these metrics to inform service delivery and community response going forward in the project. Feedback from survivors and community partners will weigh heavily in our evaluation. Willow will also continue to measure trends around domestic violence related 911 calls, Domestic Incident Reports (DIRs), Orders of Protection, DV homicides, and outcomes for criminalized survivors. Some trends will be more challenging to quantify such as decrease in stigma, increase in community awareness, and understanding of domestic violence. If other FJCs are any indication of our potential local outcomes, there will be transformational change.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.50	yes	0	<p>Action: Explore and assess community readiness for a co-located, multidisciplinary Family Justice Center (FJC) for survivors of domestic violence in Monroe County.</p> <p>Deliverable: Conduct a robust study with consultants and community partners to understand what Monroe County needs to provide trauma-informed wraparound services to survivors of domestic violence.</p> <p>Measurement: Willow will consult with Alliance for Hope, Bivona Child Advocacy Center, Coordinated Care Services, Inc. and collaborate with a wide cross-section of agencies and systems in legal, law enforcement, medical, housing, children, and social services to prepare the design and implementation of the project.</p>
		2	2.00	yes	12	<p>Action: Reduce barriers to Social Determinants of Health (SDOH) for survivors of domestic violence in Monroe County by increasing access to safe and affordable housing while improving life skills and contributing to a productive workforce.</p> <p>Deliverable: Providence Housing will provide permanent supportive housing and rental assistance, childcare, language translation services, emergency/health services, employment services, and education to five new households (ten individuals) of survivors in Monroe County each quarter.</p> <p>Measurement: Five new households will be served each quarter, including a mix of single person households and families – for a total of ten new individuals served per quarter. Each new household will qualify for one year of rental assistance and two years support services. Some referrals to Door of Hope may occasionally come from Willow. In that instance, there will be existing households, but we anticipate mostly new households will be referred. Providence will observe the following outcomes every two years: 20 households access job training/trade program; 16 households improve financial literacy; 15 households secure employment; 15 households increase income; 20 households secure safe, stable housing; 16 households maintain housing; 20 households increase access to and utilization of healthcare; 20 households increase connection to community supports; 20 households access reliable childcare; and 20 households obtain eligible benefits.</p>
	2	1	0.50	yes	0	<p>Action: Explore and assess community readiness for a co-located, multidisciplinary Family Justice Center (FJC) for survivors of domestic violence in Monroe County.</p> <p>Deliverable: Deliver recommendations and a strategic plan for implementation of the project to Willow’s Board and community partners.</p> <p>Measurement: Willow will consult with Alliance for Hope, Bivona Child Advocacy Center, Coordinated Care Services, Inc. and collaborate with a wide cross-section of agencies and systems in legal, law enforcement, medical, housing, children, and social services to prepare the design and implementation of the project.</p>
		2	1.00	yes	0	<p>Action: Strengthen current relationships with partners and continue to provide and expand tools and resources to respond to domestic violence and refer survivors of domestic violence to Willow and Providence.</p> <p>Deliverable: Begin to acquire supplies that Willow and Providence will need to provide services to survivors of domestic violence, including but not limited to furniture, computers, rental assistance and security deposits, office supplies, bus passes and Uber gift cards. Provide education resources, such as textbooks, employment presentations, skilled trades, and organization classes. Providence will present and deliver an action plan to community partners and Willow’s Board.</p> <p>Measurement: Willow Board will approve the Providence action plan. Willow and Providence will have the tools, supplies, and resources at hand that will be necessary for implementing the co-located FJC to serve survivors of domestic violence in</p>

					Monroe County.
3	6.50	yes	27		<p>Action: Reduce barriers to Social Determinants of Health (SDOH) for survivors of domestic violence in Monroe County by increasing access to safe and affordable housing while improving life skills and contributing to a productive workforce.</p> <p>Deliverable: Providence Housing will provide permanent supportive housing and rental assistance, childcare, language translation services, emergency/health services, employment services, and education to five new households (ten individuals) of survivors in Monroe County each quarter.</p> <p>Measurement: Five new households will be served each quarter, including a mix of single person households and families - for a total of ten new individuals served per quarter. Each new household will qualify for one year of rental assistance and two years support services. Some referrals to Door of Hope may occasionally come from Willow. In that instance, there will be existing households, but we anticipate mostly new households will be referred. Providence will observe the following outcomes every two years: 20 households access job training/trade program; 16 households improve financial literacy; 15 households secure employment; 15 households increase income; 20 households secure safe, stable housing; 16 households maintain housing; 20 households increase access to and utilization of healthcare; 20 households increase connection to community supports; 20 households access reliable childcare; and 20 households obtain eligible benefits.</p>
3	1	1.50	no	0	<p>Action: Hire staff to help implement this project: hire Multidisciplinary Center Director early in Q3 and begin hiring process for the other 4 Willow positions by the end of Q3.</p> <p>Deliverable: Deliver staffing plan to county. Willow anticipates hiring five staff by Q4: Multidisciplinary Center Director, Welcome Advocate, Case Manager, Navigator, and Mobile Advocate.</p> <p>Measurement: Willow will be fully staffed to manage the project. New staff will go through Willow's rigorous onboarding process and be provided ongoing training. Part of the training for Family Justice Center roles will include a general knowledge and understanding of community resources for referrals.</p>
2	4.50	yes	6		<p>Action: Reduce barriers to Social Determinants of Health (SDOH) for survivors of domestic violence in Monroe County by increasing access to safe and affordable housing while improving life skills and contributing to a productive workforce.</p> <p>Deliverable: Providence Housing will provide permanent supportive housing and rental assistance, childcare, language translation services, emergency/health services, employment services, and education to five new households (ten individuals) of survivors in Monroe County each quarter.</p> <p>Measurement: Five new households will be served each quarter, including a mix of single person households and families - for a total of ten new individuals served per quarter. Each new household will qualify for one year of rental assistance and two years support services. Some referrals to Door of Hope may occasionally come from Willow. In that instance, there will be existing households, but we anticipate mostly new households will be referred. Providence will observe the following outcomes every two years: 20 households access job training/trade program; 16 households improve financial literacy; 15 households secure employment; 15 households increase income; 20 households secure safe, stable housing; 16 households maintain housing; 20 households increase access to and utilization of healthcare; 20 households increase connection to community supports; 20 households access reliable childcare; and 20 households obtain eligible benefits.</p>
4	1	1.50	yes	74	<p>Action: Expand support services for survivors of domestic violence in Monroe County by providing a range of trauma-informed services at Willow and Providence.</p> <p>Deliverable: Willow and Providence staff, in conjunction with our partners, will develop a trauma-informed referral network between community partners, and deliver the following services in their respective capacities: counseling services and support groups, housing, emergency/health services, court advocacy and legal services, childcare services, language translation services, and other resources/services to survivors of domestic violence. These services will not be coordinated as a community response (in Year 1) before the launch of a co-located multidisciplinary FJC.</p> <p>Measurement: Provide 100 survivors of domestic violence in Monroe County legal, medical, behavioral, and social services through coordinated community response at Willow's co-located FJC in Year 1 Quarter 4. Survivors served will be new individuals/clients coming into the FJC for services. Willow does not expect to serve clients under the FJC model until 2023 Q4.</p>
2	5.00	yes	46		<p>Action: Reduce barriers to Social Determinants of Health (SDOH) for survivors of domestic violence in Monroe County by increasing access to safe and affordable housing while improving life skills and contributing to a productive workforce.</p> <p>Deliverable: Providence Housing will provide permanent supportive housing and rental assistance, childcare, language translation services, emergency/health services, employment services, and education to five new households (ten individuals) of survivors in Monroe County each quarter.</p> <p>Measurement: Five new households will be served each quarter, including a mix of single person households and families - for a total of ten new individuals served per quarter. Each new household will qualify for one year of rental assistance and two years support services. Some referrals to Door of Hope may occasionally come from Willow. In that instance, there will be existing households, but we anticipate mostly new households will be referred. Providence will observe the following outcomes every two years: 20 households access job training/trade program; 16 households improve financial literacy; 15 households secure employment; 15 households increase income; 20 households secure safe, stable housing; 16 households maintain housing; 20 households increase access to and utilization of healthcare; 20 households increase connection to community supports; 20 households access reliable childcare; and 20 households obtain eligible benefits.</p>
2024	1	1	3.00		<p>Action: Initiate seamless wraparound services for survivors of domestic violence in Monroe County by launching a co-located multidisciplinary Family Justice Center (FJC) to meet the unique needs of families experiencing domestic violence in Monroe County.</p> <p>Deliverable: Provide co-located resources at a brand-new multidisciplinary center to survivors of domestic violence that contribute to safe and affordable housing, access to education, public safety, availability of healthy foods, local emergency/health services, access to childcare, access to language translation and American Sign Language interpreter services, environments free of life-threatening toxins, and culturally competent staff.</p> <p>Measurement: Willow and Providence operate a co-located FJC that serves survivors of domestic violence within the community. A co-located multidisciplinary center will remove major barriers in providing wraparound services and utilizing community referrals, and meet the unique needs of families experiencing domestic violence in Monroe County.</p>
	2	4.75			<p>Action: Reduce barriers to Social Determinants of Health (SDOH) for survivors of domestic violence in Monroe County by increasing access to safe and affordable housing while improving life skills and contributing to a productive workforce.</p> <p>Deliverable: Providence Housing will provide permanent supportive housing and rental assistance, childcare, language</p>

			<p>translation services, emergency/health services, employment services, and education to five new households (ten individuals) of survivors in Monroe County each quarter.</p> <p>Measurement: Five new households will be served each quarter, including a mix of single person households and families - for a total of ten new individuals served per quarter. Each new household will qualify for one year of rental assistance and two years support services. Some referrals to Door of Hope may occasionally come from Willow. In that instance, there will be existing households, but we anticipate mostly new households will be referred. Providence will observe the following outcomes every two years: 20 households access job training/trade program; 16 households improve financial literacy; 15 households secure employment; 15 households increase income; 20 households secure safe, stable housing; 16 households maintain housing; 20 households increase access to and utilization of healthcare; 20 households increase connection to community supports; 20 households access reliable childcare; and 20 households obtain eligible benefits.</p>
3	1.50		<p>Action: Improve access to and quality of support services for survivors of domestic violence in Monroe County by providing seamless wraparound services at Family Justice Center co-locations.</p> <p>Deliverable: Willow, in conjunction with our partners, will deliver counseling services and support groups, housing, emergency/health services, court advocacy and legal services, childcare services, language translation services, and other resources/services to survivors of domestic violence.</p> <p>Measurement: Provide 75 survivors of domestic violence a full range of trauma-informed services, including legal, medical, behavioral, and social services through coordinated community response during the quarter. Survivors served will be new individuals/clients coming into the FJC for services.</p>
2	1	1.50	<p>Action: Improve access to and quality of support services for survivors of domestic violence in Monroe County by providing seamless wraparound services at Family Justice Center co-locations.</p> <p>Deliverable: Willow, in conjunction with our partners, will deliver counseling services and support groups, housing, emergency/health services, court advocacy and legal services, childcare services, language translation services, and other resources/services to survivors of domestic violence.</p> <p>Measurement: Provide 75 survivors of domestic violence a full range of trauma-informed services, including legal, medical, behavioral, and social services through coordinated community response during the quarter. Survivors served will be new individuals/clients coming into the FJC for services.</p>
	2	4.75	<p>Action: Reduce barriers to Social Determinants of Health (SDOH) for survivors of domestic violence in Monroe County by increasing access to safe and affordable housing while improving life skills and contributing to a productive workforce.</p> <p>Deliverable: Providence Housing will provide permanent supportive housing and rental assistance, childcare, language translation services, emergency/health services, employment services, and education to five new households (ten individuals) of survivors in Monroe County each quarter.</p> <p>Measurement: Five new households will be served each quarter, including a mix of single person households and families - for a total of ten new individuals served per quarter. Each new household will qualify for one year of rental assistance and two years support services. Some referrals to Door of Hope may occasionally come from Willow. In that instance, there will be existing households, but we anticipate mostly new households will be referred. Providence will observe the following outcomes every two years: 20 households access job training/trade program; 16 households improve financial literacy; 15 households secure employment; 15 households increase income; 20 households secure safe, stable housing; 16 households maintain housing; 20 households increase access to and utilization of healthcare; 20 households increase connection to community supports; 20 households access reliable childcare; and 20 households obtain eligible benefits.</p>
3	1	3.00	<p>Action: Monitor and evaluate project deliverables and overall DV trends in the Greater Rochester community.</p> <p>Deliverable: Willow's Evaluation Team will meet quarterly and discuss service delivery, set and monitor measurable outcomes, collect data and identify trends. The Evaluation Team will deliver a quarterly report to Monroe County.</p> <p>Measurement: Willow will incorporate data and outcomes and allow these metrics to inform service delivery and community response going forward in the project. Feedback from survivors and community partners will weigh heavily in our evaluation.</p>
	2	4.75	<p>Action: Reduce barriers to Social Determinants of Health (SDOH) for survivors of domestic violence in Monroe County by increasing access to safe and affordable housing while improving life skills and contributing to a productive workforce.</p> <p>Deliverable: Providence Housing will provide permanent supportive housing and rental assistance, childcare, language translation services, emergency/health services, employment services, and education to five new households (ten individuals) of survivors in Monroe County each quarter.</p> <p>Measurement: Five new households will be served each quarter, including a mix of single person households and families - for a total of ten new individuals served per quarter. Each new household will qualify for one year of rental assistance and two years support services. Some referrals to Door of Hope may occasionally come from Willow. In that instance, there will be existing households, but we anticipate mostly new households will be referred. Providence will observe the following outcomes every two years: 20 households access job training/trade program; 16 households improve financial literacy; 15 households secure employment; 15 households increase income; 20 households secure safe, stable housing; 16 households maintain housing; 20 households increase access to and utilization of healthcare; 20 households increase connection to community supports; 20 households access reliable childcare; and 20 households obtain eligible benefits.</p>
	3	1.50	<p>Action: Improve access to and quality of support services for survivors of domestic violence in Monroe County by providing seamless wraparound services at Family Justice Center co-locations.</p> <p>Deliverable: Willow, in conjunction with our partners, will deliver counseling services and support groups, housing, emergency/health services, court advocacy and legal services, childcare services, language translation services, and other resources/services to survivors of domestic violence.</p> <p>Measurement: Provide 125 survivors of domestic violence a full range of trauma-informed services, including legal, medical, behavioral, and social services through coordinated community response during the quarter. Survivors served will be new individuals/clients coming into the FJC for services.</p>
4	1	1.50	<p>Action: Improve access to and quality of support services for survivors of domestic violence in Monroe County by providing seamless wraparound services at Family Justice Center co-locations.</p> <p>Deliverable: Willow, in conjunction with our partners, will deliver counseling services and support groups, housing, emergency/health services, court advocacy and legal services, childcare services, language translation services, and other resources/services to survivors of domestic violence.</p>

					<p>Measurement: Provide 125 survivors of domestic violence a full range of trauma-informed services, including legal, medical, behavioral, and social services through coordinated community response during the quarter. Survivors served will be new individuals/clients coming into the FJC for services.</p>
	2	4.75			<p>Action: Reduce barriers to Social Determinants of Health (SDOH) for survivors of domestic violence in Monroe County by increasing access to safe and affordable housing while improving life skills and contributing to a productive workforce.</p> <p>Deliverable: Providence Housing will provide permanent supportive housing and rental assistance, childcare, language translation services, emergency/health services, employment services, and education to five new households (ten individuals) of survivors in Monroe County each quarter.</p> <p>Measurement: Five new households will be served each quarter, including a mix of single person households and families - for a total of ten new individuals served per quarter. Each new household will qualify for one year of rental assistance and two years support services. Some referrals to Door of Hope may occasionally come from Willow. In that instance, there will be existing households, but we anticipate mostly new households will be referred. Providence will observe the following outcomes every two years: 20 households access job training/trade program; 16 households improve financial literacy; 15 households secure employment; 15 households increase income; 20 households secure safe, stable housing; 16 households maintain housing; 20 households increase access to and utilization of healthcare; 20 households increase connection to community supports; 20 households access reliable childcare; and 20 households obtain eligible benefits.</p>
2025	1	1	3.00		<p>Action: Monitor and evaluate project deliverables and overall DV trends in the Greater Rochester community.</p> <p>Deliverable: Willow's Evaluation Team will meet quarterly and discuss service delivery, set and monitor measurable outcomes, collect data and identify trends. The Evaluation Team will deliver a quarterly report to Monroe County.</p> <p>Measurement: Willow will incorporate data and outcomes and allow these metrics to inform service delivery and community response going forward in the project. Feedback from survivors and community partners will weigh heavily in our evaluation.</p>
	2	4.50			<p>Action: Reduce barriers to Social Determinants of Health (SDOH) for survivors of domestic violence in Monroe County by increasing access to safe and affordable housing while improving life skills and contributing to a productive workforce.</p> <p>Deliverable: Providence Housing will provide permanent supportive housing and rental assistance, childcare, language translation services, emergency/health services, employment services, and education to five new households (ten individuals) of survivors in Monroe County each quarter.</p> <p>Measurement: Five new households will be served each quarter, including a mix of single person households and families - for a total of ten new individuals served per quarter. Each new household will qualify for one year of rental assistance and two years support services. Some referrals to Door of Hope may occasionally come from Willow. In that instance, there will be existing households, but we anticipate mostly new households will be referred. Providence will observe the following outcomes every two years: 20 households access job training/trade program; 16 households improve financial literacy; 15 households secure employment; 15 households increase income; 20 households secure safe, stable housing; 16 households maintain housing; 20 households increase access to and utilization of healthcare; 20 households increase connection to community supports; 20 households access reliable childcare; and 20 households obtain eligible benefits.</p>
	3	1.50			<p>Action: Improve access to and quality of support services for survivors of domestic violence in Monroe County by providing seamless wraparound services at Family Justice Center co-locations.</p> <p>Deliverable: Willow, in conjunction with our partners, will deliver counseling services and support groups, housing, emergency/health services, court advocacy and legal services, childcare services, language translation services, and other resources/services to survivors of domestic violence.</p> <p>Measurement: Provide 175 survivors of domestic violence a full range of trauma-informed services, including legal, medical, behavioral, and social services through coordinated community response during the quarter. Survivors served will be new individuals/clients coming into the FJC for services.</p>
	2	1	1.50		<p>Action: Improve access to and quality of support services for survivors of domestic violence in Monroe County by providing seamless wraparound services at Family Justice Center co-locations.</p> <p>Deliverable: Willow, in conjunction with our partners, will deliver counseling services and support groups, housing, emergency/health services, court advocacy and legal services, childcare services, language translation services, and other resources/services to survivors of domestic violence.</p> <p>Measurement: Provide 175 survivors of domestic violence a full range of trauma-informed services, including legal, medical, behavioral, and social services through coordinated community response during the quarter. Survivors served will be new individuals/clients coming into the FJC for services.</p>
	2	4.50			<p>Action: Reduce barriers to Social Determinants of Health (SDOH) for survivors of domestic violence in Monroe County by increasing access to safe and affordable housing while improving life skills and contributing to a productive workforce.</p> <p>Deliverable: Providence Housing will provide permanent supportive housing and rental assistance, childcare, language translation services, emergency/health services, employment services, and education to five new households (ten individuals) of survivors in Monroe County each quarter.</p> <p>Measurement: Five new households will be served each quarter, including a mix of single person households and families - for a total of ten new individuals served per quarter. Each new household will qualify for one year of rental assistance and two years support services. Some referrals to Door of Hope may occasionally come from Willow. In that instance, there will be existing households, but we anticipate mostly new households will be referred. Providence will observe the following outcomes every two years: 20 households access job training/trade program; 16 households improve financial literacy; 15 households secure employment; 15 households increase income; 20 households secure safe, stable housing; 16 households maintain housing; 20 households increase access to and utilization of healthcare; 20 households increase connection to community supports; 20 households access reliable childcare; and 20 households obtain eligible benefits.</p>
	3	1	3.00		<p>Action: Monitor and evaluate project deliverables and overall DV trends in the Greater Rochester community.</p> <p>Deliverable: Willow's Evaluation Team will meet quarterly and discuss service delivery, set and monitor measurable outcomes, collect data and identify trends. The Evaluation Team will deliver a quarterly report to Monroe County.</p> <p>Measurement: Willow will incorporate data and outcomes and allow these metrics to inform service delivery and community response going forward in the project. Feedback from survivors and community partners will weigh heavily in our evaluation.</p>

	2	4.50		<p>Action: Reduce barriers to Social Determinants of Health (SDOH) for survivors of domestic violence in Monroe County by increasing access to safe and affordable housing while improving life skills and contributing to a productive workforce.</p> <p>Deliverable: Providence Housing will provide permanent supportive housing and rental assistance, childcare, language translation services, emergency/health services, employment services, and education to five new households (ten individuals) of survivors in Monroe County each quarter.</p> <p>Measurement: Five new households will be served each quarter, including a mix of single person households and families – for a total of ten new individuals served per quarter. Each new household will qualify for one year of rental assistance and two years support services. Some referrals to Door of Hope may occasionally come from Willow. In that instance, there will be existing households, but we anticipate mostly new households will be referred. Providence will observe the following outcomes every two years: 20 households access job training/trade program; 16 households improve financial literacy; 15 households secure employment; 15 households increase income; 20 households secure safe, stable housing; 16 households maintain housing; 20 households increase access to and utilization of healthcare; 20 households increase connection to community supports; 20 households access reliable childcare; and 20 households obtain eligible benefits.</p>
	3	1.50		<p>Action: Improve access to and quality of support services for survivors of domestic violence in Monroe County by providing seamless wraparound services at Family Justice Center co-locations.</p> <p>Deliverable: Willow, in conjunction with our partners, will deliver counseling services and support groups, housing, emergency/health services, court advocacy and legal services, childcare services, language translation services, and other resources/services to survivors of domestic violence.</p> <p>Measurement: Provide 175 survivors of domestic violence a full range of trauma-informed services, including legal, medical, behavioral, and social services through coordinated community response during the quarter. Survivors served will be new individuals/clients coming into the FJC for services.</p>
	4	1	1.50	<p>Action: Improve access to and quality of support services for survivors of domestic violence in Monroe County by providing seamless wraparound services at Family Justice Center co-locations.</p> <p>Deliverable: Willow, in conjunction with our partners, will deliver counseling services and support groups, housing, emergency/health services, court advocacy and legal services, childcare services, language translation services, and other resources/services to survivors of domestic violence.</p> <p>Measurement: Provide 175 survivors of domestic violence a full range of trauma-informed services, including legal, medical, behavioral, and social services through coordinated community response during the quarter. Survivors served will be new individuals/clients coming into the FJC for services.</p>
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2026	1	1	3.25	<p>Action: Monitor and evaluate project deliverables and overall DV trends in the Greater Rochester community.</p> <p>Deliverable: Willow's Evaluation Team will meet quarterly and discuss service delivery, set and monitor measurable outcomes, collect data and identify trends. The Evaluation Team will deliver a quarterly report to Monroe County.</p> <p>Measurement: Willow will incorporate data and outcomes and allow these metrics to inform service delivery and community response going forward in the project. Feedback from survivors and community partners will weigh heavily in our evaluation.</p>
	2	0.75		<p>Action: Reduce barriers to Social Determinants of Health (SDOH) for survivors of domestic violence in Monroe County by increasing access to safe and affordable housing while improving life skills and contributing to a productive workforce.</p> <p>Deliverable: Providence Housing will provide permanent supportive housing and rental assistance, childcare, language translation services, emergency/health services, employment services, and education to five new households (ten individuals) of survivors in Monroe County each quarter.</p> <p>Measurement: Five new households will be served each quarter, including a mix of single person households and families – for a total of ten new individuals served per quarter. Each new household will qualify for one year of rental assistance and two years support services. Some referrals to Door of Hope may occasionally come from Willow. In that instance, there will be existing households, but we anticipate mostly new households will be referred. Providence will observe the following outcomes every two years: 20 households access job training/trade program; 16 households improve financial literacy; 15 households secure employment; 15 households increase income; 20 households secure safe, stable housing; 16 households maintain housing; 20 households increase access to and utilization of healthcare; 20 households increase connection to community supports; 20 households access reliable childcare; and 20 households obtain eligible benefits.</p>
	3	2.00		<p>Action: Improve access to and quality of support services for survivors of domestic violence in Monroe County by providing seamless wraparound services at Family Justice Center co-locations.</p> <p>Deliverable: Willow, in conjunction with our partners, will deliver counseling services and support groups, housing, emergency/health services, court advocacy and legal services, childcare services, language translation services, and other resources/services to survivors of domestic violence.</p> <p>Measurement: Provide 200 survivors of domestic violence a full range of trauma-informed services, including legal, medical, behavioral, and social services through coordinated community response during the quarter. Survivors served will be new individuals/clients coming into the FJC for services.</p>
	2	1	1.25	<p>Action: Improve access to and quality of support services for survivors of domestic violence in Monroe County by providing</p>

			<p>seamless wraparound services at Family Justice Center co-locations.</p> <p>Deliverable: Willow, in conjunction with our partners, will deliver counseling services and support groups, housing, emergency/health services, court advocacy and legal services, childcare services, language translation services, and other resources/services to survivors of domestic violence.</p> <p>Measurement: Provide 200 survivors of domestic violence a full range of trauma-informed services, including legal, medical, behavioral, and social services through coordinated community response during the quarter. Survivors served will be new individuals/clients coming into the FJC for services.</p>
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Budget

1. **Budget** [arpa-budget_REVISED.FOR.SUBAWARD.xlsx](#)

1. Budget [arpa-budget_REVISED_FOR_SUBAWARD.xlsx](#)

Documents

Upload New File(s) New From Template... Download Merged (PDFs Only)

ID	Document (click to download, drag to sort)	Role	Created	User
94264	Kristin M Clarke resume.docx	resume	1/19/23 12:18PM	
94263	stefanie debellis resume (1).docx	resume	1/19/23 12:18PM	
94262	arpa-budget_REVISED_FOR_SUBAWARD.xlsx	budget2	1/19/23 12:18PM	
94259	11a-Senior Staff Resume D Sturgis.pdf	resume	1/19/23 10:48AM	
94258	11a-Senior Staff Resume T Clemonds 2023.pdf	resume	1/19/23 10:48AM	
93886	03Willow MWBE Letter of Intent CopierSIGNED.pdf	mwbe	1/11/23 05:17PM	
93885	02Virtual Letterhead MWBE Waiver Request.pdf	mwbe	1/11/23 05:17PM	
93884	AVS Consulting arpa-mwbe Providence.docx	mwbe	1/11/23 05:17PM	
93883	01Willow MWBE Utilization Plan FINAL.pdf	mwbe	1/11/23 05:17PM	
93882	Willow Domestic Violence Center Record Retention Policy DRAFT.pdf	retention	1/11/23 05:16PM	
93874	Willow Domestic Violence Center Property Purchased with Federal Funds.pdf	property	1/11/23 03:28PM	
93871	Willow Domestic Violence Center Procurement Policy 1.1.23.pdf	procure	1/11/23 03:04PM	
93860	7c-General and Professional Liability Insurance.pdf	insauto	1/11/23 01:36PM	
93859	7b-Automobile Liability Insurance.pdf	instliab	1/11/23 01:36PM	
93844	11a-Senior Staff Resume-Steph Shamps.pdf	resume	1/11/23 10:14AM	
93843	11a-Senior Staff Resume-Suzanne Nye.pdf	resume	1/11/23 10:13AM	
93842	11a-Senior Staff Resume-Meaghan de Chateauvieux.pdf	resume	1/11/23 10:13AM	
93415	8- arpa-exhibit-g SIGNED.pdf	cert	12/6/22 11:41AM	
93414	7a-Workers Comp Cert. 22-23 Monroe Co Monroe Co DSS (1).pdf	inswork	12/6/22 11:37AM	
93413	Employee Handbook 06.20.22.pdf	personnel	12/6/22 11:26AM	
93412	Employee Handbook Ethics Policy.pdf	ethics	12/6/22 11:24AM	

Volunteers of America of Western New York, Inc. - Pat Drake

ID	Status	Created	Submitted	Login
16	submitted	10/18/22 09:57AM	1/20/23 11:43AM	3148 pdrake@voaupny.org

Contact Information

Organization Name	Mail Address
Volunteers of America of Western New York, Inc.	214 Lake Avenue, Rochester, NY 14608

Signatory Name	Title
Pat Drake	Interim President & CEO

1st Contact Name	Title	Phone	Email
Pat Drake	Sr. VP of Advancement	585-402-7211	pdrake@voaupny.org

2nd Contact Name	Title	Phone	Email
Wendy Dettmer	Director of Community Based Programs	585-402-7419	wdettmer@voaupny.org

Filled Out Form	Title	Phone	Email
Pat Drake	Interim CEO and Sr. VP of Advancement	585-402-7211	pdrake@voaupny.org

Company Policies and Insurance Documents

1. **Procurement** [VOA Procurement & Purchasing Policies.pdf](#)
2. **Property Management** [VOA policies.pdf](#)
3. **Records Retention** [VOA Records Retention Policy.pdf](#)
4. **Code of Ethics** [VOA Code of Ethics.pdf](#)
5. **Personnel Policy** [VOA Personnel Policies \(Sections from Employee Handbook\).pdf](#)
6. **M/WBE Policy** [Revised VOA MWBE.pdf](#)
- 7a. **Insurance - Worker's Comp** [VOA Monroe County WC.pdf](#)
- 7b. **Insurance - Professional Liability** [VOA Liability and Property Insurance.pdf](#)
- 7c. **Insurance - Automobile** [VOA Auto Insurance.pdf](#)
8. **Certification** [VOA Exhibit G Certification.pdf](#)

Federal Grant Requirements

1. **SAM #** EJUKU65TFCD8

2. **Exec Name/Compensation**
N/A

3. **Fed Contracts?** yes

3a. Last 3 Fed Contracts

- 1) U.S. Department of Housing and Urban Development (HUD): \$657,111 - 10/1/22 - 9/30/23
- 2) U.S. Department of Housing and Urban Development (HUD): \$543,190 - 10/1/22 - 9/30/23
- 3) U.S. Bureau of Prisons: \$17,266,159 - 10/1/19-9/30/29 (most recent Option Year executed on 10/1/22)

3b. Monitor Interventions? no

3c. Interventions - Explain

4. **GAAP/Audit Agency?** yes

4a. Audit Agency Name EFPR Group, CPAs, PLLC

Audit Last 5 Years? yes

5a. Audit Agency Name EFPR Group, CPAs, PLLC

5b. Annual Financial Statements?

5c. Statements

5d. Internal Financial Statements?

6. **Negotiated Rate?** no

6a. Rate

6b. Rate Agency

6c. No Rate - Explain VOA uses the de minimus rate.

7. **Cash Flow** Yes, Volunteers of America has sufficient cash flow to carry out performance and delivery of the contract terms.

8. **Budget Percent** 2.00

9. **Financial System?** yes

9a. System Rev/Exp/Assets/Prop yes

9b. System Roles yes

9c. System - Explain

10. Turnover

VOA's overall staff turnover in the last 2 years was 43.5%. This includes staff in both the Rochester and Binghamton regions as well as full-time and part-time positions. The turnover was much higher than a typical year for several reasons, including COVID and the requirement at one time for staff associated with our federally funded programs to receive the COVID vaccine due to the federal mandate. Finally, a portion of VOA's staff positions are entry-level (i.e. classroom aides and resident assistants). Employees in these positions gain experience in their chosen field and may look for advancement opportunities with other non-profits.

VOA's President and CEO retired on December 31, 2022 after 3.5 years leading the agency, and the Board of Directors is conducting a national search for a new CEO. It is expected the new CEO will be selected and in place by the end of the first quarter of 2023. VOA's VP of Children & Family Services left the agency after 12 years in August 2022 and joined the Rochester City School District. VOA hired a new VP of Children & Family Services with more than 15 years of experience in early childhood development and education, and he started with VOA on October 31, 2022.

11. Staff Experience

Volunteers of America of Western New York (VOA) has extensive experience providing essential services for impoverished and marginalized populations. Our organization has been serving the Rochester region for more than 100 years and serves more than 6,000 people annually. Our programs help to improve social determinants of health by ensuring people in need have stable housing, nutritious food, and access to health care, education, and gainful employment.

VOA has operated a food pantry for more than 20 years, so we have experience in the storage and distribution of food. In addition, we operate two large, commercial-size kitchens – one is located at our Children's Center and the other is located at our housing campus on Ward Street (which supports our emergency family shelter and our transitional housing for individuals leaving incarceration). Both of these kitchens have been in operation more than 25 years. We employ trained, certified food service staff who prepare healthy meals for our program participants and supervisors who are trained and familiar with the requirements of food service operations.

In addition, VOA has repeatedly demonstrated success in developing and implementing new programming that meets the needs of struggling populations in our community and is financially sustainable. We effectively utilize funding –staying within the timeline and budget—and meet or exceed the identified outcomes. For example, VOA was the first agency in Rochester to offer permanent supportive housing for chronically homeless individuals with severe mental illness and co-occurring substance abuse disorders using a true Housing First approach. We used funding from HUD and the U.S. Substance Abuse & Mental Health Services Administration to create, operate and demonstrate the effectiveness of this innovative model and the program continues to operate.

VOA also has experience managing the development of capital projects, including the following:

- Renovation of a former car dealership on Lake Avenue (using COMIDA funding) to develop a state-of-the-art Children's Center that serves more than 300 children daily, providing them with early childhood development and educational programming.
- Renovation of a building at 119 State Street in Rochester to create a total of 51 units of permanent supportive housing for homeless individuals using state funding from the Homeless Housing Assistance Corporation.
- Construction of a 60 unit affordable housing complex for seniors in Webster using a combination of state and local funding, ensuring that frail seniors with low incomes have safe housing with on-site supportive services where they can age in place.

VOA operates more than 30 programs and our operating budget is \$13 million annually. We employ well qualified, experienced staff, and our agency has robust financial policies and procedures in place that adhere to all of the regulations of our funding sources. VOA is able to successfully administer all of the financial and programmatic aspects of our programs, and our agency has successfully passed reviews and monitorings conducted by HUD, Monroe County, the City of Rochester, the VA, the federal Bureau of Prisons, the NYS Dept. of Corrections, the NYS Office of Temporary & Disability Assistance, the Dept. of Health, and the U.S. Administration for Children & Families.

VOA has strong collaborations with other service providers in the community as well as local businesses, foundations, and government entities. We have decades of experiencing partnering with these entities to provide services and resources to vulnerable populations in our efforts to fulfill our mission of helping people to rise out of poverty, move toward self-reliance and reach their full potential. Our partners include Anthony Jordan Health Center, the Rochester Housing Authority, Foodlink, Wegmans, RochesterWorks, the Veteran Outreach Center, Rochester Regional Health, United Way, Huther Doyle, the Rochester City School District, Action for a Better Community, Bank of America, the Monroe County Department of Human Services, Trillium, ESL, and Person Centered Housing.

VOA's Director of Community Based Programs has experience developing and implementing new programs, including workforce development programs, services for veterans struggling with mental health concerns, and educational programs for children, all of which are components of VOA's project. She has significant experience with the design and implementation of data collection, marketing, operational planning, compliance, and collaborative efforts. VOA's Facilities & IT Director has overseen capital projects, managed procurement processes, and handled distribution responsibilities. He has more than 5 years of experience in various roles, including Distribution Operations Manager, Health/Facility Coordinator, and Asset Protection and is very familiar with the health regulations as well as food industry standards.

11a. Resumes [VOA resumes.pdf](#)

Personnel

Name #1	Title	Email	Phone
Wendy Dettmer	Director of Community Based Programs and Project Manager	wzettmer@voaupny.org	585-402-7419
Name #2	Title	Email	Phone
Rob Conti	Director of Facilities and IT	rconti@voaupny.org	585-472-1757
Name #3	Title	Email	Phone
Allis Marion	Chief Financial Officer	amarion@voaupny.org	585-402-7212
Name #4	Title	Email	Phone
Pat Drake	Interim CEO and Sr. VP of Agency Advancement	pdrake@voaupny.org	585-402-7211

Scope of Work

1. Project Description

VOA will build an urban hydroponic farm in Rochester to provide nutritious produce to families experiencing homelessness, formerly homeless households, seniors and low income households. The farm will also be used for agritherapy, childhood education nutrition programs, workforce development and space will be used by local colleges. This program is a transformative effort to provide low income households with fresh produce and increase food security in the Rochester area.

2. Issues Addressed

The hydroponic farm will partner with community agencies to be a transformative effort to provide low income households access to fresh produce to increase food security and healthy outcomes. This project will also address workforce development and behavioral health.

3. Where Offered

The farm will be located at 214 Lake Ave, in the northwest quadrant of Rochester. Produce will be sold in the City of Rochester and outlying areas.

4. Subawardees

N/A

5. Population Served

10% of the food will be distributed at little to no cost to households in current VOA programs. This is estimated to be 1000 people annually. 10% will be distributed to clients in our programs. This is estimated at 1500 people (500 households) through our shelters, permanent supportive housing program, children's center and senior housing. Over 85% of households provided with reduced or free produce are in extreme poverty, with annual income of less than \$15,000. The remaining produce will be sold in a variety of sales channels, thus offering fresh, local and nutritious produce at an affordable cost to the Rochester Community.

6. Goals/Outcomes

Annual Outcomes

- Year 2-4 2500 people (600 households) will receive free or reduced produce on a regular basis
- Year 2-4 25 veterans in the agritherapy program
- Year 2-4 15 individuals per year in workforce development and trained in hydroponic farming practices
- Year 2-4 100 children engage in educational programs at the farm

Information will be collected and analyzed internally to ensure program metrics are being met.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.28	yes	0	Action: Appoint Interim staff for operations Deliverable: Interim staff begins operational planning Measurement: VOA has appropriate staff in place to begin logistical operations for program
		2	0.37	yes	0	Action: Operations Deliverable: Acquired permits, engaged in trainings and admin fees for program initiation Measurement: VOA has begun the work required to prepare for the freight farm delivery
	2	1	13.02	no	0	Action: Prepare VOA site for delivery of Freight Farms Deliverable: Site prep includes electrical, water and internet hook ups, concrete pad for base, and any additional fees as required Measurement: Site is physically prepped for delivery of Freight Farms
		2	0.55	no	0	Action: Program Operations Deliverable: Purchase marketing supplies, and basic operating expenses Measurement: Begin community engagement and marketing for the farm prior to operations
		3	1.35	yes	0	Action: Hire Program Staff Deliverable: Hire Program Manager and Hydroponic Farm Team Member, deliver staffing plan to County Measurement: Fill staffing positions, fully staffed for 2 farm operations
	3	1	4.04	yes	0	Action: Program Operations Deliverable: Purchasing of farm supplies, marketing materials, staff training, occupancy costs and insurance for operations Measurement: VOA program has supplies, training and operations required to begin farm operations. Once training is complete the first crop harvest will be planted
		2	28.10	no	0	Action: Purchase Freight Farm and Delivery Vehicle Deliverable: Freight Farm delivered on site to begin operations Measurement: Freight Farm is ready to be hooked up and begin operations of growing food
4	1	3.63	yes	120	Action: Increase access to healthy produce to low income individuals in Monroe County Deliverable: Provide fresh produce to low income households and VOA programs Measurement: VOA produces viable produce to start operations.	
2024	1	1	4.11			Action: Increase access to healthy produce to low income families, engage children in educational programs Deliverable: Provide fresh produce and educational opportunities Measurement: 625 individuals received fresh produce, 30 children engaged in educational programs onsite
		2	5.00			Action: Increase access to healthy produce to low income families, engage children in educational programs Deliverable: Provide fresh produce and educational opportunities Measurement: 625 individuals received fresh produce, 35 children engaged in educational programs onsite
		3	5.00			Action: Increase access to healthy produce to low income families, engage children in educational programs Deliverable: Provide fresh produce and educational opportunities Measurement: 625 individuals received fresh produce, 10 veterans engaged in agritherapy, 6 individuals participated in workforce development

	4	1	5.00		Action: Increase access to healthy produce to low income families, engage children in educational programs Deliverable: Provide fresh produce and educational opportunities Measurement: 625 individuals received fresh produce, 35 children engaged in educational programs, 15 veterans engaged in agritherapy, 6 individuals participated in workforce development	
		2	16.80		Action: Site Preparation and 3rd Farm Delivery Deliverable: Site prepared and 3rd Freight Farm delivered Measurement: Expand operations to produce increased hydroponic produce.	
2025	1	1	2.95		Action: Increase access to healthy produce to low income families, engage children in educational programs Deliverable: Provide fresh produce and educational opportunities Measurement: 625 individuals received fresh produce, 30 children engaged in educational programs, 7 veterans engaged in agritherapy, 4 individuals participated in workforce development	
		2	1	2.48		Action: Increase access to healthy produce to low income families, engage children in educational programs Deliverable: Provide fresh produce and educational opportunities Measurement: 625 individuals received fresh produce, 35 children engaged in educational programs, 6 veterans engaged in agritherapy, 4 individuals participated in workforce development
		3	1	2.48		Action: Increase access to healthy produce to low income families, engage children in educational programs Deliverable: Provide fresh produce and educational opportunities Measurement: 625 individuals received fresh produce, 6 veterans engaged in agritherapy, 4 individuals participated in workforce development
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		2	1	0.00		Action: Increase access to healthy produce to low income families, engage children in educational programs Deliverable: Provide fresh produce and educational opportunities Measurement: 625 individuals received fresh produce, 35 children engaged in educational programs, 6 veterans engaged in agritherapy, 4 individuals participated in workforce development
		3	1	0.00		Action: Increase access to healthy produce to low income families, engage children in educational programs Deliverable: Provide fresh produce and educational opportunities Measurement: 625 individuals received fresh produce, 6 veterans engaged in agritherapy, 4 individuals participated in workforce development
		4	1	0.00		Action: Increase access to healthy produce to low income families, engage children in educational programs Deliverable: Provide fresh produce and educational opportunities Measurement: 625 individuals received fresh produce, 35 children engaged in educational programs, 6 veterans engaged in agritherapy, 4 individuals participated in workforce development

Budget

1. **Budget** Revised VOA ARPA budget.xlsx

3	1	0.00	<p>View Edit</p> <p>Action: Increase access to healthy produce to low income families, engage children in educational programs</p> <p>Deliverable: Provide fresh produce and educational opportunities</p> <p>Measurement: 625 individuals received fresh produce, 6 veterans engaged in agritherapy, 4 individuals participated in workforce development</p> <p>View Edit</p>
4	1	0.00	<p>Action: Increase access to healthy produce to low income families, engage children in educational programs</p> <p>Deliverable: Provide fresh produce and educational opportunities</p> <p>Measurement: 625 individuals received fresh produce, 35 children engaged in educational programs, 6 veterans engaged in agritherapy, 4 individuals participated in workforce development</p> <p>View Edit</p>

Budget

1. Budget [Revised VOA ARPA budget.xlsx](#)

Documents

ID	Document (click to download, drag to sort)	Role	Created	User
94290	Revised VOA.MWBE.pdf	mwbe	1/20/23 10:43AM	
94287	Revised VOA ARPA budget.xlsx	budget2	1/20/23 09:50AM	
94274	VOA Auto Insurance.pdf	insauto	1/19/23 02:35PM	
94273	VOA Liability and Property Insurance.pdf	instiab	1/19/23 02:35PM	
94272	VOA Personnel Policies (Sections from Employee Handbook).pdf	personnel	1/19/23 02:35PM	
94271	VOA Procurement & Purchasing Policies.pdf	procure	1/19/23 02:35PM	
94260	VOA Code of Ethics.pdf	ethics	1/19/23 11:42AM	
94245	VOA resumes.pdf	resume	1/18/23 05:07PM	
94244	VOA policies.pdf	property	1/18/23 05:06PM	
94143	VOA Records Retention Policy.pdf	retention	1/17/23 05:51PM	
94142	VOA Monroe County WC.pdf	inswork	1/17/23 05:50PM	
94140	VOA Exhibit G Certification.pdf	cert	1/17/23 05:49PM	

Veterans Outreach Center, Inc. - Laura Stradley

ID	Status	Created	Submitted	Login
25	submitted	10/18/22 09:57AM	1/25/23 12:49PM	6327 grants@vocroc.org

Contact Information

Organization Name	Mail Address
Veterans Outreach Center, Inc.	447 South Avenue , Rochester, NY 14620

Signatory Name	Title
Laura Stradley	Executive Director

1st Contact Name	Title	Phone	Email
Laura Stradley	Executive Director	585-546-1081	laura.stradley@vocroc.org

2nd Contact Name	Title	Phone	Email
Alec Andrest	Director of Program Operations	585-506-9060	Alec.Andrest@vocroc.org

Filled Out Form	Title	Phone	Email
Alyssa McGrath	Grants Specialist	585-546-1081	grants@vocroc.org

Company Policies and Insurance Documents

- 1. Procurement** [Procurement Policy .pdf](#)
- 2. Property Management** [Property management policy for ARPA.docx.pdf](#)
- 3. Records Retention** [Document Retention Policy_VOC.doc](#)
- 4. Code of Ethics** [Code of Ethics_VOC.pdf](#)
- 5. Personnel Policy** [Personnel Policies_VOC.doc](#)
- 6. M/WBE Policy** [MWBE SDVOB policy.docx.pdf](#)
- 7a. Insurance - Worker's Comp** [Mon Co C105.pdf](#), [Mon Co DB120 \(002\).pdf](#)
- 7b. Insurance - Professional Liability** [ACORD Form 20221118-124319.pdf](#)
- 7c. Insurance - Automobile** [ACORD Form 20221118-124319.pdf](#)
- 8. Certification** [Signed arpa-exhibit G.pdf](#)

Federal Grant Requirements

1. SAM # CY77VSKPDJM8

2. Exec Name/Compensation
N/A

3. Fed Contracts? yes

3a. Last 3 Fed Contracts

US Department of Veterans Affairs, VA Homeless Providers Grant and Per Diem Program, Capital Improvements, \$1,100,000, 10/1/2021-9/30/2024

US Department of Veterans Affairs, VA Homeless Providers Grant and Per Diem Program, Case Management Services, \$145,333, 10/1/2021-9/30/2023

US Department of Veterans Affairs, VA Homeless Providers Grant and Per Diem Program, Transitional Housing Beds and Services, \$150.26 per day per vet (COVID CARES Act rate), *daily rate subject to change in 2023, 10/1/2022-9/30/2023

3b. Monitor Interventions? no

3c. Interventions - Explain

4. GAAP/Audit Agency? yes

4a. Audit Agency Name Heveron & Company CPAs

Audit Last 5 Years? yes

5a. Audit Agency Name Heveron & Company CPAs

5b. Annual Financial Statements?

5c. Statements

5d. Internal Financial Statements?

6. Negotiated Rate? no

6a. Rate

6b. Rate Agency

6c. No Rate - Explain We use a 10% de minimis rate for overhead costs such as utilities and general administrative expenses.

7. Cash Flow Yes, VOC raised \$5,853,816 for the construction project prior to receiving the APRA award. In addition, we have an account at Merrill Lynch that operates as a line of credit, that allows us to borrow up to \$3,000,000 while we await committed funding dollars from various funders.

8. Budget Percent 25.00

9. Financial System? yes

9a. System Rev/Exp/Assets/Prop yes

9b. System Roles yes

9c. System - Explain

10. Turnover

VOC has experienced an average of 40% staff turnover rate per year over the last two years. The only changes to VOC's leadership team have been the Director of Operations position, which is now filled.

11. Staff Experience

Capital Improvement Project Experience - The Pike Company has been in business for more than 100 years and have extensive construction experience. They are already underway with the project so are very familiar with the building and challenges. In 2019, VOC's Otto House underwent a full renovation and now sets the example for all other transitional housing facilities in Rochester to emulate. We learned a lot during the renovation and bring that first-hand knowledge into this project. The same leadership team and most of the Board members are at VOC now that managed that project. Moreover, we have additional licensed mental health staff onsite now whom are supporting veterans through the construction process and any challenges.

Operations - Our program staff collectively have dozens of years of experience delivering services to veterans. Managers and Leadership manage many foundation and government grant funded projects and are prepared and able to deliver on the grant activities. VOC has been delivering services to veterans for 50 years.

11a. Resumes [McCloskey Resume 2019.docx](#)

Personnel

Name #1	Title	Email	Phone
Laura Stradley	Executive Director	laura.stradley@vocroc.org	585-295-7800
Name #2	Title	Email	Phone
Alec Andrest	Director of Program Operations	Alec.Andrest@vocroc.org	585-506-9060
Name #3	Title	Email	Phone
Tim Fox	Controller	tim.fox@vocroc.org	585-546-1081

Scope of Work

1. Project Description

Veterans Outreach Center's Veterans Housing and Services Project (VHSP) include plans to complete the renovation/expansion of our homeless shelter for male Veterans, with environmental sustainability initiatives. In addition, this project provides veterans with Behavioral Health and Employment and Training Services, food, and access to technology (at VOC and in their homes). This project creates a critical pathway for veterans to the services and shelter needed to end their homelessness.

2. Issues Addressed

Infrastructure/Housing/Sustainability - This project will allow us to address that on any given night 70 Veterans are homeless in Monroe County. As we have seen with congregate housing spaces during the pandemic, they face serious challenges when it comes to communicable diseases that we will mitigate with single dormitories and private bathrooms.

Adequate housing is essential for all people, especially those with poly-trauma, fractured social networks, and joblessness. Addressing veterans' homelessness, employment, and behavioral health concerns requires the comprehensive approach available at VOC.

The shelter's current cold food storage made up of 17 appliances will all be condensed into a more energy efficient walk-in cooler/freezer. The shelter currently operates without any A/C on the top floors accounting for as much as 20,000 sqft relying on inefficient window units. This renovation will upgrade our HVAC systems to provide a more comfortable environment that benefits our veterans and the environment. The upgrades include all new insulation, which will help contain escaping energy. Additionally, with these funds we plan to purchase an electric vehicle (for staff to transport clients), electric scooters (for clients) and install a charging station.

Workforce Development - The Employment and Training Services at VOC will help increase the median Per Capita income in Monroe County. All veterans in this project will enroll in the workforce development program at VOC. In 2021, VOC helped 218 veterans gain meaningful employment, creating a \$6,500,000 economic impact in our community. Veterans leave our shelter programs with an employment rate of 80%. In addition, veterans residing at Richards House often do not have the financial resources to purchase a computer or internet when they are discharged from the shelter. This can cause challenges finding and keeping a job. This program provides positively discharged clients with a tablet and internet for one year, thereby increasing the number of households in Monroe County with this technology.

Public Health and Safety - The VA and NYS Office of Mental Health report that suicide rates statewide and nationally, veterans are TWICE as likely as the general population to commit suicide. Veterans without stable housing are TWICE as likely as those who are stably housed to commit suicide. When an individual enters the military, they often have to leave the support systems with which they are familiar. For many, their return home requires rebuilding a peer to peer social network which can be very difficult. But the absence of such critical support can mean the difference between life and death. As important as basic needs, such as housing, food, and employment - all of which VOC addresses- building a new local social network is essential to a veterans' successful transition home. VOC's Behavioral Health Services Program offers veterans and their families' basic needs, short term intensive case management, trauma-informed groups/activities, wellness programs, and crisis support to support healing. The program aims to employ complementary health approaches to address the unique, trauma- laden issues that veterans face.

3. Where Offered

Richards House - 780 South Ave, Rochester, NY 14620 (formerly listed for administrative purposes as 290 Cypress St) and Veterans Outreach Center - 447 South Avenue, Rochester, NY 14620

4. Subawardees

None.

5. Population Served

Of the 1,600 veterans we serve annually below is a breakdown of client demographics of minority populations we serve.

- Black: 33.51%
- Hispanic: 7.01%
- Bi-Racial: .81%
- Asian: .62%
- Native American: .86%
- Females: 14%
- Seniors: (over 65): 25.57%

73% of our clients report an income that qualifies as low-to-moderate income levels in Monroe County.

6. Goals/Outcomes

The VHSP will accomplish the following outcomes to positively transform Monroe County:

- Close the gap between the number of homeless veterans in Monroe County and the number of shelter beds available to them. Add 16 beds, with the capacity to expand to 28 additional beds if needed, totaling 66 beds upon completion (currently have 38 beds, will likely operate closer to 54 beds so as to avoid doubling up, but the capacity does exist to house 66 vets).
- Provide supportive housing to 100 male veterans per year with an 80% positive discharge rate.
- Behavioral Health Program - serve 600 veterans, 5,000 times per year
- Quartermaster Program (food pantry and clothing)- serve 800 veterans, 3,000 times per year
- Our Employment and Training Program will help enroll 240 homeless veterans with a 70% placement rate at an average hourly wage of \$19.07. This will in turn help increase the median per capita income of Monroe County residents.
- Environmental impact - lower our carbon footprint with energy star rated appliances, electric vehicles and improved electrical lines / building efficiency.
- Increase the ratio of households with a computer and internet by providing each positively discharged veteran (goal of: 46 vets per year) with a tablet and internet.
- Utilize 4 Minority-Owned Firms located in Monroe County at an amount of \$614,901.00, 4 Women owned businesses at an amount of \$410,201.00, and 2 Service-Disabled Veteran Owned Businesses at \$514,400 for building renovations.
- VOC will provide supportive services to all 100 residential clients per year, including intensive case management, crisis intervention, behavioral health services, legal services, peer-support groups, and more. These supportive services, combined with the housing result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community.

Data collection: VOC uses a case management software tool called Apricot which enables us to track client demographics, military statistical information, program metrics, and progress through individual goals for employment/training, housing stability, and overall wellness. We are able to use Apricot to examine the frequency of contact with case managers, completion of personal goals, and improvement of overall health.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	Empty				
	2	1	1.00	yes	21	Action: Equip new parking lot Deliverable: Purchase and install Electric Charging Station. Provide invoices to County for reimbursement. Measurement: Lower VOC's carbon footprint. Provide a charging station for VOC's new electric vehicle and prepare the shelter for the future of transportation.
	2	2.50	no		0	Action: Equip facility with means of transportation Deliverable: Purchase a new electric vehicle. Provide invoices to County for reimbursement. Measurement: Provide an environmentally friendly vehicle for staff to transport residents to appointments, VOC's North Campus, long-term care facilities, etc. Lower VOC's carbon footprint.
	3	0.21	no		0	Action: Increase access to transportation Deliverable: Purchase Electric Scooters for residents (number TBD). Provide invoices to County for reimbursement. Measurement: Provide transportation around the City of Rochester for residents. Lower VOC's carbon footprint.
	4	51.00	yes		21	Action: Add additional supportive housing beds for homeless veterans Deliverable: Complete renovation and expansion of Richards House - Capital Improvement Project. Provide invoices to County for reimbursement. Measurement: An additional 16 beds (total 54 beds) will be available to homeless veterans (previously had 38 beds).The renovated shelter will be ready for residents by 4/1/23. Utilize 4 Minority-Owned Firms located in Monroe County at an amount of \$614,901.00, 4 Women owned businesses at an amount of \$410,201.00, and 2 Service-Disabled Veteran Owned Businesses at \$514,400 for building renovations.
	5	1.50	no		0	Action: Hire Program Staff - Provide Supportive Services to Residential Clients (homeless veterans) Deliverable: Staffing will support this, staffing plan will be delivered to County. Measurement: Services provided to 50 homeless veterans residing at Richards House by the end of this quarter (for a total of 100 per year) including intensive case management, crisis intervention, behavioral health services, legal services, peer-support groups, and more. These supportive services, combined with the housing result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Goal: to serve 100 male veterans per year with an 80% positive discharge rate. Close the gap between the number of homeless veterans in Monroe County and the number of shelter beds available to them.

	6	1.90	no	0	<p>Action: Increase access to technology</p> <p>Deliverable: Purchase tablet and internet to distribute to positively discharged veterans. Provide invoices to County for reimbursement.</p> <p>Measurement: Goal of providing 46 veterans per year with a tablet and internet. Thereby increasing the ratio of households with a computer and internet.</p>	
	7	1.75		682	<p>Action: Provide Supportive services including Behavioral Health, Quartermaster and Employment & Training Services to Non Residential Veterans</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Provide behavioral health services to 300 veterans by the end of this quarter, 600 veterans per year. Services will be provided repeatedly to vets for a total of 5000 times per year. These supportive services, result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Likewise, we will enroll 60 veterans in our Employment and Training program each quarter for a total of 240 homeless veterans in the program for the year. We will achieve a 70% placement rate at an average hourly wage of \$19.07. This will in turn help increase the median per capita income of Monroe County residents. We will provide quartermaster services (food and pantry items) to 200 veterans per quarter for a total of 800 vets per year. They will be served repeatedly for a total of 3000 times.</p>	
	3	1	0.30	no	0	<p>Action: Purchase and install computers at Richards House</p> <p>Deliverable: Close the gap between the number of homeless veterans in Monroe County and the number of shelter beds available to them.</p> <p>Measurement: Increase access to technology for residents. • Increase the ratio of households with a computer and internet by providing each positively discharged veteran (goal of: 46 vets per year) with a tablet and internet.</p>
	2	1.50	no	71	<p>Action: Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate.</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Services provided to 25 homeless veterans residing at Richards House per quarter (for a total of 100 per year) including intensive case management, crisis intervention, behavioral health services, legal services, peer-support groups, and more. These supportive services, combined with the housing result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Goal: to serve 100 male veterans per year with an 80% positive discharge rate. Close the gap between the number of homeless veterans in Monroe County and the number of shelter beds available to them.</p>	
	3	1.50	yes		<p>Action: Provide Supportive services including Behavioral Health, Quartermaster and Employment & Training Services to Non Residential Veterans</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Provide behavioral health services to 150 veterans per quarter, 600 veterans per year. Services will be provided repeatedly to vets for a total of 5000 times per year. These supportive services, result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Likewise, we will enroll 120 veterans in our Employment and Training program by the end of this quarter for a total of 240 homeless veterans in the program for the year. We will achieve a 70% placement rate at an average hourly wage of \$19.07. This will in turn help increase the median per capita income of Monroe County residents. We will provide quartermaster services (food and pantry items) to 400 veterans by the end of this quarter for a total of 800 vets per year. They will be served repeatedly for a total of 3000 times.</p>	
	4	1	1.50	yes	94	<p>Action: Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate.</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Services provided to 25 homeless veterans residing at Richards House per quarter (for a total of 100 per year) including intensive case management, crisis intervention, behavioral health services, legal services, peer-support groups, and more. These supportive services, combined with the housing result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Goal: to serve 100 male veterans per year with an 80% positive discharge rate. Close the gap between the number of homeless veterans in Monroe County and the number of shelter beds available to them.</p>
	2	1.50	yes	936	<p>Action: Provide Supportive services including Behavioral Health, Quartermaster and Employment & Training Services to Non Residential Veterans</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Provide behavioral health services to 150 veterans per quarter, 600 veterans per year. Services will be provided repeatedly to vets for a total of 5000 times per year. These supportive services, result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Likewise, we will enroll 60 veterans in our Employment and Training program each quarter for a total of 240 homeless veterans in the program for the year. We will achieve a 70% placement rate at an average hourly wage of \$19.07. This will in turn help increase the median per capita income of Monroe County residents. We will provide quartermaster services (food and pantry items) to 200 veterans per quarter for a total of 800 vets per year. They will be served repeatedly for a total of 3000 times.</p>	
2024	1	1	1.10		<p>Action: Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate.</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Services provided to 25 homeless veterans residing at Richards House per quarter (for a total of 100 per year) including intensive case management, crisis intervention, behavioral health services, legal services, peer-support groups, and more. These supportive services, combined with the housing result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Goal: to serve 100 male veterans per year with an 80% positive discharge rate. Close the gap between the number of homeless veterans in Monroe County and the number of shelter beds available to them.</p>	
	2	1.90			<p>Action: Increase access to technology</p> <p>Deliverable: Purchase tablet and internet to distribute to positively discharged veterans. Provide invoices to County for reimbursement.</p> <p>Measurement: Goal of providing 46 veterans per year with a tablet and internet. Thereby increasing the ratio of households with a computer and internet.</p>	

	3	1.24		<p>Action: Provide Supportive services including Behavioral Health, Quartermaster and Employment & Training Services to Non Residential Veterans</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Provide behavioral health services to 150 veterans per quarter, 600 veterans per year. Services will be provided repeatedly to vets for a total of 5000 times per year. These supportive services, result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Likewise, we will enroll 60 veterans in our Employment and Training program each quarter for a total of 240 homeless veterans in the program for the year. We will achieve a 70% placement rate at an average hourly wage of \$19.07. This will in turn help increase the median per capita income of Monroe County residents. We will provide quartermaster services (food and pantry items) to 200 veterans per quarter for a total of 800 vets per year. They will be served repeatedly for a total of 3000 times.</p>
	2	1	1.10	<p>Action: Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate.</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Services provided to 25 homeless veterans residing at Richards House per quarter (for a total of 100 per year) including intensive case management, crisis intervention, behavioral health services, legal services, peer-support groups, and more. These supportive services, combined with the housing result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Goal: to serve 100 male veterans per year with an 80% positive discharge rate. Close the gap between the number of homeless veterans in Monroe County and the number of shelter beds available to them.</p>
	2	0.21		<p>Action: Increase access to transportation</p> <p>Deliverable: Purchase Electric Scooters for residents (number TBD). Provide invoices to County for reimbursement.</p> <p>Measurement: Provide transportation around the City of Rochester for residents. Lower VOC's carbon footprint.</p>
	3	1.20		<p>Action: Provide Supportive services including Behavioral Health, Quartermaster and Employment & Training Services to Non Residential Veterans</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Provide behavioral health services to 150 veterans per quarter, 600 veterans per year. Services will be provided repeatedly to vets for a total of 5000 times per year. These supportive services, result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Likewise, we will enroll 60 veterans in our Employment and Training program each quarter for a total of 240 homeless veterans in the program for the year. We will achieve a 70% placement rate at an average hourly wage of \$19.07. This will in turn help increase the median per capita income of Monroe County residents. We will provide quartermaster services (food and pantry items) to 200 veterans per quarter for a total of 800 vets per year. They will be served repeatedly for a total of 3000 times.</p>
	3	1	1.10	<p>Action: Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate.</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Services provided to 25 homeless veterans residing at Richards House per quarter (for a total of 100 per year) including intensive case management, crisis intervention, behavioral health services, legal services, peer-support groups, and more. These supportive services, combined with the housing result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Goal: to serve 100 male veterans per year with an 80% positive discharge rate. Close the gap between the number of homeless veterans in Monroe County and the number of shelter beds available to them.</p>
	2	1.20		<p>Action: Provide Supportive services including Behavioral Health, Quartermaster and Employment & Training Services to Non Residential Veterans</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Provide behavioral health services to 150 veterans per quarter, 600 veterans per year. Services will be provided repeatedly to vets for a total of 5000 times per year. These supportive services, result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Likewise, we will enroll 60 veterans in our Employment and Training program each quarter for a total of 240 homeless veterans in the program for the year. We will achieve a 70% placement rate at an average hourly wage of \$19.07. This will in turn help increase the median per capita income of Monroe County residents. We will provide quartermaster services (food and pantry items) to 200 veterans per quarter for a total of 800 vets per year. They will be served repeatedly for a total of 3000 times.</p>
	4	1	1.10	<p>Action: Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate.</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Services provided to 25 homeless veterans residing at Richards House per quarter (for a total of 100 per year) including intensive case management, crisis intervention, behavioral health services, legal services, peer-support groups, and more. These supportive services, combined with the housing result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Goal: to serve 100 male veterans per year with an 80% positive discharge rate. Close the gap between the number of homeless veterans in Monroe County and the number of shelter beds available to them.</p>
	2	1.20		<p>Action: Provide Supportive services including Behavioral Health, Quartermaster and Employment & Training Services to Non Residential Veterans</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Provide behavioral health services to 150 veterans per quarter, 600 veterans per year. Services will be provided repeatedly to vets for a total of 5000 times per year. These supportive services, result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Likewise, we will enroll 60 veterans in our Employment and Training program each quarter for a total of 240 homeless veterans in the program for the year. We will achieve a 70% placement rate at an average hourly wage of \$19.07. This will in turn help increase the median per capita income of Monroe County residents. We will provide quartermaster services (food and pantry items) to 200 veterans per quarter for a total of 800 vets per year. They will be served repeatedly for a total of 3000 times.</p>
2025	1	1	1.10	<p>Action: Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate.</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Services provided to 25 homeless veterans residing at Richards House per quarter (for a total of 100 per</p>

				year) including intensive case management, crisis intervention, behavioral health services, legal services, peer-support groups, and more. These supportive services, combined with the housing result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Goal: to serve 100 male veterans per year with an 80% positive discharge rate. Close the gap between the number of homeless veterans in Monroe County and the number of shelter beds available to them.
2	1.90			Action: Increase access to technology Deliverable: Purchase tablet and internet to distribute to positively discharged veterans. Provide invoices to County for reimbursement. Measurement: Goal of providing 46 veterans per year with a tablet and internet. Thereby increasing the ratio of households with a computer and internet.
3	1.24			Action: Provide Supportive services including Behavioral Health, Quartermaster and Employment & Training Services to Non Residential Veterans Deliverable: Staffing will support this, staffing plan will be delivered to County. Measurement: Provide behavioral health services to 150 veterans per quarter, 600 veterans per year. Services will be provided repeatedly to vets for a total of 5000 times per year. These supportive services, result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Likewise, we will enroll 60 veterans in our Employment and Training program each quarter for a total of 240 homeless veterans in the program for the year. We will achieve a 70% placement rate at an average hourly wage of \$19.07. This will in turn help increase the median per capita income of Monroe County residents. We will provide quartermaster services (food and pantry items) to 200 veterans per quarter for a total of 800 vets per year. They will be served repeatedly for a total of 3000 times.
2	1	1.10		Action: Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate. Deliverable: Staffing will support this, staffing plan will be delivered to County. Measurement: Services provided to 25 homeless veterans residing at Richards House per quarter (for a total of 100 per year) including intensive case management, crisis intervention, behavioral health services, legal services, peer-support groups, and more. These supportive services, combined with the housing result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Goal: to serve 100 male veterans per year with an 80% positive discharge rate. Close the gap between the number of homeless veterans in Monroe County and the number of shelter beds available to them.
2		0.21		Action: Increase access to transportation Deliverable: Purchase Electric Scooters for residents (number TBD). Provide invoices to County for reimbursement. Measurement: Provide transportation around the City of Rochester for residents. Lower VOC's carbon footprint.
3		1.20		Action: Provide Supportive services including Behavioral Health, Quartermaster and Employment & Training Services to Non Residential Veterans Deliverable: Staffing will support this, staffing plan will be delivered to County. Measurement: Provide behavioral health services to 150 veterans per quarter, 600 veterans per year. Services will be provided repeatedly to vets for a total of 5000 times per year. These supportive services, result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Likewise, we will enroll 60 veterans in our Employment and Training program each quarter for a total of 240 homeless veterans in the program for the year. We will achieve a 70% placement rate at an average hourly wage of \$19.07. This will in turn help increase the median per capita income of Monroe County residents. We will provide quartermaster services (food and pantry items) to 200 veterans per quarter for a total of 800 vets per year. They will be served repeatedly for a total of 3000 times.
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2026	1	1	1.10		<p>Action: Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate.</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Services provided to 25 homeless veterans residing at Richards House per quarter (for a total of 100 per year) including intensive case management, crisis intervention, behavioral health services, legal services, peer-support groups, and more. These supportive services, combined with the housing result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Goal: to serve 100 male veterans per year with an 80% positive discharge rate. Close the gap between the number of homeless veterans in Monroe County and the number of shelter beds available to them.</p>
		2	1.90		<p>Action: Increase access to technology</p> <p>Deliverable: Purchase tablet and internet to distribute to positively discharged veterans. Provide invoices to County for reimbursement.</p> <p>Measurement: Goal of providing 46 veterans per year with a tablet and internet. Thereby increasing the ratio of households with a computer and internet.</p>
		3	1.24		<p>Action: Provide Supportive services including Behavioral Health, Quartermaster and Employment & Training Services to Non Residential Veterans</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Provide behavioral health services to 150 veterans per quarter, 600 veterans per year. Services will be provided repeatedly to vets for a total of 5000 times per year. These supportive services, result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Likewise, we will enroll 60 veterans in our Employment and Training program each quarter for a total of 240 homeless veterans in the program for the year. We will achieve a 70% placement rate at an average hourly wage of \$19.07. This will in turn help increase the median per capita income of Monroe County residents. We will provide quartermaster services (food and pantry items) to 200 veterans per quarter for a total of 800 vets per year. They will be served repeatedly for a total of 3000 times.</p>
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Budget

1. Budget [VOC_arpa-budget.xlsx](#)

2	1.20	<p>Action: Provide Supportive services including Behavioral Health, Quartermaster and Employment & Training Services to Non Residential Veterans</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Provide behavioral health services to 150 veterans per quarter, 600 veterans per year. Services will be provided repeatedly to vets for a total of 5000 times per year. These supportive services, result in veteran's self-sustainability, personal goal achievement, and the ability to contribute to the community. Likewise, we will enroll 60 veterans in our Employment and Training program each quarter for a total of 240 homeless veterans in the program for the year. We will achieve a 70% placement rate at an average hourly wage of \$19.07. This will in turn help increase the median per capita income of Monroe County residents. We will provide quartermaster services (food and pantry items) to 200 veterans per quarter for a total of 800 vets per year. They will be served repeatedly for a total of 3000 times.</p> <p>View Edit</p>
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Budget

1. Budget [VOC_arpa-budget.xlsx](#)

Documents

[Upload New File\(s\)](#) [New From Template...](#) [Download Merged \(PDFs Only\)](#)

ID	Document (click to download, drag to sort)	Role	Created	User
93978	Property management policy for ARPA.docx.pdf	property	1/13/23 11:28AM	
93969	MWBE SDVOB.policy.docx.pdf	mwbe	1/13/23 10:46AM	
93966	Procurement Policy.pdf	procure	1/13/23 10:22AM	
93799	Personnel Policies_VOC.doc	personnel	1/10/23 09:06AM	
93798	Document Retention Policy_VOC.docx	retention	1/10/23 09:05AM	
93204	VOC_arpa-budget.xlsx	budget2	11/21/22 12:51PM	
93201	ACORD Form 20221118-124319.pdf	instliab	11/21/22 09:41AM	
93200	Mon.Co.C105.pdf	inswork	11/21/22 09:41AM	
93199	McCluskey Resume 2019.docx	resume	11/21/22 09:39AM	
93198	ACORD Form 20221118-124319.pdf	insauto	11/21/22 09:36AM	
93196	Mon.Co.DB120.(002).pdf	inswork	11/21/22 09:36AM	
93088	Code of Ethics_VOC.pdf	ethics	11/16/22 01:02PM	
92973	Signed arpa-exhibit G.pdf	cert	11/9/22 05:07PM	

YMCA of Greater Rochester - Jessica Kingsley

ID	Status	Created	Submitted	Login
4	submitted	10/18/22 09:57AM	2/3/23 04:32PM	7035 Jessica.Kingsley@RochesterYMCA.org

Contact Information

Organization Name	Mail Address
YMCA of Greater Rochester	444 East Main Street, Rochester, NY 14604

Signatory Name	Title
Paul M. LeFrois, Jr.	Chief Administrative Officer & Chief Financial Officer

1st Contact Name	Title	Phone	Email
Jessica Kingsley	Executive Director Urban Services	585-402-9868	jessica.kingsley@rochesterymca.org

2nd Contact Name	Title	Phone	Email
Andrew Powers	Chief Development Officer	585-263-3044	andrew.powers@rochesterymca.org

Filled Out Form	Title	Phone	Email
Paul M LeFrois, Jr.	Chief Administrative Officer & Chief Financial Officer	585-263-3930	paul.lefrois@rochesterymca.org

Company Policies and Insurance Documents

1. **Procurement** [Federal Grant vendor procurement procedures.pdf](#), [CACFP 143A-C Procedures.pdf](#)

2. **Property Management** [Property Management Policy Statement.docx](#)

3. **Records Retention** [Record Retention Policy 20Jan2020.pdf](#)

4. **Code of Ethics** [Employee Handbook updated May 2021.pdf](#)

5. **Personnel Policy** [Employee Handbook updated May 2021.pdf](#)

6. **M/WBE Policy** [MWBE Statement.docx](#)

7a. **Insurance - Worker's Comp** [Monroe C-105.pdf](#), [Monroe DB 120.1.pdf](#)

7b. **Insurance - Professional Liability** [Monroe- Professional.pdf](#), [Monroe County.pdf](#)

7c. **Insurance - Automobile** [Monroe County.pdf](#)

8. **Certification** [arpa-exhibit-g.pdf](#)

Federal Grant Requirements

1. **SAM #** CC6NKV6KUK75

2. **Exec Name/Compensation**
N/A

3. **Fed Contracts?** no

3a. **Last 3 Fed Contracts**

3b. **Monitor Interventions?**

3c. **Interventions - Explain**

4. **GAAP/Audit Agency?** yes

4a. **Audit Agency Name** The Bonadio Group

Audit Last 5 Years? no

5a. **Audit Agency Name**

5b. **Annual Financial Statements?** yes

5c. **Statements** [YMCA of Greater Rochester 2021 FS Final.pdf](#), [YMCA of Greater Rochester 2018 FS Final.pdf](#), [YMCA of Greater Rochester 2022 FS Final.pdf](#), [YMCA of Greater Rochester 2019 FS Final.pdf](#), [YMCA of Greater Rochester 2020 FS Final.pdf](#)

5d. **Internal Financial Statements?**

6. **Negotiated Rate?** no

6a. **Rate**

6b. **Rate Agency**

6c. **No Rate - Explain** The YMCA of Greater Rochester has not contracted with the Federal Government in the past and thus has not completed that exercise.

7. **Cash Flow** Yes. The overall budget for the YMCA of Greater Rochester is approximately \$50million. Cash reserves as of December 31, 2022 are roughly \$7million.

8. **Budget Percent** 1.00

9. **Financial System?** yes

9a. System Rev/Exp/Assets/Prop yes

9b. System Roles yes

9c. System - Explain

10. Turnover

Calendar year 2021 turnover was 86%. Calendar year 2022 turnover was 51%.

In Calendar 2022, the Chief Operating Officer changed on December 6, 2022 and the CEO retired on December 20, 2022 and the new CEO took office on January 9, 2023.

11. Staff Experience

The YMCA of Greater Rochester Urban Services team is comprised of professional and passionate individuals who have been involved in community efforts in varying capacities throughout their Y careers. The staff members named and directly supported by the ARPA funding have combined over 150 years of experience in community work and health and wellness. Additional staff who provide support to the Neighborhood Centers but are not directly supported by the ARPA funding contribute over an additional 125 years of community service experience. Based on the current budget, senior staff roles will not be funded.

11a. Resumes [ARPA Survey - Additional Federal Requirement 11 and 12.docx](#)

Personnel

Name #1	Title	Email	Phone
Jessica Kingsley	Executive Director of Community Services (project manager)	jessica.kingsley@rochesterymca.org	585-402-0868
Name #2	Title	Email	Phone
Paul LeFrois, Jr.	Chief Administrative Officer & CFO	paul.lefrois@rochesterymca.org	585-263-3930
Name #3	Title	Email	Phone
Brian Eastman	Neighborhood Center Director - Maplewood	brian.eastman@rochesterymca.org	585-263-4238
Name #4	Title	Email	Phone
Brian Wilmot	Neighborhood Center Director - Thurston Road	brian.wilmot@rochesterymca.org	585-328-9330
Name #5	Title	Email	Phone
Jakob Elder	Neighborhood Center Program Director - Lewis Street	jakob.elder@rochesterymca.org	585-402-3786
Name #6	Title	Email	Phone
Zach Smith	Director of Teen Programs	zach.smith@rochesterymca.org	585-623-0717
Name #7	Title	Email	Phone
Darnell Garland	Director of Urban Health & Wellness	darnell.garland@rochesterymca.org	585-233-7902
Name #8	Title	Email	Phone
Sea Sigal	Family & Community Resource Coordinator	sea.sigal@rochesterymca.org	585-721-7902
Name #9	Title	Email	Phone
Laura Kroening	Senior Director of Administration	laurak@rochesterymca.org	585-263-4267
Name #10	Title	Email	Phone
TBD TBD	Director of Youth Services	jessica.kingsley@rochesterymca.org	585-546-5500
Name #11	Title	Email	Phone
TBD TBD	Director of Urban Sports	jessica.kingsley@rochesterymca.org	585-546-5500
Name #12	Title	Email	Phone
TBD TBD	Lewis Street Site Program Coordinator	jessica.kingsley@rochesterymca.org	585-546-5500
Name #13	Title	Email	Phone
TBD TBD	Intake Specialist & Data Coordinator	jessica.kingsley@rochesterymca.org	585-546-5500
Name #14	Title	Email	Phone
TBD TBD	Food Access Coordinator	jessica.kingsley@rochesterymca.org	585-546-5500
Name #15	Title	Email	Phone
TBD TBD	Food Access Specialist - Maplewood	jessica.kingsley@rochesterymca.org	585-546-5500
Name #16	Title	Email	Phone
TBD TBD	Food Access Specialist - Thurston Road	jessica.kingsley@rochesterymca.org	585-546-5500
Name #17	Title	Email	Phone
TBD TBD	Food Access Specialist - Lewis Street	jessica.kingsley@rochesterymca.org	585-546-5500

Scope of Work

1. Project Description

The Neighborhood Resource Center project advances the Bring Monroe Back goal of Public Health and Safety and the equitable metrics for reducing food insecurity and increasing access to virtual resources. The primary goal of each Neighborhood Resource Center (NRC) is to engage neighbors and community partners in identifying the needs, supports, and resources for their immediate community. The Y in turn will leverage the resources of the greater association and strategic community partnerships to ensure participants have needed access to identified resources.

2. Issues Addressed

Food access and congregate meals, health and wellness, senior programming, safe space for youth and teens, financial literacy, social emotional and character development, access for New American community members.

6. Goals/Outcomes

Maplewood

- Formal dedicated space for Neighborhood Center including marketing support from the Y and public announcement, physical improvement of the space as needed.
- Food pantry and congregate meals in collaboration with Foodlink starting in Q1 or Q2 based on Lewis St. model. Both offerings would be available one day per week serving Y members and non-members, primarily minority populations below the poverty line.
- Foodlink Curbside Market every Wednesday.
- UR educational sessions once per month in 2023 serving at least 5-10 participants per session.
- Ongoing partnership with Lifespan for older adults providing meals multiple days a week along with various enrichment and continuing education programming including some use of Neighborhood Center space approx. 2-4 hours per week usually at lunchtime. Lifespan has formalized their teaching kitchen in collaboration with Foodlink for Wed mornings.
- The YMCA's Blood Pressure Self-Monitoring program will continue to leverage and provide Lifespan program participants blood pressure services. Referrals to this program also accepted by authorized medical professionals. Community members available to participate.
- Addition of a "learners lecture" series once a month to offer participants practical life skills like citizenship processes, utilizing the library system, and educating folks on DHS resources.
- The Maplewood Garden will partner with various groups (Lifespan, Y staff, teen leaders, local families, food pantries) to bring a thriving garden to fruition in 2023 accessible to community members.
- Develop formal ongoing volunteer engagement from Five Star Bank employees related to community garden efforts.
- Offer various financial literacy opportunities to members in partnership with a local financial institution.
- Partner with local education center to support and provide GED and ESOL courses.
- Safety Around Water program available to youth and teens.
- Teen Leaders program focused on social and emotional learning along with leadership and character development
- Creation of Teen Center to provide safe space for youth and teens
- Dreamseeds Music Lessons and Jazz Band Programming for youth and teens.
- Tech stations that provide access to technology and technology support as well as reliable WiFi
- Health partnership with URM
- Love-15 Tennis Program
- Additional opportunities to be provided by based on community feedback and interest.

Lewis Street

- Food access and food pantry made available in partnership with Foodlink including congregate meals that will be offered up to five days per week serving individuals and families.
- Youth and Teen programming serving approximately 100 youth and families.
- Community resource access point
- Dreamseeds arts enrichment drumming sessions
- Senior Resource Center health and wellness programs and socialization including community field trips, art education, and volunteer opportunities
- Monthly Community outreach events with various partners and volunteers
- URM pediatric telemedicine on site with intention of expanding to include adult telemedicine.
- Workforce development opportunities and access to technology use and support as well as reliable WiFi
- Community resource access point and partnerships based on community feedback and need

Thurston Road

- The Resource Center provides opportunities for active older adults five days per week including breakfast, health and wellness classes, celebrations, field trips and socialization opportunities. Ongoing partnership with Lifespan brings specialized programs to the center one day a week.
- Foodlink Curbside Market on site every Wednesday
- Youth OST program in partnership with Rochester Academy Charter School and James A. Dobson Subsidized Housing. The program offers 600 hours of enrichment provided in five 8-week sessions of CATCH programming. The program will ensure that youth are participating in healthy physical activities, healthy nutrition, and family and consumer science programming each day.
- Monthly Health and Wellness forum to engage community members and receive feedback
- Ongoing health and wellness opportunities including nutritional seminars, blood pressure self-monitoring, and soon to come balance training, corrective exercise, functional training, and strength exercise for seniors.
- Food access and food pantry made available in partnership with Foodlink including congregate meals that will be offered up to five days per week serving individuals and families.
- Creation of Teen Center to provide safe space for teens including enrichment and arts programming, workforce opportunities and training, social emotional and character development.
- Love-15 Tennis program
- Tech stations that provide access to technology and technology support as well as reliable WiFi
- Dreamseeds arts enrichment cultural dance

Overall intended unduplicated number served across all units:2764

Comprised of the following:

1346 Youth

644 Seniors

179 New Americans

595 Food Access

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
------	-----	---	---	-----	-------	------------------------------------

2023	1	1	6.25	yes	0	<p>Action: Hiring of TBD positions (Director of Youth Services, Director of Urban Sports, Intake & Data Coordinator, Food Access Coordinator) - Infrastructure & Program planning Outreach to potential partners</p> <p>Deliverable: 1.Key program leadership staff hired 2.YMCA Neighborhood Centers have a strategic plan in place.</p> <p>Measurement: -Leadership staff are hired</p>
	2	1	6.25	yes	431	<p>Action: -Hire and train 10 - 15 new youth/teen development professionals - Hire and train full time youth engagement staff associate - Hire and train full time program site coordinator - Hire and train part time food access staff</p> <p>Deliverable: -Comprehensive staffing plan</p> <p>Measurement: - 153 Youth/Teens - 150 Seniors/AOA - 5 New Americans - 100 Food Access YMCA Neighborhood Centers are fully staffed for operation</p>
	3	1	6.25	yes	1,065	<p>Action: -Youth/teen focused day camp programs. - Serving youth/ teens/ families/ seniors. - Youth/teen focused academic enrichment program - Food access, healthcare access, wellness programs, out of school programs, social and emotional support. Serving youth/ teens/ families/ seniors from subsidized housing.</p> <p>Deliverable: -Food access at neighborhood centers -Blood pressure self- monitoring - Peer directed support groups - Summer meals program - Youth/teen focused day camp - Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Health and wellness programs for youth/ teens/ families and seniors of subsidized housing</p> <p>Measurement: - 172 Youth/Teens - 15 Seniors/AOA - 5 New Americans - 25 Food Access - Demographic information from each program.</p>
	4	1	6.25	yes	204	<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support.</p> <p>Deliverable: -New American health and wellness opportunities, social and emotional learning - Youth/teen focused academic, SEL enrichment programs. - Youth/teen programs at neighborhood centers</p> <p>Measurement: - 153 Youth/Teens - 16 Seniors/AOA - 7 New Americans - 25 Food Access - Demographic data collected on all populations</p>
2024	1	1	6.25			<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support.</p> <p>Deliverable: -New American health and wellness opportunities, social and emotional learning - Youth/teen focused academic, SEL enrichment programs - Expand Youth and Government and YMCA Teen Leaders Programs to urban program sites. - Youth/teen programs at neighborhood centers - Youth/Adult Sports programs</p> <p>Measurement: - 46 Youth/Teens - 35 Seniors/AOA - 7 New Americans - 35 Food Access - Demographic data collected on all populations</p>
	2	1	6.25			<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support.</p> <p>Deliverable: -Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Youth/Adult Sports programs -</p> <p>Measurement: - 46 Youth/Teens - 26 Seniors/AOA - 10 New Americans - 35 Food Access - Demographic data collected on all populations</p>
	3	1	6.25			<p>Action: -Youth/teen focused academic enrichment program. - Youth/teen focused day camp programs. - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support.</p> <p>Deliverable: -Summer meals program - Youth/teen focused day camp - Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Youth/Adult Sports programs - Increasing congregational meals</p> <p>Measurement: - 133 Youth/Teens - 25 Seniors/AOA - 10 New Americans - 35 Food Access - Demographic data collected on all populations - Food Access data</p>
	4	1	6.25			<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support.</p> <p>Deliverable: -Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Youth/Adult Sports programs</p> <p>Measurement: - 65 Youth/Teens - 27 Seniors/AOA - 12 New Americans - 35 Food Access - Demographic data collected on all populations</p>
2025	1	1	6.25			<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support.</p> <p>Deliverable: -Food Access/Nutrition Seminars -Expand Youth/Teen Space to additional program space - Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Youth/Adult Sports programs</p> <p>Measurement: - 47 Youth/Teens - 50 Seniors/AOA - 12 New Americans - 40 Food Access - Demographic data collected on all populations</p>
	2	1	6.25			<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support.</p> <p>Deliverable: -Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Food Access/Nutrition Seminars - Food Pantry at each location</p> <p>Measurement: - 47 Youth/Teens - 40 Seniors/AOA - 12 New Americans - 40 Food Access - Demographic data collected on all populations</p>
	3	1	6.25			<p>Action: -Youth/teen focused academic enrichment program. - Youth/teen focused day camp programs. - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support.</p> <p>Deliverable: -Summer meals program - Youth/teen focused day camp - Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Food Access/Nutrition Seminars</p> <p>Measurement: - 128 Youth/Teens - 36 Seniors/AOA - 15 New Americans - 40 Food Access - Demographic data collected on all populations</p>
	4	1	6.25			<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access,</p>

					<p>healthcare access, wellness programs, out of school programs, social and emotional support. Deliverable: -Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Food Access/Nutrition Seminars Measurement: - 67 Youth/Teens - 38 Seniors/AOA - 17 New Americans - 40 Food Access - Demographic data collected on all populations</p>
2026	1	1	6.25		<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support. Deliverable: - Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Food Access/Nutrition Seminars -Inclusive wellness program -Develop Youth Measurement: - 49 Youth/Teens - 62 Seniors/AOA - 17 New Americans - 45 Food Access - Demographic data collected on all populations</p>
	2	1	6.25		<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support. Deliverable: -Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Food Access/Nutrition Seminars Measurement: - 49 Youth/Teens - 52 Seniors/AOA - 19 New Americans - 45 Food Access - Demographic data collected on all populations</p>
	3	1	6.25		<p>Action: -Youth/teen focused academic enrichment program. -Youth/teen focused day camp programs. - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support. Deliverable: -Summer meals program - Youth/teen focused day camp - Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Food Access/Nutrition Seminars Measurement: - 148 Youth/Teens - 48 Seniors/AOA - 19 New Americans - 45 Food Access - Demographic data collected on all populations</p>
	4	1	6.25		<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support. Deliverable: -Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Food Access/Nutrition Seminars - Open Additional Food Access point Measurement: - 89 Youth/Teens - 50 Seniors/AOA - 22 New Americans - 45 Food Access - Demographic data collected on all populations</p>

Budget

1. Budget [YMCA of Greater Rochester ARPA Budget Template 1.2023.xlsx](#)

Budget

1. Budget **YMCA of Greater Rochester ARPA Budget Template 1.2023.xlsx**

Documents

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input checked="" type="checkbox"/>	94250	YMCA of Greater Rochester ARPA Budget Template 1.2023.xlsx	budget2	1/19/23 06:58AM	
<input checked="" type="checkbox"/>	94017	ARPA Survey - Additional Federal Requirement 11 and 12.docx	resume	1/13/23 04:22PM	
<input checked="" type="checkbox"/>	94016	MWBE Statement.docx	mwbe	1/13/23 04:20PM	
<input checked="" type="checkbox"/>	94014	Property Management Policy Statement.docx	property	1/13/23 03:46PM	
<input checked="" type="checkbox"/>	94013	Monroe County.pdf	insauto	1/13/23 03:27PM	
<input checked="" type="checkbox"/>	94012	Monroe- Professional.pdf	instlab	1/13/23 03:26PM	
<input checked="" type="checkbox"/>	94011	Monroe County.pdf	instlab	1/13/23 03:26PM	
<input checked="" type="checkbox"/>	94010	Monroe DB 120.1.pdf	inswork	1/13/23 03:26PM	
<input checked="" type="checkbox"/>	94009	Monroe C-105.pdf	inswork	1/13/23 03:26PM	
<input checked="" type="checkbox"/>	94008	arpa-exhibit-g.pdf	cert	1/13/23 03:25PM	
<input checked="" type="checkbox"/>	94007	Employee Handbook updated May 2021.pdf	personnel	1/13/23 03:22PM	
<input checked="" type="checkbox"/>	94006	Employee Handbook updated May 2021.pdf	ethics	1/13/23 03:22PM	
<input checked="" type="checkbox"/>	94004	Record Retention Policy_20Jan2020.pdf	retention	1/13/23 03:21PM	
<input checked="" type="checkbox"/>	94003	CACFP-143A-C Procedures.pdf	procure	1/13/23 03:21PM	
<input checked="" type="checkbox"/>	94002	Federal Grant vendor procurement procedures.pdf	procure	1/13/23 03:21PM	
<input checked="" type="checkbox"/>	93999	YMCA of Greater Rochester 2020 FS Final.pdf	auditstmt	1/13/23 03:11PM	
<input checked="" type="checkbox"/>	93998	YMCA of Greater Rochester 2019 FS Final.pdf	auditstmt	1/13/23 03:11PM	
<input checked="" type="checkbox"/>	93997	YMCA of Greater Rochester 2022 FS Final.pdf	auditstmt	1/13/23 03:11PM	
<input checked="" type="checkbox"/>	93996	YMCA of Greater Rochester 2018 FS Final.pdf	auditstmt	1/13/23 03:11PM	
<input checked="" type="checkbox"/>	93995	YMCA of Greater Rochester 2021 FS Final.pdf	auditstmt	1/13/23 03:11PM	

The Research Foundation for SUNY Brockport - Laura Merkl

ID	Status	Created	Submitted	Login
3	submitted	10/18/22 09:57AM	1/24/23 12:00PM	7201 lmerkl@brockport.edu

Contact Information

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Signatory Name	Title
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Filled Out Form	Title	Phone	Email
Laura Merkl	Director of Scholarship, Research & Sponsored Programs	585-395-2444	lmerkl@brockport.edu

Company Policies and Insurance Documents

1. **Procurement** [procurement_policy_pol.pdf](#)
2. **Property Management** [property-mgmt-hdbk.pdf](#)
3. **Records Retention** [Records Management Policy.pdf](#)
4. **Code of Ethics** [code_of_conduct.pdf](#)
5. **Personnel Policy** [Salary Rules and Policies When Assigning Regular Employees.pdf](#)
6. **M/WBE Policy** [REOC MWBE Utilization Plan.pdf](#)
- 7a. **Insurance - Worker's Comp** [County of Monroe - Blanket #2278.pdf](#), [Final Proposal Package MC Historian.pdf](#)
- 7b. **Insurance - Professional Liability** [Monroe Co - Professional.pdf](#)
- 7c. **Insurance - Automobile** [County of Monroe.pdf](#)
8. **Certification** [arpa-exhibit-g.pdf](#)

Federal Grant Requirements

1. **SAM #** TCMMHB95V224

2. **Exec Name/Compensation**
N/A

3. **Fed Contracts?** yes

3a. Last 3 Fed Contracts

\$231,344; 6/1/2021 - 5/31/2023; National Science Foundation
\$1,778,090; 10/1/2022 - 9/30/2027; US Department of Education
\$80,813; 3/1/2022 - 2/28/2023; NASA Goddard Space Flight Center
We have several other federally funded grants

3b. Monitor Interventions? no

3c. Interventions - Explain

4. **GAAP/Audit Agency?** yes

4a. Audit Agency Name KPMG

Audit Last 5 Years? yes

5a. Audit Agency Name KPMG

5b. Annual Financial Statements?

5c. Statements

5d. Internal Financial Statements?

6. **Negotiated Rate?** yes

6a. Rate 55.00

6b. Rate Agency Department of Health and Human Services

6c. No Rate - Explain

7. **Cash Flow** Yes

8. **Budget Percent** 1.00

9. **Financial System?** yes

9a. System Rev/Exp/Assets/Prop yes

9b. System Roles yes

9c. System - Explain

10. Turnover

No staff turnover and no changes to senior management

11. Staff Experience

The staff is experienced grant administrators and vocational educators who have been doing this work for several decades.

11a. Resumes Staff paid on grant.pdf

Personnel

Name #1	Title	Email	Phone
Roosevelt Mareus	REOC Dean/Executive Director	rmareus@brockport.edu	585-327-4069
Name #2	Title	Email	Phone
Steven Fugle	REOC Program Counselor	sfugle@brockport.edu	585-232-2730
Name #3	Title	Email	Phone
Patricia Beaudrie	REOC Coordinator of Community Relations	pbeaudri@brockport.edu	585-327-4074
Name #4	Title	Email	Phone
Angelee Ortiz-Palermo	REOC Administrative Assistant	aortizpalermo@brockport.edu	585-232-2730
Name #5	Title	Email	Phone
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Name #6	Title	Email	Phone
TBD TBD	Truck Driver	TBD@brockport.edu	585-232-2730
Name #7	Title	Email	Phone
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Name #8	Title	Email	Phone
Laura Merkl	Director of Scholarship, Research & Sponsored Programs	lmerkl@brockport.edu	585-395-2444

Scope of Work

1. Project Description

According to Crimesolutions.gov, one of the most reported trade credentials attained in prison is welding. Hence, Rochester Educational Opportunity Center (REOC) plans to create a Mobile Welding Lab program to serve eligible at-risk youth (ages 18-24), current inmates, and ex-offenders that have significant barriers to employment. The REOC Mobile Welding Lab can be moved between prisons, community centers and educational facilities.

2. Issues Addressed

The purpose of the REOC Mobile Welding program is to help guide at-risk offenders who are on probation to a better life by offering them skills training in a high-growth/high-demand and economically vital industry relevant to Monroe County's economy and critical life skills that many lack prior to their participation. The program can provide a new pipeline of highly skilled professionals for the welding industry for a very long time by tapping into a population that is underserved.

3. Where Offered

The REOC Mobile Welding Lab will be used as a live welding training lab to provide students real world training. The lab will be housed in a large trailer with live-welding units to train all welding processes (stick, MIG, and TIG) with 8 welding work stations. The lab will continuously travel throughout Monroe County, as needed, and can be stand-alone with a diesel generator or with shore power connectivity for extended durations.

4. Subawardees

Realizing Other's Outstanding Talents (ROOTS)— consultant

5. Population Served

REOC will identify and recruit underprepared and at-risk youth (ages 18-24), current inmates, and ex-offenders living in the City of Rochester and Monroe County. The documented annual household income for our participants must not be greater than 200 percent of the Federal Poverty Guidelines. We will begin with participants from the northeast and northwest quadrants. The project will register 120 students in the Mobile Welding Lab class and retain 80% of these student in employment opportunities.

6. Goals/Outcomes

The Mobile Welding Lab will be used as a live welding training lab to provide students real world training. The lab will be housed in a large trailer with live-welding units to train all welding processes (stick, MIG, and TIG) with 8 welding work stations. Students completing the program are eligible for the AWS Weld Test Certification in Shielded Metal Arc and Flux-Cored Metal Arc Welding. NCCER curriculum will be utilized, Welding Level I for SMAW portion of the training, Level II for GMAW/FCAW. We will ensure that each student receives individualized academic enrichment, wrap-around social support, and continuous advisement

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	61.00			Action: Open RFQ to Select Company to build mobile welding lab Deliverable: Discuss RFQ with Research Foundation, Open RFQ in February, Identify Point person for Initiative, select vendor, sign contract Measurement: Mobile welding lab building
		2	0.85			Action: Life Skills Consultant

					Deliverable: Meet to discuss expectations and performances, consultant provides draft curriculum Measurement: Consultant Life Skills curriculum approved
	2	Empty			
	3	1	5.30		Action: Hire program staff and recruit volunteers Deliverable: Hire instructor, hire company/truck driver, Appoint counselors for retentionapprove Literacy volunteers Measurement: Program full staffed, welding lab 65% complete, Instructor at 25% instructor salary, truck company at 25% company costs
	4	1	0.00		Action: Indirect Costs Deliverable: Administration Measurement: Administration
		2	0.00		Action: Mobile Welding lab curriculum and program marketing Deliverable: Submit program proposal to University Center for Academic and Workforce Development, Vendor instructor training, create brochure and distribute Measurement: Program curriculum approved, 10 students registered for the 1st class, mobile lab 100% complete
		3	1.60		Action: Register and insure lab Deliverable: complete registration and insurance of lab Measurement: Lab can now be moved
2024	1	1	1.40		Action: Purchase books and supplies, confirm consultant life training schedule, continue to advertise and recruit, Teach first class Deliverable: Offer first class, recruit students for second class, teach life skills Measurement: Books and supplies distributed, 10 students registered for second class, retain 80% of students in 1st class and place into employment
		2	0.21		Action: Consultant teaches Deliverable: Life Skills training to students twice a week for 10 weeks Measurement: Students placed in employment have life skills to retain employment
		3	2.60		Action: Trucking company Deliverable: Hired company begins at 25% Measurement: Lab moved to various locations
		4	2.60		Action: Instructor Deliverable: Salary and fringe for instructor Measurement: Instructor to teach welding classes
	2	1	0.00		Action: Second class begins, sign MOU with Monroe County Sheriff's Office Deliverable: MOU discussion and signatures with Monroe County Sheriff's Office, second mobile welding class begins Measurement: Inmates identified for program and 10 registered third class, 80% of second class retained and placed in employment
		2	0.21		Action: Consultant teaches Deliverable: Life Skills training to students twice a week for 10 weeks Measurement: Students placed in employment have life skills to retain employment
	3	1	0.00		Action: Third class, recruitment for 4th class Deliverable: location for lab identified, truck moved, class begins, new students identified Measurement: 10 students registered for fourth class, 80% of third class retained and placed into employment
		2	0.21		Action: Consultant teaches Deliverable: Life Skills training to students twice a week for 10 weeks Measurement: Students placed in employment have life skills to retain employment
	4	1	1.91		Action: Indirect Costs Deliverable: Administration Measurement: Administration
		2	0.00		Action: Fourth class, sign MOU with Franklin High School Deliverable: Franklin identified at-risk youth, instruction begins Measurement: 80% of fourth class students retained and placed into employment, 10 Franklin students registered for fifth class
		3	0.00		Action: Assessment Deliverable: Review program data Measurement: Recommendations for changes
		4	1.50		Action: Renew insurance and registration for lab Deliverable: process insurance and registration forms and pay invoices Measurement: Mobile lab can be moved
		5	0.21		Action: Consultant teaches Deliverable: Life Skills training to students twice a week for 10 weeks Measurement: Students placed in employment have life skills to retain employment
2025	1	1	2.60		Action: Instructor Deliverable: Salary and fringe Instructor Measurement: Instructor in place to teach welding, instructor at 25% instructor salary
		2	0.00		Action: Fifth class, move lab, continue recruitment Deliverable: Move lab, Instruction begins, interview recent graduates to share stories to recruit Measurement: 80% of class retained and placed in employment, 10 students registered for 6th class
		3	0.21		Action: Consultant teaches Deliverable: Life Skills training to students twice a week for 10 weeks

				Measurement: Students placed in employment have life skills to retain employment
	4	1.40		Action: Purchase books and programs supplies Deliverable: Books and supplies are distributed Measurement: 100% students have class materials
	5	2.60		Action: Trucking Company Deliverable: Renew contract Measurement: Lab is moved to locations as instructed
2	1	0.00		Action: Sixth class, continued recruitment Deliverable: Instruction begins, new students identified Measurement: 80% of students retained and placed in employment, 10 students registered for seventh class
	2	0.00		Action: Surveys Deliverable: Surveys distributed to students and partners and returned Measurement: Survey feedback informs report and changes to program
	3	0.21		Action: Consultant teaches Deliverable: Life Skills training to students twice a week for 10 weeks Measurement: Students placed in employment have life skills to retain employment
3	1	0.00		Action: Seventh class, recruitment, lab relocation Deliverable: Instruction begins, lab returned to REOC, students identified for eighth class Measurement: 80% of students retained and placed in employment, 10 students registered for eighth class, lab at REOC
	2	0.21		Action: Consultant teaches Deliverable: Life Skills training to students twice a week for 10 weeks Measurement: Students placed in employment have life skills to retain employment
4	1	2.01		Action: Indirect Costs Deliverable: Administration Measurement: Administration
	2	0.00		Action: Assessment Deliverable: Assess program with program data Measurement: Make recommendations for changes or revisions
	3	0.00		Action: Eight class, recruitment Deliverable: instruction begins, new students identified Measurement: 80% students are retained and placed in employment, 10 students registered for ninth class
	4	1.50		Action: Renew lab insurance and registration Deliverable: Process paperwork and pay invoices Measurement: Mobile lab can be moved
	5	0.21		Action: Consultant teaches Deliverable: Life Skills training to students twice a week for 10 weeks Measurement: Students placed in employment have life skills to retain employment
2026	1	1	0.00	Action: Ninth Class, recruitment Deliverable: Instruction begins, new students identified Measurement: 80% are retained and placed in employment, 10 registered for tenth class
		2	1.40	Action: Books and supplies purchased Deliverable: Materials distributed Measurement: 100% students have class materials
		3	2.60	Action: Instructor Deliverable: Salary and fringe for Instructor Measurement: Instructor teaches welding, Instructor at 25% instructor salary
		4	0.21	Action: Consultant teaches Deliverable: Life Skills training to students twice a week for 10 weeks Measurement: Students placed in employment have life skills to retain employment
		5	2.60	Action: Trucking Company Deliverable: Renew contract at 25% Measurement: Lab moved to various locations
	2	1	0.00	Action: Tenth class, move lab, recruitment Deliverable: Instruction begins, lab moved to Monroe County Sheriff's location, new students identified Measurement: 80% are retained and placed in employment, 10 registered for eleventh class
		2	0.21	Action: Consultant teaches Deliverable: Life Skills training to students twice a week for 10 weeks Measurement: Students placed in employment have life skills to retain employment
	3	1	0.00	Action: Eleventh class, recruitment Deliverable: Instruction begins, new students identified Measurement: 80% are retained and placed in employment, 10 students registered for twelfth class
		2	0.21	Action: Consultant teaches Deliverable: Life Skills training to students twice a week for 10 weeks Measurement: Students placed in employment have life skills to retain employment
	4	1	2.01	Action: indirect Costs Deliverable: Administration Measurement: Administration
2		0.00	Action: Twelfth class	

				Deliverable: instruction begins Measurement: 80% are retained and placed in employment
3	0.00			Action: Assessment and final report Deliverable: Conduct program assessment, compile results and final report components Measurement: Final assessment completed, final report completed
4	0.21			Action: Consultant teaches Deliverable: Life Skills training to students twice a week for 10 weeks Measurement: Students placed in employment have life skills to retain employment

Budget

1. **Budget** [Brockport-REOC arpa-budget.xlsx](#)

3	0.00	<p>Action: Assessment and final report</p> <p>Deliverable: Conduct program assessment, compile results and final report components</p> <p>Measurement: Final assessment completed, final report completed</p> <p>View Edit</p>
4	0.21	<p>Action: Consultant teaches</p> <p>Deliverable: Life Skills training to students twice a week for 10 weeks</p> <p>Measurement: Students placed in employment have life skills to retain employment</p> <p>View Edit</p>

Budget

1. Budget [Brockport-REOC_arpa-budget.xlsx](#)

Documents:

[Upload New File\(s\)](#) [New From Template...](#) [Download Merged \(PDFs Only\)](#)

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	94175	REOC MWBE Utilization Plan.pdf	mwbe	1/18/23 01:22PM	
<input type="checkbox"/>	94170	Staff paid on grant...pdf	resume	1/18/23 01:17PM	
<input type="checkbox"/>	94164	County of Monroe.pdf	insauto	1/18/23 12:36PM	
<input type="checkbox"/>	94162	Monroe Co - Professional.pdf	instiab	1/18/23 12:32PM	
<input type="checkbox"/>	94160	County of Monroe - Blanket #227B.pdf	inswork	1/18/23 12:31PM	
<input type="checkbox"/>	94159	Final Proposal Package MC Historian.pdf	inswork	1/18/23 12:24PM	
<input type="checkbox"/>	94156	Salary Rules and Policies When Assigning Regular Employees.pdf	personnel	1/18/23 12:21PM	
<input type="checkbox"/>	93114	arpa-exhibit-g.pdf	cert	11/18/22 12:35PM	
<input type="checkbox"/>	93113	code_of_conduct.pdf	ethics	11/18/22 12:29PM	
<input type="checkbox"/>	93112	Records Management Policy.pdf	retention	11/18/22 12:27PM	
<input type="checkbox"/>	93111	property-mgmt-hdbk.pdf	property	11/18/22 12:26PM	
<input type="checkbox"/>	93110	procurement_policy_pol.pdf	procure	11/18/22 12:23PM	
<input type="checkbox"/>	93109	Brockport-REOC_arpa-budget.xlsx	budget2	11/18/22 12:21PM	

Urban League of Rochester, NY, Inc. - Anne Beyer

ID	Status	Created	Submitted	Login
5	submitted	10/18/22 09:57AM	1/20/23 03:49PM	6227 abeyer@ulr.org

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2nd Contact Name	Title	Phone	Email
Jonathan Compton	Director of Workforce Development	585-325-6530	jcompton@ulr.org

Filled Out Form	Title	Phone	Email
Jessica Vance	Grant Writer/Research Associate	585-325-6530	jvance@ulr.org

Company Policies and Insurance Documents

- 1. Procurement** [Procurement Policy and procedure.pdf](#)
- 2. Property Management** [Property Management Policy as per Fiscal Manual.docx](#)
- 3. Records Retention** [RECORD RETENTION 11-5-2014 \(1\).docx](#)
- 4. Code of Ethics** [Code of Ethics-U LR.pdf](#)
- 5. Personnel Policy** [Personnel Policy \(Employee handbook\).docx](#)
- 6. M/WBE Policy** [MWBE Utilization Plan.pdf](#)
- 7a. Insurance - Worker's Comp** [Monroe County and Monroe County Division of Social Services-DB 2023.pdf](#) [WC MC & MCDSS 2023.pdf](#)
- 7b. Insurance - Professional Liability** [MC & MCCDSS-Liability 2023.pdf](#)
- 7c. Insurance - Automobile** [MC & MCCDSS-Liability 2023.pdf](#)
- 8. Certification** [SIGNED arpa-exhibit-g.pdf](#)

Federal Grant Requirements

- 1. SAM #** Y6XNLNJZLHT8
- 2. Exec Name/Compensation**
N/A
- 3. Fed Contracts?** yes
 - 3a. Last 3 Fed Contracts**
US DOJ - \$900,000; 10/01/22 to 9/30/25
US SBA - \$150,000, 9/30/2022 to 9/29/2023
US DOL - \$2,000,000; 7/1/2022 to 12/31/2025
 - 3b. Monitor Interventions?** no
 - 3c. Interventions - Explain**
- 4. GAAP/Audit Agency?** yes
 - 4a. Audit Agency Name** The Bonadio Group**Audit Last 5 Years?** yes
 - 5a. Audit Agency Name** The Bonadio Group
 - 5b. Annual Financial Statements?**
 - 5c. Statements**
 - 5d. Internal Financial Statements?**
- 6. Negotiated Rate?** yes
 - 6a. Rate** 34.31
 - 6b. Rate Agency** US Department of Labor
 - 6c. No Rate - Explain**
- 7. Cash Flow** Yes
- 8. Budget Percent** 14.38
- 9. Financial System?** yes
 - 9a. System Rev/Exp/Assets/Prop** yes

9b. System Roles yes

9c. System - Explain

10. Turnover

ULR has experienced similar increased turnover post-pandemic as many local and national organizations. Notably we have welcomed a new Chief Operating Officer, Wanda Cooper, after the previous COO's much planned exit. Additionally, ULR has 2 newly created positions: Senior Director of People Operations, Beth McHenry, and VP of Entrepreneurship and Wealth Building, Tiffany Owens.

11. Staff Experience

ULR's Workforce Development division has been workforce development services since 1967. Current divisional director Jonathan Compton has been with the division for five years, and program director Andre' Stokes has been working in the division since 2019.

11a. Resumes [Kate Tuite Resume.pdf](#), [Resume - Andre J.Stokes 2022.pdf](#), [Resume - Jonathan Compton \(2022\) improved.pdf](#)

Personnel

Name #1	Title	Email	Phone
Jonathan Compton	Director of Workforce Development	jcompton@ulr.org	585-325-6530
Name #2	Title	Email	Phone
To Be Hired	Project Manager	info@ulr.org	585-325-6530
Name #3	Title	Email	Phone
To Be Hired	Career Advocate	info@ulr.org	585-325-6530
Name #4	Title	Email	Phone
To be Hired	Career Advocate	info@ulr.org	585-325-6530
Name #5	Title	Email	Phone
Kate Tuite	GED Instructor	ktuite@ulr.org	585-325-6530
Name #6	Title	Email	Phone
Joyce Johnson	Fiscal Officer	jjohnson@ulr.org	585-325-6530

Scope of Work

1. Project Description

This workforce development program will provide access to vocational training opportunities within environmental abatement and remediation and associated skilled trades to individuals who are underemployed or unemployed. Program recruitment will focus on areas of concentrated poverty and violence, with emphasis on those previously or currently justice involved. Participants will receive free and subsidized training and career development services. Staff will employ a strengths-based, trauma-informed case management approach to ensure participant retention and success.

2. Issues Addressed

This program will address the inequalities in the skilled trades, by providing historically disadvantaged and underrepresented populations with an opportunity to obtain the necessary credentials to begin a career in the trades. By being able to provide free, paid training to the programs participants, it will elevate the fear of cost, which most of the individuals we will be targeting are concerned about, and it will ultimately generate career opportunities in a growing field where there is a major need for skilled workers. This program will promote the attainment of intergenerational wealth building and will reduce the incidence of crime in our community because of the placement of the participants into well-paying jobs with room for growth and advancement.

3. Where Offered

The training services will be provided at Cornerstone Training Institute (CTI,) located at 460 State Street, Rochester, NY 14608, and the Rochester Construction Training Center (RCTC,) located at 1439 Buffalo Road, Rochester, NY 14624. Additionally, supportive services, case management and job readiness/professional development workshops are going to be held at the Urban League of Rochester's (ULR) Workforce Development Center, located at 150 N. Clinton Avenue, Rochester, NY 14604.

4. Subawardees

Our training partners for this project include CTI and RCTC, both of which will be considered subcontractors. We will also be partnering with WorkFit Medical to provide pre-employment physicals, which are required by employers before beginning work in the environmental abatement and remediation field. Our employer partners include, but are not limited to Environmental Construction Group, KBH Environmental, Sessler Environmental, Rock Environmental, Erie Contracting, AAC Contracting, Flower City Monitoring, Paul Davis Restoration, Paradigm Environmental, as well as other employer partners from ULR's already existing workforce development programs such as Christa Construction, Lecesse Construction, Hamilton Stern Construction and Atlas Contractors.

5. Population Served

The target population for this program are underemployed or unemployed individuals who reside in the following zip codes: 14604, 14605, 14606, 14607, 14608, 14609, 14611, 14612, 14613, 14615, 14616, 14619, and 14621. These areas have the highest instances of poverty and violence in Monroe County. We will also work closely with Monroe County Probation, Monroe County Sheriff's Office and NYS DOCCS to identify individuals who are involved with the justice system, or who have been recently released from incarceration and would benefit from enrolling in a vocational training program. The program will serve 75 individuals annually, with 60 receiving the proposed environmental abatement and remediation training, and 15 participating in the 90-day construction training with RCTC. Over the course of four years, we would be serving 300 individuals with this program.

6. Goals/Outcomes

Regarding program outcomes, case management and support services will be implemented from initial recruitment and continue for 1-year post completion. This includes periodic check-ins with participants and employer to ensure job satisfaction and retention; coordination with Monroe County Department of Human Services for case management services for mutual clients, housing assistance, and childcare services. ULR takes a trauma-cultural informed - relationship centered - approach to case management. Staff develop a variety of case management techniques to keep individuals engaged in the program and in their own success. Support services including, but not limited to, stipends and assistance funds for living expenses and training related expenses such as appropriate work attire and transportation needs to and from training sites, co-enrollment in GED programming through other ULR programs for participants up to 24 years old, for individuals 25 or over the programs GED instructor will provide education services to those who would like to work towards obtaining their high school equivalency.

All three partnering organizations will assist with job placement with recruitment directly to employers, job fairs, and career readiness trainings such as resume assistance.

The program intended to enroll 75 individuals annually, with all 80% (60) completing the training program they participated in. Out of the 75 individuals enrolled, 75% (56) will be placed into employment if they enrolled as unemployed, or will be placed into a better paying job because of training completion and earning a credential. We will maintain a less than 5% recidivism rate among those who enroll and are currently involved with the justice system. After a year of programming, participants will move into a 12 month "follow-up" period, where we will track median earnings, and the retention of employment with the same employer in the 2nd and 4th quarters after exit.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement	
2023	1	1	1.32	no	1	Action: Hiring Staff Deliverable: Staffing chart and contact information will be provided to the county Measurement: A Program Director and 2 Career Advocates will be hired.	
		2	0.77	yes	2	Action: MOUs signed Deliverable: Signed MOUs/contracts submitted to the County Measurement: All training partners have signed contracts/MOUs	
		3	1.00	yes	94	Action: Enrollment Begins - ongoing through Q2 2026 Deliverable: Detailed intake paperwork kept on file, spreadsheet of all participants and relevant information included in report to county Measurement: 75 Individuals Enrolled Annually	
		4	4.26	yes	79	Action: Participants are matched with training partners Deliverable: Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion. Measurement: 60 participants (80% of annual enrollment goal) will complete training program annually	
	2	1	4.26	yes	79	Action: Participants are matched with training partners Deliverable: Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion. Measurement: 60 participants (80% of annual enrollment goal) will complete training program annually	
		2	2.14	no	32	Action: Participants are matched with employment partners Deliverable: Upon completion of training program, participants will be supported in gaining employment/improved employment. Measurement: 56 individuals will be placed in employment/improved employment annually	
	3	1	4.26	yes	12	Action: Participants are matched with training partners Deliverable: Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion. Measurement: 60 participants (80% of annual enrollment goal) will complete training program annually	
		2	2.14	no	46	Action: Participants are matched with employment partners Deliverable: Upon completion of training program, participants will be supported in gaining employment/improved employment. Measurement: 56 individuals will be placed in employment/improved employment annually	
	4	1	4.26	yes	10	Action: Participants are matched with training partners Deliverable: Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion. Measurement: 60 participants (80% of annual enrollment goal) will complete training program annually	
		2	2.14	yes	57	Action: Participants are matched with employment partners Deliverable: Upon completion of training program, participants will be supported in gaining employment/improved employment. Measurement: 56 individuals will be placed in employment/improved employment annually	
	2024	1	1	1.00			Action: First round of follow-ups completed Deliverable: Each participant will be contacted and surveyed at 6 months post program completion. Exit paperwork submitted to the county. Measurement: 168 individuals will be placed in employment/improved employment over the entirety of the grant period
			2	0.77			Action: MOUs/contracts evaluated and adjusted, as needed Deliverable: Updated MOUs/contracts submitted to county Measurement: All training partners have signed contracts/MOUs
3			4.26			Action: Participants are matched with training partners Deliverable: Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion. Measurement: 60 participants (80% of annual enrollment goal) will complete training program annually	

	4	2.14		<p>Action: Participants are matched with employment partners</p> <p>Deliverable: Upon completion of training program, participants will be supported in gaining employment/improved employment.</p> <p>Measurement: 56 individuals will be placed in employment/improved employment annually</p>
	2	1	4.26	<p>Action: Participants are matched with training partners</p> <p>Deliverable: Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion.</p> <p>Measurement: 60 participants (80% of annual enrollment goal) will complete training program annually</p>
		2	2.14	<p>Action: Participants are matched with employment partners</p> <p>Deliverable: Upon completion of training program, participants will be supported in gaining employment/improved employment.</p> <p>Measurement: 56 individuals will be placed in employment/improved employment annually</p>
	3	1	4.26	<p>Action: Participants are matched with training partners</p> <p>Deliverable: Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion.</p> <p>Measurement: 60 participants (80% of annual enrollment goal) will complete training program annually</p>
		2	2.14	<p>Action: Participants are matched with employment partners</p> <p>Deliverable: Upon completion of training program, participants will be supported in gaining employment/improved employment.</p> <p>Measurement: 56 individuals will be placed in employment/improved employment annually</p>
	4	1	4.26	<p>Action: Participants are matched with training partners</p> <p>Deliverable: Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion.</p> <p>Measurement: 60 participants (80% of annual enrollment goal) will complete training program annually</p>
		2	2.14	<p>Action: Participants are matched with employment partners</p> <p>Deliverable: Upon completion of training program, participants will be supported in gaining employment/improved employment.</p> <p>Measurement: 56 individuals will be placed in employment/improved employment annually</p>
		3	1.00	<p>Action: Second round of follow-ups completed</p> <p>Deliverable: Each participant will be contacted and surveyed at 6 months post program completion. Exit paperwork submitted to the county.</p> <p>Measurement: 168 individuals will be placed in employment/improved employment over the entirety of the grant period</p>
2025	1	1	4.26	<p>Action: Participants are matched with training partners</p> <p>Deliverable: Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion.</p> <p>Measurement: 60 participants (80% of annual enrollment goal) will complete training program annually</p>
		2	2.14	<p>Action: Participants are matched with employment partners</p> <p>Deliverable: Upon completion of training program, participants will be supported in gaining employment/improved employment.</p> <p>Measurement: 56 individuals will be placed in employment/improved employment annually</p>
		3	0.77	<p>Action: MOUs/contracts evaluated and adjusted, as needed</p> <p>Deliverable: Updated MOUs/contracts submitted to county</p> <p>Measurement: All training partners have signed contracts/MOUs</p>
	2	1	4.26	<p>Action: Participants are matched with training partners</p> <p>Deliverable: Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion.</p> <p>Measurement: 60 participants (80% of annual enrollment goal) will complete training program annually</p>
		2	2.14	<p>Action: Participants are matched with employment partners</p> <p>Deliverable: Upon completion of training program, participants will be supported in gaining employment/improved employment.</p> <p>Measurement: 56 individuals will be placed in employment/improved employment annually</p>
	3	1	4.26	<p>Action: Participants are matched with training partners</p> <p>Deliverable: Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion.</p> <p>Measurement: 60 participants (80% of annual enrollment goal) will complete training program annually</p>
		2	2.14	<p>Action: Participants are matched with employment partners</p> <p>Deliverable: Upon completion of training program, participants will be supported in gaining employment/improved employment.</p> <p>Measurement: 56 individuals will be placed in employment/improved employment annually</p>
	4	1	4.26	<p>Action: Participants are matched with training partners</p> <p>Deliverable: Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion.</p> <p>Measurement: 60 participants (80% of annual enrollment goal) will complete training program annually</p>
		2	2.14	<p>Action: Participants are matched with employment partners</p> <p>Deliverable: Upon completion of training program, participants will be supported in gaining employment/improved employment.</p> <p>Measurement: 56 individuals will be placed in employment/improved employment annually</p>
		3	1.00	<p>Action: Third round of follow-ups completed</p> <p>Deliverable: Each participant will be contacted and surveyed at 6 months post program completion. Exit paperwork</p>

				submitted to the county. Measurement: 168 individuals will be placed in employment/improved employment over the entirety of the grant period
2026	1	1	4.26	Action: Participants are matched with training partners Deliverable: Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion. Measurement: 60 participants (80% of annual enrollment goal) will complete training program annually
		2	2.14	Action: Participants are matched with employment partners Deliverable: Upon completion of training program, participants will be supported in gaining employment/improved employment. Measurement: 56 individuals will be placed in employment/improved employment annually
		3	0.77	Action: MOUs/contracts evaluated and adjusted, as needed Deliverable: Updated MOUs/contracts submitted to county Measurement: All training partners have signed contracts/MOUs
	2	1	4.26	Action: Participants are matched with training partners Deliverable: Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion. Measurement: 60 participants (80% of annual enrollment goal) will complete training program annually
		2	2.14	Action: Participants are matched with employment partners Deliverable: Upon completion of training program, participants will be supported in gaining employment/improved employment. Measurement: 56 individuals will be placed in employment/improved employment annually
	3	1	1.00	Action: Recruitment ends Deliverable: Enrollment paperwork Measurement: 75 Individuals enrolled annually, 225 total for the grant period
		2	2.14	Action: Participants are matched with employment partners Deliverable: Upon completion of training program, participants will be supported in gaining employment/improved employment. Measurement: 56 individuals will be placed in employment/improved employment annually
	4	1	1.00	Action: Fourth/final round of follow-ups completed Deliverable: Each participant will be contacted and surveyed at 6 months post program completion. Exit paperwork submitted to the county. Measurement: 168 individuals will be placed in employment/improved employment over the entirety of the grant period

Budget

1. **Budget** [Adjusted 10-month Monroe County ARPA Budget-Workforce Development.xlsx](#)

4	1	1.00	<p>View Edit</p> <p>Action: Fourth/final round of follow-ups completed</p> <p>Deliverable: Each participant will be contacted and surveyed at 6 months post program completion. Exit paperwork submitted to the county.</p> <p>Measurement: 168 individuals will be placed in employment/improved employment over the entirety of the grant period</p> <p>View Edit</p>
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Budget

1. Budget [Adjusted 10-month Monroe County ARPA Budget-Workforce Development.xlsx](#)

Documents

ID	Document (click to download, drag to sort)	Role	Created	User
94306	Adjusted 10-month Monroe County ARPA Budget-Workforce Development.xlsx	budget2	1/20/23 03:48PM	
94149	Kate Tuitt Resume.pdf	resume	1/18/23 10:18AM	
93983	Property Management Policy as per Fiscal Manual.docx	property	1/13/23 11:39AM	
93968	MWBE Utilization Plan.pdf	mwbe	1/13/23 10:43AM	
93957	Code of Ethics-ULR.pdf	ethics	1/12/23 04:51PM	
93956	Procurement Policy and procedure.pdf	procure	1/12/23 04:50PM	
93943	SIGNED arpa-exhibit-g.pdf	cert	1/12/23 03:07PM	
93873	Resume - Jonathan Compton (2022) Improved.pdf	resume	1/11/23 03:04PM	
93872	Resume - Andre J. Stokes 2022.pdf	resume	1/11/23 03:04PM	
93837	RECORD RETENTION 11-5-2014 (1).docx	retention	1/11/23 09:41AM	
93807	MC & MCDSS-Liability 2023.pdf	insauto	1/10/23 11:46AM	
93806	Monroe County and Monroe County Division of Social Services-DB 2023.pdf	inswork	1/10/23 11:46AM	
93805	MC & MCDSS-Liability 2023.pdf	instiab	1/10/23 11:45AM	
93804	WC MC & MCDSS 2023.pdf	inswork	1/10/23 11:45AM	
93803	Personnel Policy (Employee handbook).docx	personnel	1/10/23 11:44AM	

Trillium Health - Jessica Wilson

ID	Status	Created	Submitted	Login
20	submitted	10/18/22 09:57AM	1/26/23 11:15AM	6434 jwilson19@trilliumhealth.org

Contact Information

Organization Name	Mail Address
Trillium Health	259 Monroe Avenue, Rochester, NY 14607

Signatory Name	Title
Jason Barnecut-Kearns	SVP, CFO

1st Contact Name	Title	Phone	Email
Jessica Wilson	Director, Grant Management and Program Development	585-613-1856	jwilson19@trilliumhealth.org

2nd Contact Name	Title	Phone	Email
Karrie Gates	Senior Director, Supportive Services	585-469-5369	kgates22@trilliumhealth.org

Filled Out Form	Title	Phone	Email
Jessica Wilson	Director, Grant Management and Program Development	585-613-1856	jwilson19@trilliumhealth.org

Company Policies and Insurance Documents

1. **Procurement** [6.601 - Travel & Education.pdf](#), [6.600 - Allowability of Costs.pdf](#), [6.502 - Commitment of Agency Funds.pdf](#), [6.100 - Financial Compliance with Laws & Regulations.pdf](#), [13.1- Authorization Limits Policy.pdf](#), [Procurement and Purchasing Policy.pdf](#)

2. **Property Management** [07d Fixed Assets - P.P.pdf](#)

3. **Records Retention** [Document Retention and Destruction Policy.pdf](#)

4. **Code of Ethics** [Code of Ethics - Employee Handbook.pdf](#)

5. **Personnel Policy** [Personnel Policies.pdf](#)

6. **M/WBE Policy** [ARPA.MWBE.pdf](#), [MWBE Memo.pdf](#), [ARPA LOI Brand Specialties.pdf](#)

7a. **Insurance - Worker's Comp** [DB exp 1.1.25 Monroe County.pdf](#), [WC Monroe Co Dept of Pub Health exp 10.1.23.pdf](#)

7b. **Insurance - Professional Liability** [COL Monroe County 1.12.23.pdf](#)

7c. **Insurance - Automobile** [COL Monroe County 1.12.23.pdf](#)

8. **Certification** [Certification for Contracts Exhibit G Trillium Health.pdf](#)

Federal Grant Requirements

1. **SAM #** PCKFBH4PHA42

2. **Exec Name/Compensation**

Does Not Apply

3. **Fed Contracts?** yes

3a. **Last 3 Fed Contracts**

1. Healing Communities, \$240,000, 4/4/22-3/31/24, NYSDOH AIDS Institute Office of Drug User Health (HRI)
2. HOPWA City, \$610,580, 7/1/22-6/30/23, City of Rochester
3. Ryan White C, \$637,131, 1/1/22-12/31/22, HRSA- Ryan White Title III EIS (Part C)

3b. **Monitor Interventions?** no

3c. **Interventions - Explain**

4. **GAAP/Audit Agency?** yes

4a. **Audit Agency Name** Freed Maxick CPAs, P.C.

Audit Last 5 Years? yes

5a. **Audit Agency Name** Freed Maxick CPAs, P.C.

5b. **Annual Financial Statements?**

5c. **Statements**

5d. **Internal Financial Statements?**

6. **Negotiated Rate?** no

6a. **Rate**

6b. **Rate Agency**

6c. **No Rate - Explain** It is not advantages for TH to apply for the negotiated indirect rate.

7. **Cash Flow** As of Dec 31st 2022, Trillium Health has cash on hand of \$4.1 million and currently has access to an investment portfolio of \$12.7 million. Trillium Health also has access to an operating line of credit with Tomkins Community Bank for \$2 million and \$600K capital line of credit.

8. **Budget Percent** 0.02

9. Financial System? yes

9a. System Rev/Exp/Assets/Prop yes

9b. System Roles yes

9c. System - Explain

10. Turnover

Trillium Health's turnover for CY 2021 was 33.2% and For CY 2022 30.6%. We attribute some of the turnover to the effects of the pandemic as well as changes in the workforce. We continue to look at and are working on strategies for retention.

11. Staff Experience

Trillium Health staff have extensive experience providing medical case management, outreach services, procurement activities and management of capital projects. Staff are trained and skilled at working with, and meeting the complex needs of the target population, demonstrated by documented improved medical and psychosocial outcomes.

11a. Resumes [Project ACCESS -Performance Indicators .xlsx](#), [Karrie Gates Resume .pdf](#)

Personnel

Name #1	Title	Email	Phone
Kevers Turhan	Director of Financial Planning and Analysis	kturhan@trilliumhealth.org	585-210-4198
Name #2	Title	Email	Phone
Karrie Gates	Senior Director Supportive Services	kgates22@trilliumhealth.org	585-469-5369
Name #3	Title	Email	Phone
Kate Hopkins	Director of Care Management	khopkins@trilliumhealth.org	585-210-4106
Name #4	Title	Email	Phone
TBD TBD	Sr. Business Intelligence Analyst	rjames22@trilliumhealth.org	585-545-7200
Name #5	Title	Email	Phone
Jessica S Wilson	Director, Grant Management and Program Development (Project management)	jwilson19@trilliumhealth.org	585-613-1856
Name #6	Title	Email	Phone
Rich Fowler	Consumer Relations Coordinator	rfowler@trilliumhealth.org	585-210-4129
Name #7	Title	Email	Phone
Emily Ryan	Manager of Supportive Services	eryan@trilliumhealth.org	585-563-2542
Name #8	Title	Email	Phone
Elizabeth Wisse	Food Program Support Assistant	ewisse@trilliumhealth.org	585-545-7200
Name #9	Title	Email	Phone
Daniel Gundrum	Food Program Support Assistant	dgundrum@trilliumhealth.org	585-545-7200
Name #10	Title	Email	Phone
Jennifer Woodring	Supervisor, Food Program	jwoodring@trilliumhealth.org	585-545-7200
Name #11	Title	Email	Phone
TBD TBD	Medical Case Manager (5 FTE)	khopkins@trilliumhealth.org	585-545-7200
Name #12	Title	Email	Phone
TBD TBD	Project ACCESS Program Coordinator (1FTE)	khopkins@trilliumhealth.org	585-545-7200
Name #13	Title	Email	Phone
TBD TBD	Community Health Worker (2FTE)	khopkins@trilliumhealth.org	585-545-7200
Name #14	Title	Email	Phone
TBD TBD	Case Management Supervisor	khopkins@trilliumhealth.org	585-545-7200
Name #15	Title	Email	Phone
TBD TBD	Food Program Support Assistant	khopkins@trilliumhealth.org	585-545-7200
Name #16	Title	Email	Phone
Jason Barnecut-Kearns	CFO	jbarnecutkearns@trilliumhealth.org	585-210-4138

Scope of Work

1. Project Description

Trillium Health (TH) will advance MC's goal of increasing public health by increasing linkage to healthcare and supportive services across the county by enhancing its Point Of Entry (POE) engagement capacity at its Food Cupboard (FC), Harm Reduction and Syringe Exchange Program (SEP), Primary Health Clinic, and the Mobile Access Clinic (MAC). This work will be accomplished through Medical Case Managers and Outreach Specialists who will work to identify, enroll, and refer individuals in need of healthcare and supportive services to TH's primary, specialty, and behavioral health clinic, Food Cupboard, and other community-based partners.

2. Issues Addressed

Barriers to accessing healthcare and behavioral health services and food insecurity.

3. Where Offered

Monroe County; City of Rochester

4. Subawardees

n/a

5. Population Served

The proposed project will serve historically disenfranchised communities in Monroe County and the City of Rochester; this includes Black and Hispanic individuals and other people of color (POC), the LGBTQ+ community, homeless and food insecure individuals, socioeconomically disadvantaged people, people who use and inject drugs (PWUD), and individuals who are subject to several physical, behavioral, and social health comorbidities.

Common Ground Health identified an eight zip code area within Rochester hit particularly hard by food insecurity and other SDOH, including lack of access to quality healthcare services and socioeconomic mobility. Zip codes disproportionately affected by food insecurity compared to the sub-urban areas of Monroe County include: 14606, 14613, 14621, 14609, 14605, 14611, 14608, and 14619 – these zip codes include TH and collaborative partners service locations.

50% of individuals receiving food through TH's Food Pantry will reside in: 14606, 14613, 14621, 14609, 14605, 14611, 14608, and 14619.

50% of individuals referred for support services to address SDOH will reside in: 14606, 14613, 14621, 14609, 14605, 14611, 14608, and 14619; of those, 50% low-income defined by federal poverty level.

40% of individuals who utilize Behavioral Health Services will reside in : 14606, 14613, 14621, 14609, 14605, 14611, 14608, and 14619.

6. Goals/Outcomes

Please see excel file - uploaded with senior staff resume (11A) for details.

1. Reduce Food Insecurity

1A. Increase the number of Households/Individuals served through Trillium Health's Food Pantry by approx. 30% year over year.

- 2023 individuals served: 815
- 2024 individuals served: 1100
- 2025 individuals served: 1500
- 2026 individuals served: 1900
- Total over 4 years: 5315

1B. Increase the number of Collaborative partnerships to provide and/or distribute Food from 5 partners at baseline to 38 partners by Q4 2026.

- 2023: 7 new partners
- 2024: 9
- 2025: 10
- 2026: 12

Total over 4 years: 38

2. Increase Access to Care - Linkage to Care

2A. Increase referrals to support services for individuals who have an identified unmet need by 500% from year one to year four.

- 2023 individuals served: 200
- 2024: 800
- 2025: 950
- 2026: 1200

Total over 4 years: 3150

3. Increase Utilization of Behavioral Health Services in Monroe Cty

3A. Increase the number of Individuals, based on referral, who utilize Behavioral Health Services by 350% from year one to year four.

- 2023 individuals served: 150
- 2024: 432
- 2025: 518
- 2026: 620

Total served over 4 years: 1720

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	1.00	no	0	Action: Increase utilization of behavioral health services Deliverable: formalize a partnership with Villa of Hope and Catholic Charities to provide BHS to patients/clients based on referral Measurement: MOU's in place with VOH and CC
		2	1.00	yes		Action: Increase the number of Collaborative partnerships to provide and /or distribute food Deliverable: Identify and formalize new community-based relationships to establish food distribution sites. Measurement: 1 formal collaborative partnerships established.
		3	2.00			Action: Increase the number of households/individuals served through TH food pantry Deliverable: Redesign current FC space to increase size of the space to be able to receive more food and serve more people Measurement: Architect render 100% complete ; 140 individuals served at TH FC (temp space)
	2	1	2.00	no	14	Action: Increase utilization of behavioral health services Deliverable: Refer participants to BHS (internal or external) Measurement: 50 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment
		2	1.00	no	88	Action: Increase Access to healthcare and supportive services Deliverable: Hire 5 Medical Case Worker and 2 Community Health Workers Measurement: All new staff hired
		3	1.00	yes	4	Action: Increase the number of Collaborative partnerships to provide and /or distribute food Deliverable: Identify and formalize new community-based relationships to establish food distribution sites. Measurement: 1 formal collaborative partnerships established.
		4	3.00	yes	233	Action: Increase the number of households/individuals served through TH food pantry Deliverable: Redesign current FC space to increase size of the space to be able to receive more food and serve more people

					Measurement: Identify and hire contractors for remodel; 175 individuals served at TH FC (temp space)
3	1	1.00	no	5	Action: Increase Access to healthcare and supportive services Deliverable: Onboard and train new staff on TH and community services Measurement: All staff 100% trained
	2	4.00	yes	404	Action: Increase the number of households/individuals served through TH food pantry Deliverable: Construct new FC space to increase size of the space to be able to receive more food and serve more people Measurement: Construction to begin ; 250 individuals served at TH FC (temp space)
	3	1.00	no	15	Action: Increase utilization of behavioral health services Deliverable: Refer participants to BHS (internal or external) Measurement: 50 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment
	4	1.00	yes	4	Action: Increase the number of Collaborative partnerships to provide and /or distribute food Deliverable: Identify and formalize new community-based relationships to establish food distribution sites. Measurement: 1 formal collaborative partnerships established.
4	1	4.00	yes	526	Action: Increase the number of households/individuals served through TH food pantry Deliverable: Construct new FC space to increase size of the space to be able to receive more food and serve more people Measurement: Construction - ongoing ; 250 individuals served at TH FC (temp space)
	2	3.00	yes	188	Action: Increase Access to healthcare and supportive services Deliverable: Provide transportation, case management, referrals, BHS and other supports to target population Measurement: 200 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care
	3	1.00	no	5	Action: Increase utilization of behavioral health services Deliverable: Refer participants to BHS (internal or external) Measurement: 50 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment
	4	1.00	yes	5	Action: Increase the number of Collaborative partnerships to provide and /or distribute food Deliverable: Identify and formalize new community-based relationships to establish food distribution sites. Measurement: 4 formal collaborative partnerships established.
2024	1	1	3.00		Action: Increase the number of households/individuals served through TH food pantry Deliverable: Construct new FC space to increase size of the space to be able to receive more food and serve more people Measurement: Construction complete end of Q1; 275 individuals served at TH FC (temp space)
		2	2.00		Action: Increase Access to healthcare and supportive services Deliverable: Provide transportation, case management, referrals, BHS and other supports to target population Measurement: 200 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care
		3	1.00		Action: Increase utilization of behavioral health services Deliverable: Refer participants to BHS (internal or external) Measurement: 108 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment
		4	1.00		Action: Increase the number of Collaborative partnerships to provide and /or distribute food Deliverable: Identify and formalize new community-based relationships to establish food distribution sites. Measurement: 2 formal collaborative partnerships established.
	2	1	2.00		Action: Increase the number of households/individuals served through TH food pantry Deliverable: Grand Opening of new Food Cupboard space, full operation Measurement: 275 individuals served through TH new FC space
		2	2.00		Action: Increase Access to healthcare and supportive services Deliverable: Provide transportation, case management, referrals, BHS and other supports to target population Measurement: 200 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care
		3	1.00		Action: Increase utilization of behavioral health services Deliverable: Refer participants to BHS (internal or external) Measurement: 108 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment
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	3	1	2.00		Action: Increase the number of households/individuals served through TH food pantry Deliverable: Provide food from TH FC to target population Measurement: 275 individuals served through TH new FC space
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	4	1	2.00		Action: Increase the number of households/individuals served through TH food pantry Deliverable: Provide food from TH FC to target population Measurement: 275 individuals served through TH new FC space

		2	2.00		Action: Increase Access to healthcare and supportive services Deliverable: Provide transportation, case management, referrals, BHS and other supports to target population Measurement: 200 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care
		3	1.00		Action: Increase utilization of behavioral health services Deliverable: Refer participants to BHS (internal or external) Measurement: 108 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment
		4	1.00		Action: Increase the number of Collaborative partnerships to provide and /or distribute food Deliverable: Identify and formalize new community-based relationships to establish food distribution sites. Measurement: 3 formal collaborative partnerships established.
2025	1	1	2.00		Action: Increase the number of households/individuals served through TH food pantry Deliverable: Provide food from TH FC to target population Measurement: 375 individuals served through TH new FC space
		2	2.00		Action: Increase Access to healthcare and supportive services Deliverable: Provide transportation, case management, referrals, BHS and other supports to target population Measurement: 225 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care
		3	1.00		Action: Increase utilization of behavioral health services Deliverable: Refer participants to BHS (internal or external) Measurement: 129 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment
		4	1.00		Action: Increase the number of Collaborative partnerships to provide and /or distribute food Deliverable: Identify and formalize new community-based relationships to establish food distribution sites. Measurement: 3 formal collaborative partnerships established.
	2	1	2.00		Action: Increase the number of households/individuals served through TH food pantry Deliverable: Provide food from TH FC to target population Measurement: 375 individuals served through TH new FC space
		2	2.00		Action: Increase Access to healthcare and supportive services Deliverable: Provide transportation, case management, referrals, BHS and other supports to target population Measurement: 225 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care
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	3	1	2.00		Action: Increase the number of households/individuals served through TH food pantry Deliverable: Provide food from TH FC to target population Measurement: 375 individuals served through TH new FC space
		2	2.00		Action: Increase Access to healthcare and supportive services Deliverable: Provide transportation, case management, referrals, BHS and other supports to target population Measurement: 250 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care
		3	1.00		Action: Increase utilization of behavioral health services Deliverable: Refer participants to BHS (internal or external) Measurement: 130 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment
		4	1.00		Action: Increase the number of Collaborative partnerships to provide and /or distribute food Deliverable: Identify and formalize new community-based relationships to establish food distribution sites. Measurement: 2 formal collaborative partnerships established.
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		4	1.00		Action: Increase the number of Collaborative partnerships to provide and /or distribute food Deliverable: Identify and formalize new community-based relationships to establish food distribution sites. Measurement: 3 formal collaborative partnerships established.
2026	1	1	2.00		Action: Increase the number of households/individuals served through TH food pantry Deliverable: Provide food from TH FC to target population Measurement: 475 individuals served through TH new FC space
		2	2.00		Action: Increase Access to healthcare and supportive services Deliverable: Provide transportation, case management, referrals, BHS and other supports to target population Measurement: 300 individuals will receive transportation, case management, referrals, BHS and other supports to decrease

				barriers to care
3	1.00			Action: Increase utilization of behavioral health services Deliverable: Refer participants to BHS (internal or external) Measurement: 155 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment
4	1.00			Action: Increase the number of Collaborative partnerships to provide and /or distribute food Deliverable: Identify and formalize new community-based relationships to establish food distribution sites. Measurement: 3 formal collaborative partnerships established.
2	1	2.00		Action: Increase the number of households/individuals served through TH food pantry Deliverable: Provide food from TH FC to target population Measurement: 475 individuals served through TH new FC space
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4	1.00			Action: Increase the number of Collaborative partnerships to provide and /or distribute food Deliverable: Identify and formalize new community-based relationships to establish food distribution sites. Measurement: 3 formal collaborative partnerships established.

Budget

1. Budget Monroe County ARPA REVISED-2 Budget for Survey Deliverables -Trillium Health.xlsx

1. Budget Monroe County ARPA REVISED-2 Budget for Survey Deliverables - Trillium Health.xlsx

Documents

Upload New File(s)
 New From Template...
 Download Merged (PDFs Only)

ID	Document (click to download, drag to sort)	Role	Created	User
94520	Project ACCESS - Performance Indicators.xlsx	resume	1/26/23 11:12AM	
94057	Monroe County ARPA REVISED-2 Budget for Survey Deliverables - Trillium Health.xlsx	budget2	1/15/23 10:55AM	
94055	DB_exp_1.1.25_Monroe_County.pdf	inswork	1/15/23 09:52AM	
94054	MWBE Memo.pdf	mwbe	1/15/23 09:45AM	
94053	ARPA-MWBE.pdf	mwbe	1/15/23 09:45AM	
94052	ARPA LOI Brand Specialties.pdf	mwbe	1/15/23 09:45AM	
93942	COL_Monroe_County_1.12.23.pdf	insauto	1/12/23 02:59PM	
93941	COL_Monroe_County_1.12.23.pdf	instlab	1/12/23 02:54PM	
93935	Karrie Gates Resume.pdf	resume	1/12/23 01:39PM	
93920	WC Monroe Co Dept of Pub Health-exp 10.1.23.pdf	inswork	1/12/23 11:27AM	
93919	Document Retention and Destruction Policy.pdf	retention	1/12/23 11:25AM	
93917	6.601 - Travel & Education.pdf	procure	1/12/23 11:15AM	
93915	6.600 - Allowability of Costs.pdf	procure	1/12/23 11:13AM	
93914	6.502 - Commitment of Agency Funds.pdf	procure	1/12/23 11:12AM	
93913	6.100 - Financial Compliance with Laws & Regulations.pdf	procure	1/12/23 11:11AM	
93910	13.1- Authorization Limits Policy.pdf	procure	1/12/23 11:10AM	
93906	Certification for Contracts Exhibit G Trillium Health.pdf	cert	1/12/23 11:05AM	
93905	Personnel Policies.pdf	personnel	1/12/23 11:05AM	
93904	Code of Ethics - Employee Handbook.pdf	ethics	1/12/23 11:04AM	
93903	07d.Fixed Assets - P.P.pdf	property	1/12/23 11:04AM	
93902	Procurement and Purchasing Policy.pdf	procure	1/12/23 11:04AM	

St. Joseph's Neighborhood Center, Inc. - Jennifer Jo Sahrle

ID	Status	Created	Submitted	Login
8	submitted	10/18/22 09:57AM	1/23/23 12:50PM	6268 jsahrle@sjncenter.org

Contact Information

Organization Name	Mail Address
St. Joseph's Neighborhood Center, Inc.	417 South Avenue, Rochester, NY 14620

Signatory Name	Title
Jennifer Jo Sahrle	Executive Director

1st Contact Name	Title	Phone	Email
Jennifer Jo Sahrle	Executive Director	585-465-2015	jsahrle@sjncenter.org

2nd Contact Name	Title	Phone	Email
Lauren Adams	Administrative Coordinator	585-325-5260	LAdams@sjncenter.org

Filled Out Form	Title	Phone	Email
Jennifer Jo Sahrle	Executive Director	585-465-2015	jsahrle@sjncenter.org

Company Policies and Insurance Documents

- 1. Procurement** [SJNC Procurement Policy and Procedures Updated 012323.pdf](#)
- 2. Property Management** [SJNC Procurement Policy and Procedures Updated 012323.pdf](#)
- 3. Records Retention** [SJNC Procurement Policy and Procedures Updated 012323.pdf](#)
- 4. Code of Ethics** [SJNC Procurement Policy and Procedures Updated 012323.pdf](#). [Employee Handbook_Final 1.18.19 Outdated Lucas Welcome.pdf](#)
- 5. Personnel Policy** [Employee Handbook_Final 1.18.19 Outdated Lucas Welcome.pdf](#)
- 6. M/WBE Policy** [ARPA MWBE Contractor Utilization Plan Revised 012323.pdf](#)
- 7a. Insurance - Worker's Comp** [2023 St Joes Insurance Binder.pdf](#)
- 7b. Insurance - Professional Liability** [2023 St Joes Insurance Binder.pdf](#)
- 7c. Insurance - Automobile** [2023 St Joes Insurance Binder.pdf](#)
- 8. Certification** [SJNC ARPA Exhibit G.pdf](#)

Federal Grant Requirements

1. SAM # EG9NKMD6U7D8

2. Exec Name/Compensation

SJNC did not receive 80% of its annual gross revenues in the preceding fiscal year in Federal awards.

3. Fed Contracts? no

3a. Last 3 Fed Contracts

3b. Monitor Interventions?

3c. Interventions - Explain

4. GAAP/Audit Agency? yes

4a. Audit Agency Name Mengel Metzger Barr

Audit Last 5 Years? yes

5a. Audit Agency Name Mengel Metzger Barr

5b. Annual Financial Statements?

5c. Statements

5d. Internal Financial Statements?

6. Negotiated Rate? no

6a. Rate

6b. Rate Agency

6c. No Rate - Explain SJNC is has historically been funded by donations and private foundation grants. The organization has never negotiated an indirect rate.

7. Cash Flow Providing services/incurring costs and then vouchering/obtaining reimbursement is always challenging. We are very interested in receiving the initial/allowable disbursement to provide "start up" costs. Regardless, we do have sufficient cash flow to carry out the performance and delivery of the contract terms.

8. Budget Percent 30.00

9. Financial System? no

9a. System Rev/Exp/Assets/Prop

9b. System Roles

9c. System - Explain

SJNC's ARPA program does not call for any subawards nor has the agency historically provided subawards. Therefore, there has been no need to obtain such a system.

10. Turnover

15 staff have left the organization in the past two years. While this is a significant number, the vast majority either retired from the organization or left for other opportunities—be they educational or promotions at other organizations. There have been two changes to the senior management team in the past year. SJNC welcomed a new Executive Director—Jennifer Sahrle—in October 2021. Dr. Christine Wagner, SJNC's founding Executive Director retired as of 12/31/21 after serving as a vital transition guide to Sahrle during her onboarding. SJNC's Director of Dental Services (Mona Haleem, DDS) was laid off when the dental program was closed on 12/31/21. And SJNC's Director of Development and Communications (Joel Elliot) left the organization in May 2022 and was replaced (by Tiffany Paine-Cirrincone) in October 2022.

11. Staff Experience

SJNC has received a number of awards and successfully delivered on its programs over the past 30 years. Funders have include: The United Way, Greater Rochester Health Foundation, Mother Cabrini Health Foundation, United Way, and others.

SJNC has provided health care and mental health services for the uninsured and underinsured for over 30 years. The organization established its focused Health Care Access (outreach/engagement and care coordination) department within the past decade and has demonstrated success with addressing the social determinants of health.

11a. Resumes [Briody Resume 2022.doc](#), [Mike Boucher Resume.doc](#), [Robyn M Carter Resume \(2021\).docx](#), [Sue Staley Resume_072419.pdf](#), [Donna Crowder resume.pdf](#), [Pinto Resume_2023.pdf](#), [Tiffany Paine-Cirrincone Resume 6.2022.docx](#), [Sahrle CV Current.docx](#)

Personnel

Name #1	Title	Email	Phone
Lauren Adams	Administrative Coordinator/Fiscal Representative	LAdams@sjncenter.org	585-325-5260
Name #2	Title	Email	Phone
Jennifer Sahrle	Executive Director/Project Manager	JSahrle@sjncenter.org	585-465-2015
Name #3	Title	Email	Phone
To Be Hired	Administrative Assistant--Administration and Development	TBD@sjncenter.org	585-325-5260
Name #4	Title	Email	Phone
To Be Hired	Grants Administrator/Project Manager	TBD@sjncenter.org	585-325-5260
Name #5	Title	Email	Phone
Jacob Buck	IT Specialist	JBuck@sjncenter.org	585-325-5260
Name #6	Title	Email	Phone
David Pinto	Director, Analytics Technology and Operations	DPinto@sjncenter.org	585-325-5260
Name #7	Title	Email	Phone
Will Rossborough	Operations Specialist	WRossborough@sjncenter.org	585-325-5260
Name #8	Title	Email	Phone
Mike Boucher	Co-Director, Counseling and Community Works	MBoucher@sjncenter.org	585-325-5260
Name #9	Title	Email	Phone
Sheila Briody	Co-Director, Counseling and Community Works	SBriody@sjncenter.org	585-325-5260
Name #10	Title	Email	Phone
To Be Hired	Bilingual and Bicultural/BIPOC Mental Health Therapist	TBD@sjncenter.org	585-325-5260
Name #11	Title	Email	Phone
To Be Hired	Counseling and Community Works/Practice Management Administrative Assistant	TBD@sjncenter.org	585-325-5260
Name #12	Title	Email	Phone
Elissa Fleming	Community Outreach and Engagement Coordinator	EFleming@sjncenter.org	585-325-5260
Name #13	Title	Email	Phone
Tiffany Paine-Cirrincone	Director, Development and Communications	TPaine@sjncenter.org	585-325-5260
Name #14	Title	Email	Phone
Robyn Carter	Director, Health Care Access and Outreach	RCarter@sjncenter.org	585-325-5260
Name #15	Title	Email	Phone
To Be Hired	Care Coordinator	TBD@sjncenter.org	585-325-5260
Name #16	Title	Email	Phone
To Be Hired	Community Health Worker	TBD@sjncenter.org	585-325-5260
Name #17	Title	Email	Phone
To Be Hired	Intake, Linkage, Transition Specialist	TBD@sjncenter.org	585-325-5260
Name #18	Title	Email	Phone
Chinoya Okpalaeke, NP	Nurse Practitioner	COkpalaeke@sjncenter.org	585-325-5260
Name #19	Title	Email	Phone
Sue Staley, NP	Clinical Coordinator	SStaley@sjncenter.org	585-325-5260

Name #20	Title	Email	Phone
To Be Hired	Advanced Practice Practitioner	TBD@sjncenter.org	585-325-5260
Name #21	Title	Email	Phone
Beth Wiegand	Charge Nurse	BWiegand@sjncenter.org	585-325-5260
Name #22	Title	Email	Phone
Laurie Colasurdo	Contracted--Fiscal Reporting/Management	nobhill121@yahoo.com	585-325-5260
Name #23	Title	Email	Phone
Donna Crowder	Practice Manager	DCrowder@sjncenter.org	585-325-5260
Name #24	Title	Email	Phone
Abbie Marton	Patient Care Representative	AMarton@sjncenter.org	585-325-5260
Name #25	Title	Email	Phone
Viodelda Pratt	Patient Care Representative	VPratt@sjncenter.org	585-325-5260
Name #26	Title	Email	Phone
To Be Hired	Patient Care or Flex Position	TBD@sjncenter.org	585-325-5260

Scope of Work

1. Project Description

Develop a comprehensive outreach & engagement program to reach over 60,000 uninsured or underinsured individuals in the Rochester region who need affordable, affirming, & cost effective primary & specialty care, mental health, & support services. To transform delivery model by right sizing staff & infrastructure, establish a clinical quality program, implement succession planning for clinical program, & expand the Center's mentoring and training programs.

2. Issues Addressed

Workforce/Economic. Health/Safety. Infrastructure/Sustainability.

Workforce: SJNC is a "training ground". Students from local, regional, and national universities have all completed placements at SJNC and been influenced by the Center's unique model of care. Through these relationships, the health center is guiding the next generation of practitioners and helping to return the emphasis from a fee for service/transactional model to a patient/client focused approach to services. These practitioners then enter the work-force as highly skilled and sought after professionals with the skills and resources to work, live, and grow in Monroe County. In addition, the proposal also includes vital professional development for health center staff, as well as, succession planning for clinical and mental health leadership.

Public Health/Safety: The Center is committed to serving underserved members of our community. More than half of our patients and clients are from communities of color, and we are committed to serving their needs, with a racially equitable, patient-centered lens. By providing health care to those least able to access care, and provide services that would be unreimbursed by Medicare, Medicaid and private insurers, the Center saves hospitals and health care systems millions of dollars in Emergency Department costs. Further, the funding request covers the cost of Electronic Health Record (EHR) systems, provided by Greenway Health and customized to allow for full integration of patient and client records (the social worker, the primary care provider, the dentist, all use the same EHR), the upgrading of computer workstations and telehealth stations, and the purchase of a Mobile Healthcare Unit (MHU), a customized transit van to bring care to patients and clients in healthcare deserts in our community. Finally, the Co-Directors of Counseling & Community Works have an average of over 26 years of service to the organization. These clinicians work with 4-8 Masters & PHD level BH graduate students per year & approach their work through an equity & anti-racist lens. Through their work, Boucher & Briody are transforming BH services, training the next generation of clinicians, & serving the clients who are most in need of affordable, affirming, & transformative mental health services. They have identified the need for a bicultural (& ideally bilingual) licensed mental health therapist to add to their team, to conduct outreach/engagement in communities of color, & to help train the next generation of therapists.

Ultimately, the addition of this proposed position would increase the number of clients that SJNC provides MH services. Boucher & Briody would also establish & provide at least two ongoing group supervision sessions for community collaborators in order to address burnout, share best practices, & further enhance their profession.

Infrastructure and Sustainability: Equity is a constant thread and hallmark of SJNC's work in the community. Through the talented work of the Director of Analytics, Technology, & Operations—the agency has started to build the infrastructure & reporting mechanisms to establish its benchmarks, track its progress overtime, & to compare itself to other similar health care providers in New York State. Considerably more work is required, & the organization proposes the establishment of a Quality Council to develop & implement a quality program & to utilize improvement science to bring about meaningful improvement in clinical care—thus improving the overall health of the community.

Infrastructure—Significant infrastructure improvements are required in order to improve the physical space in which SJNC works. Currently, the roofs leak, ice damming is a constant concern, carpets are threadbare, the configuration of the front desk space raises safety concerns, the Limited Use Lift Apparatus (LULA) that provides handicap accessibility to the 2nd floor is unusable, and overall upkeep and renovations are required on the over 100 year old buildings in which the organization works. In addition, of the 60 computers that the organization owns, only a handful are capable of running Windows 11. Large scale replacement of computers and upgrades of teleconferencing equipment are required in order to modernize the organization and its infrastructure and ensure its ability to continue to provide services now and in the future.

3. Where Offered

Rochester, New York. At St. Joseph's Neighborhood Center's 417 South Avenue location. In the Greater Rochester and Monroe County communities. And via Health Outreach Vehicle

4. Subawardees

None

5. Population Served

SJNC's overarching goal is to identify & respond to the unique health & social needs of individuals & communities in the greater Rochester region. The organization seeks to be the recognized leader in health care for the uninsured and underinsured in Western New York and to continue to transform health care from a transaction-based model focused on \$ to a quality based and integrated model of service that provides "health care for the community by the community." One half of the current SJNC patient population are people of color. The organization seeks to build upon these inroads and increase the services provided to individuals that experience health disparities including LGBT folks, communities of color, and the uninsured/underinsured.

Year #1:

- Serve 250 unique individuals for 1000 visits through the mental health program.
- Serve 1100 unique individuals for 3,300 visits through the medical services and health access program.
- Serve 20 unique individuals for 120 visits through the narrative therapy group.
- Serve 80 unique individuals for 160 visits through the processing/support groups for direct care staff/providers.
- Conduct outreach, engagement, and promotion to 500 individuals in order to increase community awareness of SJNC.

Year #2:

- Serve 313 unique individuals for 1250 visits through the mental health program
- Serve 1375 unique individuals for 4125 visits through the medical services and health access program.
- Serve 20 unique individuals for 120 visits through the narrative therapy group.
- Serve 100 unique individuals for 200 visits through the processing/support groups for direct care staff/providers.
- Conduct outreach, engagement, and promotion to 500 individuals in order to increase community awareness of SJNC.

Year #3:

- Serve 391 unique individuals for 1563 visits through the mental health program
- Serve 1719 unique individuals for 6875 visits through the medical services and health access program.
- Serve 20 unique individuals for 120 visits through the narrative therapy group.
- Serve 100 unique individuals for 200 visits through the processing/support groups for direct care staff/providers.
- Conduct outreach, engagement, and promotion to 500 individuals in order to increase community awareness of SJNC.

Year #4:

- Serve 488 unique individuals for 1953 visits through the mental health program
- Serve 2148 unique individuals for 6,445 visits through the medical services and health access program.
- Serve 20 unique individuals for 120 visits through the narrative therapy group.
- Serve 100 unique individuals for 200 visits through the processing/support groups for direct care staff/providers.
- Conduct outreach, engagement, and promotion to 500 individuals in order to increase community awareness of SJNC.

Total:

- Serve 1441 unique individuals for 5766 visits through the mental health program.
- Serve 6342 unique individuals for 20745 visits through the medical services and health access program.
- Serve 80 unique individuals for 480 visits through the narrative therapy group.
- Serve 380 unique individuals for 760 visits through the processing/support groups for direct care staff/providers.
- Conduct outreach, engagement, and promotion to 2000 individuals in order to increase community awareness of SJNC.

Total individuals: 10,244

Total services: 29,751

6. Goals/Outcomes

- 1.) Right size the staff and infrastructure of the organization as outlined in the grant proposal and budget to meet community need.
- 2.) Establish a Clinical Quality Program that demonstrates 1.) improved health outcomes for the organization's patients 2.) care that is equivalent to or better than that provide by other health centers—when comparing specific disease states—hypertension, diabetes, etc.
- 3.) Develop and implement a succession plan for Clinical Leadership at SJNC in order to retain, promote, and train the next generation of leadership.
- 4.) Establish a BH Training Center through the hiring of a bicultural MHT, establishment of group supervision sessions for community providers, and provision of training to the next generation of BH providers.
- 5.) Design and publish a new organizational website with a focus on engagement by potential and existing patients, community providers and collaborators, volunteers, and donors.
- 6.) Complete daily outreach and engagement to diverse communities, potential patients, community providers, and collaborators.
- 7.) Increase the number of volunteer hours to a value of over \$400,000 to meet the increased demand of patients requiring services.
- 8.) The following individuals served and services provided:

Year #1:

- Serve 250 unique individuals for 1000 visits through the mental health program.
- Serve 1100 unique individuals for 3,300 visits through the medical services and health access program.
- Serve 20 unique individuals for 120 visits through the narrative therapy group.
- Serve 80 unique individuals for 160 visits through the processing/support groups for direct care staff/providers.
- Conduct outreach, engagement, and promotion to 500 individuals in order to increase community awareness of SJNC.

Year #2:

- Serve 313 unique individuals for 1250 visits through the mental health program
- Serve 1375 unique individuals for 4125 visits through the medical services and health access program.
- Serve 20 unique individuals for 120 visits through the narrative therapy group.
- Serve 100 unique individuals for 200 visits through the processing/support groups for direct care staff/providers.
- Conduct outreach, engagement, and promotion to 500 individuals in order to increase community awareness of SJNC.

Year #3:

- Serve 391 unique individuals for 1563 visits through the mental health program
- Serve 1719 unique individuals for 6875 visits through the medical services and health access program.
- Serve 20 unique individuals for 120 visits through the narrative therapy group.
- Serve 100 unique individuals for 200 visits through the processing/support groups for direct care staff/providers.
- Conduct outreach, engagement, and promotion to 500 individuals in order to increase community awareness of SJNC.

Year #4:

- Serve 488 unique individuals for 1953 visits through the mental health program
- Serve 2148 unique individuals for 6,445 visits through the medical services and health access program.
- Serve 20 unique individuals for 120 visits through the narrative therapy group.
- Serve 100 unique individuals for 200 visits through the processing/support groups for direct care staff/providers.
- Conduct outreach, engagement, and promotion to 500 individuals in order to increase community awareness of SJNC.

Total:

- Serve 1441 unique individuals for 5766 visits through the mental health program.
- Serve 6342 unique individuals for 20745 visits through the medical services and health access program.
- Serve 80 unique individuals for 480 visits through the narrative therapy group.
- Serve 380 unique individuals for 760 visits through the processing/support groups for direct care staff/providers.
- Conduct outreach, engagement, and promotion to 2000 individuals in order to increase community awareness of SJNC.

Total Individuals: 10,244

Total services: 29,751

- 12.) Purchase and retrofit a mobile van to conduct outreach, engagement, and provide health care access.
- 13.) Conduct needed renovations at 417 South Avenue site including, but not limited to: Roof replacement, insulation, work to prevent ice damming, carpet/flooring replacement, security improvements, waiting/reception area redesign and renovation, hot water replacement, plumbing and electrical upgrades, Limited Use Lift Apparatus (LULA) replacement, large scale computer and teleconferencing replacements and upgrades.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.00	yes	0	Action: IT: Required specs outlined and quotes obtained. Deliverable: Spec sheet and quote. Measurement: Prepared to purchase in 2nd quarter.
		2	0.00	yes	0	Action: independent contractors: Identify independent contractors for finance, mental health, DEI trainings, and marketing.. Deliverable: Vendors selected. Measurement: Contractors in place to provide required support as outlined in project.
		3	0.00	yes	0	Action: Medical and Outreach Van: 2 site visits to local CBOs with mobile vans and determine desired configuration Deliverable: Pictures of site visits and requirements list developed. Measurement: Ability to move forward with mobile van.
		4	1.00	no	0	Action: Construction: Complete architectural designs and develop project plan for construction. Deliverable: Architectural documents and bids for construction. Measurement: Agreed upon plan for moving forward with capital improvements.

	5	0.00	yes	0	Action: Staff: Hire 4 new staff members for the project Deliverable: Staff onboarded and updated staffing plan provided to Monroe County Measurement: Majority of direct care staff are onboard and provided services.
	6	0.00	yes	1,058	Action: Increase number of individuals served by SJNC and increase community awareness of agency. Deliverable: Provide services, interventions, outreach, etc. to population served. Measurement: • Serve 63 unique individuals for 250 visits through the mental health program • Serve 275 unique individuals for 825 visits through the medical services and health access program. • Serve 0 unique individuals for 0 visits through the narrative therapy group. • Serve 20 unique individuals for 40 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.
2	1	0.00	no	0	Action: Construction: Competitive bids obtained, subcontractors selected, and contracts signed. Deliverable: Signed contract. Measurement: Able to start construction in 3rd quarter of 2023.
	2	2.00	no	0	Action: Medical and Outreach Van: Purchase vehicle, finalize retrofit, and contract with retrofitter. Deliverable: Vehicle purchase, executed contract with retrofitter including specifications. Measurement: Able to start outreach and engagement activities with mobile outreach/medical van.
	3	0.00	yes	0	Action: Staff: Hire 2 additional staff--Grants Administrator and Bicultural/Bilingual BIPOC MHT Deliverable: Staff onboarded and updated staffing plan provided to Monroe County Measurement: Fully staffed for project.
	4	0.00	yes	0	Action: Independent contractors: Execute contracts and begin specified work. Deliverable: Executed contracts (if required) and start of contract work. Measurement: Effective management of grant and implementation of project.
	5	1.00	no	0	Action: IT: Purchase equipment as specified in grant, configure, and distribute.. Deliverable: IT equipment delivered, onsite, and distributed. Measurement: Staff and volunteers have the IT equipment they need to implement the project.
	6	0.00	yes	2,584	Action: Increase number of individuals served by SJNC and increase community awareness of agency. Deliverable: Provide services, interventions, outreach, etc. to population served. Measurement: • Serve 63 unique individuals for 250 visits through the mental health program • Serve 275 unique individuals for 825 visits through the medical services and health access program. • Serve 10 unique individuals for 60 visits through the narrative therapy group. • Serve 20 unique individuals for 40 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.
3	1	6.00	no	0	Action: Construction: Construction starts and progresses. Deliverable: Construction update and photos. Measurement: Construction complete in 4th quarter.
	2	0.00	no	0	Action: Medical and Outreach Van: Wrapping/branding of vehicle planned, vendor identified, and engaged. Deliverable: Plan for branding of vehicle. Measurement: Branding can be completed immediately after retrofitting completed.
	3	0.00	no	0	Action: Staff: Evaluate organizational needs and hire TBD flex/patient care position and hire if appropriate. Deliverable: Onboarded staff and updated staffing report. Measurement: Providing services as outlined in proposal.
	4	0.00	yes	4,497	Action: Increase number of individuals served by SJNC and increase community awareness of agency. Deliverable: Provide services, interventions, outreach, etc. to population served. Measurement: • Serve 63 unique individuals for 250 visits through the mental health program • Serve 275 unique individuals for 825 visits through the medical services and health access program. • Serve 0 unique individuals for 0 visits through the narrative therapy group. • Serve 20 unique individuals for 40 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.
4	1	11.00	no	0	Action: Medical and Outreach Van: Vehicle obtained from vendor, transported to retrofitter, retrofitting completed, and van wrapped. Deliverable: Retrofitted and branded mobile medical van. Measurement: Able to start outreach/engagement at the end of 2023 via medical and outreach van.
	2	6.00	yes	203	Action: Construction: Construction completes and punch list items finished. Deliverable: Renovated building as scoped. Measurement: Open house for revamped SJNC site.
	3	2.00	yes	4	Action: Independent Contractors: Year #1 utilization Deliverable: Paid invoices and completed programs Measurement: Grant being managed effectively.
	4	16.00	yes	13	Action: Staff: Year #1 staffing compliment. Deliverable: Time cards for staff. Measurement: Services being provided as outlined in proposal.
	5	0.00	yes	9,073	Action: Increase number of individuals served by SJNC and increase community awareness of agency. Deliverable: Provide services, interventions, outreach, etc. to population served. Measurement: • Serve 63 unique individuals for 250 visits through the mental health program • Serve 275 unique individuals for 825 visits through the medical services and health access program. • Serve 10 unique individuals for 60 visits through the narrative therapy group. • Serve 20 unique individuals for 40 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.

2024	1	1	5.00	<p>Action: Medical and Outreach Van: Begin outreach/engagement with vehicle. Deliverable: Completed outreach/engagement visits. Measurement: Staff and supports in place to complete outreach/engagement as described in project scope.</p>		
		2	0.00	<p>Action: Increase number of individuals served by SJNC and increase community awareness of agency. Deliverable: Provide services, interventions, outreach, etc. to population served. Measurement: • Serve 78 unique individuals for 313 visits through the mental health program • Serve 344 unique individuals for 1031 visits through the medical services and health access program. • Serve 0 unique individuals for 0 visits through the narrative therapy group. • Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</p>		
		2	1	0.00	<p>Action: Increase number of individuals served by SJNC and increase community awareness of agency. Deliverable: Provide services, interventions, outreach, etc. to population served. Measurement: • Serve 78 unique individuals for 313 visits through the mental health program • Serve 344 unique individuals for 1031 visits through the medical services and health access program. • Serve 10 unique individuals for 60 visits through the narrative therapy group. • Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</p>	
	3	1	0.00	<p>Action: Increase number of individuals served by SJNC and increase community awareness of agency. Deliverable: Provide services, interventions, outreach, etc. to population served. Measurement: • Serve 78 unique individuals for 313 visits through the mental health program • Serve 344 unique individuals for 1031 visits through the medical services and health access program. • Serve 0 unique individuals for 0 visits through the narrative therapy group. • Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</p>		
		4	1	16.00	<p>Action: Staff: Year #2 staffing compliment. Deliverable: Time cards for staff. Measurement: Services being provided as outlined in proposal.</p>	
		2	1	1.00	<p>Action: Independent Contractors: Year #2 utilization Deliverable: Paid invoices. Measurement: Effectively managed grant.</p>	
	3	3	0.00	<p>Action: Increase number of individuals served by SJNC and increase community awareness of agency. Deliverable: Provide services, interventions, outreach, etc. to population served. Measurement: • Serve 78 unique individuals for 313 visits through the mental health program • Serve 344 unique individuals for 1031 visits through the medical services and health access program. • Serve 10 unique individuals for 60 visits through the narrative therapy group. • Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</p>		
		2025	1	1	0.00	<p>Action: Increase number of individuals served by SJNC and increase community awareness of agency. Deliverable: Provide services, interventions, outreach, etc. to population served. Measurement: • Serve 98 unique individuals for 391 visits through the mental health program • Serve 430 unique individuals for 1791 visits through the medical services and health access program. • Serve 0 unique individuals for 0 visits through the narrative therapy group. • Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</p>
		2	1	0.00	<p>Action: Increase number of individuals served by SJNC and increase community awareness of agency. Deliverable: Provide services, interventions, outreach, etc. to population served. Measurement: • Serve 98 unique individuals for 391 visits through the mental health program • Serve 430 unique individuals for 1791 visits through the medical services and health access program. • Serve 10 unique individuals for 60 visits through the narrative therapy group. • Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</p>	
	3	3	1	0.00	<p>Action: Increase number of individuals served by SJNC and increase community awareness of agency. Deliverable: Provide services, interventions, outreach, etc. to population served. Measurement: • Serve 98 unique individuals for 391 visits through the mental health program • Serve 430 unique individuals for 1791 visits through the medical services and health access program. • Serve 0 unique individuals for 0 visits through the narrative therapy group. • Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</p>	
4		1	16.00	<p>Action: Staff: Year #3 staffing compliment. Deliverable: Time cards for staff. Measurement: Services being provided as outlined in proposal.</p>		
2		1	1.00	<p>Action: Independent Contractors: Year #3 utilization Deliverable: Paid invoices. Measurement: Effectively managed grant.</p>		
3	3	0.00	<p>Action: Increase number of individuals served by SJNC and increase community awareness of agency. Deliverable: Provide services, interventions, outreach, etc. to population served. Measurement: • Serve 98 unique individuals for 391 visits through the mental health program • Serve 430 unique individuals for 1791 visits through the medical services and health access program. • Serve 10 unique individuals for 60 visits through the narrative therapy group. • Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to</p>			

					increase community awareness of SJNC.
2026	1	1	0.00		<p>Action: Increase number of individuals served by SJNC and increase community awareness of agency.</p> <p>Deliverable: Provide services, interventions, outreach, etc. to population served.</p> <p>Measurement: Quarter #1 • Serve 122 unique individuals for 488 visits through the mental health program • Serve 537 unique individuals for 1611 visits through the medical services and health access program. • Serve 0 unique individuals for 0 visits through the narrative therapy group. • Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</p>
	2	1	0.00		<p>Action: Increase number of individuals served by SJNC and increase community awareness of agency.</p> <p>Deliverable: Provide services, interventions, outreach, etc. to population served.</p> <p>Measurement: • Serve 122 unique individuals for 488 visits through the mental health program • Serve 537 unique individuals for 1611 visits through the medical services and health access program. • Serve 10 unique individuals for 60 visits through the narrative therapy group. • Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</p>
	3	1	0.00		<p>Action: Increase number of individuals served by SJNC and increase community awareness of agency.</p> <p>Deliverable: Provide services, interventions, outreach, etc. to population served.</p> <p>Measurement: • Serve 122 unique individuals for 488 visits through the mental health program • Serve 537 unique individuals for 1611 visits through the medical services and health access program. • Serve 0 unique individuals for 0 visits through the narrative therapy group. • Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</p>
	4	1	15.00		<p>Action: Staff: Year #4 staffing compliment.</p> <p>Deliverable: Time cards for staff.</p> <p>Measurement: Services being provided as outlined in proposal.</p>
		2	1.00		<p>Action: Independent Contractors: Year #2 utilization</p> <p>Deliverable: Paid invoices.</p> <p>Measurement: Effectively managed grant.</p>
		3	0.00		<p>Action: Increase number of individuals served by SJNC and increase community awareness of agency.</p> <p>Deliverable: Provide services, interventions, outreach, etc. to population served.</p> <p>Measurement: • Serve 122 unique individuals for 488 visits through the mental health program • Serve 537 unique individuals for 1611 visits through the medical services and health access program. • Serve 10 unique individuals for 60 visits through the narrative therapy group. • Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers. • Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</p>

Budget

1. Budget ARPA Revised Survey Budget 012323.xlsx

Budget

1. Budget ARPA Revised Survey Budget 012323.xlsx

Documents:

ID	Document (click to download, drag to sort)	Role	Created	User
94337	ARPA MWBE Contractor Utilization Plan Revised 012323.pdf	mwbe	1/23/23 12:39PM	
94336	ARPA Revised Survey Budget 012323.xlsx	budget2	1/23/23 12:38PM	
94319	Briody Resume 2022.doc	resume	1/23/23 09:32AM	
94318	SJNC Procurement Policy and Procedures Updated 012323.pdf	ethics	1/23/23 09:28AM	
94317	SJNC Procurement Policy and Procedures Updated 012323.pdf	retention	1/23/23 09:28AM	
94316	SJNC Procurement Policy and Procedures Updated 012323.pdf	property	1/23/23 09:28AM	
94315	SJNC Procurement Policy and Procedures Updated 012323.pdf	procure	1/23/23 09:28AM	
94107	Employee Handbook Final 1.18.19 Outdated Lucas Welcome.pdf	ethics	1/16/23 01:04AM	
94106	2023 St Joes Insurance Binder.pdf	insauto	1/16/23 01:03AM	
94105	2023 St Joes Insurance Binder.pdf	instiab	1/16/23 01:03AM	
94104	2023 St Joes Insurance Binder.pdf	inswork	1/16/23 01:03AM	
94103	SJNC ARPA Exhibit G.pdf	cert	1/16/23 01:01AM	
94102	Employee Handbook Final 1.18.19 Outdated Lucas Welcome.pdf	personnel	1/16/23 12:56AM	
94094	Mike Boucher Resume.doc	resume	1/15/23 10:20PM	
94093	Pinto Resume 2023.pdf	resume	1/15/23 10:00PM	
94092	Donna Crowder resume.pdf	resume	1/15/23 10:00PM	
94091	Sue Staley Resume 072419.pdf	resume	1/15/23 10:00PM	
94090	Robyn M Carter Resume (2021).docx	resume	1/15/23 10:00PM	
94075	Tiffany Paine-Cirrinions Resume 6.2022.docx	resume	1/15/23 06:43PM	
94074	Sahrle CV Current.docx	resume	1/15/23 06:42PM	

Rochester Energy Efficiency & Weatherization (RENEW) - Elizabeth McDade

ID	Status	Created	Submitted	Login
2	submitted	10/18/22 09:57AM	1/19/23 01:27PM	7040 emcdade@racf.org

Contact Information

Organization Name	Mail Address
Rochester ENERGY Efficiency & Weatherization (RENEW)	Rochester Area Community Foundation, 500 East Avenue, Rochester, NY 14607

Signatory Name	Title
Simeon Banister	President and CEO

1st Contact Name	Title	Phone	Email
Elizabeth McDade	RENEW Program Director	585-341-4362	emcdade@racf.org

2nd Contact Name	Title	Phone	Email
Erin Budd Barry	Vice President, Community Programs	585-341-4390	ebarry@racf.org

Filled Out Form	Title	Phone	Email
Elizabeth McDade	RENEW Program Director	585-341-4362	emcdade@racf.org

Company Policies and Insurance Documents

- 1. Procurement** [RACFI Procurement Policy 11082022.pdf](#)
- 2. Property Management** [RACFI Property Management Policy 11082022.pdf](#)
- 3. Records Retention** [RACFI Policies 3-5 11082022.pdf](#)
- 4. Code of Ethics** [RACFI Policies 3-5 11082022.pdf](#)
- 5. Personnel Policy** [RACFI Policies 3-5 11082022.pdf](#)
- 6. M/WBE Policy** [RENEW MWBE Utilization Plan REVISED.pdf](#)
- 7a. Insurance - Worker's Comp** [RACFI Disability Certificate DB 820 11092022.pdf](#) [RACFI Disability Certificate DB-120 11092022.pdf](#)
- 7b. Insurance - Professional Liability** [RACFI Certificate of General, Auto and Umbrella Liability 11092022.pdf](#)
- 7c. Insurance - Automobile** [RACFI Certificate of General, Auto and Umbrella Liability 11092022.pdf](#)
- 8. Certification** [Certification for Contracts, Grants, Loans, and Cooperative Agreements.pdf](#)

Federal Grant Requirements

1. SAM # 8PM22

2. Exec Name/Compensation
N/A. This would be our first Federal award.

3. Fed Contracts? no

3a. Last 3 Fed Contracts

3b. Monitor Interventions?

3c. Interventions - Explain

4. GAAP/Audit Agency? yes

4a. Audit Agency Name Bonadio Group

Audit Last 5 Years? no

5a. Audit Agency Name

5b. Annual Financial Statements? yes

5c. Statements [Consolidated Financial Statements FY033121.pdf](#)

5d. Internal Financial Statements?

6. Negotiated Rate? no

6a. Rate

6b. Rate Agency

6c. No Rate - Explain No, we have not had a federal grant prior to this grant.

7. Cash Flow Yes, we do because Rochester Area Community Foundation Initiatives, that RENEW is a part of is also part of the larger entity, Rochester Area Community Foundation. RACFI is an affiliate of RACF.

8. Budget Percent 1.80

9. Financial System? yes

9a. System Rev/Exp/Assets/Prop yes

9b. System Roles yes

9c. System - Explain

10. Turnover

For our main company, RACF we have had overall turnover of 10% in the last 2 years. For RACFI, we have 5 staff. We had one person retire after years of service in 2022. So our turnover in October 2021 was 0% and in 2022 it was 20% only due to the retirement. In RACF, we have 6 members of Senior Management in 2021. In September 2022, our President & CEO retired after 30 years with us. Our VP, Community Programs, who had been at RACF 5 years, was promoted to Executive VP in 2021 and President & CEO in September 2022. We also hired a new VP, Community Programs in August 2022.

11. Staff Experience

RENEW Program Director Elizabeth McDade has worked in education, advocacy, coalition building, and social justice around health and housing for over 16 years. She has worked with the Coalition to Prevent Lead Poisoning and the Rochester Healthy Housing Partnership since 2006, is certified by the EPA in Renovation, Repair and Painting and is credentialed in HUD HHS, Lead Wipe Sampling Technician; Essentials for Health Housing Practitioners; and Implementing Healthy Homes Programs and Combating Indoor Environmental Hazards. Elizabeth has participated in two healthy-home study projects connected to the University of Rochester Medical Center: CARE and ROC HOME. Working with CARE and ROC HOME, Elizabeth and her colleagues identified huge gaps in referral services that made a direct connection between health and housing. She is a 2018 graduate of the Healthcare Business Academy Fellowship Program. In July 2020, Elizabeth completed the Yale School of Public Health certificate program in "Climate Change and Health."

11a. Resumes [EMcDade_RESUME_2022.pdf](#)

Personnel

Name #1	Title	Email	Phone
Elizabeth McDade	RENEW Program Director	emcdade@racf.org	585-341-4362
Name #2	Title	Email	Phone
Amy Vars	Sr. Vice President & CFO	avars@RACF.org	585-341-4380

Scope of Work

1. Project Description

Rochester ENergy Efficiency and Weatherization (RENEW) is a collective impact community investment engine that powers sustained home ownership and economic stabilization in underinvested neighborhoods, reduces the community's carbon footprint (preventing 6,485 tons of greenhouse gas emissions entering the atmosphere to date), improves health status, combats racial housing inequity, and cuts residential fuel costs by 20 to 50 percent, resulting in improved financial status for income-qualified homeowners. RENEW's efficient program model leverages approximately three dollars for every dollar RENEW invests and improves families' health, wealth, and wellbeing, while stabilizing neighborhoods and moving our community towards a sustainable, low-carbon future.

2. Issues Addressed

New York climate is tough on our aging housing stock. Monroe County has a high concentration of older, low market value homes in need of maintenance. The average age of the homes in our program is 104 years old. This makes them energy-inefficient, vulnerable to climate change, and is a problem that disproportionately affects low-to-moderate income homeowners.

RENEW's work to make homes throughout Monroe County more energy-efficient, healthier, and safer (aging in place) positively affects the social, economic, and environmental barriers that lead to poor health outcomes and health disparities and reduces greenhouse gas emissions.

Our work has multiple socioeconomic co-benefits including transforming neighborhoods, building wealth, preventing home foreclosure, reducing greenhouse gas emissions, and creating improved health outcomes for families. Investing in home "health" is an essential cornerstone and unmet need to combatting poverty, helping homeowners stabilize their personal and financial situation, and building community-wide economic stability.

3. Where Offered

Grants through community partners will be made available to assist up to 200 income-eligible homeowners throughout Monroe County make their homes more energy-efficient, healthier and safer. Specific eligible repairs and residential improvements are dependent upon homeowner income eligibility, available partner funding, and work scopes provided by community partners and MAY include but is not limited to: Aging in Place interventions, Air sealing, Energy-Efficient Appliances, Bathroom Vent/Fans, Carbon Monoxide/Smoke Detectors, Dehumidifier, Doors & Windows, Duct Cleaning & Sealing, Electrical Work, Furnace and/or Boiler, Glass Block Windows, Heat Pump Hot Water Heater, Heat Pump Furnace, Hot Water Heater, Insulation, Lead Paint Hazard Remediation, LED lighting, Pest remediation, Programmable Thermostat, Plumbing, Roof and Gutter, Sewer Line Replacement, Tankless Hot Water Heater.

4. Subawardees

N/A

5. Population Served

RENEW will assist up to 200 income-qualified homeowners and up to 800 residents living in those 200 homes. RENEW projects can be found in every zip code within the City of Rochester and throughout Monroe County.

Most of our clients are women of color who are head of household, and/or senior citizens. Clients include grandparents supporting multi-generational families, veterans, and working mothers. 48% are first time homebuyers. 50% graduated from high school. 18% are senior citizens. 28% have children ages 0-17 years. Income eligible households, on average, spend 7.2% of annual income on energy costs. That is \$2,088 out of the \$29,000/year average income of a RENEW client. Recent projects include 24 homeowners with a combined outstanding utility bill balance of \$22,386.00. Individual overdue balances range from \$123.00 to \$3,583.00. Last year, 23% of clients were on a utility payment plan. This year, 31% of current clients have a utility payment plan. Our data shows that one year after the home improvement work has been completed, RENEW clients experience a 20+% average savings on fuel costs and better physical and mental health outcomes.

The average grant from RENEW is \$4,000.00 and our partners contributed an average of \$10,000.00-\$12,000.00 per project. For an average of \$15,000.00 in braided resources, we improve one home and positively impact the lives of all the people living in and spending time in that home.

6. Goals/Outcomes

1. Total number of homes made more energy-efficient, healthier, and safer
2. Percentage of reduced Fuel Costs and Carbon Emission Reductions
3. Improved self-reported health conditions

RENEW collects qualitative research data surrounding physical and mental health benefits resulting from energy efficiency and healthy home improvements by conducting in-person interviews with clients.

Capturing real data in support of energy cost savings claims was crucial to documenting some of the impact of our work. RENEW and PathStone staff worked together to develop a formula for figuring energy cost savings based upon standard NYSERDA, Building Performance Institute, and EPA regulations. PathStone researched and compiled a comprehensive Greenhouse Gas Savings Calculator in an excel spreadsheet. The spreadsheet contains formulas that calculate several options including Total Social Cost and Estimated Carbon Reduction based upon the projected lifetime of the intervention (furnace, hot water heater, insulation, etc.).

RENEW staff quantifies fuel cost savings and greenhouse gas emission reductions through pre- and post-energy work audits using utility account data. This audit determines the electricity demand and heat load in the baseline, which is then compared to the post-energy work electricity demand and heat load. The difference is used to calculate fuel cost savings and greenhouse gas emission reductions created by the project using guidelines established by NYSERDA, Building Performance Institute, and the EPA. It is a tedious and time-consuming process but it has proven to be a very effective tool.

Data from 53% of RENEW projects: 1) Clients see an average savings of 20% on energy costs; 2) 100% with self-reported pre-existing respiratory conditions report reduced symptoms; 3) Current estimates demonstrate that this work will keep 6,485 tons of carbon from entering the atmosphere; 4) Seventeen percent of clients saw a 30%+ savings on energy costs; 5) No other group is collecting this kind of data.

In response to the recent Evaluation Process, RENEW has developed a RENEW Client Survey tool. This survey has been mailed to all former clients and going forward, will be administered at completion of home improvement work. The Data and Analytics team at Common Ground Health is working with RENEW to identify, review, and mine potential social determinants of health benefits data gathered from the survey tool.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	3.10	yes	3	Action: Assist up to 2 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation. Measurement: Assisted up to 2 Monroe County homeowners with obtaining energy efficient home improvements.
	2	1	3.10	yes	40	Action: Assist up to 6 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation. Measurement: Assisted up to 6 Monroe County homeowners with obtaining energy efficient home improvements.
	3	1	3.10	yes	0	Action: Assist up to 6 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation. Measurement: Assisted up to 6 Monroe County homeowners with obtaining energy efficient home improvements.
	4	1	3.10	yes	53	Action: Assist up to 6 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation. Measurement: Assisted up to 6 Monroe County homeowners with obtaining energy efficient home improvements.
2024	1	1	7.30			Action: Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation. Measurement: Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements.
	2	1	7.30			Action: Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation. Measurement: Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements. Analyze utility bills for potential fuel cost savings and carbon emissions reductions of the up to 6 homes assisted in 2023 Q1.
	3	1	7.30			Action: Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Up to 15 homes made more energy-efficient, healthier & safer Measurement: Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements. Analyze utility bills for potential fuel cost savings and carbon emissions reductions of the up to 6 homes assisted in 2023 Q2.
	4	1	7.30			Action: Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation. Measurement: Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements. Analyze utility bills for potential fuel cost savings and carbon emissions reductions of the up to 6 homes assisted in 2023 Q3.
2025	1	1	7.30			Action: Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation. Measurement: Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements. Analyze utility bills for potential fuel cost savings and carbon emissions reductions of the up to 6 homes assisted in 2023 Q4.
	2	1	7.30			Action: Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation.

					<p>Measurement: Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements. Analyze utility bills for potential fuel cost savings and carbon emissions reductions of the up to 15 homes assisted in 2024 Q1.</p>
	3	1	7.30		<p>Action: Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation. Measurement: Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements. Analyze utility bills for potential fuel cost savings and carbon emissions reductions of the up to 15 homes assisted in 2024 Q2.</p>
	4	1	7.30		<p>Action: Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation. Measurement: Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements. Analyze utility bills for potential fuel cost savings and carbon emissions reductions of the up to 15 homes assisted in 2024 Q3.</p>
2026	1	1	7.30		<p>Action: Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation. Measurement: Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements. Analyze utility bills for potential fuel cost savings and carbon emissions reductions of the up to 15 homes assisted in 2024 Q4.</p>
	2	1	7.30		<p>Action: Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation. Measurement: Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements. Analyze utility bills for potential fuel cost savings and carbon emissions reductions of the up to 15 homes assisted in 2025 Q1..</p>
	3	1	7.30		<p>Action: Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation. Measurement: Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements. Analyze utility bills for potential fuel cost savings and carbon emissions reductions of the up to 15 homes assisted in 2025 Q2.</p>
	4	1	7.30		<p>Action: Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation. Measurement: Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements. Analyze utility bills for potential fuel cost savings and carbon emissions reductions of the up to 15 homes assisted in 2025 Q3.</p>

Budget

1. Budget [RENEW arpa-budget 011323.xlsx](#)

4	1	7.30	<p>View Edit</p> <p>Action: Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient</p> <p>Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation.</p> <p>Measurement: Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements. Analyze utility bills for potential fuel cost savings and carbon emissions reductions of the up to 15 homes assisted in 2025 Q3.</p> <p>View Edit</p>
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Budget

1. Budget [RENEW arpa-budget 011323.xlsx](#)

Documents

[Upload New File\(s\)](#) [New From Template...](#) [Download Merged \(PDFs Only\)](#)

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input checked="" type="checkbox"/>	93994	RENEW arpa-budget 011323.xlsx	budgetz	1/13/23 02:42PM	
<input checked="" type="checkbox"/>	93939	RENEW MWBE Utilization Plan REVISED.pdf	mwbe	1/12/23 02:35PM	
<input checked="" type="checkbox"/>	93009	Consolidated Financial Statements FY033121.pdf	auditstnt	11/10/22 01:13PM	
<input checked="" type="checkbox"/>	93008	Certification for Contracts, Grants, Loans, and Cooperative Agreements.pdf	cert	11/10/22 01:03PM	
<input checked="" type="checkbox"/>	93006	RACFI Disability Certificate DB-820 11092022.pdf	inswork	11/10/22 10:58AM	
<input checked="" type="checkbox"/>	93005	RACFI Disability Certificate DB-120 11092022.pdf	inswork	11/10/22 10:58AM	
<input checked="" type="checkbox"/>	93004	RACFI Certificate of General, Auto and Umbrella Liability 11092022.pdf	instlab	11/10/22 10:57AM	
<input checked="" type="checkbox"/>	93003	RACFI Certificate of General, Auto and Umbrella Liability 11092022.pdf	insauto	11/10/22 10:57AM	
<input checked="" type="checkbox"/>	93002	RACFI Policies 3-5 11082022.pdf	personnel	11/10/22 10:56AM	
<input checked="" type="checkbox"/>	93001	RACFI Policies 3-5 11082022.pdf	retention	11/10/22 10:55AM	
<input checked="" type="checkbox"/>	93000	RACFI Policies 3-5 11082022.pdf	ethics	11/10/22 10:55AM	
<input checked="" type="checkbox"/>	92999	RACFI Procurement Policy 11082022.pdf	procure	11/10/22 10:54AM	
<input checked="" type="checkbox"/>	92998	RACFI Property Management Policy 11082022.pdf	property	11/10/22 10:53AM	
<input checked="" type="checkbox"/>	92830	EMcDade_RESUME_2022.pdf	resume	10/28/22 11:43AM	

Reentry Association of WNY, Inc. - Ann Graham

ID	Status	Created	Submitted	Login
14	submitted	10/18/22 09:57AM	1/25/23 04:13PM	6867 agraham@rawny.org

Contact Information

Organization Name	Mail Address
Reentry Association of WNY, Inc.	253 Southampton Drive, Rochester, NY 14616

Signatory Name	Title
Ann Graham	President/CEO

1st Contact Name	Title	Phone	Email
Ann Graham	President/CEO	585-773-9079	aoraham@rawny.org

2nd Contact Name	Title	Phone	Email
Mike Iacucci	President of Board of Directors	585-509-1132	iacuccis@gmail.com

Filled Out Form	Title	Phone	Email
Ann Graham	President/CEO	585-773-9079	agraham@rawny.org

Company Policies and Insurance Documents

- 1. Procurement** [RAWNY Procurement policy.doc](#)
- 2. Property Management** [RAWNY Capital Assets policy.doc](#)
- 3. Records Retention** [Record retention policy.docx](#)
- 4. Code of Ethics** [codeofethics \(1\).docx](#)
- 5. Personnel Policy** [Conflict of interest.docx](#), [Time, Attendance, Leave, Benefits, Pay Rates.docx](#), [Record retention policy.docx](#), [Non-discrimination Policy.docx](#), [Nepotism Policy.docx](#)
- 6. M/WBE Policy** [RAWNY M/WBEplan12323.pdf](#)
- 7a. Insurance - Worker's Comp** [Cert of Ins - Monroe County.PDF](#)
- 7b. Insurance - Professional Liability** [Cert of Ins - Monroe County.PDF](#)
- 7c. Insurance - Automobile** [Cert of Ins - Monroe County.PDF](#)
- 8. Certification** [exhibitGsigned.pdf](#)

Federal Grant Requirements

- 1. SAM #** SM2ZCMC4FBW5
- 2. Exec Name/Compensation**
n/a
- 3. Fed Contracts?** no
 - 3a. Last 3 Fed Contracts**
 - 3b. Monitor Interventions?**
 - 3c. Interventions - Explain**
- 4. GAAP/Audit Agency?** no
 - 4a. Audit Agency Name****Audit Last 5 Years?** no
 - 5a. Audit Agency Name**
 - 5b. Annual Financial Statements?** no
 - 5c. Statements**
 - 5d. Internal Financial Statements?**
Yes. This is a start-up program and we have not had sufficient funds to require an external audit or financial statements. Sandra St.Martin, CPA, prepared a financial statement.
- 6. Negotiated Rate?** no
 - 6a. Rate**
 - 6b. Rate Agency**
 - 6c. No Rate - Explain** We have had no prior contracts with the federal government.
- 7. Cash Flow** No, this is a start-up project and has no funds available until we receive the advance of first quarter funding from Monroe County.
- 8. Budget Percent** 95.00
- 9. Financial System?** yes
 - 9a. System Rev/Exp/Assets/Prop** yes

9b. System Roles yes

9c. System - Explain

10. Turnover

none

11. Staff Experience

Ann Graham, RAWNY's President/CEO, has been creating and implementing reentry programs since 2005. Ms. Graham has a well-established reputation across the state as an expert in reentry services. In 2006, she was named as Monroe County's first Coordinator of the Monroe County Reentry Task Force and authored the County's first strategic plan on reentry. She was a co-founder of the Reentry Association of New York and was appointed to the Commissioner-level NYS Interagency Task for on Reentry. Ms. Graham expanded the County's reentry services far beyond the initial DCJS funding, including Rochester Safe & Sound, the Orleans Project, David's Place, and the Department of Labor Employment Connection, the Office of Mental Health's Supported Forensic Housing Program, and the Home Safe program, which provides 40 units of subsidized housing to men and women in reentry. Since 2010, she has served as an adjunct professor at Monroe Community College, teaching "Working with Clients Post-Incarceration" and "Beginning Helping Skills."

We are unable to make any official offers of employment until after the legislature votes on November 15th, and we have a date when we will receive our funding advance for the first quarter. Nonetheless, we have identified candidates to fill three positions: Program Director, one case manager, and Program Assistant. Yarelis Rivera has agreed to accept the position of Program Director of the Reentry One-Stop. Ms. Rivera worked under Ms. Graham as a reentry case manager, a Health Homes care manager, and as the Program Director of the Home Safe program which provides subsidized, supported housing to men and women in reentry. She possesses a bachelor's degree in Cross-Disciplinary Studies with a minor in Criminal Justice, is bi-lingual in Spanish/English, and is currently a Child Protective caseworker. Levon Sturgis is a case manager at East House and has an Associates Degree in Criminal justice. Mr. Sturgis served a two year sentence in a New York State prison, bringing invaluable experience and perspective to his work as a case manager for the Reentry One-Stop. Brenda Lopez had worked with Ms. Graham for several years at Delphi Drug & Alcohol Council, as a reentry case manager and a housing case manager in the Supported Forensic Housing Program. She has agreed to accept the position of Program Assistant.

11a. Resumes [RESUMEAnnGrahamnno22.docx](#), [Yarelis Rivera Resume 6 2 22.docx](#)

Personnel

Name #1	Title	Email	Phone
Ann Graham	President/CEO	agraham@rawny.org	585-773-9079
Name #2	Title	Email	Phone
Tina Paradiso	Board Treasurer	tinap@imprintablesolutions.com	585-482-4400
Name #3	Title	Email	Phone
Yarelis Rivera	Program Director	yrivera@rawny.org	585-622-7859

Scope of Work

1. Project Description

RAWNY will use ARPA funding to open the Reentry One-Stop that will allow anyone being released from incarceration to Monroe County to be connected to needed services, with a goal of increased public safety, decreased recidivism, and improved quality of life for the formerly incarcerated. The Reentry One-Stop is a collaborative effort and services will be provided at RAWNY and through our partner agencies and other reentry service providers.

2. Issues Addressed

Public safety and the needs of persons being released from local, state, or federal incarceration back to Monroe County.

3. Where Offered

282 Hollenbeck Street, Rochester, NY 14621

4. Subawardees

Grace House, House of Mercy, Imprintable Solutions, Career Start, Landscape Technicians, Opportunity Rocs, HOPE Initiatives, Delphi Rise, Spiritus Christi Mental Health, Legal Assistance of WNY, Judicial Process Commission, Center for Community Alternatives, Roberts Wesleyan University Department of Criminal Justice

5. Population Served

a. The Reentry One-Stop will serve adults ages 18 and up, who are returning to Monroe County from the Monroe County Jail, a NYS prison, or federal detention. The majority of clients served will be from low-income neighborhoods, including zip codes, 14605, 14621, 14609, 14611, 14608, 14619, 14615, 14613. Virtually all persons leaving incarceration are initially eligible for public assistance benefits, unless they are returning to live with a legally responsible relative (spouse or parent of someone under 21) with sufficient income. Because incarceration disproportionately affects people of color, we anticipate 75% of clients served will be Black or Latino.

6. Goals/Outcomes

The project's primary goal is to stabilize people returning to the community from incarceration, enabling them to become self-sufficient and desist from further criminal activity, reduce violence and recidivism, and increase public safety. We anticipate service approximately 2,400 clients over four years. This will be accomplished by transforming the current reentry process to a robust collaborative system of services and support, available to any adult leaving incarceration and returning to our community, providing the best possible opportunities to build a productive, law-abiding life for themselves and their families.

Data will be captured in a customized database that will track, in addition to basic demographic information, changes in dynamic criminogenic factors that are indicators of positive lifestyle changes, including: employment, education/training, mental health treatment, substance use treatment, permanent housing, obtaining a drivers license, any certifications received, participation in mentoring, support groups and/or pro-social recreational activities. A chart is used to measure improvement in these lifestyle indicators over time.

Because the existing reentry programs are not connected and collect varying data based on their grant funding, we will be looking to establish a baseline set of metrics for clients in reentry in Monroe County.

Based on our experience in delivering reentry services, our performance measures over the course of the grant will be:

Number of Quarters Number of clients served per quarter TOTAL SERVICES PROVIDED
 Meet with clients at jail 15 30 450
 Transport clients from jail 15 30 450
 DHS eligibility 15 50 750
 Permanent Housing 15 20 300
 Temporary housing 15 15 225
 Employment 15 20 300
 Civil legal services 14 7 98
 Pro-social leisure activities 14 15 210
 Mental Health 15 10 150
 Peer Mentors 14 20 280
 Vocational Training 14 10 140
 Personal needs 15 100 1500
 Health Homes 15 10 150

5,003

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.00	yes	193	Action: Hire Program Staff Deliverable: Hire Program Coordinator, 2 case managers, Program Assistant. Measurement: Fill staffing budget per budget outline. Office will be fully staffed as of February 1, 2023.
		2	0.00	yes	193	Action: Locate and operationalize office space Deliverable: Purchase supplies, install phone service, office renovations, purchase office furniture, signed lease. Measurement: Office space will be ready to serve clients by March 1, 2023. Provide invoices to the County for any items purchased after contract is signed.
		3	0.00	yes	193	Action: Host launch event Deliverable: RAWNY will host launch event and press conference Measurement: Public is aware of RAWNY and services it provides; how to contact through website, email, phone, or in person
		4	0.00	yes	193	Action: Obtain and operationalize database Deliverable: A customized database to track client information and outcome data for Reentry One Stop Measurement: RAWNY able to track program data and metrics
		5	0.00	yes	193	Action: Attend Bi-weekly meeting with Monroe County Sheriff's staff Deliverable: Develop a comprehensive partnership with Monroe County jail staff to create a seamless system of reentry services from jail to community Measurement: RAWNY and Jail staff will meet five times per quarter
		6	0.00	yes	193	Action: Meet with key community supervision stakeholders Deliverable: Schedule meetings with NYS DOCCS, Monroe County Probation, and U.S. Probation to introduce RAWNY Measurement: Community supervision is connected to referral process
	2	1	0.00	yes	193	Action: Baseline reentry metrics determined by research project with Roberts Wesleyan University Deliverable: Monroe County baseline for reentry data Measurement: RAWNY able to measure outcomes against baseline data
		2	6.28	yes	193	Action: Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity. Deliverable: Provide pro-social leisure activities such as recreational events (bowling nights, fishing, movie nights, family events), assistance in establishing eligibility for public assistance benefits, transportation via bus passes, Uber and/or private drivers, mental health services, dedicated Health Home Care Manager, vocational training, employment assessment and job placement, temporary and permanent housing, support groups for formerly incarcerated persons, civil legal services, personal needs (such as hygiene items, cell phones, cleaning supplies, household items and necessary items of furniture, weather-appropriate clothing), to support persons returning from incarceration; Measurement: Providing support services to approximately 150 clients this quarter.

	3	0.00	yes	193	Action: Link with Together Now/My Wayfinder Deliverable: Become a pilot hub for Together Now/My Wayfinder Measurement: Using Together Now/My Wayfinder referral network
	4	0.00	yes	193	Action: Delivery of Roberts Wesleyan University's report on reentry services in Monroe County Deliverable: Hold symposium at Roberts Wesleyan University for stakeholders Measurement: Distribution of report
3	1	0.00	yes	193	Action: Supervisor and Staff complete quarterly case reviews Deliverable: Case plans are reviewed for timeliness and progress on addressing barriers Measurement: To ensure program fidelity, CEO/President will review one-third of open cases and 75% of cases closed each quarter
	2	0.00	yes	193	Action: Quarterly partner meeting at RAWNY Deliverable: RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments Measurement: Meeting minutes are documented and distributed to partners
	3	0.00	yes	193	Action: Develop training program for justice peer mentors. Deliverable: RAWNY clients will have access to trained, certified and paid peer mentors who will provide on-going support and model coping skills that have been successful for them. Measurement: RAWNY and its peer mentor partners (JPC, Exercise Express, Compeer) will work together to create a training program specifically for justice involved individuals and train between 3 and 6 peer mentors this quarter.
	4	8.33	yes	193	Action: Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity. Deliverable: Provide pro-social leisure activities such as recreational events (bowling nights, fishing, movie nights, family events), assistance in establishing eligibility for public assistance benefits, transportation via bus passes, Uber and/or private drivers, mental health services, dedicated Health Home Care Manager, vocational training, employment assessment and job placement, temporary and permanent housing, support groups for formerly incarcerated persons, civil legal services, personal needs (such as hygiene items, cell phones, cleaning supplies, household items and necessary items of furniture, weather-appropriate clothing), to support persons returning from incarceration Measurement: Provided support services to approximately 199 persons served this quarter.
4	1	0.00	yes	242	Action: Quarterly partner meeting Deliverable: RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments Measurement: Meeting minutes are documented and distributed to partners
	2	0.00	yes	257	Action: Hold Annual Staff Retreat Deliverable: Staff receive training in new areas of reentry practice, conduct "post-mortems" on specific cases, discuss what we should do more of and less of. Measurement: Staff will fill out evaluation form
	3	8.33	no	116	Action: Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity. Deliverable: Provide pro-social leisure activities such as recreational events (bowling nights, fishing, movie nights, family events), assistance in establishing eligibility for public assistance benefits, transportation via bus passes, Uber and/or private drivers, mental health services, dedicated Health Home Care Manager, vocational training, employment assessment and job placement, temporary and permanent housing, support groups for formerly incarcerated persons, civil legal services, personal needs (such as hygiene items, cell phones, cleaning supplies, household items and necessary items of furniture, weather-appropriate clothing), to support persons returning from incarceration; Measurement: Provided support services to approximately 199 persons this quarter.
2024	1	1	0.00		Action: Plan Reentry Conference Deliverable: Conference to be held in late spring early summer 2024 Measurement: Conference plan put in place with community partners
	2	8.33			Action: Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity. Deliverable: Provide pro-social leisure activities such as recreational events (bowling nights, fishing, movie nights, family events), assistance in establishing eligibility for public assistance benefits, transportation via bus passes, Uber and/or private drivers, mental health services, dedicated Health Home Care Manager, vocational training, employment assessment and job placement, temporary and permanent housing, support groups for formerly incarcerated persons, civil legal services, personal needs (such as hygiene items, cell phones, cleaning supplies, household items and necessary items of furniture, weather-appropriate clothing), to support persons returning from incarceration; Measurement: Provided support services to approximately 199 persons this quarter.
	3	0.00			Action: Create Annual Report for 2023 Deliverable: Annual report reflects positive outcomes for clients engaged with RAWNY and partner agencies Measurement: Annual report distributed
	4	0.00			Action: Quarterly partner meeting Deliverable: RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments Measurement: Meeting minutes are documented and distributed to partners
	2	1	8.33		Action: Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity. Deliverable: Provide pro-social leisure activities such as recreational events (bowling nights, fishing, movie nights, family events), assistance in establishing eligibility for public assistance benefits, transportation via bus passes, Uber and/or private drivers, mental health services, dedicated Health Home Care Manager, vocational training, employment assessment and job placement, temporary and permanent housing, support groups for formerly incarcerated persons, civil legal services, personal needs (such as hygiene items, cell phones, cleaning supplies, household items and necessary items of furniture, weather-appropriate clothing), to support persons returning from incarceration;

					Measurement: Provided support services to approximately 199 persons this quarter.
	2	0.00			Action: Quarterly partner meeting Deliverable: RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments Measurement: Meeting minutes are documented and distributed to partners
	3	1	0.00		Action: Quarterly partner meeting Deliverable: RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments Measurement: Meeting minutes are documented and distributed to partners
		2	8.33		Action: Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity. Deliverable: Provide pro-social leisure activities such as recreational events (bowling nights, fishing, movie nights, family events), assistance in establishing eligibility for public assistance benefits, transportation via bus passes, Uber and/or private drivers, mental health services, dedicated Health Home Care Manager, vocational training, employment assessment and job placement, temporary and permanent housing, support groups for formerly incarcerated persons, civil legal services, personal needs (such as hygiene items, cell phones, cleaning supplies, household items and necessary items of furniture, weather-appropriate clothing), to support persons returning from incarceration; Measurement: Provided support services to approximately 199 persons this quarter.
	4	1	0.00		Action: Quarterly partner meeting Deliverable: RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments Measurement: Meeting minutes are documented and distributed to partners
		2	8.33		Action: Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity. Deliverable: Provide pro-social leisure activities such as recreational events (bowling nights, fishing, movie nights, family events), assistance in establishing eligibility for public assistance benefits, transportation via bus passes, Uber and/or private drivers, mental health services, dedicated Health Home Care Manager, vocational training, employment assessment and job placement, temporary and permanent housing, support groups for formerly incarcerated persons, civil legal services, personal needs (such as hygiene items, cell phones, cleaning supplies, household items and necessary items of furniture, weather-appropriate clothing), to support persons returning from incarceration; Measurement: Provided support services to approximately 199 persons this quarter.
		3	0.00		Action: Hold Reentry Conference Deliverable: Hold conference for community stakeholders and clients on pertinent reentry topics and progress of RAWNY collaborative Measurement: 75 people attend conference
		4	0.00		Action: Hold Annual Staff Retreat Deliverable: Staff receive training in new areas of reentry practice, conduct "post-mortems" on specific cases, discuss what we should do more of and less of, Measurement: Staff will fill out evaluation form
2025	1	1	0.00		Action: Quarterly partner meeting Deliverable: RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments Measurement: Meeting minutes are documented and distributed to partners
		2	0.00		Action: Create Annual Report for 2024 Deliverable: Annual report reflects positive outcomes for clients engaged with RAWNY and partner agencies Measurement: Annual Report distributed
		3	8.33		Action: Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity. Deliverable: Provide pro-social leisure activities such as recreational events (bowling nights, fishing, movie nights, family events), assistance in establishing eligibility for public assistance benefits, transportation via bus passes, Uber and/or private drivers, mental health services, dedicated Health Home Care Manager, vocational training, employment assessment and job placement, temporary and permanent housing, support groups for formerly incarcerated persons, civil legal services, personal needs (such as hygiene items, cell phones, cleaning supplies, household items and necessary items of furniture, weather-appropriate clothing), to support persons returning from incarceration; Measurement: Provided support services to approximately 199 persons this quarter.
		2	1	0.00	Action: Quarterly partner meeting Deliverable: RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments Measurement: Meeting minutes are documented and distributed to partners
			2	8.33	Action: Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity. Deliverable: Provide pro-social leisure activities such as recreational events (bowling nights, fishing, movie nights, family events), assistance in establishing eligibility for public assistance benefits, transportation via bus passes, Uber and/or private drivers, mental health services, dedicated Health Home Care Manager, vocational training, employment assessment and job placement, temporary and permanent housing, support groups for formerly incarcerated persons, civil legal services, personal needs (such as hygiene items, cell phones, cleaning supplies, household items and necessary items of furniture, weather-appropriate clothing), to support persons returning from incarceration; Measurement: Provided support services to approximately 199 persons this quarter.
		3	1	0.00	Action: Quarterly partner meeting Deliverable: RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments Measurement: Meeting minutes are documented and distributed to partners
			2	8.33	Action: Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity. Deliverable: Provide pro-social leisure activities such as recreational events (bowling nights, fishing, movie nights, family

				<p>events), assistance in establishing eligibility for public assistance benefits, transportation via bus passes, Uber and/or private drivers, mental health services, dedicated Health Home Care Manager, vocational training, employment assessment and job placement, temporary and permanent housing, support groups for formerly incarcerated persons, civil legal services, personal needs (such as hygiene items, cell phones, cleaning supplies, household items and necessary items of furniture, weather-appropriate clothing), to support persons returning from incarceration; Measurement: Provided support services to approximately 199 persons this quarter.</p>
4	1	0.00		<p>Action: Quarterly partner meeting Deliverable: RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments Measurement: Meeting minutes are documented and distributed to partners</p>
	2	0.00		<p>Action: Annual staff retreat Deliverable: Staff receive training in new areas of reentry practice, conduct "post-mortems" on specific cases, discuss what we should do more of and less of, Measurement: Staff will fill out evaluation form</p>
	3	8.33		<p>Action: Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity. Deliverable: Provide pro-social leisure activities such as recreational events (bowling nights, fishing, movie nights, family events), assistance in establishing eligibility for public assistance benefits, transportation via bus passes, Uber and/or private drivers, mental health services, dedicated Health Home Care Manager, vocational training, employment assessment and job placement, temporary and permanent housing, support groups for formerly incarcerated persons, civil legal services, personal needs (such as hygiene items, cell phones, cleaning supplies, household items and necessary items of furniture, weather-appropriate clothing), to support persons returning from incarceration; Measurement: Provided support services to approximately 199 persons this quarter.</p>
2026	1	1	0.00	<p>Action: Create annual report for 2025 Deliverable: nual report reflects positive outcomes for clients engaged with RAWNY and partner agencies Measurement: Annual report</p>
		2	2.63	<p>Action: Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity. Deliverable: Provide pro-social leisure activities such as recreational events (bowling nights, fishing, movie nights, family events), assistance in establishing eligibility for public assistance benefits, transportation via bus passes, Uber and/or private drivers, mental health services, dedicated Health Home Care Manager, vocational training, employment assessment and job placement, temporary and permanent housing, support groups for formerly incarcerated persons, civil legal services, personal needs (such as hygiene items, cell phones, cleaning supplies, household items and necessary items of furniture, weather-appropriate clothing), to support persons returning from incarceration; Measurement: Provided support services to approximately 63 persons this quarter.</p>
	2	1	2.63	<p>Action: Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity. Deliverable: Provide pro-social leisure activities such as recreational events (bowling nights, fishing, movie nights, family events), assistance in establishing eligibility for public assistance benefits, transportation via bus passes, Uber and/or private drivers, mental health services, dedicated Health Home Care Manager, vocational training, employment assessment and job placement, temporary and permanent housing, support groups for formerly incarcerated persons, civil legal services, personal needs (such as hygiene items, cell phones, cleaning supplies, household items and necessary items of furniture, weather-appropriate clothing), to support persons returning from incarceration; Measurement: Provided support services to approximately 63 persons this quarter.</p>
		2	0.00	<p>Action: Quarterly partner meeting Deliverable: RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments Measurement: Meeting minutes are documented and distributed to partners</p>
	3	1	2.58	<p>Action: Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity. Deliverable: Provide pro-social leisure activities such as recreational events (bowling nights, fishing, movie nights, family events), assistance in establishing eligibility for public assistance benefits, transportation via bus passes, Uber and/or private drivers, mental health services, dedicated Health Home Care Manager, vocational training, employment assessment and job placement, temporary and permanent housing, support groups for formerly incarcerated persons, civil legal services, personal needs (such as hygiene items, cell phones, cleaning supplies, household items and necessary items of furniture, weather-appropriate clothing), to support persons returning from incarceration; Measurement: Provided support services to approximately 62 persons this quarter.</p>
		2	0.00	<p>Action: Quarterly partners meeting Deliverable: RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments Measurement: Meeting minutes are documented and distributed to partners</p>
4	1	0.00	<p>Action: Create Annual Report for 2026 Deliverable: Annual report reflects positive outcomes for clients engaged with RAWNY and partner agencies Measurement: Annual Report distributed</p>	
	2	0.00	<p>Action: Annual staff retreat Deliverable: Staff receive training in new areas of reentry practice, conduct "post-mortems" on specific cases, discuss what we should do more of and less of, Measurement: Staff will fill out evaluation form</p>	
	3	2.58	<p>Action: Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity. Deliverable: Deliverable: Provide pro-social leisure activities such as recreational events (bowling nights, fishing, movie nights, family events), assistance in establishing eligibility for public assistance benefits, transportation via bus passes, Uber</p>	

				and/or private drivers, mental health services, dedicated Health Home Care Manager, vocational training, employment assessment and job placement, temporary and permanent housing, support groups for formerly incarcerated persons, civil legal services, personal needs (such as hygiene items, cell phones, cleaning supplies, household items and necessary items of furniture, weather-appropriate clothing), to support persons returning from incarceration; Measurement: Provided support services to approximately 62 clients this quarter.
	4	0.00		Action: Quarterly partner meeting Deliverable: RAWNY and Partners review final outcome of RAWNY network, and adjust for different financing. Measurement: permanent RAWNY network sustained outside of ARPA grant

Budget

1. **Budget** [ServiceChart.xlsx](#), [RAWNY ARPA Budgetfinal12323.xlsx](#)

Budget

1. Budget ServiceChart.xlsx, RAWNY ARPA Budgetfinal12323.xlsx

Documents

Upload New File(s) New From Template... Download Merged (PDFs Only)

ID	Document (click to download, drag to sort)	Role	Created	User
94488	ServiceChart.xlsx	budget2	1/25/23 03:17PM	
94333	Cert of Ins - Monroe County.PDF	insauto	1/23/23 11:00AM	
94332	Cert of Ins - Monroe County.PDF	instiab	1/23/23 11:00AM	
94331	Cert of Ins - Monroe County.PDF	inswork	1/23/23 11:00AM	
94321	RAWNY-HWBEplan12323.pdf	mwbe	1/23/23 10:02AM	
94320	RAWNY ARPA Budgetfinal12323.xlsx	budget2	1/23/23 09:42AM	
94311	Conflict of interest.docx	personnel	1/21/23 08:24PM	
94276	codeofethics (1).docx	ethics	1/19/23 02:55PM	
94275	RAWNY Procurement policy.doc	procure	1/19/23 02:51PM	
94270	exhibitGsigned.pdf	cert	1/19/23 02:25PM	
93007	Time Attendance, Leave, Benefits, Pay Rates.docx	personnel	11/10/22 11:29AM	
92997	Nepotism Policy.docx	personnel	11/10/22 09:47AM	
92996	Non-discrimination Policy.docx	personnel	11/10/22 09:47AM	
92995	Record retention policy.docx	personnel	11/10/22 09:47AM	
92972	Record retention policy.docx	retention	11/9/22 02:40PM	
92971	RAWNY Capital Assets policy.doc	property	11/9/22 02:35PM	
92955	RESUMEAnnGrahamno22.docx	resume	11/9/22 10:52AM	
92954	Yarelis Rivera_Resume 6_2_22.docx	resume	11/9/22 10:50AM	

Multicraft Apprenticeship Preparation Program, Inc. - Gerard Hunt

ID	Status	Created	Submitted	Login
7	submitted	10/18/22 09:57AM	1/31/24 10:21AM	7022 admin@mappinc.org

Contact Information

Organization Name	Mail Address
Multicraft Apprenticeship Preparation Program, Inc.	40 Humboldt Street, Suite 112, Rochester, NY 14609

Signatory Name	Title
Kereem Berry	Executive Director

1st Contact Name	Title	Phone	Email
Gerard Hunt	Operations Director	585-434-2004	ghunt@mappinc.org

2nd Contact Name	Title	Phone	Email
Kereem Berry	Executive Director	585-434-2004	kberry@mappinc.org

Filled Out Form	Title	Phone	Email
Gerard Hunt	Operations Director	585-434-2004	ghunt@mappinc.org

Company Policies and Insurance Documents

- 1. Procurement** [M.A.P.P. Procurement Policy.pdf](#)
- 2. Property Management** [MAPP Sales and other Dispositions of Assets Policy.pdf](#)
- 3. Records Retention** [M.A.P.P. Retention Policy.pdf](#)
- 4. Code of Ethics** [M.A.P.P. Code of Conduct.pdf](#)
- 5. Personnel Policy** [M.A.P.P. Compensation and Benefits Policy.pdf.pdf](#), [M.A.P.P. Conflict of Interest Policy and Annual Statement.pdf](#)
- 6. M/WBE Policy** [M.A.P.P. ARPA-MWBE.pdf](#)
- 7a. Insurance - Worker's Comp** [CERTIFICATE OF WORKERS COMPENSATION INSURANCE COVERAGE.pdf](#)
- 7b. Insurance - Professional Liability** [2022_Certificate of General Liability Insurance.pdf](#)
- 7c. Insurance - Automobile** [2022_Certificate of General Liability Insurance.pdf](#)
- 8. Certification** [ARPA-EXHIBIT G .pdf](#)

Federal Grant Requirements

- 1. SAM #** LGGEGHEWXP23
- 2. Exec Name/Compensation**
M.A.P.P., INC. has not been awarded a Federal Grant Contract to date. Therefore, the organization has not received 80 percent of its funding to date.
- 3. Fed Contracts?** no
 - 3a. Last 3 Fed Contracts**
 - 3b. Monitor Interventions?**
 - 3c. Interventions - Explain**
- 4. GAAP/Audit Agency?** yes
 - 4a. Audit Agency Name** Heveron and Company CPAs
- Audit Last 5 Years?** no
 - 5a. Audit Agency Name**
 - 5b. Annual Financial Statements?** no
 - 5c. Statements**
 - 5d. Internal Financial Statements?**
2023 marks the start of the third year of independent operations for M.A.P.P., INC. The organization is now scheduled for an 'official' audit in the coming months.
- 6. Negotiated Rate?** no
 - 6a. Rate**
 - 6b. Rate Agency**
 - 6c. No Rate - Explain** We have not contracted with the Federal government to date.
- 7. Cash Flow** M.A.P.P. does have the requisite resources to continue its work and meet the terms of the contract.
- 8. Budget Percent** 35.00
- 9. Financial System?** yes
 - 9a. System Rev/Exp/Assets/Prop** yes

9b. System Roles yes

9c. System - Explain

10. Turnover

Over the course of our two (2) year existence, we have only lost one (1) employee. There have been no changes to senior management.

11. Staff Experience

M.A.P.P., INC. is in a growth stage. Together with the Board of Directors and current staff, there is in excess of 50 years of working experience in the construction industry, community development, union labor management, community development and organizational management areas.

11a. Resumes [Kereem Berry Resume_Executive Director.pdf](#), [Gerard Hunt Resume_Operations Director.pdf](#)

Personnel

Name #1	Title	Email	Phone
Gerard Hunt	Operations Director	ghunt@mappinc.org	585-434-2004
Name #2	Title	Email	Phone
Kereem Berry	Executive Director	kberry@mappinc.org	585-434-2004
Name #3	Title	Email	Phone
Robert Smith	Instructor	ksmith@mappinc.org	585-434-2004

Scope of Work

1. Project Description

The Multi-Craft Apprenticeship Preparation Program is committed to recruiting, training, and placing individuals in union construction apprenticeships. The initiative involves acquiring and renovating a property, with the goal of converting it into a dedicated program facility. This approach not only addresses M.A.P.P.'s housing needs but also turns the renovation process into a hands-on training opportunity. Through this, participants gain practical skills aligned with the program's overarching mission, fostering a comprehensive and impactful learning experience.

2. Issues Addressed

Exposing participants to this opportunity greatly and positively impacts them while working to help the local and national efforts to meet a critical industry need. Many of the existing and projected vacancies in the industry can be filled with historically marginalized minority candidates. From a local perspective, with the entrenched levels of poverty, the project works to lift its participants out of poverty.

Despite increasingly stringent construction contracting requirements - even court orders - entry into the construction trades via organized labor has historically been strained for minority (particularly African American) populations. However, new participation goals (both current and projected) combined with an extremely tight labor market point to a shift in this situation.

Currently, many industry sectors - including Manufacturing, Construction, and Auto Repair (among others) are competing for the same type of worker. At the same time, these opportunities have not historically been widely promoted to our target population -- even amongst the public/school populations -- with the same vigor as others that require at least a formal 4-year degree. The result is a significant skills shortage in many "middle sector" jobs, or those that do not require a 4-year degree, but do require significant technical skills/expertise. This skills shortage/gap exists alongside a high rate of unemployment or underemployment amongst our target population. The resultant rate of poverty is crushing in the City of Rochester - and around the state. In an effort to address the projected skills gap in the local construction industry and work to lower the rate of unemployed, yet available potential workers in the City of Rochester, the Multi-Craft Apprenticeship Preparation Program Inc. targets the City of Rochester communities of color and provides an opportunity for a fulfilling career in the building and construction trades.

3. Where Offered

M.A.P.P. serves 18 different union construction trade-crafts throughout the Monroe County, NY area. Those successfully recruited and placed within the industry will make an impact throughout the Rochester, NY, metropolitan area.

4. Subawardees

At present, M.A.P.P. does not have any sub-awardees.

5. Population Served

M.A.P.P. focuses on the historically disadvantaged Black population primarily. Greater than 90% of our participants are Black and are between the ages of 18 and 40. It is typical that they oftentimes have been living below or at the Federal Poverty Level. While the opportunity is available to all those interested, M.A.P.P. does reach out directly to residents in the 14605, 14608, 14611, 14621, 14613, and 14619 in particular.

6. Goals/Outcomes

The increased capacity this grant allows affords M.A.P.P. the ability to increase the number of graduating participants. Typically, all participants who complete the program gain entrance into an NYS Registered Apprenticeship. Therefore, our primary goal is to afford as many as possible a tangible opportunity to escape poverty. With average wages in the construction industry starting at >\$20 per hour in addition to health and retirement benefits, every placement has the potential to make a positive impact and change the financial trajectory of a family, a neighborhood, and a community. M.A.P.P. endeavors to capture participant socio-economic data to demonstrate this and, likewise, the change.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1					Empty
	2					Empty
	3					Empty
	4					Empty
2024	1	1	58.34			Action: Acquisition of property Deliverable: Provide purchase information to County Measurement: Property is within budget in possession M.A.P.P.
		2	0.41			Action: Hire a Structural Engineer Deliverable: Provide the contract to the County Measurement: Get plan for demo.
	2	1	4.20			Action: Demo part of existing structure Deliverable: Begin the partial demo of existing structure Measurement: Demo is completed and ready for infrastructure.
	3	1	0.83			Action: Layout and purchase material for infrastructure Deliverable: Create plan for plumbing, electrical and HVAC. Measurement: Material is in place
	4	1	3.30			Action: Concrete pour Deliverable: Pour a concrete pad 100' x 120' Measurement: Concrete pad has been poured.
2025	1	1	22.50			Action: Purchase Steel Structure Deliverable: Produce invoice for the structure Measurement: Show proof of purchase
		2	10.42			Action: Take delivery and begin installation of structure Deliverable: Have the material on site Measurement: Installation of structure has commenced.
	3					Empty
	4					Empty
2026	1					Empty
	2					Empty
	3					Empty
	4					Empty

Budget

1. Budget 2024 MC ARPA PROPOSAL PORTAL Budget Details Xcl.1.xlsx

3	Empty
4	Empty
2026	1 Empty
	2 Empty
	3 Empty
	4 Empty

Budget

1. Budget 2024 MC ARPA PROPOSAL PORTAL Budget Details Xcl.1.xlsx

Documents

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	103023	2024 MC ARPA PROPOSAL PORTAL Budget Details Xcl.1.xlsx	budget2	1/19/24 12:26PM	
<input type="checkbox"/>	94310	M.A.P.P. Compensation and Benefits Policy.pdf	personnel	1/20/23 08:10PM	
<input type="checkbox"/>	94113	MAPP Sales and other Dispositions of Assets Policy.pdf	property	1/16/23 08:50AM	
<input type="checkbox"/>	94112	M.A.P.P. ARPA-MWBE.pdf	mwbe	1/16/23 08:44AM	
<input type="checkbox"/>	94097	2022 Certificate of General Liability Insurance.pdf	insauto	1/15/23 11:02PM	
<input type="checkbox"/>	94096	CERTIFICATE OF WORKERS COMPENSATION INSURANCE COVERAGE.pdf	inswork	1/15/23 11:01PM	
<input type="checkbox"/>	94095	M.A.P.P. Procurement Policy.pdf	procure	1/15/23 10:55PM	
<input type="checkbox"/>	94089	Kareem Berry Resume_ Executive Director.pdf	resume	1/15/23 07:55PM	
<input type="checkbox"/>	94088	Gerald Hunt Resume_Operations Director.pdf	resume	1/15/23 07:55PM	
<input type="checkbox"/>	94083	ARPA-EXHIBIT G .pdf	cert	1/15/23 07:12PM	
<input type="checkbox"/>	94082	2022_Certificate_of_General_Liability_Insurance.pdf	instiab	1/15/23 07:11PM	
<input type="checkbox"/>	94079	M.A.P.P. Conflict of Interest Policy and Annual Statement.pdf	personnel	1/15/23 07:09PM	
<input type="checkbox"/>	94078	M.A.P.P. Code of Conduct.pdf	ethics	1/15/23 07:09PM	
<input type="checkbox"/>	94077	M.A.P.P. Retention Policy.pdf	retention	1/15/23 07:08PM	

Lifespan of Greater Rochester - Annie Marie Wells

ID	Status	Created	Submitted	Login
21	submitted	10/18/22 09:57AM	12/19/22 09:04AM	6339 awells@lifespan-roch.org

Contact Information

Organization Name	Mail Address
Lifespan of Greater Rochester	1900 South Clinton Avenue, Rochester, NY 14618

Signatory Name	Title
Ann Marie Cook	President and CEO

1st Contact Name	Title	Phone	Email
Annie Marie Wells	Division Leader Healthcare Initiatives	585-287-6433	awells@lifespan-roch.org

2nd Contact Name	Title	Phone	Email
Jody Rowe	Chief Operating Officer	585-244-8400	jrowe@lifespan-roch.org

Filled Out Form	Title	Phone	Email
Annie Marie Wells	Division Leader Healthcare Initiatives	585-287-6433	awells@lifespan-roch.org

Company Policies and Insurance Documents

- 1. Procurement** [LS-105-FP Purchasing and Procurement -April 2022.pdf](#)
- 2. Property Management** [LS-111-FP Physical Inventory Procedures - May 2011.pdf](#)
- 3. Records Retention** [LS-117-IT Retention Policy.pdf](#)
- 4. Code of Ethics** [2021 Lifespan Code of Business Conduct FINAL.pdf](#)
- 5. Personnel Policy** [Personnel Policies Lifespan Handbook 8.6.21.pdf](#)
- 6. M/WBE Policy** [MWBE Utilization Plan_ARPA.pdf](#)
- 7a. Insurance - Worker's Comp** [Disability_Ins_LIFESPANGR Monroe County City Place DB120.1.pdf](#), [Workers_Comp_22-23 Lifespan of Greater Rochester - WC C105.2 - Monroe County - City Place.pdf](#)
- 7b. Insurance - Professional Liability** [Certificate of Liability_Monroe County_Dept of Plan&Dev_091522-091523.pdf](#)
- 7c. Insurance - Automobile** [Monroe County_Dept of Plan&Dev_091522-091523.pdf](#)
- 8. Certification** [arpa-exhibit-g.pdf](#)

Federal Grant Requirements

- 1. SAM #** D444B5RAKF68
- 2. Exec Name/Compensation**
N/A
- 3. Fed Contracts?** **yes**
 - 3a. Last 3 Fed Contracts**
\$407,798 - (7/1/2019 - 6/30/2022) - CNCS - 19SRANY005
\$402,798 - (7/1/2022 - 6/30/2025) - CNCS - 22SRNY010
\$366,530 - (9/1/2021 - 8/31/2023) - DHHS - 90EJIG0018-01-00
 - 3b. Monitor Interventions?** no
 - 3c. Interventions - Explain**
- 4. GAAP/Audit Agency?** no
 - 4a. Audit Agency Name**
Audit Last 5 Years? **yes**
 - 5a. Audit Agency Name** Bonadio and C. LLP
 - 5b. Annual Financial Statements?**
 - 5c. Statements**
 - 5d. Internal Financial Statements?**
- 6. Negotiated Rate?** **yes**
 - 6a. Rate** 16.30
 - 6b. Rate Agency** Americorp - CNCS
 - 6c. No Rate - Explain**
- 7. Cash Flow** Yes
- 8. Budget Percent** 1.30
- 9. Financial System?** **yes**

9a. System Rev/Exp/Assets/Prop yes

9b. System Roles yes

9c. System - Explain

10. Turnover

15.1%

11. Staff Experience

Oversight and Management Team:

Annie Wells, BA Psychology, Division Leader for Healthcare Initiatives, awells@lifespan-roch.org

Ms. Wells has 30 + years of experience in the fields of Aging and Disability. She oversees the initiatives at Lifespan aimed at improving health outcomes of older adults and reducing hospital readmissions and emergency room use by addressing the social determinants of health.

Jodi Owen, RN, Program Director, jowen@lifespan-roch.org

Ms. Owen has 18 years' experience as a nurse, working with high risk, chronically ill adult and geriatric patients in a variety of settings including long term care facilities, hospitals and community-based care. She supervises the team of Lifespan's LPN Healthcare Coordinators.

Ellen Baker, LMSW, Program Director, ebaker@lifespan-roch.org

Ms. Baker has been working as a social worker and manager in the field of Aging Services for over 20 years in various health care settings including home care, long term care, outpatient care and for the National Caregiver Support Program within the Department of Veterans Affairs. She currently uses this broad range of experience to support the care management team of Community Care Connections at Lifespan.

11a. Resumes Wells Annie Resume.doc

Personnel

Name #1	Title	Email	Phone
Annie Marie Wells	Division Leader Healthcare Initiatives / Project Manager	awells@lifespan-roch.org	585-287-6433
Name #2	Title	Email	Phone
Barbara Eckelberger	Accounting Manager	beckelberger@lifespan-roch.org	585-287-6384

Scope of Work

1. Project Description

Lifespan of Greater Rochester will work to improve older adults' health, safety and economic recovery through community-based Aging Services and healthcare integration. ARPA funding will enable Lifespan to expand our existing and successful Community Care Connections program to improve safety and increase access to health care and financial benefits for vulnerable, medically complex, underserved older adults, age 60 + in Monroe County.

2. Issues Addressed

LPNs will increase access to health care: coordinate transportation and attend medical appointments with older adults, facilitate telehealth, arrange pharmacy delivery, and schedule preventative health care screens and vaccinations.

Social Work Care Managers will increase household income through linkages to financial benefits such as SNAP and HEAP and improve safety at home through connections to minor home modifications and personal emergency response systems.

3. Where Offered

A key aspect of Lifespan's mission is to address the needs of underserved, low-income older adults, living in Monroe County and struggling to navigate healthcare and financial benefit systems. Through our well-established partnerships with more than 85 Primary Care Physician offices, we engage the target population through referrals from medical providers who recommend the CCC program to their patients. Medical providers make a referral when they recognize a social need and/or barrier to good health outcomes that they do not have the time to address.

4. Subawardees

N/A

5. Population Served

Lifespan will serve 625 Monroe County residents per year, a total of 2,500 over the 4 years of the project. A significant number of the elders Lifespan serves live just above the poverty line, do not have access to the same level of care management services as those with Medicaid and subsequently experience a gap in healthcare and financial benefits navigation support.

The racial/ethnic composition of older adults served by CCC in 2021 was Asian, < 1%, Black, 27%, Latino, 7%, Native American, < 1%, White, 66%.

The greatest number of individuals served by CCC in 2021 live in Monroe County (86%). In 2021 the program served a total of 730 clients in multiple counties: 21% under age 65; 30% between 65-74; 28% between 75-84; 21% over 85. 72% of individuals served in 2021 were considered Frail/Disabled.

The data collected in the CCC program analysis shows 41% of those served reported an income below \$1000 per month. 52% of individuals served by CCC in 2021 had income below the federal poverty line. Since 2016, the number of Medicaid beneficiaries enrolled in the CCC program has increased from 19% to 31% of total population served.

6. Goals/Outcomes

Lifespan uses a Care Management data platform called Peer Place that will be used to document and generate reports to support program evaluation and reports to Monroe County.

We contract with the New York Academy of Medicine for ongoing independent evaluation of the effectiveness of the interventions that address the social determinants of health. We contract with the Rochester Regional Health Information Organization (RRHIO) to provide emergency room and hospitalization encounter data for pre-and post-intervention comparisons. The costs for the RHIO and NYAM are not included in the ARPA budget.

Project Metrics and Deliverables

Public Health and Safety Outputs:

- (1) Increase Access to Healthcare
 - # Preventative healthcare screens / interventions attended, including vaccinations
 - # Medical appointments attended successfully
 - # Connected to Mental Health services
 - # Pre and decreased post enrollment hospitalizations and emergency room visits

- (2) Increase Safety through connections to:
 - # Personal Emergency Response Systems
 - # Minor Home Modification for Fall Prevention

Public Health and Safety Measures:

Outcome: Older adults served will access a minimum of two preventative healthcare screens / interventions and / or a Mental Health service by 12/31/2026.

Outcome: Older Adults served and enrolled in LPN Healthcare Coordination will successfully attend medical appointments 85% of the time by 12/31/2026.

Outcome: Through Lifespan facilitated access to preventative healthcare, healthcare management, health literacy training and social service connections, older adults served will decrease potentially avoidable hospital admissions and emergency room visits 25% by 12/31/2026.

Economic Recovery Outputs:

- (1) Increase access to Financial Benefits and associated increase in household income through connections to:
 - # Medicaid enrollments
 - # Utility Assistance provided (HEAP, weatherization, track cell phone, etc.)
 - # Health Insurance Counseling
 - # Financial Benefits Counseling
 - # Bill paying / budgeting service
 - # Connected to Legal Services

- (2) Increase Food Security and associated increase in household income through connections to:
 - # Community-based Food Program (SNAP)
 - # Home Delivered Meals
 - # Connected to Congregate Meals

Economic Recovery Measures:

Outcome: 70% of older adults served will access at least one new community-based support service by 12/31/2026.

Outcome: 70% of older adults served will increase household income by 12/31/2026.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	Empty				
	2	1	1.61	yes	8	Action: Increase access to healthcare by providing 70% of older adults served access to at least 2 preventative healthcare screens, interventions and/or mental health services. Deliverable: Provide access to transportation, arrange pharmacy delivery, referrals to Mental Health providers, and schedule preventative health care screens and vaccinations. Measurement: 110 older adults will access healthcare screens, interventions and/or mental health services.
	2	1.61	yes	31		Action: Increase safety and food security for 70% of older adults served through at least 1 community-based support service. Deliverable: Link older adults to Personal Emergency Response Systems (PERS), Minor Home Modifications to prevent falls, Community-based Food Program (SNAP), Home Delivered Meals and/or Congregate Meals. Measurement: 110 older adults will receive at least one of the following services: Personal Emergency Response Systems (PERS), Minor Home Modifications to prevent falls, Community-based Food Program (SNAP), Home Delivered Meals and/or Congregate Meals.
	3	1.61	yes	6		Action: Increase household income of 70% older adults served and provide access to financial benefits through at least 1 community-based support service. Deliverable: Assist with Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services. Measurement: 110 older adults will receive at least one of the following services: Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services.

	4	1.61	yes	8	<p>Action: LPN Healthcare Coordination (LPN HCC) will support older adults served to ensure successful medical appointments attendance.</p> <p>Deliverable: Schedule transportation and attend medical appointments with older adults, facilitate telehealth.</p> <p>Measurement: 44 Older adults enrolled in LPN HCC will successfully attend medical appointments 85% of the time.</p>
3	1	1.61	yes	46	<p>Action: Increase safety and food security for 70% of older adults served through at least 1 community-based support service.</p> <p>Deliverable: Link older adults to Personal Emergency Response Systems (PERS), Minor Home Modifications to prevent falls, Community-based Food Program (SNAP), Home Delivered Meals and/or Congregate Meals.</p> <p>Measurement: 110 older adults will receive at least one of the following services: Personal Emergency Response Systems (PERS), Minor Home Modifications to prevent falls, Community-based Food Program (SNAP), Home Delivered Meals and/or Congregate Meals.</p>
	2	1.61	yes	46	<p>Action: Increase household income of 70% older adults served and provide access to financial benefits through at least 1 community-based support service.</p> <p>Deliverable: Assist with Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services.</p> <p>Measurement: 110 older adults will receive at least one of the following services: Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services.</p>
	3	1.61	yes	19	<p>Action: LPN Healthcare Coordination (LPN HCC) will support older adults served to ensure successful medical appointments attendance.</p> <p>Deliverable: Schedule transportation and attend medical appointments with older adults, facilitate telehealth.</p> <p>Measurement: 44 Older adults enrolled in LPN HCC will successfully attend medical appointments 85% of the time.</p>
	4	1.61	yes	19	<p>Action: Increase access to healthcare by providing 70% of older adults served access to at least 2 preventative healthcare screens, interventions and/or mental health services.</p> <p>Deliverable: Provide access to transportation, arrange pharmacy delivery, referrals to Mental Health providers, and schedule preventative health care screens and vaccinations.</p> <p>Measurement: 110 older adults will access healthcare screens, interventions and/or mental health services.</p>
4	1	1.61	yes	120	<p>Action: Increase safety and food security for 70% of older adults served through at least 1 community-based support service.</p> <p>Deliverable: Link older adults to Personal Emergency Response Systems (PERS), Minor Home Modifications to prevent falls, Community-based Food Program (SNAP), Home Delivered Meals and/or Congregate Meals.</p> <p>Measurement: 110 older adults will receive at least one of the following services: Personal Emergency Response Systems (PERS), Minor Home Modifications to prevent falls, Community-based Food Program (SNAP), Home Delivered Meals and/or Congregate Meals.</p>
	2	1.61	yes	120	<p>Action: Increase household income of 70% older adults served and provide access to financial benefits through at least 1 community-based support service.</p> <p>Deliverable: Assist with Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services.</p> <p>Measurement: 110 older adults will receive at least one of the following services: Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services.</p>
	3	1.61	yes	66	<p>Action: LPN Healthcare Coordination (LPN HCC) will support older adults served to ensure successful medical appointments attendance.</p> <p>Deliverable: : Schedule transportation and attend medical appointments with older adults, facilitate telehealth.</p> <p>Measurement: 44 Older adults enrolled in LPN HCC will successfully attend medical appointments 85% of the time.</p>
	4	1.61	yes	66	<p>Action: Increase access to healthcare by providing 70% of older adults served access to at least 2 preventative healthcare screens, interventions and/or mental health services.</p> <p>Deliverable: Provide access to transportation, arrange pharmacy delivery, referrals to Mental Health providers, and schedule preventative health care screens and vaccinations.</p> <p>Measurement: 110 older adults will access healthcare screens, interventions and/or mental health services.</p>
2024	1	1	1.61		<p>Action: Increase safety and food security for 70% of older adults served through at least 1 community-based support service.</p> <p>Deliverable: Link older adults to Personal Emergency Response Systems (PERS), Minor Home Modifications to prevent falls, Community-based Food Program (SNAP), Home Delivered Meals and/or Congregate Meals.</p> <p>Measurement: 110 older adults will receive at least one of the following services: Personal Emergency Response Systems (PERS), Minor Home Modifications to prevent falls, Community-based Food Program (SNAP), Home Delivered Meals and/or Congregate Meals.</p>
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				Measurement: 110 older adults will access healthcare screens, interventions and/or mental health services.
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	5	1.61		Action: Lifespan and New York Academy of Medicine will collaborate on program evaluation. Deliverable: Lifespan will provide program evaluation report. Measurement: Older adults served will decrease potentially avoidable hospital admissions and emergency room visits 25%.

2025	1	1	1.61	<p>Action: Increase access to healthcare by providing 70% of older adults served access to at least 2 preventative healthcare screens, interventions and/or mental health services.</p> <p>Deliverable: Provide access to transportation, arrange pharmacy delivery, referrals to Mental Health providers, and schedule preventative health care screens and vaccinations.</p> <p>Measurement: 110 older adults will access healthcare screens, interventions and/or mental health services.</p>
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2026	1	1	1.61		Action: Increase access to healthcare by providing 70% of older adults served access to at least 2 preventative healthcare screens, interventions and/or mental health services. Deliverable: Provide access to transportation, arrange pharmacy delivery, referrals to Mental Health providers, and schedule preventative health care screens and vaccinations. Measurement: 110 older adults will access healthcare screens, interventions and/or mental health services.
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	5	1.79		<p>Action: Lifespan and New York Academy of Medicine will collaborate on program evaluation.</p> <p>Deliverable: Lifespan will provide a program evaluation report.</p> <p>Measurement: Older adults served will decrease potentially avoidable hospital admissions and emergency room visits 25%.</p>

Budget

1. Budget [LIFESPAN_arpa-budget.xlsx](#)

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Budget

1. Budget [LIFESPAN_arpa-budget.xlsx](#)

Documents

[Upload New File\(s\)](#) [New From Template...](#) [Download Merged \(PDFs Only\)](#)

ID	Document (click to download, drag to sort)	Role	Created	User
93252	MWBE Utilization Plan_ARPA.pdf	mwbe	11/22/22 02:41PM	
92914	arpa-exhibit-g.pdf	cert	11/7/22 02:18PM	
92911	LIFESPAN_arpa-budget.xlsx	budget2	11/7/22 01:46PM	
92910	Wells Annie Resume.doc	resume	11/7/22 01:42PM	
92907	Monroe County_Dept of Plan&Dev_091522-091523.pdf	insauto	11/7/22 12:58PM	
92906	Certificate of Liability_Monroe County_Dept of Plan&Dev_091522-091523.pdf	insitab	11/7/22 12:55PM	
92905	Disability Ins_LIFESPANGR_Monroe County_City Place DB120.1.pdf	inswork	11/7/22 12:54PM	
92904	Workers_Comp_22-23 Lifespan of Greater Rochester - WC_C105.2 - Monroe County - City Place.pdf	inswork	11/7/22 12:54PM	
92903	Personnel_Policies Lifespan Handbook 8.6.21.pdf	personnel	11/7/22 12:53PM	
92902	2021 Lifespan Code of Business Conduct FINAL.pdf	ethics	11/7/22 12:53PM	
92901	LS-117-IT Retention Policy.pdf	retention	11/7/22 12:51PM	
92900	LS-111-FP Physical Inventory Procedures - May 2011.pdf	property	11/7/22 12:51PM	
92899	LS-105-FP Purchasing and Procurement -April 2022.pdf	procure	11/7/22 12:51PM	

Mount Olivet Baptist Church - Michael Coleman

ID	Status	Created	Submitted	Login
19	unfinished	10/18/22 09:57AM		6667 mtolivetbc@mtolivetrocny.com

Contact Information

Organization Name	Mail Address
Mount Olivet Baptist Church	141 Adams Street, Rochester, NY 14608

Signatory Name	Title
Wayne Rainey	Chairperson of the MOBC Trustee Board

1st Contact Name	Title	Phone	Email
Michael Coleman	Member of the MOBC Trustee Board	716-812-9215	mtolivetbc@mtolivetrocny.com

2nd Contact Name	Title	Phone	Email
Marilyn Wynn	Administrative Assistant	585-232-6742	mtolivetbc@mtolivetrocny.com

Filled Out Form	Title	Phone	Email
Michael G Coleman	Member of the MOBC Trustee Board	716-812-9215	mgcsch@rit.edu

Company Policies and Insurance Documents

- 1. Procurement** [Procurement Policy Mount Olivet Baptist Church.pdf](#)
- 2. Property Management**
- 3. Records Retention**
- 4. Code of Ethics**
- 5. Personnel Policy**
- 6. M/WBE Policy**
- 7a. Insurance - Worker's Comp** [WC Policy MT Olivet.pdf](#), [Mt. Olivet Disability Insurance.pdf](#)
- 7b. Insurance - Professional Liability**
- 7c. Insurance - Automobile**
- 8. Certification** [Exhibit G Mount Olivet Baptist Church.pdf](#)

Federal Grant Requirements

- 1. SAM #**
- 2. Exec Name/Compensation**
- 3. Fed Contracts?**
 - 3a. Last 3 Fed Contracts**
 - 3b. Monitor Interventions?**
 - 3c. Interventions - Explain**
- 4. GAAP/Audit Agency?**
 - 4a. Audit Agency Name****Audit Last 5 Years?**
 - 5a. Audit Agency Name**
 - 5b. Annual Financial Statements?**
 - 5c. Statements**
 - 5d. Internal Financial Statements?**
- 6. Negotiated Rate?**
 - 6a. Rate**
 - 6b. Rate Agency**
 - 6c. No Rate - Explain**
- 7. Cash Flow**
- 8. Budget Percent**
- 9. Financial System?**
 - 9a. System Rev/Exp/Assets/Prop**
 - 9b. System Roles**

9c. System - Explain

10. Turnover

11. Staff Experience

11a. Resumes

Personnel

<i>Name #1</i>	<i>Title</i>	<i>Email</i>	<i>Phone</i>
David Cowens	Project Manager	dcowens@rochester.rr.com	585-635-8722
<i>Name #2</i>	<i>Title</i>	<i>Email</i>	<i>Phone</i>
Wayne A. Rainey	Chairman of Trustee Board	wrainey@corteseauto.com	585-943-3302

Scope of Work

1. Project Description

After Mt. Olivet Baptist Church (MOBC) learned from federal, state, and local law enforcement officials that it was on the list of possible targets named by the Buffalo Top's Shopping Market mass shooter (in his online manifesto—<https://wham1180.iheart.com/featured/bob-lonsberry/content/2022-05-17-white-supremacist-wanted-to-hunt-black-people-in-rochester/>). MOBC was advised by federal, state, and local law enforcement officials that it is necessary for it to take steps to enhance the security of its property, congregation, and the local community. The aim of this project is to address the public health and safety of the MOBC congregation and its visitors.

2. Issues Addressed

With the assistance of the ARPA funding, this project is a strategic and coordinated response to deter any future active shooters from targeting the MOBC congregation and its visitors. The ARPA funds will serve to increase the public health and safety of the Monroe County community who use MOBC as a place of worship, refuge, food assistance, and civic center.

3. Where Offered

Our mission is to serve our members, the 14608 community and Monroe County at large through regular Sunday Spiritual Services, midweek Spiritual services, Holy Communion, Holiday services, Weddings, Funerals, Baptisms, Christenings, Food Pantry, and Clothing/emergency assistance.

4. Subawardees

None

5. Population Served

Mount Olivet Baptist Church is physically located in the 14608 ZIP code within western New York. It covers a slightly less than average land area compared to other ZIP codes in the United States. It also has a large population density. The people living in ZIP code 14608 are primarily black or African American. The number of people in their late 20s to early 40s is extremely large while the number of young adults is large. There are also an extremely small number of families and an extremely large number of single parents. The percentage of children under 18 living in the 14608 ZIP code is large compared to other areas of the country. The population is 12,268 with a population density of 7,032 people per square mile. It has approximately 6,108 housing units, where 5,230 are occupied with a median home value of \$69,000. The median household income is \$20,796.

6. Goals/Outcomes

With the assistance of the ARPA funding, this project is a strategic and coordinated response to deter any future active shooters from targeting the MOBC congregation and its visitors. The ARPA funds will serve to increase the public health and safety of the Monroe County community who use MOBC as a place of worship, refuge, food assistance, and civic center.

Towards that goal, we will:

- Hire Armed Security:** Hire two (2) Blackhawk Security and Investigation guards to work collectively forty hours per week (please see letter of intent). The hours of their work will be focused on large gatherings, and potentially, when the church is open for large outside community events. Active shooter attacks are more likely to be deterred if the outcome potentially can cost them their life.
- Install Security-Grade Doors:** All MOBC older doors will be updated or replaced with 'push-bar' exit style handles for emergencies, and adding two (2) fire-rated roll down security doors in the interior of the building. Protecting MOBC with roll-down security doors, grilles and shutters offers both security and functionality in case of fire. Because they roll up on a coil, they don't take up much space. These doors are extremely tough, and they last for a long time while requiring very little maintenance.
- Develop a MOBC Active Shooter Plan:** In cooperation with the Blackhawk Security and Investigations firm, MOBC will develop an emergency preparedness plan to ensure members and visitors of the church will properly react to emergency situations. The goal is to train the MOBC Security Team so that we can all respond in a coordinated manner that will better protect life, preserve property, and restore normal church operations as soon as possible.
- Install Privacy Film:** All first floor doors and windows will have window privacy film installed as a deterrent for Active Shooters and/or other criminals from entering MOBC. As these windows are close to the street, we were advised by federal, state, and local law enforcement officials not to permit people to peer in. If they can not get a view from the street, they are more likely not to attack.
- Update and Renovate Space for Safe Rooms:** In the event that we are to shelter-in-place, safe rooms will allow the congregation and its visitors to hide if evacuation is not possible, lock doors behind them, and call 911. MOBC is equipped with multiple sites, storage rooms, service rooms, and a few subterranean egresses that connect the campus. These sites are ideal as they have more options to be strategically placed and can hold larger numbers of people. Furthermore, they can be equipped with emergency communication and reinforced to stop active shooter threats.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	Empty				
	2	1	0.58	no	2,400	Action: Light Upgrades in New Sanctuary Deliverable: Upgrade lighting in Church

					Measurement: Upgrade lighting in Church illuminating dark areas for increased visibility.	
	2	1.20	no	2,400	Action: Upgrade/Add Hardware and Layout to Audio/Visual Room Deliverable: Delivers furniture and equipment for efficient arrangement of AV room. Measurement: Efficient arrangement and layout of AV room will allow for proper placement of AV equipment such as computers, controllers, and storage media.	
	3	1.09	no	2,400	Action: Architectural Study to Repurpose Old Sanctuary as community room and safe area. Deliverable: Delivers plans required to repurpose currently existing building into community/safe room. Measurement: Architectural Study is to provide plans to transform current structure into multipurpose community room.	
	4	2.52	yes	2,400	Action: Upgrade Security Camera System Deliverable: Delivers the ability for improved surveillance of all areas in and around church. Measurement: Upgraded security camera system provide enhance surveillance and installation of security guard monitoring station.	
	5	0.72	no	2,400	Action: Repair Fire and Emergency Egress Routes Deliverable: Delivers cleared egress routes to safe areas of church. Measurement: Egress paths in church that have been cleared for repair and upgrading.	
	6	0.60	no	2,400	Action: Install Lighting Auxiliary Parking Deliverable: Delivers night lighting to small parking lot and church perimeter. Measurement: Church property including small parking lot is illuminated at night providing safety to area	
	7	1.44	no	2,400	Action: Internal/External Emergency Communication Deliverable: Delivers ability for communication with church public address system and security. Measurement: Audio system able to communicate with all areas of church and security services.	
	8	9.55	no	2,400	Action: Harden Interior and Exterior Fixtures Deliverable: Interior and exterior fixtures upgraded to provide safe areas. Measurement: Door hardware upgrade, door material upgrade, upgrade perimeter fencing per active shooter recommendations.	
	9	0.60	no	2,400	Action: Dawn to Dusk Upgrade to Parking Lot Lights Deliverable: Delivers night lighting between Claressa and Ford Street. Measurement: Church property between Clarissa and Ford Streets is illuminated at night providing safety in region.	
	10	2.18	yes	2,400	Action: Security Guard Contract Services Deliverable: Deliver Security Guard Services during Church activities. Measurement: Security Service is staffed to provide security to church.	
	11	2.62	yes	2,400	Action: Install/Upgrade Outdated Fire Alarm System Deliverable: Delivers up to code fire alarm system that is in direct communication with Rochester Fire Department. Measurement: Fire alarm system that offers 24/7/365 monitoring with direct connection to Rochester Fire Department.	
	3	1	0.72	no	2,400	Action: Update Triage Room Deliverable: Delivers lower to midlevel triage room to provide medical care when needed. Measurement: Triage room that offers immediate/temporary emergency medical care when needed.
		2	1.09	yes	2,400	Action: Architectural Study to Repurpose Old Sanctuary as community room and safe area. Deliverable: Delivers plans required to repurpose currently existing building into community/safe room. Measurement: Architectural Study is to provide plans to transform current structure into multipurpose community room.
		3	1.44	yes	2,400	Action: Internal/External Emergency Communication Deliverable: Delivers ability for communication with church public address system and security. Measurement: Audio system able to communicate with all areas of church and security services.
		4	1.44	yes	2,400	Action: Cybersecurity Upgrades Deliverable: Deliver ability to monitor, large amounts of data related church camera security system. Measurement: Hardware and software are installed and data protected to meet needs of church and community.
		5	2.18	yes	2,400	Action: Security Guard Contract Services Deliverable: Deliver Security Guard Services during Church Activities Measurement: Security Service is staffed to provide security to church
		6	2.62	yes	2,400	Action: Install/Upgrade Outdated Fire Alarm System Deliverable: Delivers up to code fire alarm system that is in direct communication with Rochester Fire Department Measurement: Fire alarm system that offers 24/7/365 monitoring with direct connection to Rochester Fire Department
	4	1	1.09	no	2,400	Action: Architectural Study to Repurpose Old Sanctuary as community room and safe area Deliverable: Delivers plans required to repurpose currently existing building into community/safe room. Measurement: Architectural Study is to provide plans to transform current structure into multipurpose community room.
		2	1.44	no	2,400	Action: Internal/External Emergency Communication Deliverable: Delivers ability for communication with church public address system and security Measurement: Audio system able to communicate with all areas of church and security services.
		3	1.44	yes	2,400	Action: Cybersecurity Upgrades Deliverable: Deliver ability to monitor, large amounts of data related church camera security system. Measurement: Hardware and software is installed and data protected to meet needs of church and community.
		4	2.18	yes	2,400	Action: Security Guard Contract Services Deliverable: Deliver Security Guard Services during Church Activities Measurement: Security Service is staffed to provide security to church
2024	1	1	0.99		Action: Repair Fire and Emergency Egress Routes Deliverable: Delivers cleared egress routes to safe areas of church. Measurement: Egress paths from proposed repurposed community room that have been updated to code offering clear passage to safe area.	

	2	13.78		Action: Church basement to third floor elevator Deliverable: Delivers ability to transport people, goods, and material to all level of church. Measurement: Elevator will allow access to all levels of church including servicing of community room, and wheelchair accessibility.
	3	2.18		Action: Security Guard Contract Services Deliverable: Deliver Security Guard Services during Church Activities Measurement: Security Service is staffed to provide security to church
2	1	0.99		Action: Repair Fire and Emergency Egress Routes Deliverable: Delivers cleared egress routes to safe areas of church. Measurement: Egress paths from proposed repurposed community room that have been updated to code offering clear passage to safe area.
	2	13.78		Action: Church basement to third floor elevator Deliverable: Delivers ability to transport people, goods, and material to all level of church. Measurement: Elevator will allow access to all levels of church including servicing of community room, and wheelchair accessibility.
3	1	13.78		Action: Church basement to third floor elevator Deliverable: Delivers ability to transport people, goods, and material to all level of church. Measurement: Elevator will allow access to all levels of church including servicing of community room, and wheelchair accessibility.
	2	0.99		Action: Repair Fire and Emergency Egress Routes Deliverable: Delivers cleared egress routes to safe areas of church. Measurement: Egress paths from proposed repurposed community room that have been updated to code offering clear passage to safe area.
4	1	0.99		Action: Repair Fire and Emergency Egress Routes Deliverable: Delivers cleared egress routes to safe areas of church. Measurement: Egress paths from proposed repurposed community room that have been updated to code offering clear passage to safe area.
	2	13.78		Action: Church basement to third floor elevator Deliverable: Delivers ability to transport people, goods, and material to all level of church. Measurement: Elevator will allow access to all levels of church including servicing of community room, and wheelchair accessibility.
2025	1	Empty		
	2	Empty		
	3	Empty		
	4	Empty		
2026	1	Empty		
	2	Empty		
	3	Empty		
	4	Empty		

Budget

1. Budget ARPA Budget_Final MOBC_Uploaded 12FE2023_Rev1.xlsx, ARPA Budget_Mount Olivet Baptist Church.pdf

4	1	0.99	<p>Action: Repair fire and Emergency Egress Routes</p> <p>Deliverable: Delivers cleared egress routes to safe areas of church.</p> <p>Measurement: Egress paths from proposed repurposed community room that have been updated to code offering clear passage to safe area.</p> <p>View Edit</p>
2	13.78		<p>Action: Church basement to third floor elevator</p> <p>Deliverable: Delivers ability to transport people, goods, and material to all level of church.</p> <p>Measurement: Elevator will allow access to all levels of church including servicing of community room, and wheelchair accessibility.</p> <p>View Edit</p>
2025	1	Empty	
	2	Empty	
	3	Empty	
	4	Empty	
2026	1	Empty	
	2	Empty	
	3	Empty	
	4	Empty	

Budget

- Budget ARPA Budget_Final_MOBC_Uploaded_12FE2023_Rev1.xlsx, ARPA Budget_Mount Olivet Baptist Church.pdf

Documents

<input type="checkbox"/>	<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	95244	ARPA Budget_Final_MOBC_Uploaded_12FE2023_Rev1.xlsx	budget2	2/12/23 06:13PM	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	94087	Exhibit G_Mount Olivet Baptist Church.pdf	cert	1/15/23 07:21PM	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	94086	ARPA Budget_Mount Olivet Baptist Church.pdf	budget2	1/15/23 07:19PM	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	94085	Procurement Policy_Mount Olivet Baptist Church.pdf	procure	1/15/23 07:14PM	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	93665	WC Policy MT Olivet.pdf	inswork	1/3/23 02:52PM	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	93664	Mt. Olivet Disability Insurance.pdf	inswork	1/3/23 02:52PM	

MCIDC - Allison Clark

ID	Status	Created	Submitted	Login
30	submitted	11/7/22 07:03PM	3/28/23 02:36PM	920 allisonclark@monroecounty.gov

Contact Information

Organization Name	Mail Address
MCIDC	50 West Main Street, Rochester, NY 14614

Signatory Name	Title
Ana Liss	Executive Director

1st Contact Name	Title	Phone	Email
Allison Clark	Manager of Operations	585-753-2006	allisonclark@monroecounty.gov

2nd Contact Name	Title	Phone	Email
Tony Sciarabba	CDC Manager	585-753-2000	tonysciarabba@monroecounty.gov

Filled Out Form	Title	Phone	Email
Allison Clark	Manager of Operations	585-753-2006	allisonclark@monroecounty.gov

Company Policies and Insurance Documents

1. **Procurement** [12 Procurement Policy.pdf](#)
2. **Property Management** [5 Disposition of Property Policy.pdf](#)
3. **Records Retention** [14 Records Retention Policy.pdf](#)
4. **Code of Ethics** [1 Code of Ethics Policy.pdf](#)
5. **Personnel Policy** [MCIDC Handbook-9-20-2021.pdf](#)
6. **M/WBE Policy** [MCIDC Handbook-9-20-2021.pdf](#)
- 7a. **Insurance - Worker's Comp** [DB120.pdf](#), [C105 Workers Comp.pdf](#)
- 7b. **Insurance - Professional Liability** [view.PDF](#), [HNOA.pdf](#), [New Monroe County Cert.pdf](#), [Monroe County - Additional Insured Endorsement.pdf](#)
- 7c. **Insurance - Automobile** [Auto_endt.pdf](#), [Monroe County - Certificate.pdf](#)
8. **Certification** [arpa-exhibit-q.pdf](#)

Federal Grant Requirements

1. **SAM #** JCBMH1ZZL2K7
2. **Exec Name/Compensation**
none
3. **Fed Contracts?** no
 - 3a. **Last 3 Fed Contracts**
 - 3b. **Monitor Interventions?**
 - 3c. **Interventions - Explain**
4. **GAAP/Audit Agency?** no
 - 4a. **Audit Agency Name** Mengel, Metzgar Barr**Audit Last 5 Years?** no
 - 5a. **Audit Agency Name** Mengel, Metzgar Barr
 - 5b. **Annual Financial Statements?** yes
 - 5c. **Statements** [Combined for website.pdf](#)
 - 5d. **Internal Financial Statements?**
6. **Negotiated Rate?** no
 - 6a. **Rate**
 - 6b. **Rate Agency**
 - 6c. **No Rate - Explain** have not received federal funds in the past
7. **Cash Flow** yes
8. **Budget Percent** 50.00
9. **Financial System?** yes
 - 9a. **System Rev/Exp/Assets/Prop** yes
 - 9b. **System Roles** yes

9c. System - Explain

10. Turnover

very little turnover

11. Staff Experience

very experienced

11a. Resumes [Resumes On File.pdf](#)

Personnel

Name #1	Title	Email	Phone
Tony Sciarabba	CDC Manager	tonysciarabba@monroecounty.gov	585-753-2000
Name #2	Title	Email	Phone
Allison Clark	Manager of Operations	allisonclark@monroecounty.gov	585-753-2006
Name #3	Title	Email	Phone
Ana Liss	Executive Director	analiss@monroecounty.gov	585-753-2000
Name #4	Title	Email	Phone
Gregg Genovese	CFO	ggenovese@bonadio.com	585-753-2000

Scope of Work

1. Project Description

Monroe County Department of Planning and Development in conjunction with Monroe County Industrial Development Corporation (MCIDC) is requesting \$5,000,000 to establish and administer a revolving loan fund, primarily microloans up to \$50,000*, to provide access to capital and technical assistance not otherwise available to small and start-up businesses. The focus will be on underserved communities and businesses, as well as MWBE and Veterans in Monroe County. Microloans as defined by the US Small Business Administration (SBA) are loans up to \$50,000.

2. Issues Addressed

This request will work toward addressing the issue of access to capital as noted in the Rochester RASE Report issued in March 2021:

Additionally, it will provide capital to businesses that have been impacted by COVID 19 where other funding sources are not available to support long term recovery. This may be in the form of supporting an expansion that was delayed or derailed by the COVID 19 pandemic, which required the allocation of resources to other areas of the business.

The goal of the program is not to replace funding but to serve as a gap funding opportunity where capital is not available, or traditional financing does not fully meet a financing need. Ultimately, businesses "graduating" to traditional funding sources for future growth. There will be a requirement that the business remain in Monroe County for 2 years after the loan is repaid.

3. Where Offered

Initial funding to create a revolving loan program, primarily microloans, and provide technical assistance for businesses impacted by COVID-19, startups and early stage businesses. The target will be WMBE and Veteran businesses as well as businesses in underserved communities. The purpose will be to provide funds not otherwise available to the businesses in the market place or in situations where conventional financing needs a participant, more traditionally described as gap financing. It is the programs intension to reach those businesses that are unable to get financing or the amount of financing to move their business forward.

4. Subawardees

none

5. Population Served

Monroe County small business
800,000 of funding will be directly for MWBEs

6. Goals/Outcomes

The loan fund will be revolving, the businesses receiving the loans will prepay on a monthly basis. Loan funds will be relent to other businesses as repayment is received. The interest rate will be lower than alternative sources of funds, yet sufficient that over time will provide for funds to cover administrative costs. Term of the loans will be based on use of proceeds. Pricing, the proposed rate, subject to MICDC Board approval, would be a fixed for the term and in no cases exceed the Wall Street Journal Prime (WSJP) + 1.50%, with a floor of 4.75 % at the time of commitment. The current WSJP rate is 4.75%. A loan which was approved as of June 22, 2022 would be priced at 6.25%. This pricing is lower than similar revolving loan funds, which range from 8% to 13%. All loans would be subject MCIDC loan approval process with monitor reporting to the MCIDC Board of Directors.

There would be an application fee, in the range of \$50 to \$100 to fund out of pocket costs associated with the underwriting process, such as a credit report and verification of the owner and/or business tax returns. These are standard commercial loan requirements. The underwriting will be follow general US Small Business Administration requirements. The nuance of this program will be the flexibility to accommodate a borrowers specific needs based on their business plan and available collateral. There will be a \$250 commitment fee and a legal fee at a "not to exceed amount" to be determined in collaboration with the MCIDC Attorney. The borrower would pay all filing fees. Each loan request will be evaluated based on the specific facts and circumstances of the business. Once all funds are disbursed, based on the current WSJP, the annual interest income should be \$256,250. Providing a self- sustaining program to cover direct payroll and administrative expense.

d. What population will this project serve? Identify if the target community is historically underrepresented, a minority population, vulnerable, or generally underserved in Monroe County.

Initial funding to create a revolving loan program, primarily microloans, and provide technical assistance for businesses impacted by COVID-19, startups and early stage businesses. The target will be WMBE and Veteran businesses as well as businesses in underserved communities. The purpose will be to provide funds not otherwise available to the businesses in the market place or in situations where conventional financing needs a participant, more traditionally described as gap financing. It is the programs intension to reach those businesses that are unable to get financing or the amount of financing to move their business forward. We anticipate that there will be significant need for technical support for applicants as the loan program ramps up. Because of this, we anticipate the need to an additional employee to specifically help applicants with the application and approval process. This person would be hired in year 2 of the program if the needs presents itself.

					Deliverable: Solicit 1-2 MWBE business owners and support them through the application and approval process. Measurement: 1-2 loans completed and \$57,000 in funds distributed to MWBE businesses
2026	1	1	6.00		Action: Support small businesses by providing access to capital and technical assistance Deliverable: Solicit 9 small business owners and support them through the application and approval process. Measurement: 10 loans completed and \$333,333 distributed
		2	1.00		Action: Support MWBE businesses by providing access to capital and technical assistance Deliverable: Solicit 1-2 MWBE business owners and support them through the application and approval process. Measurement: 1-2 loans completed and \$57,000 in funds distributed to MWBE businesses
	2	1	6.00		Action: Support small businesses by providing access to capital and technical assistance Deliverable: Solicit 9 small business owners and support them through the application and approval process. Measurement: 10 loans completed and \$333,333 distributed
		2	1.00		Action: Support MWBE businesses by providing access to capital and technical assistance Deliverable: Solicit 1-2 MWBE business owners and support them through the application and approval process. Measurement: 1-2 loans completed and \$57,000 in funds distributed to MWBE businesses
	3	1	6.00		Action: Support small businesses by providing access to capital and technical assistance Deliverable: Solicit 10 small business owners and support them through the application and approval process. Measurement: 10 loans completed and \$333,333 distributed
		2	1.00		Action: Support MWBE businesses by providing access to capital and technical assistance Deliverable: Solicit 1-2 MWBE business owners and support them through the application and approval process. Measurement: 1-2 loans completed and \$57,000 in funds distributed to MWBE businesses
	4	1	6.00		Action: Support small businesses by providing access to capital and technical assistance Deliverable: Solicit 10 small business owners and support them through the application and approval process. Measurement: 10 loans completed and \$333,333 distributed
		2	1.00		Action: Support MWBE businesses by providing access to capital and technical assistance Deliverable: Solicit 1-2 MWBE business owners and support them through the application and approval process. Measurement: 1-2 loans completed and \$57,000 in funds distributed to MWBE businesses

Budget

1. **Budget** [MCIDC Updated budget \(1\).xlsx](#), [arpa-budget.xlsx](#)

1. Budget [MCIDC_Updated budget \(1\).xlsx](#), [arpa-budget.xlsx](#)

Documents

ID	Document (click to download, drag to sort)	Role	Created	User
97046	MCIDC Exhibit A - Scope of Services.docx	instiab	5/5/23 10:32AM	WeidhD
96460	view.PDF	instiab	3/28/23 02:35PM	
96432	HNOA.pdf	instiab	3/27/23 10:11AM	
96431	New Monroe County Cert.pdf	instiab	3/27/23 10:10AM	
96430	Auto andlt.pdf	insauto	3/27/23 10:10AM	
96167	DB120.pdf	inswork	3/13/23 02:38PM	
96165	Monroe County - Certificate.pdf	insauto	3/13/23 02:38PM	
96164	Monroe County - Additional Insured Endorsement.pdf	instiab	3/13/23 02:38PM	
96162	C105 Workers Comp.pdf	inswork	3/13/23 02:37PM	
95258	MCIDC Updated budget (1).xlsx	budget2	2/13/23 09:10AM	pelowf
94436	MCIDC Updated budget.xlsx	resume	1/25/23 12:00PM	
93661	Resumes On File.pdf	mwbe	1/3/23 02:12PM	
93660	MCIDC Handbook-9-20-2021.pdf	budget2	1/3/23 01:50PM	
93309	arpa-budget.xlsx	budget2	11/30/22 02:31PM	
93308	Combined for website.pdf	auditsmt	11/30/22 02:16PM	
93305	arpa-exhibit-g.pdf	cert	11/30/22 02:09PM	
93303	MCIDC Handbook-9-20-2021.pdf	personnel	11/30/22 01:57PM	
93302	1.Code of Ethics Policy.pdf	ethics	11/30/22 01:56PM	
93301	14 Records Retention Policy.pdf	retention	11/30/22 01:56PM	
93300	5.Disposition of Property Policy.pdf	property	11/30/22 01:56PM	
93299	12.Procurement Policy.pdf	procure	11/30/22 01:55PM	

Mary Cariola Center - Erin DiCesare

ID	Status	Created	Submitted	Login
13	submitted	10/18/22 09:57AM	1/23/23 08:39PM	6869 edicesare@marycariola.org

Contact Information

Organization Name	Mail Address
Mary Cariola Center	1000 Elmwood Avenue, Suite 100, Rochester, NY 14620

Signatory Name	Title
Karen Zandi	President/CEO

1st Contact Name	Title	Phone	Email
Erin DiCesare	Director, Learning & Organizational Development	585-271-0761	edicesare@marycariola.org

2nd Contact Name	Title	Phone	Email
Karen Zandi	President/CEO	585-271-0761	kzandi@marycariola.org

Filled Out Form	Title	Phone	Email
Erin DiCesare	Director, Learning & Organizational Development	585-271-0761	edicesare@marycariola.org

Company Policies and Insurance Documents

- 1. Procurement** [MCCC Purchasing Policy P2019-20 #1.pdf](#)
- 2. Property Management** [Mary Cariola Center Disposition Of Assets Policy.docx](#)
- 3. Records Retention** [12.10.20Mary Cariola Center School Records Retention Summary document 12.docx](#), [Record Retention.pdf](#)
- 4. Code of Ethics** [Code of Conduct & sign-off rev 7-22.docx](#)
- 5. Personnel Policy** [Employee Handbook 2022-2023 Final Highlighted.pdf](#)
- 6. M/WBE Policy** [MWBE Utilization Plan 1-2023.pdf](#)
- 7a. Insurance - Worker's Comp** [Monroe County DBL Insurance Form - 2023.pdf](#), [Monroe County WC Insurance Form - 2023.pdf](#)
- 7b. Insurance - Professional Liability** [22-23 Master - Monroe County.pdf](#), [22-23 PHPK2407892 GL AI - Monroe County - Commercial Liability CG 20 26 04 13.pdf](#)
- 7c. Insurance - Automobile** [22-23 PHPK2407892 CAUT AI - Monroe County Auto - CA 20 48 02 99.pdf](#)
- 8. Certification** [certificate of contracts 1-2023.pdf](#)

Federal Grant Requirements

- 1. SAM #** D8EPANNZQJB7
- 2. Exec Name/Compensation**
N/A
- 3. Fed Contracts?** no
 - 3a. Last 3 Fed Contracts**
 - 3b. Monitor Interventions?** no
 - 3c. Interventions - Explain**
- 4. GAAP/Audit Agency?** yes
 - 4a. Audit Agency Name** Bonadio Group**Audit Last 5 Years?** no
 - 5a. Audit Agency Name**
 - 5b. Annual Financial Statements?** yes
 - 5c. Statements** [Mary Cariola Childrens Center Inc 2022 FS Final.pdf](#)
 - 5d. Internal Financial Statements?**
- 6. Negotiated Rate?** no
 - 6a. Rate**
 - 6b. Rate Agency**
 - 6c. No Rate - Explain** Our operational programs are funded through NY State agencies or private donations.
- 7. Cash Flow** Yes
- 8. Budget Percent** 1.34
- 9. Financial System?** yes
 - 9a. System Rev/Exp/Assets/Prop** yes

9b. System Roles yes

9c. System - Explain

10. Turnover

We do not track overall staff turnover, only turnover in targeted positions. There has been no changes to the agency's senior management team within the past two years.

11. Staff Experience

Mary Cariola Center has significant experience in developing the workforce to support individuals with complex disabilities. Over the past 5 years, Mary Cariola Center has trained and supported over 100 Cariola employees as they worked towards completion of their NYS Teacher Assistant Certification. Additionally, the agency has invested in supporting staff as they pursue certifications and degrees by removing life barriers including support with childcare, transportation, technology, and other basic needs. The ARPA funds will allow us to expand the programs that have only been available to Mary Cariola employees in the past.

11a. Resumes DiCesare Resume.pdf

Personnel

Name #1	Title	Email	Phone
Erin DiCesare	Director, Learning & Organizational Development	edicesare@marycariola.org	585-271-0761
Name #2	Title	Email	Phone
William Ansbro	CFO	wansbro@marycariola.org	585-271-0761
Name #3	Title	Email	Phone
To Be Hired TBD	Project Manager	edicesare@marycariola.org	585-271-0761
Name #4	Title	Email	Phone
To Be Hired TBD	Community Educator	edicesare@marycariola.org	585-271-0761
Name #5	Title	Email	Phone
To Be Hired TBD	Community Navigator	edicesare@marycariola.org	585-271-0761

Scope of Work

1. Project Description

The Cariola Workforce Development Program will help Monroe County develop and sustain a diverse and inclusive workforce to support individuals with complex disabilities. Key components of this program include: (1) removing barriers to educational and employment opportunities in the field of disabilities for Monroe County residents, including housing and food insecurities, daycare, technology, and transportation, (2) supporting equitable and inclusive professional growth opportunities resulting in job advancement and increased income for underserved communities, and (3) creating a replicable model for building organizational capacity to support a diverse, equitable and inclusive workforce supporting individuals with complex disabilities at Mary Cariola Center.

2. Issues Addressed

This project aims to address the workforce shortage in Monroe County in jobs supporting individuals with complex disabilities. Through connecting with local colleges, schools and community agencies, this program will provide an introduction into working with individuals with complex disabilities, help remove barriers to education and employment for those interest in this work, and provide training leading to NYS certification in this field.

3. Where Offered

This workforce development program will be offered at Mary Cariola Center. Additionally, the Community Educator will partner with local colleges, schools and community agencies to offer the training program on their site.

4. Subawardees

None

5. Population Served

This project will serve Monroe County residents over the age of 18. Given the location of our program we anticipate a higher participation rate from Rochester city residents. We anticipate the majority of participants will be unemployed or underemployed in entry level positions. Specific efforts will be made to recruit a diverse and inclusive pool of participants.

6. Goals/Outcomes

The goal of this project is to remove barriers for those in underserved and underrepresented communities within Monroe County to increase the skilled workforce to provide services to individuals with disabilities. Measurable outcomes include:

- 50% of participants who indicate they will actively seek employment within the field of disabilities measured through a post-evaluation following participation
- 25% of participants who advance in their organizations as a result of obtaining the NYS Teacher Assistant Certification
- 390 people engage with a Community Navigator
- 240 people attend Career Development Academy
- 240 people participate in the Pre-Professional Scholars program
- 50% of participants receive their NYS Teacher Assistant Certification
- 2,000 people participate in DEI learning opportunities
- 10% of underrepresented Cariola employees who advance to higher positions at Mary Cariola following our DEI initiatives

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.86	no	0	Action: Hiring 3 new staff members for the project Deliverable: Deliver staffing plan to County Measurement: Fully staffed to manage project
	2	2	0.24	yes	500	Action: Host conference day with DEI Learning Opportunities

					Deliverable: Agenda and list of attendees Measurement: 500 people attend conference day
3	0.04	yes	0	Action: Rent/Utilities for Training Center & Grant Staff Deliverable: Invoice for rent & utilities Measurement: Space available for training and grant staff	
4	0.22	yes	0	Action: Indirect Administrative Expenses Deliverable: Invoice for Cariola administrative expenses Measurement: Cariola administrative departments have provided necessary supports for grant work	
2	1	1.23	yes	0	Action: Purchase technology Deliverable: Invoice for technology purchases Measurement: Project has necessary technology for staff and participants
2	1.48	yes	0	Action: Purchase furniture Deliverable: Invoice for furniture purchases Measurement: Project has necessary furnishing for staff and training center	
3	2.57	yes	0	Action: Salaries for grant staff Deliverable: Invoice for grant staff salaries Measurement: Project remains fully staffed to provide services	
4	0.14	yes	0	Action: Rent/Utilities for Training Center & Grant Staff Deliverable: Invoice for rent & utilities Measurement: Space available for training and grant staff	
5	1.76	yes	59	Action: Host Career Development Academy Deliverable: List of training opportunities provided during the Academy and list of participants Measurement: At least 30 individuals participate in the Career Development Academy	
6	1.73	no	0	Action: Create recruitment materials for programs offered through grant Deliverable: Invoice from marketing costs; products that will be used for marketing Measurement: Marketing/recruitment materials have been created to advertise programs	
7	0.66	yes	0	Action: Indirect Administrative Expenses Deliverable: Invoice for Cariola administrative expenses Measurement: Cariola administrative departments have provided necessary supports for grant work	
8	0.19	no	0	Action: Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.) Deliverable: Number of people who engage with Community Navigator and receipts from purchases made Measurement: Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment	
9	1.10	no	20	Action: Teacher Assistant Level 2 & 3 (College Courses) Deliverable: List of participants and tuition bills of college courses for participants Measurement: At least 15 participants enrolled in college courses	
3	1	0.41	yes	0	Action: Purchase of Litmos LMS to utilize as platform for online trainings Deliverable: Invoice for purchase of Litmos LMS Measurement: Participants have access to LMS platform to access online trainings
2	0.39	no	2	Action: Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.) Deliverable: Number of people who engage with Community Navigator and receipts from purchases made Measurement: Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment	
3	0.63	yes	36	Action: Teacher Assistant Level 1 Certification Deliverable: List of participants and receipts of costs associated with NYS Teacher Assistant requirements Measurement: At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification	
4	2.58	no	0	Action: Salaries for grant staff Deliverable: Invoice for grant staff salaries Measurement: Project remains fully staffed to provide services	
5	0.14	yes	0	Action: Rent/Utilities for Training Center & Grant Staff Deliverable: Invoice for rent & utilities Measurement: Space available for training and grant staff	
6	1.77	yes	67	Action: Host Career Development Academy Deliverable: List of training opportunities provided during the Academy and list of participants Measurement: At least 30 individuals participate in the Career Development Academy	
7	0.66	yes	0	Action: Indirect Administrative Expenses Deliverable: Invoice for Cariola administrative expenses Measurement: Cariola administrative departments have provided necessary supports for grant work	
8	1.17	yes	0	Action: DEI Consultation with Tangible Development Deliverable: Outline of work completed with Tangible Development Measurement: Cariola staff continue to engage in DEI learning opportunities and initiatives to create an equitable and inclusive workplace for the advancement of all employees	
9	0.49	yes	500	Action: Host conference day with DEI Learning Opportunities Deliverable: Agenda and list of attendees Measurement: 500 people attend conference day	
10	1.10	yes	19	Action: Teacher Assistant Level 2 & 3 (College Courses)	

					Deliverable: List of participants and tuition bills of college courses for participants Measurement: At least 15 participants enrolled in college courses
4	1	0.39	no	19	Action: Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.) Deliverable: Number of people who engage with Community Navigator and receipts from purchases made Measurement: Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment
	2	1.17	yes	0	Action: DEI Consultation with Tangible Development Deliverable: Outline of work completed with Tangible Development Measurement: Cariola staff continue to engage in DEI learning opportunities and initiatives to create an equitable and inclusive workplace for the advancement of all employees
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	4	2.58	no	0	Action: Salaries for grant staff Deliverable: Invoice for grant staff salaries Measurement: Project remains fully staffed to provide services
	5	0.14	yes	0	Action: Rent/Utilities for Training Center & Grant Staff Deliverable: Invoice for rent & utilities Measurement: Space available for training and grant staff
	6	0.66	yes	0	Action: Indirect Administrative Expenses Deliverable: Invoice for Cariola administrative expenses Measurement: Cariola administrative departments have provided necessary supports for grant work
2024	1	1	2.25		Action: Salaries for grant staff Deliverable: Invoice for grant staff salaries Measurement: Project remains fully staffed to provide services
	2	0.14			Action: Rent/Utilities for Training Center & Grant Staff Deliverable: Invoice for rent & utilities Measurement: Space available for training and grant staff
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	5	0.28			Action: DEI Consultation with Tangible Development Deliverable: Outline of work completed with Tangible Development Measurement: Cariola staff continue to engage in DEI learning opportunities and initiatives to create an equitable and inclusive workplace for the advancement of all employees
	6	0.74			Action: Host Conference Day with DEI Learning Opportunities Deliverable: Agenda and list of attendees Measurement: 500 people attend
	7	0.63			Action: Teacher Assistant Level 1 Certification Deliverable: List of participants and receipts of costs associated with NYS Teacher Assistant requirements Measurement: At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification
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2026	1	1	2.25		Action: Salaries for grant staff Deliverable: Invoice for grant staff salaries Measurement: Project remains fully staffed to provide services
	2	0.14			Action: Rent/Utilities for Training Center & Grant Staff Deliverable: Invoice for rent & utilities Measurement: Space available for training and grant staff
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	6	0.74			Action: Host Conference Day Deliverable: Agenda and list of attendees Measurement: Conference day held and attended by at least 70% of Cariola employees
	7	0.63			Action: Teacher Assistant Level 1 Certification Deliverable: List of participants and receipts of costs associated with NYS Teacher Assistant requirements Measurement: At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification
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	9	0.30		Action: Furniture/Office Supplies Deliverable: Invoice for purchases Measurement: Project has necessary furnishings and office supplies for staff and training center
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	6	0.63		Action: Teacher Assistant Level 1 Certification Deliverable: List of participants and receipts of costs associated with NYS Teacher Assistant requirements Measurement: At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification

Budget

1. Budget arpa-budget 1-2023.xlsx

6 0.63
 Action: Teacher Assistant Level 1 Certification
 Deliverable: List of participants and receipts of costs associated with NYS Teacher Assistant requirements
 Measurement: At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification
[View Edit](#)

Budget

1. Budget [arpa-budget.1-2023.xlsx](#)

Documents
[Upload New File\(s\)](#) [New From Template...](#) [Download Merged \(PDFs Only\)](#)

ID	Document (click to download, drag to sort)	Role	Created	User
94058	arpa-budget.1-2023.xlsx	budget2	1/15/23 11:04AM	
93973	Mary Carola Center Disposition Of Assets Policy.docx	property	1/13/23 11:01AM	
93800	MWBE Utilization Plan.1-2023.pdf	mwbe	1/10/23 09:48AM	
93751	certificate of contracts 1-2023.pdf	cert	1/9/23 10:25AM	
93694	22-23 Master - Monroe County.pdf	inshiab	1/5/23 11:11AM	
93693	22-23 PHPK2407892 GL AI - Monroe County - Commercial Liability CG 20.26.04.13.pdf	inshiab	1/5/23 11:11AM	
93692	22-23 PHPK2407892 CAUT AI - Monroe County Auto - CA 20.48.02.99.pdf	insauto	1/5/23 11:10AM	
93691	Monroe County WC Insurance Form - 2023.pdf	inswork	1/5/23 11:09AM	
93690	Monroe County DBL Insurance Form - 2023.pdf	inswork	1/5/23 11:09AM	
93675	Mary Carola Childrens Center Inc 2022 FS Final.pdf	auditstmt	1/4/23 02:13PM	
93674	DiCasare Resume.pdf	resume	1/4/23 10:00AM	
93673	Employee Handbook 2022-2023 Final Highlighted.pdf	personnel	1/4/23 09:35AM	
93672	Code of Conduct & sign-off rev 7.22.docx	ethics	1/4/23 09:35AM	
93671	Record Retention.pdf	retention	1/4/23 09:35AM	
93670	12.10.20Mary Carola Center School Records Retention Summary document 12.docx	retention	1/4/23 09:35AM	
93669	MCCC Purchasing Policy P2019-20 #1.pdf	procure	1/4/23 09:34AM	

Healthy Baby Network - Sherita Bullock

ID	Status	Created	Submitted	Login
11	submitted	10/18/22 09:57AM	2/13/23 11:33AM	6942 Sherita@Healthy-Baby.net

Contact Information

Organization Name	Mail Address
Healthy Baby Network	693 East Avenue, Suite 200, Rochester , NY 14607

Signatory Name	Title
Sherita D Bullock	Executive Director

1st Contact Name	Title	Phone	Email
Sherita Bullock	Executive Director	585-546-4930	Sherita@Healthy-Baby.net

2nd Contact Name	Title	Phone	Email
Jacqueline Lindsey	Program Development Director	585-546-4930	Jacqueline@Healthy-Baby.net

Filled Out Form	Title	Phone	Email
Sherita Bullock	Executive Director	585-546-4930	Sherita@Healthy-Baby.net

Company Policies and Insurance Documents

1. **Procurement** [HBN Federal Standards.pdf](#)

2. **Property Management** [HBN Property Statement.pdf](#), [HBN Property Handbook Policy Statement.pdf](#)

3. **Records Retention** [HBN Records Retention Policy.pdf](#)

4. **Code of Ethics** [HBN Code of Ethics.pdf](#)

5. **Personnel Policy** [HBNPersonelPolicyTableofContents - Full Policytoo large to upload.pdf](#)

6. **M/WBE Policy** [MBE-WBE Utilization Plan - Completed.pdf](#)

7a. **Insurance - Worker's Comp** [Perinatal Network MC DB120.1 Monroe County of Planning and Development -DisPDFamLeave.pdf](#), [Perinatal Network MC COI Monroe County of Planning and Development Liability.pdf](#), [Perinatal Network MC C105.2 Monroe County of Planning and Development-WorkComp.pdf](#)

7b. **Insurance - Professional Liability** [PERINA--4.PDF](#), [Perinatal Network MC COI Monroe County of Planning and Development.pdf](#)

7c. **Insurance - Automobile** [PERINA--4.PDF](#), [Perinatal Network MC COI Monroe County of Planning and Development.pdf](#)

8. **Certification** [HBN Exhibit G.pdf](#)

Federal Grant Requirements

1. **SAM #** PH65LTJJ3CG7

2. **Exec Name/Compensation**

We did not meet the Federal Award threshold.

3. **Fed Contracts?** yes

3a. **Last 3 Fed Contracts**

Healthy Start Rochester grant funded in total 1997-2019 from the Federal Department of Health Resources and Services Administration-(HRSA) the last three awards were for \$711,975 from 4/1/2018-3/31/2019, \$680,250 from 4/1/2017 - 3/31/2018, \$680,250 from 4/1/2016 - 3/31/2017.

3b. **Monitor Interventions?** no

3c. **Interventions - Explain**

4. **GAAP/Audit Agency?** no

4a. **Audit Agency Name**

Audit Last 5 Years? yes

5a. **Audit Agency Name** RDG +Partners

5b. **Annual Financial Statements?**

5c. **Statements**

5d. **Internal Financial Statements?**

6. **Negotiated Rate?** no

6a. **Rate**

6b. **Rate Agency**

6c. **No Rate - Explain** We have not completed necessary paperwork, because we do not have federally funded grants/contracts.

7. **Cash Flow** Yes.

8. **Budget Percent** 44.00

9. **Financial System?** yes

9a. **System Rev/Exp/Assets/Prop** yes

9b. System Roles yes

9c. System - Explain

10. Turnover

We have not lost any staff in the last two years, we have added 10 staff in frontline positions working directly with Parents.

11. Staff Experience

We are expanding work we have been doing with Doulas since 2018, and with a Fatherhood Team since 2019. All HBN frontline staff have personal and professional lived expertise within the program area they are working. All, with the exception of 3 agency staff live within our target area and navigate the same neighborhoods our parents do. The staff who will be hired (Doulas and Fatherhood) will also have lived experience and knowledge of the neighborhoods we target.

11a. Resumes [SbResume-2019.pdf](#), [CScott-Resume-0123.pdf](#), [Jacqueline Lindsey Resume 2019.pdf](#)

Personnel

Name #1	Title	Email	Phone
Jacqueline Lindsey	Program Development Director	Jacqueline@Healthy-Baby.net	585-546-4930

Name #2	Title	Email	Phone
Connie Viggiani	Accountant (Subcontractor)	Connie@Healthy-Baby.net	585-546-4930

Scope of Work

1. Project Description

HBN will provide Doula care for vulnerable (medically, socially, historically, and environmentally) pregnant women and expand our Fatherhood Program with a focus on Reentry. Together, the program will expand HBN's safety net around vulnerable pregnant families and fathers/men with histories that include incarceration. This program will facilitate access to health, education, and services that improve health, facilitate goal setting and attainment, minimize and prevent recidivism, and shift the culture of services to build authentic autonomy and engagement.

2. Issues Addressed

There are two issues being targeted, escalating rates of Black Maternal Mortality and Morbidity and disproportionate rates of incarceration and recidivism (reentry issues) for Black and Brown Fathers in Rochester and Monroe County.

3. Where Offered

Our services are offered to Parents in the city of Rochester and Monroe County and will be served in our office and in community locations and meeting spaces.

4. Subawardees

None.

5. Population Served

HBN will serve two primary target populations that both are often classified as high risk/high need and vulnerable (medically, socially, historically, and economically) to adverse health and birth outcomes. Our work has been focused in Rochester, NY in the highest need zip codes, we call our Focus Area: 14605, 14606, 14607, 14608, 14609, 14611, 14613, 14619, and 14621. These zip codes were called "The Fatal Crescent", because of intersections and exacerbations of extreme poverty, poverty, and consistently escalating rates of crime, violence, racism, and low-quality education and housing systems. Within that framework, the Doula services will specifically target Black and Brown pregnant women who are childbearing aged (NYS defined as 18-44+), who live in the Focus Area, and are at risk for adverse medical and birth outcomes. The Fatherhood Reentry services (again within the above framework) will work with Black and Brown Fathers who live in the Focus Area and have backgrounds that include criminal activity and/or incarceration. We will prioritize these populations, but also serve residents in Monroe County outside of the priority focus zip codes when they are referred or encountered during the course of our work.

6. Goals/Outcomes

Specifically, this program will save the lives of Black and Brown women, and prevent Black and Brown Fathers from escalating with criminal activity, being incarcerated, and/or returning to jail or prison.

This program will serve at least 190 parents or families per year with Doulas (2FT= 30births/yr, 2PT=15births/yr) and Fatherhood Reentry Program (100/total fathers, Lead Reentry CHW(20 fathers/6mthsx2/yr and Reentry CHW=30/6mthsx2/yr.). The Doula program will track birth progress against Birth Plan; Vaginal, C-section, or surgical delivery; breast/chest feeding initiation, Mother's satisfaction, and complications. The Fatherhood Reentry Program will track numbers of Fathers engaged in program; reengaged with their children; stabilized (in education, training, and housing); who become employed; who complete the program; and who set and achieve growth and development goals.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	3.00	yes	0	Action: Review grant content and objectives, timeline, and hiring needs. Then adjust workplan and timelines for grant years and contract period. Deliverable: Revised Workplan and Timeline. Measurement: Adjusted Workplan aligned with revised timelines of activities and deliverables
		2	3.00	yes	0	Action: Post positions, recruit, hire program staff Deliverable: Staff hired, oriented, and executing workplan Measurement: Job descriptions created and distributed, responses screened and candidates identified. Interviews conducted, candidates hired.
	2	1	3.00	yes	0	Action: Review grant content and objectives, timeline, and hiring needs. Then adjust workplan and timelines for grant years and contract period. Deliverable: Revised Workplan and Timeline Measurement: Adjusted Workplan aligned with revised timelines of activities and deliverables

	2	1.00	yes	10	Action: Post any remaining open positions, recruit, hire program staff. Deliverable: New staff hired, oriented, and executing workplan. Measurement: Job descriptions distributed, responses screened, and candidates identified. Interviews will be conducted, and candidates hired.	
	3	3.00	yes	10	Action: Prepare Program Roll-out Deliverable: Staff hired and oriented, program materials drafted, draft partner plan Measurement: Completed program and recruitment flyers, Creation of partner plan	
	4	3.00	yes	10	Action: Recruit Pregnant Women for Doula Services Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating Birth Plans Measurement: 10 Pregnant Women enrolled	
	5	2.00	no	0	Action: Recruit Fathers for Fatherhood Reentry Plan Deliverable: Fathers enrolled, assessed and assigned to a CHW Measurement: 15 Fathers enrolled.	
3	1	2.00	yes	17	Action: Birth Support Provided for enrolled Pregnant Women Deliverable: Create client records and assessments Measurement: 10 Pregnant Women Enrolled	
	2	2.00	no	0	Action: Fathers have begun 15-week Program, recruitment continues Deliverable: Goal Plans for enrolled Fathers Completed, newly enrolled assessed and assigned to CHW Measurement: 30 Fathers enrolled.	
	3	2.00	no	27	Action: Ongoing Doula Program Recruitment Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans Measurement: 34 Pregnant Women enrolled	
	4	2.00	no	0	Action: Recruit Fathers for Fatherhood Reentry Plan Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals Measurement: 30 Fathers enrolled	
4	1	2.00	no	45	Action: Ongoing Doula Program Recruitment Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans Measurement: 36 Pregnant Women enrolled	
	2	2.00	no	0	Action: Recruit Fathers for Fatherhood Reentry Plan Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals Measurement: 25 Fathers enrolled	
	3	1.00	yes	45	Action: Production of Annual Report Deliverable: Report Submitted Measurement: Gather grant outcome data, narrative, stories, and draft report	
2024	1	1	2.00		Action: Ongoing Doula Program Recruitment Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans Measurement: 22 Pregnant Women enrolled for Doula Services	
		2	2.00		Action: Recruit Fathers for Fatherhood Reentry Plan Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals Measurement: 25 Fathers recruited for Fatherhood Reentry Program	
	2	1	2.00		Action: Recruit Pregnant women for Doula Services Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans Measurement: 22 Pregnant Women enrolled	
		2	2.00		Action: Recruit Fathers for Fatherhood Reentry Plan Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals Measurement: 25 Fathers enrolled	
	3	1	2.00		Action: Recruit Pregnant women for Doula Services Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans Measurement: 25 Pregnant Women enrolled	
		2	2.00		Action: Recruit Fathers for Fatherhood Reentry Plan Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals Measurement: 25 Fathers enrolled	
	4	1	2.00		Action: Recruit Pregnant women for Doula Services Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans Measurement: 21 Pregnant Women enrolled	
		2	2.00		Action: Recruit Fathers for Fatherhood Reentry Plan Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals Measurement: 25 Fathers enrolled	
		3	1.00		Action: Production of Annual Report Deliverable: Annual Report Submitted Measurement: Gather grant outcome data, narrative, stories, report drafted	
	2025	1	1	4.00		Action: Recruit Pregnant women for Doula Services

					Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans Measurement: 25 Pregnant women enrolled
	2	4.00			Action: Recruit Fathers for Fatherhood Reentry Plan Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals Measurement: 25 Fathers enrolled
	2	1	2.00		Action: Recruit Pregnant women for Doula Services Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans Measurement: 22 Pregnant Women enrolled
		2	2.00		Action: Recruit Fathers for Fatherhood Reentry Plan Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals Measurement: 25 Fathers enrolled
	3	1	3.00		Action: Recruit Pregnant women for Doula Services Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans Measurement: 22 Pregnant Women enrolled
		2	3.00		Action: Recruit Fathers for Fatherhood Reentry Plan Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals Measurement: 25 Fathers enrolled
	4	1	3.00		Action: Recruit Pregnant women for Doula Services Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans Measurement: 21 Pregnant Women enrolled
		2	3.00		Action: Recruit Fathers for Fatherhood Reentry Plan Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals Measurement: 25 Fathers enrolled
		3	1.00		Action: Production of Annual Report Deliverable: Annual Report Submitted Measurement: Gather grant outcome data, narrative, stories, and report drafted
2026	1	1	2.00		Action: Recruit Pregnant women for Doula Services Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans Measurement: 22 Pregnant Women enrolled
		2	2.00		Action: Recruit Fathers for Fatherhood Reentry Plan Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals Measurement: 25 Fathers enrolled
	2	1	2.00		Action: Recruit Pregnant women for Doula Services Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans Measurement: 22 Pregnant Women enrolled
		2	2.00		Action: Recruit Fathers for Fatherhood Reentry Plan Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals Measurement: 25 Fathers enrolled
	3	1	4.00		Action: Recruit Pregnant women for Doula Services Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans Measurement: 25 Pregnant women enrolled
		2	4.00		Action: Recruit Fathers for Fatherhood Reentry Plan Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals Measurement: 25 Fathers enrolled
	4	1	5.00		Action: Recruit Pregnant women for Doula Services Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans Measurement: 21 Pregnant Women enrolled
		2	5.00		Action: Recruit Fathers for Fatherhood Reentry Plan Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals Measurement: 25 Fathers enrolled
		3	1.00		Action: Production of Annual Report Deliverable: Annual Report Submitted Measurement: Gather grant outcome data, narrative, stories, and draft report

Budget

1. Budget arpa-budget-HBN Completed.xlsx

Budget
 1. Budget [arpa-budget-HBN Completed.xlsx](#)
 Documents

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input checked="" type="checkbox"/>	95304	PERINA-4.PDF	instiab	2/13/23 11:33AM	
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<input checked="" type="checkbox"/>	94066	HBN Federal Standards.pdf	procure	1/15/23 11:35AM	
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<input checked="" type="checkbox"/>	94063	HBN Records Retention Policy.pdf	retention	1/15/23 11:28AM	
<input checked="" type="checkbox"/>	94062	HBN Property Handbook Policy Statement.pdf	property	1/15/23 11:28AM	
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<input checked="" type="checkbox"/>	93947	Perinatal Network MC COI Monroe County of Planning and Development.pdf	instiab	1/12/23 03:37PM	
<input checked="" type="checkbox"/>	93945	Perinatal Network MC COI Monroe County of Planning and Development.pdf	insauto	1/12/23 03:36PM	
<input checked="" type="checkbox"/>	93938	SbResume-2019.pdf	resume	1/12/23 02:27PM	
<input checked="" type="checkbox"/>	93937	CScott-Resume-0123.pdf	resume	1/12/23 01:43PM	
<input checked="" type="checkbox"/>	93936	Jacqueline Lindsey Resume 2019.pdf	resume	1/12/23 01:39PM	

Foodlink, Inc. - Alexandra Cicero

ID	Status	Created	Submitted	Login
18	submitted	10/18/22 09:57AM	1/24/23 11:51AM	6748 grants@foodlinkny.org

Contact Information

Organization Name	Mail Address
Foodlink, Inc.	2011 Mt. Read Blvd., Rochester, NY 14615

Signatory Name	Title
Julia Tedesco	President and CEO

1st Contact Name	Title	Phone	Email
Alexandra Cicero	Grant Writer	585-413-4051	grants@foodlinkny.org

2nd Contact Name	Title	Phone	Email
Julie Burke	Director of Development	585-413-4053	jburke@foodlinkny.org

Filled Out Form	Title	Phone	Email
Alexandra Cicero	Grant Writer	585-413-4051	grants@foodlinkny.org

Company Policies and Insurance Documents

- 1. Procurement** [Foodlink purchasing and procurement policy.pdf](#)
- 2. Property Management** [Foodlink Fiscal Policy Guidelines updated August 2022.pdf](#)
- 3. Records Retention** [Foodlink Records retention policies.pdf](#)
- 4. Code of Ethics** [Foodlink combined ethics.pdf](#)
- 5. Personnel Policy** [Foodlink Combined personnel policy.pdf](#)
- 6. M/WBE Policy** [FINAL MWBE DOC Foodlink MWBE Docs combined.pdf](#)
- 7a. Insurance - Worker's Comp** [Foodlink WC, DB, PFL.pdf](#)
- 7b. Insurance - Professional Liability** [Certificate of Insurance for MC with general liab. limits.pdf](#)
- 7c. Insurance - Automobile** [Certificate of Insurance for MC with Auto limits.pdf](#)
- 8. Certification** [arpa-exhibit-g signed.pdf](#)

Federal Grant Requirements

- 1. SAM #** NDC7PFXNMYW3
- 2. Exec Name/Compensation**
N/A
- 3. Fed Contracts?** **yes**
 - 3a. Last 3 Fed Contracts**
 - 1-USDA (administered through the NYS Office of General Services), \$961,051.49, permanent funding
 - 2-USDA Food and Nutrition Service (administered through the NYS Department of Education - Summer Food Services Program), \$675,582, 10/1/21 - 9/30/22
 - 3-USDA Natural Resources Conservation Service - The Galleries of Syracuse, \$100,644, 2/7/22 - 9/30/24
 - 3b. Monitor Interventions?** no
 - 3c. Interventions - Explain**
- 4. GAAP/Audit Agency?** **yes**
 - 4a. Audit Agency Name** The Bonadio Group 171 Sully's Trail, Pittsford, NY 14534**Audit Last 5 Years?** **yes**
 - 5a. Audit Agency Name** The Bonadio Group 171 Sully's Trail, Pittsford, NY 14534
 - 5b. Annual Financial Statements?**
 - 5c. Statements**
 - 5d. Internal Financial Statements?**
- 6. Negotiated Rate?** no
 - 6a. Rate**
 - 6b. Rate Agency**
 - 6c. No Rate - Explain** No, we do not have a negotiated indirect rate; we have elected to use the de minimis rate of 10%
- 7. Cash Flow** Yes. Foodlink holds a diverse portfolio of funding streams to enable us to provide our services. Foodlink's diverse revenue comprises a robust fundraising program, government grant contracts, and revenue-generating initiatives to offset operational costs. This diverse portfolio ensures we can continue our work in the community for another 40 years and beyond, if needed. Additionally, one of Foodlink's key financial ratios measures cash on hand, with a target of greater than 30 days. This target is reviewed monthly as well as annually by the Finance Committee, the Board of Directors, and Foodlink Leadership.

8. Budget Percent 0.06

9. Financial System? yes

9a. System Rev/Exp/Assets/Prop yes

9b. System Roles yes

9c. System - Explain

10. Turnover

Like many organizations in the not for profit and for-profit industries, Foodlink has experienced some staff turnover due to the extremely competitive job market following the COVID-19 pandemic. Over the past two years, we had minimal turnover- 45 positions. In 2021, 22 staff left, and in 2022, 23 staff members left. Since then, all positions have been filled. We understand that some of this has been due to temporary job loss during the pandemic. There has been no turnover with senior leadership, in fact, in 2022, we added a new position, the Chief People and Culture Officer. This position's role is to focus entirely on staff satisfaction and retention. Over the past year, we have implemented intentional changes to our recruiting, onboarding, and retention strategies as a mitigation strategy. In addition, Foodlink recently underwent an intensive compensation review which compared every employee's compensation to local and national market averages for similar work and job titles. As a result, a defined pay structure with scales and title alignment was produced, and a significant portion of our staff received raises. In addition to our financial commitment to equity, for the past year, Foodlink has undergone DEI training provided by the Urban League of Rochester. This training provided workshops and take-home assignments to provoke meaningful questions and discussion about our personal views and biases, in addition to our practices and services delivery in the workplace, as an effort to promote antiracism and a safe work environment.

11. Staff Experience

Foodlink has been providing food banking services since 1978, and community meal delivery from our kitchen since 1993. Since then, our organization has grown to provide over 1 million, healthy, scratch-made meals annually to Rochester residents. We have refined experience working with over 400 nonprofit partners to maintain and develop relationships within our community. In addition to community trust, we have built strong relationships with government agencies and funders.

11a. Resumes [Kenneth 'Casey' Hohenbeck Resume.pdf](#)

Personnel

Name #1	Title	Email	Phone
Dominique Richardson	Advocacy and Government Relations Specialist	drichardson@foodlinkny.org	585-328-3380
Name #2	Title	Email	Phone
Kenneth Hohenbeck	Executive Chef	khohenbeck@foodlinkny.org	585-328-3380
Name #3	Title	Email	Phone
Kaleaf Ball	Driver	kball@foodlinkny.org	585-328-3380
Name #4	Title	Email	Phone
Robert Johnson	Driver	rjohnson@foodlinkny.org	585-328-3380
Name #5	Title	Email	Phone
Terra Keller	COO/CFO	tkeller@foodlinkny.org	585-328-3380
Name #6	Title	Email	Phone
Elizabeth Woodward	Director of Finance	ewoodward@foodlinkny.org	585-328-3380

Scope of Work

1. Project Description

Foodlink's award will enable us to serve quality, nutritious meals to multi-generational families throughout Monroe County via innovative community programs and partnerships such as Foodlink's "meal delivery truck," YMCA's Center for Equity, and Open Door Mission's Coldwater House. The result will be a benefit to public health for Monroe County residents, and an opportunity for Foodlink to lead efforts to partner with the Federal government to adapt Federal nutrition programs to changing needs.

2. Issues Addressed

Public health; food insecurity; access to resources

3. Where Offered

The program will take place throughout Monroe County, specifically in low-income neighborhoods in Gates, Greece, and Irondequoit, as well as at sites with our partners (YMCA's Center for Equity, and Open Door Mission's Coldwater House.)

4. Subawardees

Foodlink has partnered with YMCA's Center for Equity, and Open Door Mission's Coldwater House to provide the applied services. Additionally, we have subcontracted BRI Consultancy, LLC (f.k.a. Brockport Research Institute) for evaluation services.

5. Population Served

The program will serve food-insecure individuals and families throughout Monroe County as well as the towns of Gates, Greece, and Irondequoit. In order to promote service use, Foodlink does not require personally identifiable information in order to reduce stigma use and develop sustainable relationships within the community. It is estimated that the majority of those served will be low-income, and unemployed or underemployed. We expect many participants to be SNAP users, putting them at the minimum poverty threshold for eligibility. The majority of these residents are low-income and unemployed or underemployed.

6. Goals/Outcomes

Throughout the grant duration, we anticipate serving 34,700 residents in year one and 168,200 throughout the grant period. In order to decrease stigma and promote program utilization, we will not collect personally identifiable information. Instead, we will collect aggregate data and qualitative data from interpersonal conversations with partners and community members. In addition, in our work with our contracted partner, BRI Consultancy, we will further explore data collection methodology and goals to best measure program success while maintaining community trust. As a result of the project, community members will have access to nutritious meals, making them less food insecure, and better able to serve their families, and engage in work and the community.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement	
2023	1	1	2.00	yes	0	Action: Meeting with Evaluator Deliverable: Meeting minutes Measurement: Evaluation plan is made for meetings and data collection	
		2	8.00	yes	2,309	Action: Provide Meal delivery: Year 1 multi-generational family meals begin Deliverable: Community meals distributed; meal metrics Measurement: Meal metrics: 20,000 - 80/day for 50 weeks	
		3	2.00	yes	0	Action: Meetings with external partners Deliverable: Receipts, meetings minutes Measurement: Site partners are aware of staffing needs and other requirements to host food delivery	
		4	2.00	yes	0	Action: Staff implementation meeting; onboard program staff Deliverable: Meeting minutes, implementation plan Measurement: Staff are trained to project goals and expectations, beginning preparation for March 2023 start date	
	2	1	1.00	yes	0	Action: Research vehicle purchase Deliverable: competitive bids collected Measurement: Vehicle will be ordered and ready for use by year 3	
		3	1	4.00	no	13,875	Action: Provide meal delivery: Year 1 neighborhood-based summer meal delivery begins Deliverable: Community meals distributed; meal metrics Measurement: Meal metrics: 14,700 - 300/day for 50 days
			4	Empty			
2024	1	1	5.00			Action: Year 1 program evaluation Deliverable: Evaluation notes, aggregate year one metrics Measurement: Evaluator and Program staff meet to discuss challenges and improvements	
		2	8.00			Action: Provide Meal delivery: Year 2 multi-generational family meals begin Deliverable: Community meals distributed; meal metrics Measurement: Meal metrics: 20,000 - 80/day for 50 weeks	
	2	1	6.00			Action: Evaluation Review Deliverable: Evaluation notes, partner meeting minutes Measurement: Program staff are prepared for year 2 program delivery; Review evaluation and implement any design changes, potential meetings with site partners	
		3	1	4.00			Action: Provide meal delivery: Year 2 Meal neighborhood-based summer meal delivery begins Deliverable: Community meals distributed; meal metrics Measurement: Meal metrics: 14,700 - 300/day for 50 days
			4	Empty			
2025	1	1	5.00			Action: Year 2 program evaluation Deliverable: Evaluation notes, aggregate year one metrics Measurement: Evaluator and Program staff meet to discuss challenges and improvements	
		2	9.00			Action: Provide Meal delivery: Year 3 multi-generational family meals begin Deliverable: Community meals distributed; meal metrics Measurement: Meal metrics: 20,000 - 80/day for 50 weeks	
	2	1	2.00			Action: Evaluation Review Deliverable: Evaluation notes, partner meeting minutes Measurement: Program staff are prepared for year 3; Review evaluation and implement any design changes, potential meetings with site partners	
		3	1	8.00			Action: Provide meal delivery: Year 3 Meal neighborhood-based summer meal delivery begins Deliverable: Community meals distributed; meal metrics Measurement: Meal metrics: 29,400 - 600/day for 50 days
			2	3.00			Action: New vehicle is in use Deliverable: Meals delivered; meal metrics Measurement: Meals delivered without vehicle issues, distribution increases
			4	Empty			
2026	1	1	3.00			Action: Year 3 program evaluation Deliverable: Evaluation notes, aggregate year three metrics Measurement: Evaluator and Program staff meet to discuss challenges and improvements	
		2	9.00			Action: Provide Meal delivery: Year 4 multi-generational family meals begin Deliverable: Community meals distributed; meal metrics Measurement: Meal metrics: 20,000 - 80/day for 50 weeks	
	2	1	6.00			Action: Evaluation review and implementation	

					Deliverable: Evaluation notes, partner meeting minutes Measurement: Preparation for final service period; and implement any design changes, potential meetings with site partners
3	1	9.00			Action: Provide meal delivery: Year 4 Meal neighborhood-based summer meal delivery begins Deliverable: Community meals distributed; meal metrics Measurement: Meal metrics: 29,400 - 600/day for 50 days
4	1	4.00			Action: Year 4 close of program, review with evaluator Deliverable: Evaluation notes, aggregate year four metrics Measurement: Evaluator and Program staff meet to discuss challenges and improvements

Budget

1. **Budget** [MC ARPA Budget Foodlink 1.16 \(1\).xlsx](#)

3	1	9.00	<p>View Edit</p> <p>Action: Provide meal delivery: Year 4 Meal neighborhood-based summer meal delivery begins</p> <p>Deliverable: Community meals distributed: meal metrics</p> <p>Measurement: Meal metrics: 29,400 - 600/day for 50 days</p> <p>View Edit</p>
4	1	4.00	<p>Action: Year 4 close of program, review with evaluator</p> <p>Deliverable: Evaluation notes, aggregate year four metrics</p> <p>Measurement: Evaluator and Program staff meet to discuss challenges and improvements</p> <p>View Edit</p>

Budget

1. Budget MC ARPA Budget Foodlink 1.16 (1).xlsx

Documents

Upload New File(s) New From Template... Download Merged (PDFs Only)

ID	Document (click to download, drag to sort)	Role	Created	User
94171	MC ARPA Budget Foodlink 1.16 (1).xlsx	budget2	1/18/23 01:19PM	
94168	Kenneth Casey_Holenbeck Resume.pdf	resume	1/18/23 12:48PM	
94166	Certificate of Insurance for MC with Auto limits.pdf	insauto	1/18/23 12:37PM	
94163	Certificate of Insurance for MC with general liab. limits.pdf	instliab	1/18/23 12:36PM	
94161	Foodlink purchasing and procurement policy.pdf	procure	1/18/23 12:31PM	
94157	Foodlink Fiscal Policy Guidelines updated August 2022.pdf	property	1/18/23 12:23PM	
94155	Foodlink Combined personnel policy.pdf	personnel	1/18/23 12:20PM	
94154	Foodlink combined ethics.pdf	ethics	1/18/23 12:17PM	
94153	Foodlink Records retention policies.pdf	retention	1/18/23 12:05PM	
93809	Foodlink WC_DB_PFL.pdf	inswork	1/10/23 12:00PM	
93808	arpa-exhibit-g signed.pdf	cert	1/10/23 11:52AM	
93802	FINAL MWBE DOC Foodlink MWBE Docs combined.pdf	mwbe	1/10/23 11:36AM	

FLPPS - Carol Tegas

ID	Status	Created	Submitted	Login
28	submitted	10/18/22 09:57AM	7/12/23 11:42AM	6232 katherine_rogala@flpps.org

Contact Information

Organization Name	Mail Address
FLPPS	1 S. Washington St., Suite 200, Rochester, New York, United States, NY 14614

Signatory Name	Title
Carol Tegas	Executive Director

1st Contact Name	Title	Phone	Email
Carol Tegas	Executive Director	585-239-9300	carol_tegas@flpps.org

2nd Contact Name	Title	Phone	Email
Katherine Rogala	Senior Director of Program Management	585-239-9362	katherine_rogala@flpps.org

Filled Out Form	Title	Phone	Email
Katherine Rogala	Senior Director of Program Management	585-239-9362	katherine_rogala@flpps.org

Company Policies and Insurance Documents

1. **Procurement** [FN016-Procurement 10.3.17.pdf](#)

2. **Property Management** [FN016 - Procurement.docx](#)

3. **Records Retention** [FLPPS CP014 - Record Creation Retention and Document Destruction.pdf](#)

4. **Code of Ethics** [FLPPS Code of Conduct Policy.doc](#)

5. **Personnel Policy** [FLPPS CP002 Conflicts of Interest .pdf](#), [FLPPS HR004 - Employment of Relatives.pdf](#), [FLPPS Non-Discrimination.pdf](#), [FLPPS Benefit and Leave Programs.pdf](#), [FLPPS Pay Rates and Practices.pdf](#)

6. **M/WBE Policy** [flpps_arpa-mwbe_complex_care_program.pdf](#)

7a. **Insurance - Worker's Comp** [NEW YORK - CERTIFICATE OF NYS WORKERS COMPENSATION ON INS COVERAGE Monroe County C105.2 12-15-22.pdf](#), [Monroe County Disability COI.pdf](#), [Monroe County Workers Comp COI.pdf](#)

7b. **Insurance - Professional Liability** [06-01-22 thru 06-01-23 PHUB816817_Umbrella Policy.pdf](#), [2022-2023 Commercial Package Policy.PDF](#), [TDCSU-Errors and Omissions-Policy-Finger Lakes Per.PDF](#), [Monroe County General and Auto COI.pdf](#)

7c. **Insurance - Automobile** [Monroe County General and Auto COI.pdf](#)

8. **Certification** [flpps_arpa-exhibit g.pdf](#)

Federal Grant Requirements

1. **SAM #** KE97ANJYCL65

2. **Exec Name/Compensation**
Not applicable.

3. **Fed Contracts?** yes

3a. **Last 3 Fed Contracts**

\$1,000,000 - 07/31/2021-07/31/2022 - Department of Health and Human Services: Health Resources and Services Administration - Local Community-Based Workforce to Increase COVID-19 Vaccine Access

3b. **Monitor Interventions?** no

3c. **Interventions - Explain**

4. **GAAP/Audit Agency?** yes

4a. **Audit Agency Name** DeJoy, Knauf, and Blood LLP

Audit Last 5 Years? no

5a. **Audit Agency Name**

5b. **Annual Financial Statements?** yes

5c. **Statements** [Finger Lakes Performing Provider System Inc. 2021 Audited Financial Sta...pdf](#)

5d. **Internal Financial Statements?**

6. **Negotiated Rate?** no

6a. **Rate**

6b. **Rate Agency**

6c. **No Rate - Explain** There has been no need to negotiate an indirect rate as there has been only one contract with the Federal government to date.

7. **Cash Flow** Yes

8. **Budget Percent** 12.00

9. Financial System? yes

9a. System Rev/Exp/Assets/Prop yes

9b. System Roles yes

9c. System - Explain

10. Turnover

FLPPS leadership at both the Board and Executive levels have remained relatively stable over the past two years with the top finance position transitioning from Courtney Spitz (Senior Director of Finance) to Elizabeth Barry (Finance Director) in Fall 2021 and to Amy Molina (Director of Finance) in Fall 2022. Additionally, Jackie Verdura was recently promoted to Senior Director of Population Health and Business Systems upon the departure of Bob Davies who had been the Senior Director of Business Systems for over three years.

11. Staff Experience

The lead agency for this project, the Finger Lakes Performing Provider System (FLPPS) is a 501(c)(3) not-for-profit organization established in 2014 with the mission of improving the healthcare delivery system for the Medicaid population. FLPPS itself is a partnership that comprises a network of health and human services providers, including health systems, federally-qualified health centers, nursing homes, behavioral health providers, and community based organizations, across the 13 county region. Over the span of five years, FLPPS successfully led the implementation of the Delivery System Reform Incentive Payment program (DSRIP), the goal of which is to improve the design and delivery of the healthcare for the Medicaid population for the purpose of reducing unavoidable hospitalizations and improving population health, while lowering the cost of healthcare.

FLPPS is comprised of a team of 40 professionals who possess focused knowledge and expertise in the areas of integrated healthcare delivery system optimization, care management, network management, program management, population health, data analytics and information technology, cultural competency and health literacy, workforce, and learning and development.

FLPPS is a forward-thinking business that strives to provide Partners with valuable and innovative tools to improve healthcare and health outcomes in our region. The collaborative relationships and strategic partnerships FLPPS has formed with the Partners and community stakeholders has enabled quick action and rapid response during the COVID-19 Pandemic. FLPPS follows the guiding principles of being: Collaborative, Adaptive, Results-Oriented, Trusted, and Strategic in all work.

11a. Resumes [Keri Hadcock 2022 Resume.docx](#), [Katherine Rogala 2022 Resume.pdf](#)

Personnel

Name #1	Title	Email	Phone
Keri Hadcock	Program Director	Keri_Hadcock@flpps.org	585-703-9648
Name #2	Title	Email	Phone
Amin Choukairi	Senior Program Manager	Amin_Choukairi@flpps.org	585-239-9357
Name #3	Title	Email	Phone
Amy Molina	Director of Finance	Amy_molina@FLPPS.org	585-239-9307

Scope of Work

1. Project Description

The Transformational Community Care Coordination (TC3) project seeks to address a public health crisis and transform the healthcare delivery system for persons with long-term care needs. There are three components:

- 1) Complex Care Program: funding to nursing homes to allow them to take 'hard to place' or complex patients.
- 2) Workforce Development Program: funding to nursing homes to recruit, hire, and train certified nursing assistants and other key healthcare workers.
- 3) Transportation Program: funding to transportation providers to be able to move patients from the hospital to a nursing home when a nursing home is ready to admit the patient.

2. Issues Addressed

The hospitals in Monroe County are experiencing extreme overcrowding as there are an unprecedented number of patients awaiting nursing home placement. This inability to move patients from a hospital to a nursing home makes for a very dangerous situation in the emergency rooms, which are using hallways and chairs for beds. The hospitals are at risk to not be able to provide the right level of care for people who need to be hospitalized for things like heart attacks, deliveries, and surgeries. The hospital is no place for someone who is ready to be discharged to a nursing home. The nursing homes are challenged to take "hard to place" due to the incredibly low Medicaid reimbursement and critical workforce shortages. The TC3 project addresses these challenges.

3. Where Offered

FLPPS is the lead agency and will facilitate the TC3 project activities with the provider systems, nursing homes, training partners, and community-based organizations. The Monroe County hospitals including Strong Memorial Hospital, Highland Hospital, Unity Hospital and Rochester General Hospital, will refer "hard to place" patients and case conference, as needed, to facilitate discharge from the hospital and admission to a nursing home. The nursing homes will coordinate transportation services for patients as needed to medical appointments.

4. Subawardees

The TC3 project is a collaboration between FLPPS, Common Ground Health, provider systems, community nursing homes, training partners, and community-based organizations, to accomplish the goals of this transformational project. The provider systems include University of Rochester Medical Center and Rochester Regional Health and their affiliated hospitals and nursing homes. FLPPS plans to engage nursing homes located in Monroe County as well as in the surrounding counties in the Complex Care Program as subrecipients.

5. Population Served

The population served by the Complex Care Program will primarily be patients ready for hospital discharge and awaiting nursing home placement. These patients have barriers to discharge and many are low-income. As outlined in the grant application, an analysis of the population showed that approximately 50% of patients ready for discharge but awaiting nursing home placement had Medicaid coverage and half of these patients were medically complex. The remaining half of the patients were medically complex. Additionally, a population that will be impacted by the project is caregivers. When a loved one is hospitalized, caregivers miss work to be with them in the hospital. Enabling timely discharges will reduce the amount of missed work, as caregivers relax their vigilance when their loved one settles comfortably into a new setting and routine. It is estimated that the Complex Care Program will serve 200 patients in a twelve-month period.

6. Goals/Outcomes

FLPPS will be compiling and monitoring "difficult to place" patient discharges by hospital and nursing home placements by nursing home. The hospitals will provide FLPPS with patient demographic information and discharge status, including discharge date and nursing home that admitted patient. The hospitals will also provide total nursing home placements to compare the percentage of "difficult to place" nursing home placements to total nursing home placements. It is estimated that the Complex Care Program will serve 200 patients in a twelve-month period.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	2.00	yes	100	Action: Assign project staff Deliverable: Provide staffing plan to County Measurement: Subawardee is fully staffed to manage project
		2	23.00	yes	100	Action: Begin to conduct Complex Care Program activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: Facilitate nursing home placement of 50 "difficult to place" patients, and provide transportation services, as needed.
	2	1	25.00	yes	96	Action: Conduct Complex Care Program activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: Facilitate nursing home placement of 50 "difficult to place" patients, and provide transportation services, as needed.
	3	1	25.00	no	44	Action: Conduct Complex Care Program activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: Facilitate nursing home placement of 50 "difficult to place" patients, and provide transportation services, as needed.
	4	1	25.00	no	0	Action: Conduct Complex Care Program activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: Facilitate nursing home placement of 50 "difficult to place" patients, and provide transportation services, as needed.
2024	1	Empty				
	2	Empty				
	3	Empty				
	4	Empty				
2025	1	Empty				
	2	Empty				
	3	Empty				
	4	Empty				
2026	1	Empty				
	2	Empty				
	3	Empty				
	4	Empty				

Budget

1. Budget ARPA TC3 Budget for Complex Care Program (2).xlsx

Upload New File(s) New From Template... Download Merged (PDFs Only)

ID	Document (click to download, drag to sort)	Role	Created	User
93746	06-01-22 thru 06-01-23 PHU8816817 Umbrella Policy.pdf	instiab	1/9/23 08:53AM	
93702	2022-2023 Commercial Package Policy.PDF	instiab	1/6/23 02:35PM	
93701	TDCSI-Errors and Omissions-Policy-Finger Lakes Per.PDF	instiab	1/6/23 02:35PM	
93476	NEW YORK - CERTIFICATE OF NYS WORKERS COMPENSATION ON INS COVERAGE Monroe County_C.105.2.12-15-22.pdf	inswork	12/15/22 08:56AM	
93436	FN016 - Procurement.docx	property	12/18/22 04:50PM	
93409	flpps arpa-mwbe.complex_care_program.pdf	mwbe	12/15/22 03:30PM	
93381	Monroe County Disability COL.pdf	inswork	12/2/22 03:04PM	
93375	Finger Lakes Performing Provider System Inc. 2021 Audited Financial Sta... .pdf	auditstmt	12/2/22 02:57PM	
93374	FN016 Procurement 10.3.17.pdf	procure	12/2/22 02:51PM	
93373	Karl Haddock 2022 Resume.docx	resume	12/2/22 02:15PM	
93372	ARPA TC3 Budget for Complex Care Program (2).xlsx	budget2	12/2/22 02:09PM	
93370	FLPPS CP002-Conflicts of Interest .pdf	personnel	12/2/22 01:33PM	
93369	FLPPS HR004 - Employment of Relatives.pdf	personnel	12/2/22 01:33PM	
93368	FLPPS Non-Discrimination.pdf	personnel	12/2/22 01:33PM	
93367	FLPPS Benefit and Leave Programs.pdf	personnel	12/2/22 01:33PM	
93366	FLPPS Pay Rates and Practices.pdf	personnel	12/2/22 01:32PM	
93337	FLPPS Code of Conduct Policy.doc	ethics	12/2/22 10:34AM	
93336	FLPPS CP014 - Record Creation Retention and Document Destruction.pdf	retention	12/1/22 03:34PM	
93286	flpps arpa-exhibit-g.pdf	cert	11/30/22 08:08AM	
93253	Monroe County Workers Comp COL.pdf	inswork	11/22/22 03:17PM	
93203	Monroe County General and Auto COL.pdf	insauto	11/21/22 11:37AM	
93202	Monroe County General and Auto COL.pdf	instiab	11/21/22 11:36AM	
93058	Katherine Rogala 2022 Resume.pdf	resume	11/15/22 07:39AM	

EnCompass: Resources for Learning - Rebecca Ferri

ID	Status	Created	Submitted	Login
17	submitted	10/18/22 09:57AM	1/24/23 12:40PM	6832 rferri@e-success.org

Contact Information

Organization Name	Mail Address
EnCompass: Resources for Learning	16 Lakeview Park, Rochester, NY 14613

Signatory Name	Title
Joseph M Martino	Chief Executive Officer

1st Contact Name	Title	Phone	Email
Rebecca Ferri	Director of Development	585-563-2969	rferri@e-success.org

2nd Contact Name	Title	Phone	Email
Christopher D Zupcak	Director of Finance	585-563-2988	czupcak@e-success.org

Filled Out Form	Title	Phone	Email
Rebecca Ferri	Director of Development	585-563-2969	rferri@e-success.org

Company Policies and Insurance Documents

- 1. Procurement** [Procurement Policy.pdf](#)
- 2. Property Management** [Property Management Policy.pdf](#)
- 3. Records Retention** [Record Retention Policy.pdf](#)
- 4. Code of Ethics** [Code of Ethics.pdf](#)
- 5. Personnel Policy** [Conflict of Interest Policy.pdf](#), [Nepotism Policy.pdf](#), [Non-Discrimination Policy.pdf](#), [Leave Policies.pdf](#), [Time and Attendance Policy.pdf](#), [Pay Rates and Benefits.pdf](#)
- 6. M/WBE Policy** [MWBE Utilization Plan and Narrative - EnCompass - Youth Workforce Consortium January 2023.pdf](#)
- 7a. Insurance - Worker's Comp** [Encompass NYSDE DB120.PDF](#)
- 7b. Insurance - Professional Liability** [EnCompass Monroe County Liability Insurance.pdf](#)
- 7c. Insurance - Automobile** [Education Success - Monroe Cty addl insd auto.pdf](#)
- 8. Certification** [arpa-exhibit-g.pdf](#)

Federal Grant Requirements

- 1. SAM #** SJYSJ4K4H2J4
- 2. Exec Name/Compensation**
NA
- 3. Fed Contracts?** **yes**
 - 3a. Last 3 Fed Contracts**
 - 1) July 1, 2022-June 30, 2023, Contract Amount: \$336,000; Department of Education (21st Century Learning Centers)
 - 2) July 1, 2021-June 30, 2022, Amount Spent: \$109,353; Department of Education (21st Century Learning Centers)
 - 3b. Monitor Interventions?** no
 - 3c. Interventions - Explain**
- 4. GAAP/Audit Agency?** **yes**
 - 4a. Audit Agency Name** Bonadio and Co., LLP**Audit Last 5 Years?** **yes**
 - 5a. Audit Agency Name** Bonadio and Co., LLP
 - 5b. Annual Financial Statements?**
 - 5c. Statements**
 - 5d. Internal Financial Statements?**
- 6. Negotiated Rate?** no
 - 6a. Rate**
 - 6b. Rate Agency**
 - 6c. No Rate - Explain** EnCompass does not have a negotiated indirect rate
- 7. Cash Flow** Yes
- 8. Budget Percent** 24.00
- 9. Financial System?** **yes**
 - 9a. System Rev/Exp/Assets/Prop** **yes**

9b. System Roles *yes*

9c. System - Explain

10. Turnover

31%. Senior leadership changes: A new position, Senior Administrator of Youth and Family Services, was created and filled with an external candidate in April 2021. A new position of Senior Administrator of Academic services was created and filled with an internal promotion in May 2021.

11. Staff Experience

EnCompass: Resources for Learning, its leadership, and staff, have extensive experience in community collaboration, coordination, and programming to improve outcomes for youth and families. EnCompass and its staff regularly partner with community-based organizations, schools, local government, faith and civic organizations to support youth and family navigation and enrichment, youth job readiness and job placement, college and career development, and academic support and intervention. EnCompass was founded in 2004 and has grown to serve more than 2400 youth each year, leadership and staff supporting this effort have from 10 to 30 years of directly related experience.

11a. Resumes [Jamarr Myers Resume 2023.pdf](#)

Personnel

Name #1	Title	Email	Phone
Joseph M Martino	Chief Executive Officer	jmartino@e-success.org	585-563-2816
Name #2	Title	Email	Phone
Cara Fitzgerald	Director (Project Manager)	cfitzgerald@e-success.org	585-704-9081
Name #3	Title	Email	Phone
Christopher Zupcak	Director of Finance (Fiscal Officer)	czupcak@e-success.org	585-563-2988
Name #4	Title	Email	Phone
Jamarr Myers	Administrator of College and Career Readiness	jmyers@e-success.org	585-456-4818
Name #5	Title	Email	Phone
To Be Hired	Hive Coordinator	esf@e-success.org	585-266-7277
Name #6	Title	Email	Phone
To Be Hired	Employment Navigator	esf@e-success.org	585-266-7277
Name #7	Title	Email	Phone
To Be Hired	Behavioral Health Counselor / Social Worker	esf@e-success.org	585-266-7277

Scope of Work

1. Project Description

Over the next 4 years, "The Hive" Youth Workforce Consortium will equip 14,000 teens for entry into mid and high wage careers through an innovative, youth & family-centered, "no walls, no wrong doors, shared goals" hive model, co-locating providers and resources - virtually and physically, and providing academic supports, workforce development services, job training, and job placements. The Hive will also offer accessible Behavioral Health services for youth within the partner programs.

2. Issues Addressed

Through youth-centered collaboration, shared resources, and accessible, quality services, Youth Workforce Consortium equips at-risk youth and families to contribute to Monroe County's economic recovery and workforce development and participate in the community's growth as a skilled workforce with the necessary resources to live, work and grow in Monroe County.

The community, economic, and workforce vitality of tomorrow is attained by centering youth and families today, providing equitable access, eliminating barriers, and carving abundant pathways to careers and lifelong success.

3. Where Offered

"The Hive" co-locates providers and resources both physically and virtually through shared services, staff, and infrastructure. Workforce development services, including employment education, job placement, academic support, mentorship, navigation, and behavioral health services, will be offered at partner organizations' locations throughout the City of Rochester, community sites, public schools. Youth will select and receive support to navigate career pathways and jobs that integrate college, employer, and organizational partners from across Monroe County.

4. Subawardees

The Hive Youth Workforce Consortium is undertaken by experienced youth-serving organizations: Black Men Achieve, Boys and Girls Club, EnCompass: Resources for Learning, The Hub585, and The Center For Teen Empowerment.

5. Population Served

The Hive is a recruitment, referral and resource network, and will serve 3,800 youth, annually, with "Hive Menus"/"Hive Monthly Calendars" of free, workforce development activities and resources. Youth attend 60+ Rochester schools (85-95% Free/Reduced Lunch; 49% child poverty rate). Consortium organizations serve Minority youth (Black (60+%), Latinx (15+%), 2+ Races (15+%), Caribbean, North African, Bhutanese, and Asian). Youth are considered vulnerable due to the severe disparities they face including: poor educational outcomes, structural and systemic racism, poverty, family instability, systems-involvement, community violence and crime, gang involvement, and lack of supportive relationships and networks. The Hive's continuum eliminates the systemic "cracks" for Monroe County youth populations who would likely not otherwise fully participate in the community's Economic Recovery and Workforce Development.

6. Goals/Outcomes

Within the Consortium’s “Hive” of year-round workforce activities, youth move freely between resources, services, and programs, with navigation to coordinate skill development, job placement, and career planning. Over 4 years, the Consortium will reinforce Economic Recovery/Workforce Development Pillars of Success and:

- Develop skills of 14,000 youth with 1+ workforce service
- Recruit/retain 2,000 youth in 2+ workforce services
- Provide 1,000 youth with training, work-readiness certification, and job placement
- Elevate 10 career pathways to middle and high-wage jobs with employer / higher education partners
- Employ and share Youth Employment Navigators (2) and Behavioral Health staff (3)
- Establish Northwest Quadrant Teen Empowerment site employing 48 Youth Organizers
- Expand the number of Black, male youth participants in Black Men Achieve from 120 to 350
- Construct an equitable, accessible service network leveraging shared academic, life skill, mentoring, basic needs, entrepreneurship, and career development programs
- Expand a portfolio of youth Employment Partners and provide job-support to employed youth
- Co-locate providers and resources by sharing spaces, staff, and expanding Hub585’s CarePortal

Collective impact is demonstrated in an equipped, employed, and entrepreneurial workforce that advances Monroe County’s economic recovery and equity metrics by increasing household income and per capita income, as well as the number of minority-owned businesses.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.30	yes	142	Action: Serve youth in Employment Education Deliverable: Employment Education curriculum Measurement: 40 youth participate
		2	0.30	no	5	Action: Job placement Deliverable: Youth placed in jobs with Employer Partners Measurement: 20 youth hired
		3	0.34	yes	1,010	Action: Academic Support Deliverable: Youth provided academic support / tutoring Measurement: 530 youth participate
		4	0.34	yes	877	Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination Measurement: 313 youth participate
		5	0.34	yes	0	Action: Career Pathways Deliverable: Design Career Pathway in mid-to-high wage fields Measurement: 1 new Career Pathway created
		6	0.34	yes	2,197	Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 600 youth participate in 1 Workforce Development Service
		7	0.34	yes	456	Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 125 youth participate in 2+ Workforce Development Services
		8	0.34	yes	0	Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 1 Hive activities calendar disseminated throughout the Hive
	2	1	0.83	yes	183	Action: Serve youth in Employment Education Deliverable: Employment Education curriculum Measurement: 170 youth participate
		2	0.83	yes	63	Action: Job placement Deliverable: Youth placed in jobs with Employer Partners Measurement: 20 youth hired
		3	0.83	yes	1,151	Action: Academic Support Deliverable: Youth provided academic support/tutoring Measurement: 550 youth participate
		4	0.83	yes	1,047	Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination youth participate Measurement: 333 youth participate
		5	0.83	yes	0	Action: Career Pathways Deliverable: Design Career Pathway in mid-to-high wage fields Measurement: 1 new Career Pathway created
		6	0.83	yes	0	Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 3 Hive activities calendar disseminated throughout the Hive
		7	0.83	yes	2,915	Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 600 youth participate in 1 Workforce Development Service

	8	0.83	yes	750	Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 125 youth participate in 2+ Workforce Development Services
3	1	0.81	no	140	Action: Serve youth in Employment Education Deliverable: Employment Education Curriculum Measurement: 175 youth participate
	2	0.81	yes	93	Action: Job placement Deliverable: Youth placed in jobs with Employer Partners Measurement: 20 Youth hired
	3	0.81	yes	584	Action: Academic Support Deliverable: Youth provided academic support/tutoring Measurement: 550 youth participate
	4	0.81	yes	463	Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination Measurement: 333 youth participate
	5	0.81	yes	0	Action: Career Pathways Deliverable: Design Career Pathway in mid-to-high wage fields Measurement: 3 new Career Pathway created
	6	0.81	yes	2,410	Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 602 youth participate in 1 Workforce Development Service
	7	0.81	yes	404	Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 125 youth participate in 2+ Workforce Development Services
	8	0.81	yes	0	Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 3 Hive activities calendar disseminated throughout the Hive
4	1	0.77	yes	469	Action: Serve youth in Employment Education Deliverable: Employment Education Curriculum Measurement: 237 youth participate
	2	0.77	no	14	Action: Job placement Deliverable: Youth placed in jobs with Employer Partners Measurement: 75 Youth hired
	3	0.77	yes	1,482	Action: Academic Support Deliverable: Youth provided academic support/tutoring Measurement: 550 youth participate
	4	0.77	yes	730	Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination Measurement: 333 youth participate
	5	0.77	yes	0	Action: Career Pathways Deliverable: Design Career Pathway in mid-to-high wage fields Measurement: 2 new Career Pathways created
	6	0.77	yes	3,378	Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 938 youth participate in 1 Workforce Development Service
	7	0.77	yes	425	Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 125 youth participate in 2+ Workforce Development Services
	8	0.77	yes	0	Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 1 Hive activities calendar disseminated throughout the Hive
2024	1	1	0.74		Action: Serve youth in Employment Education Deliverable: Employment Education Curriculum Measurement: 135 youth participate
		2	0.74		Action: Job placement Deliverable: Youth placed in jobs with Employer Partners Measurement: 75 Youth hired
		3	0.74		Action: Academic Support Deliverable: Youth provided academic support/tutoring Measurement: 583 youth participate
		4	0.74		Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination Measurement: 420 youth participate
		5	0.74		Action: Career Pathways Deliverable: Design Career Pathway in mid-to-high wage fields Measurement: 1 new Career Pathway created
		6	0.74		Action: Workforce Development Services

				Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 938 youth participate in 1 Workforce Development Service
	7	0.74		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 125 youth participate in 2+ Workforce Development Services
	8	0.74		Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 1 Hive activities calendar disseminated throughout the Hive
2	1	0.82		Action: Serve youth in Employment Education Deliverable: Employment Education Curriculum Measurement: 135 youth participate
	2	0.82		Action: Job placement Deliverable: Youth placed in jobs with Employer Partners Measurement: 75 youth hired
	3	0.82		Action: Academic Support Deliverable: Youth provided academic support/tutoring Measurement: 583 youth participate
	4	0.82		Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination Measurement: 420 youth participate
	5	0.82		Action: Career Pathways Deliverable: Design Career Pathway in mid-to-high wage fields Measurement: 1 new Career Pathway created
	6	0.82		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 938 youth participate in 1 Workforce Development Service
	7	0.82		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 125 youth participate in 2+ Workforce Development Services
	8	0.82		Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 3 Hive activities calendars disseminated throughout the Hive
3	1	0.85		Action: Serve youth in Employment Education Deliverable: Employment Education Curriculum Measurement: 135 youth participate
	2	0.85		Action: Job placement Deliverable: Youth placed in jobs with Employer Partners Measurement: 75 youth hired
	3	0.85		Action: Academic Support Deliverable: Youth provided academic support/tutoring Measurement: 583 youth participate
	4	0.85		Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination Measurement: 420 youth participate
	5	0.85		Action: Career Pathways Deliverable: Design Career Pathway in mid-to-high wage fields Measurement: 1 new Career Pathway created
	6	0.85		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 938 youth participate in 1 Workforce Development Service
	7	0.85		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 125 youth participate in 2+ Workforce Development Services
	8	0.85		Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 3 Hive activities calendars disseminated throughout the Hive
4	1	0.77		Action: Serve youth in Employment Education Deliverable: Employment Education Curriculum Measurement: 228 youth participate
	2	0.77		Action: Job placement Deliverable: Youth placed in jobs with Employer Partners Measurement: 75 youth hired
	3	0.77		Action: Academic Support Deliverable: Youth provided academic support/tutoring Measurement: 583 youth participate
	4	0.77		Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination Measurement: 420 youth participate

		5	0.77		Action: Career Pathways Deliverable: Design Career Pathway in mid-to-high wage fields Measurement: 1 new Career Pathway created
		6	0.77		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 938 youth participate in 1 Workforce Development Service
		7	0.77		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 125 youth participate in 2+ Workforce Development Services
		8	0.77		Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 3 Hive activities calendars disseminated throughout the Hive
2025	1	1	0.76		Action: Serve youth in Employment Education Deliverable: Employment Education Curriculum Measurement: 198 youth participate
		2	0.76		Action: Job placement Deliverable: Youth placed in jobs with Employer Partners Measurement: 75 youth hired
		3	0.76		Action: Academic Support Deliverable: Youth provided academic support/tutoring Measurement: youth participate
		4	0.76		Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination Measurement: 508 youth participate
		5	0.76		Action: Career Pathways Deliverable: Leverage Career Pathways in mid-to-high wage fields Measurement: 10 Career Pathways leveraged
		6	0.76		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 938 youth participate in 1 Workforce Development Service
		7	0.76		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 125 youth participate in 2+ Workforce Development Services
		8	0.76		Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 3 Hive activities calendars disseminated throughout the Hive
	2	1	0.84		Action: Serve youth in Employment Education Deliverable: Employment Education Curriculum Measurement: 198 youth participate
		2	0.84		Action: Job placement Deliverable: Youth placed in jobs with Employer Partners Measurement: 75 youth hired
		3	0.84		Action: Academic Support Deliverable: Youth provided academic support/tutoring Measurement: 620 youth participate
		4	0.84		Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination Measurement: 508 youth participate
		5	0.84		Action: Career Pathways Deliverable: Leverage Career Pathways in mid-to-high wage fields Measurement: 10 Career Pathways leveraged
		6	0.84		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 938 youth participate in 1 Workforce Development Service
		7	0.84		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: youth participate in 2+ Workforce Development Services
		8	0.84		Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 3 Hive activities calendars disseminated throughout the Hive
	3	1	0.84		Action: Serve youth in Employment Education Deliverable: Employment Education Curriculum Measurement: 198 youth participate
		2	0.84		Action: Job placement Deliverable: Youth placed in jobs with Employer Partners Measurement: 75 youth hired
		3	0.84		Action: Academic Support Deliverable: Youth provided academic support/tutoring

				Measurement: 620 youth participate
	4	0.84		Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination Measurement: 508 youth participate
	5	0.84		Action: Career Pathways Deliverable: Leverage Career Pathways in mid-to-high wage fields Measurement: 10 Career Pathways leveraged
	6	0.84		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 938 youth participate in 1 Workforce Development Service
	7	0.84		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 125 youth participate in 2+ Workforce Development Services
	8	0.84		Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 3 Hive activities calendars disseminated throughout the Hive
4	1	0.82		Action: Serve youth in Employment Education Deliverable: Employment Education Curriculum Measurement: 291 youth participate
	2	0.82		Action: Job placement Deliverable: Youth placed in jobs with Employer Partners Measurement: 75 youth hired
	3	0.82		Action: Academic Support Deliverable: Youth provided academic support/tutoring Measurement: 620 youth participate
	4	0.82		Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination Measurement: 508 youth participate
	5	0.82		Action: Career Pathways Deliverable: Leverage Career Pathways in mid-to-high wage fields Measurement: 10 Career Pathways leveraged
	6	0.82		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 938 youth participate in 1 Workforce Development Service
	7	0.82		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 125 youth participate in 2+ Workforce Development Services
	8	0.82		Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 3 Hive activities calendars disseminated throughout the Hive
2026	1	1	0.77	Action: Serve youth in Employment Education Deliverable: Employment Education Curriculum Measurement: 198 youth participate
	2	0.77		Action: Job placement Deliverable: Youth placed in jobs with Employer Partners Measurement: 75 youth hired
	3	0.77		Action: Academic Support Deliverable: Youth provided academic support/tutoring Measurement: 658 youth participate
	4	0.77		Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination Measurement: 595 youth participate
	5	0.77		Action: Career Pathways Deliverable: Leverage Career Pathways in mid-to-high wage fields Measurement: 10 Career Pathways leveraged
	6	0.77		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 938 youth participate in 1 Workforce Development Service
	7	0.77		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 125 youth participate in 2+ Workforce Development Services
	8	0.77		Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 3 Hive activities calendars disseminated throughout the Hive
	2	1	0.85	Action: Serve youth in Employment Education Deliverable: Employment Education Curriculum Measurement: 198 youth participate
	2	0.85		Action: Job placement

				Deliverable: Youth placed in jobs with Employer Partners Measurement: 75 youth hired
3	0.85			Action: Academic Support Deliverable: Youth provided academic support/tutoring Measurement: 658 youth participate
4	0.85			Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination Measurement: 595 youth participate
5	0.85			Action: Career Pathways Deliverable: Leverage Career Pathways in mid-to-high wage fields Measurement: 10 Career Pathways leveraged
6	0.85			Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 938 youth participate in 1 Workforce Development Service
7	0.85			Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 125 youth participate in 2+ Workforce Development Services
8	0.85			Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 3 Hive activities calendars disseminated throughout the Hive
3	1	0.87		Action: Serve youth in Employment Education Deliverable: Employment Education Curriculum Measurement: 198 youth participate
	2	0.87		Action: Job placement Deliverable: Youth placed in jobs with Employer Partners Measurement: 75 youth hired
	3	0.87		Action: Academic Support Deliverable: Youth provided academic support/tutoring Measurement: 658 youth participate
	4	0.87		Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination Measurement: 595 youth participate
	5	0.87		Action: Career Pathways Deliverable: Leverage Career Pathways in mid-to-high wage fields Measurement: 10 Career Pathways leveraged
	6	0.87		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 938 youth participate in 1 Workforce Development Service
	7	0.87		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 125 youth participate in 2+ Workforce Development Services
	8	0.87		Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 3 Hive activities calendars disseminated throughout the Hive
4	1	0.83		Action: Serve youth in Employment Education Deliverable: Employment Education Curriculum Measurement: 291 youth participate
	2	0.83		Action: Job placement Deliverable: Youth placed in jobs with Employer Partners Measurement: 75 youth hired
	3	0.83		Action: Academic Support Deliverable: Youth provided academic support/tutoring Measurement: youth participate
	4	0.83		Action: Mentorship and Navigation Deliverable: Coaching, life-skill development, relationship-building, service coordination Measurement: 595 youth participate
	5	0.83		Action: Career Pathways Deliverable: Leverage Career Pathways in mid-to-high wage fields Measurement: 10 Career Pathways leveraged
	6	0.83		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 938 youth participate in 1 Workforce Development Service
	7	0.83		Action: Workforce Development Services Deliverable: Employment education, career exposures, academic support, behavioral health Measurement: 125 youth participate in 2+ Workforce Development Services
	8	0.83		Action: Collaboration Deliverable: Monthly Hive activities calendar Measurement: 3 Hive activities calendars disseminated throughout the Hive

Budget

1. **Budget** ARPA Final Budget for County Survey Upload.xlsx

Deliverable: Monthly Hive activities calendar
 Measurement: 3 Hive activities calendars disseminated throughout the Hive
[View Edit](#)

Budget

1. Budget [ARPA Final Budget for County Survey Upload.xlsx](#)

Documents

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93958	ARPA Final Budget for County Survey Upload.xlsx	budget2	1/12/23 05:11PM	
93934	Jamarr Myers Resume 2023.pdf	resume	1/12/23 12:27PM	
93933	arpa-exhibit-g.pdf	cert	1/12/23 12:20PM	
93932	MWBE Utilization Plan and Narrative - EnCompass - Youth Workforce Consortium January 2023.pdf	mwbe	1/12/23 12:11PM	
93931	Conflict of Interest Policy.pdf	personnel	1/12/23 12:10PM	
93930	Nepotism Policy.pdf	personnel	1/12/23 12:10PM	
93929	Non-Discrimination Policy.pdf	personnel	1/12/23 12:10PM	
93928	Leave Policies.pdf	personnel	1/12/23 12:10PM	
93927	Time and Attendance Policy.pdf	personnel	1/12/23 12:10PM	
93926	Pay Rates and Benefits.pdf	personnel	1/12/23 12:10PM	
93925	Procurement Policy.pdf	procure	1/12/23 12:09PM	
93924	Property Management Policy.pdf	property	1/12/23 12:09PM	
93428	Education Success - Monroe City add'lmsd auto.pdf	insauto	12/7/22 12:59PM	
93427	EnCompass Monroe County Liability Insurance.pdf	instiab	12/7/22 12:59PM	
93426	Encompass NYSDE DB170.PDF	inswork	12/7/22 12:58PM	
93425	Code of Ethics.pdf	ethics	12/7/22 12:58PM	
93424	Record Retention Policy.pdf	retention	12/7/22 12:58PM	

FLPPS - Katherine Rogala

ID	Status	Created	Submitted	Login
31	submitted	11/28/22 08:28AM	1/16/23 08:54AM	6232 katherine_rogala@flpps.org

Contact Information

Organization Name	Mail Address
FLPPS	1 S. Washington St., Suite 200, Rochester, New York, United States, NY 14614

Signatory Name	Title
Carol Tegas	Executive Director

1st Contact Name	Title	Phone	Email
Katherine Rogala	Senior Director of Program Management	585-239-9362	katherine_rogala@flpps.org

2nd Contact Name	Title	Phone	Email
Kristina Owens	Senior Program Manager	585-239-9348	Kristina_Owens@flpps.org

Filled Out Form	Title	Phone	Email
Katherine Rogala	Senior Director of Program Management	585-239-9362	katherine_rogala@flpps.org

Company Policies and Insurance Documents

1. **Procurement** [FN016-Procurement 10.3.17.pdf](#)

2. **Property Management** [FN016 - Procurement.docx](#)

3. **Records Retention** [FLPPS CP014 - Record Creation Retention and Document Destruction.pdf.url](#)

4. **Code of Ethics** [FLPPS Code of Conduct Policy.doc.url](#)

5. **Personnel Policy** [FLPPS Pay Rates and Practices.pdf.url](#), [FLPPS Benefit and Leave Programs.pdf.url](#), [FLPPS Non-Discrimination.pdf.url](#), [FLPPS HR004 - Employment of Relatives.pdf.url](#), [FLPPS CP002-Conflicts of Interest .pdf.url](#)

6. **M/WBE Policy** [MCC ARPA MWBE 1.13.23.pdf](#), [FLPPS ARPA MWBE 1.13.23.pdf](#)

7a. **Insurance - Worker's Comp** [NEW YORK - CERTIFICATE OF NYS WORKERS COMPENSATION ON INS COVERAGE Monroe County C105.2.12-15-22.pdf](#), [Monroe County Disability COI.pdf](#), [Monroe County Workers Comp COI.pdf](#)

7b. **Insurance - Professional Liability** [06-01-22 thru 06-01-23 PHUB816817 Umbrella Policy.pdf](#), [2022-2023 Commercial Package Policy.PDF](#), [TDCSU-Errors and Omissions-Policy-Finger Lakes Per.PDF](#), [Monroe County General and Auto COI.pdf](#)

7c. **Insurance - Automobile** [Monroe County General and Auto COI.pdf](#)

8. **Certification** [flpps arpa-exhibit-g.pdf](#)

Federal Grant Requirements

1. **SAM #** KE97ANJYCL65

2. **Exec Name/Compensation**
Not applicable

3. **Fed Contracts?** yes

3a. **Last 3 Fed Contracts**

HRSA - \$1,000,000 - 07/31/2021-07/31/2022 - Department of Health and Human Services

3b. **Monitor Interventions?** no

3c. **Interventions - Explain**

4. **GAAP/Audit Agency?** yes

4a. **Audit Agency Name** Dejoy, Knauf and Blood LLP

Audit Last 5 Years? no

5a. **Audit Agency Name**

5b. **Annual Financial Statements?** yes

5c. **Statements** [Finger Lakes Performing Provider System Inc. 2021 Audited Financial Sta...pdf](#)

5d. **Internal Financial Statements?**

6. **Negotiated Rate?** no

6a. **Rate**

6b. **Rate Agency**

6c. **No Rate - Explain** There has been no need to negotiate an indirect rate as there has been only one contract with the Federal government to date.

7. **Cash Flow** Yes

8. **Budget Percent** 12.00

9. **Financial System?** yes

9a. System Rev/Exp/Assets/Prop yes

9b. System Roles yes

9c. System - Explain

10. Turnover

FLPPS leadership at both the Board and Executive levels have remained relatively stable over the past two years with the top finance position transitioning from Courtney Spitz (Senior Director of Finance) to Elizabeth Barry (Finance Director) in Fall 2021 and to Amy Molina (Director of Finance) in Fall 2022. Additionally, Jackie Verdura was recently promoted to Senior Director of Population Health and Business Systems upon the departure of Bob Davies who had been the Senior Director of Business Systems for over three years.

11. Staff Experience

The lead agency for this project, the Finger Lakes Performing Provider System (FLPPS) is a 501(c)(3) not-for-profit organization established in 2014 with the mission of improving the healthcare delivery system for the Medicaid population. FLPPS itself is a partnership that comprises a network of health and human services providers, including health systems, federally-qualified health centers, nursing homes, behavioral health providers, and community based organizations, across the 13 county region. Over the span of five years, FLPPS successfully led the implementation of the Delivery System Reform Incentive Payment program (DSRIP), the goal of which is to improve the design and delivery of the healthcare for the Medicaid population for the purpose of reducing unavoidable hospitalizations and improving population health, while lowering the cost of healthcare.

FLPPS is comprised of a team of 40 professionals who possess focused knowledge and expertise in the areas of integrated healthcare delivery system optimization, care management, network management, program management, population health, data analytics and information technology, cultural competency and health literacy, workforce, and learning and development.

FLPPS is a forward-thinking business that strives to provide Partners with valuable and innovative tools to improve healthcare and health outcomes in our region. The collaborative relationships and strategic partnerships FLPPS has formed with the Partners and community stakeholders has enabled quick action and rapid response during the COVID-19 Pandemic. FLPPS follows the guiding principles of being: Collaborative, Adaptive, Results-Oriented, Trusted, and Strategic in all work.

11a. Resumes [Katherine Rogala 2022 Resume.pdf](#)

Personnel

Name #1	Title	Email	Phone
Katherine Rogala	Senior Director of Program Management	katherine_rogala@flpps.org	585-239-9362
Name #2	Title	Email	Phone
Kristina Owens	Senior Program Manager	Kristina_Owens@flpps.org	585-239-9348

Scope of Work

1. Project Description

The Transformational Community Care Coordination (TC3) project seeks to address a public health crisis and transform the healthcare delivery system for persons with long-term care needs. Workforce development is a focus and there are two related components: Long Term Care (LTC) Workforce Program and Transforming Lives through Nursing Pathways (the Pathways). The LTC Workforce Program addresses the critical workforce shortages in Skilled Nursing Facilities (SNFs) through recruitment, training, and retention activities. The Pathways expands and strengthens clinical programming at Monroe Community College (MCC) to serve more students and provide career advancement opportunities in the healthcare sector.

2. Issues Addressed

A strong healthcare system is vital to economic development and recovery. Currently, the healthcare system in Monroe County is in crisis. While there were industry challenges prior to COVID, the effects of the pandemic have been severe, forcing the healthcare system into a public health crisis. Due to severe labor shortages as well as insufficient revenue streams, SNFs and Home Health Care Agencies cannot recruit and retain the staff they need to take care of patients.

The project is designed to address the workforce challenges and the two components working in concert will enhance healthcare recruitment, training, and retention activities. Specifically, the Pathways addresses challenges that nursing students face by developing an education continuum from entry level jobs (Certified Nursing Assistant and Home Health Aide) to a professional career as a Registered Nurse. The Pathways will better prepare students, increase student completion rates, and support individuals on their path to economic security. Importantly, the project will provide critical funds to build internal capacity at MCC in order to serve more nursing students and, at the same time, support initiatives proven to promote nursing student success such as tuition-free training, academic coaching, emergency funding for barriers to completion such as childcare, transportation, housing, etc. New instructional equipment, additional faculty, student success coaches, and proven academic/social supports will assist each student on their journey to successful completion of coursework, licensing, and economic security.

The majority of the workers who will enter the nursing pathway as CNAs, HHAs, and LPNs are from lower-income, vulnerable, minority and underserved populations. With organizations such as Urban League, Catholic Charities Refugee Workforce program, Refugees Helping Refugees, Action for a Better Community, and others helping to recruit new workers, these candidates will also have support (including language access support) from these partner organizations in addition to the supports that grant funding is able to provide.

3. Where Offered

FLPPS is the lead agency and will facilitate the TC3 project activities with participating SNFs, MCC and other training partners, and community-based organizations. MCC will offer training at: 1000 E. Henrietta Road, Rochester, NY 14623; and 321 State Street, Rochester, NY 14608.

4. Subawardees

The TC3 project is a collaboration between FLPPS, Common Ground Health, provider systems, SNFs, MCC and other training partners, and community-based organizations, to accomplish the goals of this transformational project.

FLPPS will contract with SNFs, MCC, Refugees Helping Refugees, AVS Consulting, and Wellness Associates.

5. Population Served

The majority of the workers who will enter the nursing pathway as CNAs, HHAs, and LPNs are from lower-income, vulnerable, minority and underserved populations. SNFs will be provided funds to compete in the labor market by enhancing wages and building a career pathway to attract and retain healthcare workers. Existing training programs will be utilized within the SNFs as well as at MCC and other training partners. FLPPS will launch a campaign in Monroe County to promote careers in healthcare with help from SNFs and community-based partners to grow the labor supply and attract candidates in this competitive labor market. FLPPS will serve a total of 195 individuals in the LTC Workforce Program over 4 years.

MCC draws region-wide into its health professions programs. Currently, 99% are Monroe County residents. Of these, 93% identify as Black and/or Hispanic, 90% low-income, and 83% single parent. To date, the health professional programs have served over 1,650 students. For this project, MCC will concentrate on and recruit from all zip codes within Monroe County. MCC will serve a total of 630 individuals in the Pathways Program – this includes the Non-Degree Nursing Programs (e.g. CNA, HHA, and LPN) and clinical bridge programming activities, and 90 individuals in the Registered Nurse Program over 4 years.

6. Goals/Outcomes

FLPPS will be compiling and monitoring information on the individuals served by the participating SNFs, MCC and other training partners, and community-based organizations to evaluate outcomes. An evaluation plan will be developed to include key performance indicators related to recruitment, training, and retention activities. MCC will establish a consistent methodology for its data collection and data sharing that aligns with the grant and other applicable guidelines for the Pathways Program. It is estimated that the LTC Workforce Program will serve 195 individuals and the Pathways Program will serve a total of 630 individuals in Non-Degree Nursing Programs (e.g. CNA, HHA, and LPN) to include clinical bridge programming activities, and 90 individuals will be admitted into the Registered Nurse Program. A collaborative, strengthened, and connected educational pathway will bridge nursing programs and create multiple educational entry points allowing for progressive student advancement in a healthcare career. LPN, CNA, HHA, and clinical bridge programs will be enhanced to bolster academic and practical skills confidence, preparing students for career-forward opportunities. MCC's Registered Nurse program will be expanded allowing more working LPNs to advance. MCC will procure new instructional equipment and hire additional faculty, student success coaches, and other programmatic staff. Through enhanced collaboration between healthcare employers, MCC and other training partners, and community-based organizations, proven academic and social supports will assist each individual on their journey to successful completion of coursework, licensing, and economic security.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement	
2023	1	Empty					
	2	1	5.67	no	0	Action: Begin to conduct recruitment, training, and retention activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: For the LTC Workforce Program recruit and train 10 CNAs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs and enroll 10 individuals in the RN Degree Program	
	2	1.00	yes	0		Action: Assign project staff Deliverable: Provide staffing plan to County Measurement: Subawardee is fully staffed to manage project and sub subawardees begin to recruit and hire/assign program staff.	
	3	1	1.00	yes	0	Action: Continue hiring of program positions at MCC Deliverable: Hire .5 FTE faculty, TA, academic success coach, and secretary Measurement: Faculty, TA, academic success coach, and secretary hired	
	2	5.67	no	35		Action: Conduct recruitment, training, and retention activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: For the LTC Workforce Program recruit and train 10 CNAs, 8 LPNs, and 4 RNs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs	
2024	4	1	6.67	yes	101	Action: Conduct recruitment, training, and retention activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: For the LTC Workforce Program recruit and train 10 CNAs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs	
	1	1	1.00			Action: Continue hiring of program positions at MCC Deliverable: Hire 3 FTE faculty and 3 adjuncts Measurement: Faculty and adjuncts hired	
	2	5.67				Action: Conduct recruitment, training, and retention activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: For the LTC Workforce Program recruit and train 10 CNAs, 4 LPNs, and 4 RNs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs and 20 individuals in the RN Degree Program	
	2	1	6.67			Action: Conduct recruitment, training, and retention activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: For the LTC Workforce Program recruit and train 10 CNAs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs	
	3	1	1.00			Action: Continue hiring of program positions at MCC Deliverable: Hire .5 FTE faculty and 1 adjunct Measurement: Faculty and adjunct hired	
	2	5.67				Action: Conduct recruitment, training, and retention activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: For the LTC Workforce Program recruit and train 10 CNAs, 8 LPNs, and 4 RNs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs and 20 individuals in the RN Degree Program	
4	1	6.67			Action: Conduct recruitment, training, and retention activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: For the LTC Workforce Program recruit and train 10 CNAs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs		

2025	1	1	0.25		Action: Continue hiring of program positions at MCC Deliverable: Hire Simulation Coordinator Measurement: Simulation Coordinator hired
	2	1	6.42		Action: Conduct recruitment, training, and retention activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: For the LTC Workforce Program recruit and train 10 CNAs, 4 LPNs, and 4 RNs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs and 20 individuals in the RN Degree Program
	2	1	6.67		Action: Conduct recruitment, training, and retention activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: For the LTC Workforce Program recruit and train 10 CNAs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs
	3	1	6.67		Action: Conduct recruitment, training, and retention activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: For the LTC Workforce Program recruit and train 10 CNAs, 8 LPNs, and 4 RNs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs and 20 individuals in the RN Degree Program
	4	1	6.67		Action: Conduct recruitment, training, and retention activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: For the LTC Workforce Program recruit and train 10 CNAs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs
2026	1	1	6.67		Action: Conduct recruitment, training, and retention activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: For the LTC Workforce Program recruit and train 10 CNAs, 4 LPNs, and 4 RNs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs
	2	1	6.67		Action: Conduct recruitment, training, and retention activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: For the LTC Workforce Program recruit and train 10 CNAs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs
	3	1	6.67		Action: Conduct recruitment, training, and retention activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: For the LTC Workforce Program recruit and train 4 LPNs and 1 RN. For the Pathways Program recruit and train 45 individuals in Non Degree Programs
	4	1	6.62		Action: Complete recruitment, training, and retention activities Deliverable: Provide monthly dashboard of program activities to County for each month of the quarter. Measurement: Summarize LTC Workforce and Pathways Program outcomes

Budget

1. Budget ARPA TC3 Workforce Budget 1.16.23.xlsx

ID	Document (click to download, drag to sort)	Role	Created	User
94110	ARPA TC3 Workforce Budget 1.16.23.xlsx	budget2	1/16/23 08:16AM	
94043	MCC-ARPA MWBE 1.13.23.pdf	mwbe	1/15/23 08:12AM	
94042	FLPPS ARPA MWBE 1.13.23.pdf	mwbe	1/15/23 08:12AM	
94040	Katherine Regala 2022 Resumes.pdf	resume	1/15/23 07:51AM	
94039	FLPPS Pay Rates and Practices.pdf.pdf	personnel	1/15/23 07:47AM	
94038	FLPPS Benefit and Leave Programs.pdf.pdf	personnel	1/15/23 07:47AM	
94037	FLPPS Non-Discrimination.pdf.pdf	personnel	1/15/23 07:47AM	
94036	FLPPS HR004 - Employment of Relatives.pdf.pdf	personnel	1/15/23 07:47AM	
94035	FLPPS CP002-Conflicts of Interest.pdf.pdf	personnel	1/15/23 07:47AM	
94034	FLPPS Code of Conduct Policy.doc.pdf	ethics	1/15/23 07:47AM	
94033	FLPPS CP014 - Record Creation Retention and Document Destruction.pdf.pdf	retention	1/15/23 07:47AM	
93747	06-01-22 thru 06-01-23 PHU8816817 Umbrella Policy.pdf	instiab	1/9/23 08:54AM	
93704	2022-2023 Commercial Package Policy.PDF	instiab	1/6/23 02:35PM	
93703	TDCSU-Errors and Omissions-Policy-Finger Lakes Per.PDF	instiab	1/6/23 02:35PM	
93477	NEW YORK - CERTIFICATE OF NYS WORKERS COMPENSATION ON INS COVERAGE Monroe County C105.2.12-15-22.pdf	inswork	12/15/22 08:57AM	
93437	FN016 - Procurement.docx	property	12/8/22 04:50PM	
93382	Finger Lakes Performing Provider System Inc. 2021 Audited Financial Sta...pdf	auditstmt	12/2/22 03:07PM	
93380	Monroe County Disability COI.pdf	inswork	12/2/22 03:02PM	
93379	Monroe County General and Auto COI.pdf	insauto	12/2/22 03:01PM	
93378	Monroe County General and Auto COI.pdf	instiab	12/2/22 03:01PM	
93377	Monroe County Workers Comp COI.pdf	inswork	12/2/22 03:01PM	
93376	FN016-Procurement 10.3.17.pdf	procure	12/2/22 03:00PM	
93287	flpps.arpa-exhibit-8.pdf	cert	11/30/22 08:12AM	

Deaf Refugee Advocacy - Diana Pryntz

ID	Status	Created	Submitted	Login
12	submitted	10/18/22 09:57AM	2/14/23 11:04AM	6911 DPryntz@deafrefugeeadvocacy.org

Contact Information

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Signatory Name **Title**
Diana Pryntz Executive Director

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Donna Nelligan-Barrett Board President 585-286-2328 nelligand2@gmail.com

Filled Out Form **Title** **Phone** **Email**
Diana Pryntz Executive Director 585 286 3440 pryntzdra@gmail.com

Company Policies and Insurance Documents

- 1. Procurement** [procurement procedures letter.pdf](#)
- 2. Property Management** [Property Management Policy.pdf](#)
- 3. Records Retention** [Record Retention Policy.pdf](#)
- 4. Code of Ethics** [Code of Ethics.pdf](#)
- 5. Personnel Policy** [Personnel Policy.pdf](#), [Handbook 01-19-2023.pdf](#)
- 6. M/WBE Policy** [MWBE Utilization Plan.pdf](#)
- 7a. Insurance - Worker's Comp** [Complete_with_DocuSign_NYSDBL_Employer_Appli.pdf](#), [Paychex_Workers_Compensation_coverage.pdf](#)
- 7b. Insurance - Professional Liability** [Deaf Refugee Advocacy COI for Monroe County.pdf](#), [02-13-2023 GL File Copy 2022-69675.PDF](#), [Property.pdf](#), [Accident.pdf](#), [Directors & Officers Liability.pdf](#), [Endorsements.pdf](#)
- 7c. Insurance - Automobile** [Auto Insur.pdf](#), [02-13-2023 GL File Copy 2022-69675.PDF](#)
- 8. Certification** [Signed_arpa-exhibit-g.pdf](#)

Federal Grant Requirements

- 1. SAM #** UNIQUE ENTITY ID: YJMSDSHJWFK8
- 2. Exec Name/Compensation**
N/A
- 3. Fed Contracts?** no
 - 3a. Last 3 Fed Contracts**
 - 3b. Monitor Interventions?**
 - 3c. Interventions - Explain**
- 4. GAAP/Audit Agency?** no
 - 4a. Audit Agency Name**

Audit Last 5 Years? no

 - 5a. Audit Agency Name**
 - 5b. Annual Financial Statements?** no
 - 5c. Statements**
 - 5d. Internal Financial Statements?**
We do not contract with an auditing firm at this point; however, we plan to once we start this ARPA grant. We currently track our finance using Microsoft Excel; we record revenue and expenses to evaluate the organization's financial health.
- 6. Negotiated Rate?** no
 - 6a. Rate**
 - 6b. Rate Agency**
 - 6c. No Rate - Explain** We have not had any Federal contracts.
- 7. Cash Flow** Yes, we will have sufficient cash flow to carry out performance and delivery of the contract terms.
- 8. Budget Percent** 89.00
- 9. Financial System?** yes
 - 9a. System Rev/Exp/Assets/Prop** yes

9b. System Roles yes

9c. System - Explain

10. Turnover

No turnovers.

11. Staff Experience

Five years

11a. Resumes [Professional Resume.pdf](#)

Personnel

Name #1	Title	Email	Phone
Diana Pryntz	Executive Director, Interim	Exec.Dir@DeafRefugeeAdvocacy.org	585-286-3440
Name #2	Title	Email	Phone
Karen Belter	Board Member	kibndp@rit.edu	585-358-4673

Scope of Work

1. Project Description

Monroe County's (MC's) deaf population and the refugees, immigrants, and asylees (RIAs) population both face systemic and population-specific barriers toward equitable participation, knowledge, and benefits of the services, resources, and opportunities of the County. Deaf RIAs are significantly underserved and face unique challenges that require targeted interventions. Deaf Refugee Advocacy Community Connections (DRACC) will provide this marginalized subset of the deaf population, unable to get appropriate support elsewhere in MC, opportunities to improve their language, technical, and cultural competencies, economic standing, and health which will ultimately result in greater equity and participation of deaf RIAs contributing to a thriving MC.

2. Issues Addressed

This project will address two of three Bring Monroe Back goals (Workforce Development & Economic Recovery and Public Health & Public Safety), including creating jobs for individuals who will operate the DRACC.

3. Where Offered

At our office and classroom space - currently seeking location; waiting to sign lease at Sibley Building

4. Subawardees

Regarding back operations: Contracted with Paychex;

5. Population Served

There are an estimated 3,400 deaf refugees, immigrants, and asylees in MC, who have long faced systemic barriers that were made more evident, exacerbated, and impacted in new ways by the COVID-19 pandemic.

We plan to serve 200 individuals living in MC. These include deaf RIAs and their household family members by the end of the four year period. We also will serve vulnerable deaf people needing assistance with the MyWayFinder platform.

6. Goals/Outcomes

Over the four-year period, DRACC will provide the following:

- 1) ASL and English workshops to deaf RIAs, advancing their language foundation with the goal of 75% of participants demonstrating greater language fluency resulting in better access to employment opportunities.
- 2) Workshops on financial literacy, independent living skills, computer literacy, and citizenship to Deaf RIAs. with the goal of 75% of participants demonstrating a better understanding of these topics, thus creating potential employment opportunities.
- 3) Reduce barriers to economic stability by offering workshops on job readiness, resume building, and job seeking to deaf RIAs with the goal of 75% of participants reporting a better understanding of these topics, leading to increased employment application opportunities.
- 4) Partnerships with Monroe County organizations that provide job skill training and/or job placement and will provide foundational training to deaf RIAs so they can meet the entry requirements to benefit from these partners with the goal of 50% obtaining employment.
- 5) Individual advocacy support to deaf RIAs who need assistance in accessing community based workforce/economic resource service providers with the goal of 75% of service providers reporting that DRACC's involvement was beneficial.
- 6) Advocacy support to deaf RIAs who need assistance in accessing community based health care service providers with the goal of 75% of service providers reporting that DRACC's involvement was beneficial.
- 7) Increase deaf RIAs' access to quality education and training by offering ASL provided workshops and field trips on health education topics addressing US medical care, healthy relationships, food insecurity, self-care, mental and physical health, and healthy relationships with the goal of 75% of participants reporting a better understanding of these topics.
- 8) Provide ASL and deaf culture classes to families to improve the communication dynamics within the family resulting in less isolation and improved well-being for the entire family with the goal of 60% reporting higher rapport with one another.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.22	no	0	Action: Admin Overhead Deliverable: Office Space leasing, Utilities, ISP, liability and unemployment insurance coverage Measurement: Background operations are fully operational and office space will be ready to service Deaf RIAs by 4/1
	2	0.00	yes	16	Action: Provide services and support to Deaf RIA population Deliverable: Offer support in the areas of language, health care, mental health and workforce development. Measurement: Served 15 new Deaf RIA individuals with holistic services.	
	3	1.38	no	2	Action: Search and Hire Deaf Refugee Advocacy Community Connections team Deliverable: Executive Director, Education Coordinator, Care Coordinator, Care Worker, Administrative Assistant; HR fees Measurement: Subawardee is staffed to manage project	

	4	0.00	yes	11	<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL and English group instruction one time per week, 2) one 2 hr English individualized instruction one time/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via group ASL and English instruction), and English individualized instruction. Estimated projected nbr of individuals served: 3 to 10 Estimated projected nbr of new individuals served: 3 to 10 "</p>
	5	0.00	no	7	<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care and legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support . Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 10 to 20"</p>
	6	0.00	no	0	<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p> <p>Deliverable: "Provide support to the Deaf RIA population by providing: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 2 to 8 Estimated projected nbr of new individuals served: 2 to 8 "</p>
2	1	0.76	yes	7	<p>Action: Admin Overhead</p> <p>Deliverable: Office space leasing, utilities, ISP, CRM platform; language access, janitor, and bookkeeper</p> <p>Measurement: Background operations are fully operational.</p>
	2	0.00	no	8	<p>Action: Provide services and support to Deaf RIA population</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 10 new Deaf RIA individuals with holistic services.</p>
	3	3.63	no	7	<p>Action: Pay Deaf Refugee Advocacy Community Connections team - continue search and hire remaining staff; Hire Contractors</p> <p>Deliverable: Fulltime Staff paid; Contractors: Marketing Communications Specialist, curriculum developer, SMEs, includes HR fees</p> <p>Measurement: Program Staff and positions fully staffed by 6/30</p>
	4	0.00	no	3	<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 4 to 14"</p>
	5	1.48	yes	8	<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care and legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Estimated projected nbr of individuals served: 16 to 26 Estimated projected nbr of new individuals served: 2 to 12"</p>
	6	0.08	yes	8	<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p> <p>Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 10 "</p>
3	1	3.47	no	14	<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
	2	0.00	yes	10	<p>Action: Provide services and support to Deaf RIA population and to the vulnerable American Deaf population.</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 10 new Deaf RIA individuals and to the vulnerable American Deaf population with holistic services</p>
	3	0.00	yes	10	<p>Action: Provide services and support to Deaf RIA population and to the vulnerable American Deaf population.</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 10 new Deaf RIA individuals and to the vulnerable American Deaf population with holistic services.</p>
	4	1.56	no	13	<p>Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week"</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in</p>

					the Education and Soft Skills area financial literacy instruction, independent living skills instruction, and citizenship prep instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 15 to 25 "
5	1.48	yes	32		Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access;" Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area." Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support. Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 23 to 32 Estimated projected nbr of new individuals served: 2 to 12"
6	0.17	no	0		Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge" Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month." Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 10 to 20 "
7	0.08	yes	32		Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population" Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week" Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 10"
4	1	3.19	yes	19	Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week " Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12 "
2	0.00	no	54		Action: Provide services and support to Deaf RIA population and to the vulnerable American Deaf population. Deliverable: Offer support in the areas of language, health care, mental health and workforce development. Measurement: Served 15 new Deaf RIA individuals and to the vulnerable American Deaf population with holistic services.
3	1.43	no	10		Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week" Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, and citizenship prep instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12 "
4	1.48	yes	45		Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access" Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area." Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 35 to 45 Estimated projected nbr of new individuals served: 5 to 15"
5	0.16	no	5		Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge" Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month." Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
6	0.08	yes	33		Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population" Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week" Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 2 to 12"
2024	1	1	2.96		Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "

			<p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12 "</p>
2	0.00		<p>Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf population.</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 10 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.</p>
3	1.33		<p>Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week"</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, and citizenship prep instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12 "</p>
4	1.52		<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area."</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 10"</p>
5	0.15		<p>Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge"</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
6	0.30		<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture "</p> <p>Deliverable: "Provide to the Deaf RIA population and their family members a minimum of 1) one 1 hr ASL and Deaf culture family group instruction one time per week "</p> <p>Measurement: "Instruct members of the Deaf RIA population and their families to increase community and well-being via ASL and Deaf culture group instruction Estimated projected nbr of individuals served: 0 to 10 Estimated projected nbr of new individuals served: 0 to 10"</p>
7	0.15		<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 15 to 25"</p>
8	0.08		<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p> <p>Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 0 to 10"</p>
2	1	2.59	<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
	2	0.00	<p>Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf population.</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 15 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.</p>
	3	2.21	<p>Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times</p>

			<p>per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week 4) one 2 hr computer literacy group instruction 2 times per week - via a Monroe County community program that offers computer literacy resources."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, citizenship prep instruction, and computer literacy instruction. Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
4	0.74		<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area."</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 15"</p>
5	0.13		<p>Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge"</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
6	0.26		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase job readiness skills; "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one hr foundational training for job readiness group instruction 1 time per week;"</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of job readiness skills Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 5 to 15"</p>
7	0.04		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase economic opportunities "</p> <p>Deliverable: Partner with at least one Monroe County organization that provides job skill training and/or job placement, refer Deaf RIAs to the program, and provide needed hands-on support & advocacy for the Deaf RIA.</p> <p>Measurement: "Support and refer members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of economic opportunities Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 5 to 15"</p>
8	0.74		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase engagement and quality of access to workforce/economic resource service providers. "</p> <p>Deliverable: " Provide support and advocacy accessing workforce/economic supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy "</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 5 to 15"</p>
9	0.26		<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture "</p> <p>Deliverable: "Provide to the Deaf RIA population and their family members a minimum of 1) one 1 hr ASL and Deaf culture family group instruction one time per week "</p> <p>Measurement: "Instruct members of the Deaf RIA population and their families to increase community and well-being via ASL and Deaf culture group instruction Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
10	0.13		<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
11	0.08		<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p> <p>Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 0 to 10"</p>
3	1	2.33	<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
2	0.00		<p>Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf</p>

			<p>population.</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 10 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.</p>
3	1.98		<p>Action: "Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy RIA group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week 4) one 2 hr computer literacy group instruction 2 times per week - via a Monroe County community program that offers computer literacy resources."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, citizenship prep instruction, and computer literacy instruction. Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
4	0.74		<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area."</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 15"</p>
5	0.12		<p>Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge"</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
6	0.23		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase job readiness skills; "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one hr foundational training for job readiness group instruction 1 time per week:"</p> <p>Measurement: "Instruct members of the Deaf RIA populatin to increase Workforce Development & Economic Recovery - Economic Stability in the area of job readiness skills Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
7	0.04		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase economic opportunities "</p> <p>Deliverable: Partner with at least one Monroe County organization that provides job skill training and/or job placement, refer Deaf RIAs to the program, and provide needed hands-on support & advocacy for the Deaf RIA.</p> <p>Measurement: "Support and refer members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of economic opportunities Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
8	0.74		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase engagement and quality of access to workforce/economic resource service providers. "</p> <p>Deliverable: " Provide support and advocacy accessing workforce/economic supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy "</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
9	0.23		<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture "</p> <p>Deliverable: "Provide to the Deaf RIA population and their hearing family members a minimum of 1) one 1 hr ASL and deaf culture instruction one time per week"</p> <p>Measurement: "Instruct members of the Deaf RIA population and their families to increase community and well-being via ASL and Deaf culture group instruction Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
10	0.12		<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
11	0.08		<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p> <p>Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 0 to 10"</p>
4	1	2.12	<p>Action: "Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural</p>

		<p>competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
2	0.00	<p>Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf population.</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 15 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.</p>
3	1.80	<p>Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week 4) one 2 hr computer literacy group instruction 2 times per week - via a Monroe County community program that offers computer literacy resources."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, citizenship prep instruction, and computer literacy instruction. Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
4	0.74	<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area."</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 15"</p>
5	0.11	<p>Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge"</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
6	0.21	<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase job readiness skills; "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one hr foundational training for job readiness group instruction 1 time per week;"</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of job readiness skills Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
7	0.04	<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase economic opportunities "</p> <p>Deliverable: Partner with at least one Monroe County organization that provides job skill training and/or job placement and enroll a minimum of one Deaf RIA into the program.</p> <p>Measurement: "Support and refer members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of economic opportunities Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
8	0.74	<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase engagement and quality of access to workforce/economic resource service providers. "</p> <p>Deliverable: " Provide support and advocacy accessing workforce/economic supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy "</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 10 Estimated projected nbr of new individuals served: 2"</p>
9	0.21	<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture "</p> <p>Deliverable: "Provide to the Deaf RIA population and their hearing family members a minimum of 1) one 1 hr ASL and deaf culture instruction one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
10	0.11	<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>

		11	0.08	<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p> <p>Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 0 to 10"</p>
2025	1	1	2.18	<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
		2	0.00	<p>Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf population.</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 10 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.</p>
		3	1.85	<p>Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy RIA group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week 4) one 2 hr computer literacy group instruction 2 times per week - via a Monroe County community program that offers computer literacy resources."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, citizenship prep instruction, and computer literacy instruction. Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
		4	0.76	<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area."</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 15"</p>
		5	0.11	<p>Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge"</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
		6	0.22	<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase job readiness skills; "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one hr foundational training for job readiness group instruction 1 time per week;"</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of job readiness skills Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
		7	0.04	<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase economic opportunities "</p> <p>Deliverable: Partner with at least one Monroe County organization that provides job skill training and/or job placement and enroll a minimum of one Deaf RIA into the program.</p> <p>Measurement: "Support and refer members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of economic opportunities Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
		8	0.76	<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase engagement and quality of access to workforce/economic resource service providers. "</p> <p>Deliverable: " Provide support and advocacy accessing workforce/economic supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy "</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
		9	0.22	<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture "</p> <p>Deliverable: "Provide to the Deaf RIA population and their hearing family members a minimum of 1) one 1 hr ASL and deaf culture instruction one time per week"</p> <p>Measurement: "Instruct members of the Deaf RIA population and their families to increase community and well-being via ASL and Deaf culture group instruction Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>

			individuals served: 0 to 5"
10	0.11		<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
11	0.08		<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p> <p>Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 25 Estimated projected nbr of new individuals served: 0 to 10"</p>
2	1	2.40	<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, citizenship prep instruction, and computer literacy instruction. Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
2	2.04		<p>Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week 4) one 2 hr computer literacy group instruction 2 times per week - via a Monroe County community program that offers computer literacy resources."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, citizenship prep instruction, and computer literacy instruction. Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
3	0.76		<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area."</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 15"</p>
4	0.00		<p>Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf population.</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 15 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.</p>
5	0.12		<p>Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge"</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
6	0.24		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase job readiness skills; "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one hr foundational training for job readiness group instruction 1 time per week;"</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of job readiness skills Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
7	0.04		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase economic opportunities "</p> <p>Deliverable: Partner with at least one Monroe County organization that provides job skill training and/or job placement and enroll a minimum of one Deaf RIA into the program.</p> <p>Measurement: "Support and refer members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of economic opportunities Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
8	0.76		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase engagement and quality of access to workforce/economic resource service providers. "</p> <p>Deliverable: " Provide support and advocacy accessing workforce/economic supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy "</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery -</p>

			Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"
9	0.24		Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture " Deliverable: "Provide to the Deaf RIA population and their hearing family members a minimum of 1) one 1 hr ASL and deaf culture instruction one time per week" Measurement: "Instruct members of the Deaf RIA population and their families to increase community and well-being via ASL and Deaf culture group instruction Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"
10	0.12		Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month." Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
11	0.08		Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population" Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week" Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 25 Estimated projected nbr of new individuals served: 0 to 10"
3	1	2.38	Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week " Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
	2	0.00	Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf population. Deliverable: Offer support in the areas of language, health care, mental health and workforce development. Measurement: Served 10 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.
	3	2.02	Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week 4) one 2 hr computer literacy group instruction 2 times per week - via a Monroe County community program that offers computer literacy resources." Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, citizenship prep instruction, and computer literacy instruction. Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
	4	0.76	Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access" Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area." Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 15"
	5	0.12	Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge" Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month." Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
	6	0.24	Action: "Workforce Development & Economic Recovery - Economic Stability: Increase job readiness skills; " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one hr foundational training for job readiness group instruction 1 time per week;" Measurement: "Instruct members of the Deaf RIA populatin to increase Workforce Development & Economic Recovery - Economic Stability in the area of job readiness skills Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"
	7	0.04	Action: "Workforce Development & Economic Recovery - Economic Stability: Increase economic opportunities " Deliverable: Partner with at least one Monroe County organization that provides job skill training and/or job placement and enroll a minimum of one Deaf RIA into the program. Measurement: "Support and refer members of the Deaf RIA population to increase Workforce Development & Economic

			Recovery - Economic Stability in the area of economic opportunities Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"
8	0.76		Action: "Workforce Development & Economic Recovery - Economic Stability: Increase engagement and quality of access to workforce/economic resource service providers. " Deliverable: " Provide support and advocacy accessing workforce/economic supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy " Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"
9	0.24		Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture " Deliverable: "Provide to the Deaf RIA population and their hearing family members a minimum of 1) one 1 hr ASL and deaf culture instruction one time per week" Measurement: "Instruct members of the Deaf RIA population and their families to increase community and well-being via ASL and Deaf culture group instruction Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"
10	0.12		Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month." Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
11	0.08		Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population" Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week" Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 0 to 10"
4	1	2.18	Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week " Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
	2	0.00	Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf population. Deliverable: Offer support in the areas of language, health care, mental health and workforce development. Measurement: Served 15 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.
	3	1.85	Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week 4) one 2 hr computer literacy group instruction 2 times per week - via a Monroe County community program that offers computer literacy resources." Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, citizenship prep instruction, and computer literacy instruction. Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
	4	0.76	Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access" Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area." Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 15"
	5	0.11	Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge" Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month." Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
	6	0.22	Action: "Workforce Development & Economic Recovery - Economic Stability: Increase job readiness skills: " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one hr foundational training for job readiness group instruction 1 time per week:"

					<p>Measurement: "Instruct members of the Deaf RIA populatin to increase Workforce Development & Economic Recovery - Economic Stability in the area of job readiness skills Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
	7	0.04			<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase economic opportunities " Deliverable: Partner with at least one Monroe County organization that provides job skill training and/or job placement and enroll a minimum of one Deaf RIA into the program. Measurement: "Support and refer members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of economic opportunities Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
	8	0.76			<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase engagement and quality of access to workforce/economic resource service providers. " Deliverable: " Provide support and advocacy accessing workforce/economic supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy " Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
	9	0.22			<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture " Deliverable: "Provide to the Deaf RIA population and their hearing family members a minimum of 1) one 1 hr ASL and deaf culture instruction one time per week" Measurement: "Instruct members of the Deaf RIA population and their families to increase community and well-being via ASL and Deaf culture group instruction Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
	10	0.11			<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month." Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
	11	0.08			<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population" Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week" Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 0 to 10"</p>
2026	1	1	2.24		<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week " Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
	2	0.00			<p>Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf population. Deliverable: Offer support in the areas of language, health care, mental health and workforce development. Measurement: Served 10 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.</p>
	3	1.90			<p>Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week 4) one 2 hr computer literacy group instruction 2 times per week - via a Monroe County community program that offers computer literacy resources." Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, citizenship prep instruction, and computer literacy instruction. Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
	4	0.79			<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access" Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area." Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 15"</p>
	5	0.11			<p>Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge" Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per</p>

			month." Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
6	0.22		Action: "Workforce Development & Economic Recovery - Economic Stability: Increase job readiness skills; " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one hr foundational training for job readiness group instruction 1 time per week;" Measurement: "Instruct members of the Deaf RIA populatin to increase Workforce Development & Economic Recovery - Economic Stability in the area of job readiness skills Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"
7	0.04		Action: "Workforce Development & Economic Recovery - Economic Stability: Increase economic opportunities " Deliverable: Partner with at least one Monroe County organization that provides job skill training and/or job placement and enroll a minimum of one Deaf RIA into the program. Measurement: "Support and refer members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of economic opportunities Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"
8	0.79		Action: "Workforce Development & Economic Recovery - Economic Stability: Increase engagement and quality of access to workforce/economic resource service providers. " Deliverable: " Provide support and advocacy accessing workforce/economic supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy " Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"
9	0.22		Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture " Deliverable: "Provide to the Deaf RIA population and their hearing family members a minimum of 1) one 1 hr ASL and deaf culture instruction one time per week" Measurement: "Instruct members of the Deaf RIA population and their families to increase community and well-being via ASL and Deaf culture group instruction Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"
10	0.11		Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month." Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
11	0.09		Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population" Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week" Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 0 to 10"
2	1	2.46	Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week " Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
	2	0.00	Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf population. Deliverable: Offer support in the areas of language, health care, mental health and workforce development. Measurement: Served 15 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.
	3	2.09	Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week 4) one 2 hr computer literacy group instruction 2 times per week - via a Monroe County community program that offers computer literacy resources." Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, citizenship prep instruction, and computer literacy instruction. Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
	4	0.79	Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access" Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow:

			MyWayFinder platform located in our office area." Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 15"
5	0.12		Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge" Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month." Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
6	0.25		Action: "Workforce Development & Economic Recovery - Economic Stability: Increase job readiness skills; " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one hr foundational training for job readiness group instruction 1 time per week;" Measurement: "Instruct members of the Deaf RIA populatin to increase Workforce Development & Economic Recovery - Economic Stability in the area of job readiness skills Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"
7	0.04		Action: "Workforce Development & Economic Recovery - Economic Stability: Increase economic opportunities " Deliverable: Partner with at least one Monroe County organization that provides job skill training and/or job placement and enroll a minimum of one Deaf RIA into the program. Measurement: "Support and refer members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of economic opportunities Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"
8	0.79		Action: "Workforce Development & Economic Recovery - Economic Stability: Increase engagement and quality of access to workforce/economic resource service providers. " Deliverable: " Provide support and advocacy accessing workforce/economic supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy " Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"
9	0.25		Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture " Deliverable: "Provide to the Deaf RIA population and their hearing family members a minimum of 1) one 1 hr ASL and deaf culture instruction one time per week" Measurement: "Instruct members of the Deaf RIA population and their families to increase community and well-being via ASL and Deaf culture group instruction Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"
10	0.12		Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month." Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
11	0.09		Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population" Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week" Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 0 to 10"
3	1	2.30	Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week " Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
	2	0.00	Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf population. Deliverable: Offer support in the areas of language, health care, mental health and workforce development. Measurement: Served 10 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.
	3	1.96	Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week 4) one 2 hr computer literacy group instruction 2 times per week - via a Monroe County community program that offers computer literacy resources." Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, citizenship prep

			instruction, and computer literacy instruction. Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"
4	0.79		<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area."</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 15"</p>
5	0.12		<p>Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge"</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
6	0.23		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase job readiness skills; "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one hr foundational training for job readiness group instruction 1 time per week;"</p> <p>Measurement: "Instruct members of the Deaf RIA populatin to increase Workforce Development & Economic Recovery - Economic Stability in the area of job readiness skills Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
7	0.04		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase economic opportunities "</p> <p>Deliverable: Partner with at least one Monroe County organization that provides job skill training and/or job placement and enroll a minimum of one Deaf RIA into the program.</p> <p>Measurement: "Support and refer members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of economic opportunities Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
8	0.79		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase engagement and quality of access to workforce/economic resource service providers. "</p> <p>Deliverable: " Provide support and advocacy accessing workforce/economic supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy "</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
9	0.23		<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture "</p> <p>Deliverable: "Provide to the Deaf RIA population and their hearing family members a minimum of 1) one 1 hr ASL and deaf culture instruction one time per week"</p> <p>Measurement: "Instruct members of the Deaf RIA population and their families to increase community and well-being via ASL and Deaf culture group instruction Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
10	0.12		<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
11	0.09		<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p> <p>Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 0 to 10"</p>
4	1	2.24	<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
	2	0.00	<p>Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf population.</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 15 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.</p>
	3	1.90	<p>Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural</p>

			<p>competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week 4) one 2 hr computer literacy group instruction 2 times per week - via a Monroe County community program that offers computer literacy resources."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, citizenship prep instruction, and computer literacy instruction. Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
4	0.79		<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area."</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 15"</p>
5	0.11		<p>Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge"</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
6	0.22		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase job readiness skills; "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one hr foundational training for job readiness group instruction 1 time per week;"</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of job readiness skills Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
7	0.04		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase economic opportunities "</p> <p>Deliverable: Partner with at least one Monroe County organization that provides job skill training and/or job placement and enroll a minimum of one Deaf RIA into the program.</p> <p>Measurement: "Support and refer members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of economic opportunities Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
8	0.79		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase engagement and quality of access to workforce/economic resource service providers. "</p> <p>Deliverable: " Provide support and advocacy accessing workforce/economic supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy "</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
9	0.22		<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture "</p> <p>Deliverable: "Provide to the Deaf RIA population and their hearing family members a minimum of 1) one 1 hr ASL and deaf culture instruction one time per week"</p> <p>Measurement: "Instruct members of the Deaf RIA population and their families to increase community and well-being via ASL and Deaf culture group instruction Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p>
10	0.11		<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p>
11	0.09		<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p> <p>Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 0 to 10"</p>

Budget

1. Budget For portal arpa-budget final submission.xlsx

Budget

1. Budget For portal arpa-budget final submission.xlsx

Documents

Document (click to download, drag to sort)

ID	Document	Role	Created	User
95339	Deaf Refugee Advocacy COI for Monroe County.pdf	instiab	2/14/23 11:04AM	
95297	Auto Insur.pdf	insauto	2/13/23 10:21AM	
95296	02-13-2023 GL File Copy 2022-69675.PDF	insauto	2/13/23 10:21AM	
95289	02-13-2023 GL File Copy 2022-69675.PDF	insliab	2/13/23 10:17AM	
95288	Complete with DocuSign NYSDBL Employer Appli.pdf	inswork	2/13/23 10:16AM	
94255	Personnel Policy.pdf	personnel	1/19/23 10:16AM	
94254	Handbook 01-19-2023.pdf	personnel	1/19/23 10:14AM	
94032	For portal arpa-budget final submission.xlsx	budget2	1/15/23 12:05AM	
94029	Psychex Workers Compensation coversgs.pdf	inswork	1/14/23 10:39AM	
93325	Signed arpa-exhibit-g.pdf	cert	11/30/22 10:03PM	
93322	Property.pdf	insliab	11/30/22 09:37PM	
93320	Endorsements.pdf	insliab	11/30/22 09:37PM	
93319	Directors & Officers Liability.pdf	insliab	11/30/22 09:37PM	
93318	Accident.pdf	insliab	11/30/22 09:37PM	
93317	MWBE Utilization Plan.pdf	mwbe	11/30/22 09:36PM	
93315	Code of Ethics.pdf	ethics	11/30/22 09:35PM	
93314	Record Retention Policy.pdf	retention	11/30/22 09:33PM	
93313	Property Management Policy.pdf	property	11/30/22 09:33PM	
93312	procurement procedures letter.pdf	procure	11/30/22 09:32PM	
93294	Professional Resume.pdf	resume	11/30/22 11:02AM	

Dress for Success Rochester - Bivette Marie Stodghill

ID	Status	Created	Submitted	Login
23	submitted	10/18/22 09:57AM	1/23/23 03:05PM	6335 rochester@dressforsuccess.org

Contact Information

Organization Name	Mail Address
Dress for Success Rochester	47 State Street , Rochester, NY 14614

Signatory Name	Title
Alyssa S. Whitfield	Founder

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Filled Out Form	Title	Phone	Email
Alyssa Whitfield	Founder	585-683-2906	rochester@dressforsuccess.org

Company Policies and Insurance Documents

1. **Procurement** [PROCUREMENT POLICY.pdf](#)
2. **Property Management** [PROPERTY MANAGEMENT POLICY.pdf](#)
3. **Records Retention** [RECORDS AND RETENTION POLICY.pdf](#)
4. **Code of Ethics** [CODE OF ETHICS POLICY.pdf](#)
5. **Personnel Policy** [PERSONNEL POLICY.pdf](#)
6. **M/WBE Policy** [Crane WMBE Plan.pdf](#), [Marsherrall WMBE Plan.pdf](#), [Image360 WMBE Plan.pdf](#)
- 7a. **Insurance - Worker's Comp** [DFSRochester COI 2023 \(1\).pdf](#), [DFSR WC policy.pdf](#)
- 7b. **Insurance - Professional Liability** [DFSR Liability Insurance 2023.pdf](#)
- 7c. **Insurance - Automobile** [DFSR Liability Insurance 2023.pdf](#)
8. **Certification** [arpa-exhibit-g \(1\).pdf](#)

Federal Grant Requirements

1. **SAM #** J1VLMH1U69F4
2. **Exec Name/Compensation**
n/a
3. **Fed Contracts?** no
 - 3a. **Last 3 Fed Contracts**
 - 3b. **Monitor Interventions?**
 - 3c. **Interventions - Explain**
4. **GAAP/Audit Agency?** yes
 - 4a. **Audit Agency Name** Dannible McKee LLP**Audit Last 5 Years?** no
 - 5a. **Audit Agency Name**
 - 5b. **Annual Financial Statements?** no
 - 5c. **Statements**
 - 5d. **Internal Financial Statements?**
Yes we have internal financial statements. Our operating budget in past years was less than \$300,000. 00 annually and did not require an independent audit. Our finances are reviewed by an accountant, treasurer and public tax firm annually.
6. **Negotiated Rate?** no
 - 6a. **Rate**
 - 6b. **Rate Agency**
 - 6c. **No Rate - Explain** Not applicable
7. **Cash Flow** Yes.
8. **Budget Percent** 37.00
9. **Financial System?** yes
 - 9a. **System Rev/Exp/Assets/Prop** yes

9b. System Roles yes

9c. System - Explain

10. Turnover

The current Board of Directors has been in place for four years, overseeing the hire and transition of a new Executive Director in 2021.

11. Staff Experience

The Executive Director has more than 20 years experience overseeing business operations, program delivery and service expansion. The Founder and Board of Directors have contributed to the ongoing mission impact, fiduciary responsibility and the successful management operations of Dress for Success Rochester, since 2015.

11a. Resumes Bivette Stodghill 2022 Resume DFSR.pdf

Personnel

Name #1	Title	Email	Phone
Alyssa Whitfield	Founder/CEO and Acting Executive Director	alyssa@dfsrochester.org	585-683-2906
Name #2	Title	Email	Phone
Alyssa Whitfield	Founder	alyssawhitfield@dfsrochester.org	585-683-2906
Name #3	Title	Email	Phone
Susie Higgins-Shaver	Vice President, Dress for Success Board of Directors	shiggins@boomi.com	585-295-4277

Scope of Work

1. Project Description

Dress for Success Rochester (DFSR) provides women with coaching, professional attire, soft skills and computer skills training to make their job search and entry into the workforce a success. Services provided at the Downtown Rochester Location and on the road with DFS Express Mobile Boutique will serve 500 women per year with critical career resources, trainings, tools and attire to help them find and retain employment and achieve economic independence.

2. Issues Addressed

DFSR is the only local career agency that specifically serves women. By increasing our staff, hours, and outreach we can overcome the barriers to women in need. The barriers to transportation and time limit access to our downtown boutique and career center. Since the start of the public health crisis, we have operated with less staff, minimal volunteers and reduced hours. We need to meet women where they are.

3. Where Offered

DFSR primarily serves job seeking women through our brick and mortar location in Downtown Rochester. Over the course of four years, expanding the DFS Express Mobile Boutique and Career Center through the Road to Success project, will allow us to provide more women access to DFSR services and the opportunity to collaborate with agencies that may not be familiar with our inner city location. In addition, we are developing a 5 year sustainability plan that will incorporate revenue producing activities and allow us to serve even more women in the Greater Rochester and Monroe County areas.

4. Subawardees

none

5. Population Served

DFSR will serve women who reside in all Monroe County zip codes. The majority of our clients live below the self-sufficiency standard and are represented by all ethnicities and races, ranging in age from 18-65 years old; 70% are single mothers; 68% have at least a high school level education, and currently, 85% live within the City of Rochester. Additionally female veterans are an emerging audience we seek to expand offerings to. Of the women served last year, 54% were Black, 21% Latino and 22% White, 2% American Indian/Alaska Native, and 1% Asian or Pacific Islander. We anticipate comparable demographics for our future clients.

6. Goals/Outcomes

Project Outcomes and Measures:

DFSR will reach 500 women per year with career coaching, styling, and skills training. Reach will be measured by the number of women served by either of these services.

DFSR will provide a continuum of services to at least 75% of women served to address skills gaps via coaching, work wardrobe after hire, and professional development opportunities. DFSR collects data on the type of service and the number of services provided to clients in the DFSR continuum.

DFSR will provide services with the goal of 50% of women served reporting they are employed. DFSR tracks client employment status, including promotions and rate of pay, via client survey at intake, 30 and 90 days and 1 year follow up points.

DFSR collaborates with community partners and increase engagement opportunities for volunteers. DFSR will measure partner engagement by tracking partner referrals and volunteer engagement for mobile programming.

DFSR seeks to help women achieve financial independence by gaining living wage jobs with reliable income. DFSR will measure client income at intake and at service points.

Our activities are designed to support our clients who are 1) interviewing or new to employment and in need of appropriate attire and soft skills, 2) underemployed and in need of training and computer skills, 3) seeking to retain or grow in their jobs to advance in their career, and 4) overcoming cultural and educational barriers to employment and advancement. Given that the consequences of the pandemic fell hardest on women, Dress for Success services will be relied on for years to come. The requested ARPA funds will place DFSR in a position to leverage diverse revenue generating opportunities and provide services long after the ARPA 4 year funding cycle has ended.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	1.69	yes	2	Action: Contract Human Resources/Employment services Deliverable: HR processes developed, staffing and recruitment plan completed. Measurement: HR process in place and recruitment begun to fill open positions in Quarter 2
		2	1.24	yes	40	Action: Increase access to DFSR services to women by adding 1 additional shift for State St location sessions

					<p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p>Measurement: 40 women will access career services, digital skills training and/or virtual trainings.</p>	
	3	1.90	yes	2	<p>Action: Contract Marketing/Graphic design service providers to create marketing materials to increase awareness of expanded services and stakeholder engagement opportunities</p> <p>Deliverable: A collection of attractive, updated materials to be distributed to clients and community stakeholders through various communication channels and media</p> <p>Measurement: Marketing campaign data collection tool to assess activity in relationship to client and donor recruitment goals</p>	
	4	4.70	yes	0	<p>Action: Contract services for DFS office and Mobile Unit Improvements and tech updates</p> <p>Deliverable: Improved client experience and mobile safety inspection passed</p> <p>Measurement: Mobile unit stage resurfaced, office technology and interior updates completed.</p>	
	5	1.70	yes	0	<p>Action: Contract Marsherral Partners to assess and improve client and donor database management</p> <p>Deliverable: Implementation of an updated, user friendly client/donor CRM</p> <p>Measurement: Conduct monthly reporting on stakeholder engagement and client services data/number of women served</p>	
	6	1.37	no	0	<p>Action: Contract Crane Solutions for strategic planning facilitation</p> <p>Deliverable: 4 year organizational plan complete with assessment and work flow plan</p> <p>Measurement: Quarterly evaluations to track progress against plan and ARPA grant requirements</p>	
	7	1.00	yes	30	<p>Action: Identify and recruit local community agencies to enroll in DFS Mobile Services program</p> <p>Deliverable: At least 5 partner agency agreements secured for mobile on-site visits</p> <p>Measurement: Signed partner agreements in hand and a schedule set for Q2 mobile site visits</p>	
	2	1	5.10	yes	55	<p>Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and adding 1 additional shift for State St location sessions</p> <p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p>Measurement: 125 women will access career services, digital skills training and/or virtual trainings.</p>
	2	10.40	yes	2	<p>Action: Staff open positions</p> <p>Deliverable: Identify candidates and conduct interviews and select best qualified</p> <p>Measurement: Offer letters signed and new employees on-boarded.</p>	
	3	2.80	yes	1	<p>Action: Recruit DFS Mobile Driver Services</p> <p>Deliverable: Secure driver or service for scheduled mobile on-site visits</p> <p>Measurement: Successful and safe transport of mobile boutique and career center to 2 agency visits per month</p>	
	3	1	5.10	no	104	<p>Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits</p> <p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p>Measurement: 125 women will access career services, digital skills training and/or virtual trainings.</p>
	4	1	1.00	yes	0	<p>Action: Execute on sustainability strategy by evaluating/updating mobile boutique fee for service model</p> <p>Deliverable: Conduct mobile service cost analysis to ensure fees are inline with actual cost of services</p> <p>Measurement: Cost analysis tool to measure program cost effectiveness to drive 2024 mobile service plan</p>
	2	2.30	yes	75	<p>Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits</p> <p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p>Measurement: 75 women will access career services, digital skills training and/or virtual trainings.</p>	
2024	1	1	2.00		<p>Action: Provide DFS Clients in entry level to mid level careers access to panel discussions, workshops and networking opportunities.</p> <p>Deliverable: Host Success inSight, an informative conference and day of empowerment exclusively for DFS women in entry-level or middle skills jobs. Participants will gain insight from expert panel sessions, and receive informational interviews and mentoring opportunities, as well as style tips from the Dress for Success Boutique Team.</p> <p>Measurement: At least 85 women in attendance at the Success in Sight conference.</p>	
	2	1.20			<p>Action: Increase access to professional development, networking/mentoring by hosting a Success in Sight Cohort for women in entry level to mid level careers</p> <p>Deliverable: Provide opportunities for 25 DFS clients in entry level and mid level careers to be matched with women professionals</p> <p>Measurement: 80% Clients graduate from the cohort retain their positions or experience career mobility.</p>	
	3	2.30			<p>Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits</p> <p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p>Measurement: 75 women will access career services, digital skills training and/or virtual trainings.</p>	
	2	1	5.20		<p>Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits</p> <p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p>Measurement: 125 women will access career services, digital skills training and/or virtual trainings.</p>	
	3	1	5.10		<p>Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits</p> <p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area</p>	

						women Measurement: 125 women will access career services, digital skills training and/or virtual trainings.
	4	1	2.30	yes	75	Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women Measurement: 75 women will access career services, digital skills training and/or virtual trainings.
2025	1	1	2.00			Action: Provide DFS Clients in entry level to mid level careers access to panel discussions, workshops and networking opportunities. Deliverable: Host Success inSight, an informative conference and day of empowerment exclusively for DFS women in entry-level or middle skills jobs. Participants will gain insight from expert panel sessions, and receive informational interviews and mentoring opportunities, as well as style tips from the Dress for Success Boutique Team. Measurement: At least 85 women in attendance at the Success in Sight conference.
	2	1	1.20			Action: Increase access to professional development, networking/mentoring by hosting a conference for women in entry level to mid level careers Deliverable: Provide opportunities for 25 DFS clients in entry level and mid level careers to be matched with women professionals Measurement: 80% Clients graduate from the cohort retain their current positions and/or experience career mobility
	3	1	2.30			Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women Measurement: 75 women will access career services, digital skills training and/or virtual trainings.
	2	1	5.10			Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women. Measurement: 125 women will access career services, digital skills training and/or virtual trainings.
	3	1	5.10			Action: Increase access to DFSR services to women by providing at least 3 mobile visits per month to community agencies and State St location client visits Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women Measurement: 125 women will access career services, digital skills training and/or virtual trainings.
	4	1	5.10			Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women Measurement: 125 women will access career services, digital skills training and/or virtual trainings.
2026	1	1	1.20			Action: Increase access to professional development, networking/mentoring by hosting the Success in Sight Cohort for women in entry level to mid level careers Deliverable: Provide opportunities for 25 DFS clients in entry level and mid level careers to be matched with women professionals Measurement: 80% Clients graduate from the cohort retain their positions or experience career mobility.
	2	1	2.00			Action: Provide DFS Clients in entry level to mid level careers access to panel discussions, workshops and networking opportunities. Deliverable: Host Success inSight, an informative conference and day of empowerment exclusively for DFS women in entry-level or middle skills jobs. Participants will gain insight from expert panel sessions, and receive informational interviews and mentoring opportunities, as well as style tips from the Dress for Success Boutique Team. Measurement: At least 85 women in attendance at the Success in Sight conference.
	3	1	2.30			Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women Measurement: 75 women will access career services, digital skills training and/or virtual trainings.
	2	1	5.10			Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women Measurement: 125 women will access career services, digital skills training and/or virtual trainings.
	3	1	5.10			Action: Increase access to DFSR services to women by providing at least 3 mobile visits per month to community agencies and State St location client visits Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women Measurement: 125 women will access career services, digital skills training and/or virtual trainings.
	4	1	5.10			Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women Measurement: 125 women will access career services, digital skills training and/or virtual trainings.

Budget

1. **Budget** [DFSR final arpa-budget 2-12-23.xlsx](#)

Monroe County NY (production) X +

https://www.monroecounty.gov/mcapp/arpa_surveys/view/23

Measurement: 143 women will access career services, digital skills training and/or virtual trainings.

[View Edit](#)

4	1	5.10	<p>Action: Increase access to DFRS services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits</p> <p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p>Measurement: 125 women will access career services, digital skills training and/or virtual trainings.</p> <p>View Edit</p>
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Budget

1. Budget [DFSR final Arpa-budget 2-12-23.xlsx](#)

Documents

[Upload New File\(s\)](#) [New From Template...](#) [Download Merged \(PDFs Only\)](#)

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input checked="" type="checkbox"/>	95898	DFSRochester_COI.2023_(1).pdf	inswork	3/2/23 11:32AM	
<input checked="" type="checkbox"/>	95252	DFSR Liability Insurance 2023.pdf	insliab	2/13/23 12:00AM	
<input checked="" type="checkbox"/>	95251	arpa-exhibit-g (1).pdf	cert	2/12/23 11:40PM	
<input checked="" type="checkbox"/>	95250	DFSR Liability Insurance 2023.pdf	insauto	2/12/23 11:38PM	
<input checked="" type="checkbox"/>	95245	DFSR final arpa-budget 2-12-23.xlsx	budget2	2/12/23 11:28PM	
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<input checked="" type="checkbox"/>	94018	RECORDS AND RETENTION POLICY.pdf	retention	1/13/23 04:45PM	
<input checked="" type="checkbox"/>	94015	CODE OF ETHICS POLICY.pdf	ethics	1/13/23 03:49PM	
<input checked="" type="checkbox"/>	94005	PROPERTY MANAGEMENT POLICY.pdf	property	1/13/23 03:21PM	
<input checked="" type="checkbox"/>	94001	PROCUREMENT POLICY.pdf	procure	1/13/23 03:21PM	
<input checked="" type="checkbox"/>	93984	Bivette Stodghill 2022 Resume_DFSR.pdf	resume	1/13/23 11:49AM	
<input checked="" type="checkbox"/>	93954	Image360 WMBE Plan.pdf	mwbe	1/12/23 04:12PM	
<input checked="" type="checkbox"/>	93953	Hatcheraill WMBE Plan.pdf	mwbe	1/12/23 04:12PM	
<input checked="" type="checkbox"/>	93952	Crane WMBE Plan.pdf	mwbe	1/12/23 04:12PM	
<input checked="" type="checkbox"/>	93762	DFSR WC policy.pdf	inswork	1/9/23 01:50PM	

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2:10 PM 3/18/2024

University of Rochester - Jeffrey Mark Kaczorowski

ID	Status	Created	Submitted	Login
9	submitted	10/18/22 09:57AM	7/18/23 02:56AM	6969 jeffrey_kaczorowski@urmc.rochester.edu

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Filled Out Form	Title	Phone
Jeffrey Mark Kaczorowski	MD, Professor, Vice Chair of Community and Government Relations (Project Co-Lead)	585-275-1956

Email
jeffrey_kaczorowski@urmc.rochester.edu

Company Policies and Insurance Documents

- 1. Procurement** [Policy 1. Procurement Procedures.pdf](#)
- 2. Property Management** [Policy 2. Property Mgmt.pdf](#)
- 3. Records Retention** [Policy 3. Retention Policy.pdf](#)
- 4. Code of Ethics** [Policy 4. Code of Ethics.pdf](#)
- 5. Personnel Policy** [Policy 5a. Pay Rates.pdf](#), [Policy 5a & c. Benefits & Leave.pdf](#), [Policy 5d. Non-Discrimination Policy.pdf](#), [Policy 5b. Time Management Attendance.pdf](#), [Policy 5b. Attendance.pdf](#), [Policy 5f. Conflict of Interest.pdf](#), [Policy 5e. Nepotism.pdf](#)
- 6. M/WBE Policy** [Policy 6. M-WBE Utilization Plan.pdf](#)
- 7a. Insurance - Worker's Comp** [Policy 7a. MoCo 2022 DB Insurance.pdf](#), [Policy 7a. MoCo 2022 WC Insurance.pdf](#)
- 7b. Insurance - Professional Liability** [Policy 7b. General Liability COI 2023 Monroe County.pdf](#)
- 7c. Insurance - Automobile** [Policy 7c. Auto cert NYC Jeffrey Kaczorowski_11535557_1.pdf](#)
- 8. Certification** [arpa-exhibit-g UR Peds JK.pdf](#)

Federal Grant Requirements

- 1. SAM #** UEI: F27KDXZMF9Y8
- 2. Exec Name/Compensation**
N/A
- 3. Fed Contracts?** **yes**
 - 3a. Last 3 Fed Contracts**
For Gen Peds:
\$2,374,944; 12/1/22-11/30/27; NIH/NCI
\$500,000; 8/1/22-7/31/23; DHHS/CDC
\$2,472,985; 7/1/21-6/30/2026; NIH/NRSA
 - 3b. Monitor Interventions?** no
 - 3c. Interventions - Explain**
- 4. GAAP/Audit Agency?** **yes**
 - 4a. Audit Agency Name** PricewaterhouseCoopers LLP

Audit Last 5 Years? **yes**

 - 5a. Audit Agency Name** PricewaterhouseCoopers LLP
 - 5b. Annual Financial Statements?**
 - 5c. Statements**
 - 5d. Internal Financial Statements?**
- 6. Negotiated Rate?** **yes**
 - 6a. Rate** 54.00
 - 6b. Rate Agency** DHHS (POC Darryl Mayes, 202-401-2808, Agreement dated 6/22/21)

6c. No Rate - Explain

7. Cash Flow Yes

8. Budget Percent 0.02

9. Financial System? yes

9a. System Rev/Exp/Assets/Prop yes

9b. System Roles yes

9c. System - Explain

10. Turnover

Turnover rate TBD. No changes to the entity's senior management.

11. Staff Experience

JEFF TO ANSWER

11a. Resumes [Casey Calabria Resume.pdf](#), [CV - COHEN - 2022.06.01 \(002\).pdf](#), [2022 Nicole Polsinelli Resume .pdf](#), [Margaret Connor CV 2022.pdf](#), [Christina Barnwell Resume 2022.pdf](#), [CV L Wilson 022.pdf](#), [CV Shipley Laura 2.2021.pdf](#), [CV Nelms 2021 FINAL v3.pdf](#), [CV and CV statement | Kaczorowski 2020.pdf](#)

Personnel

Name #1	Title	Email	Phone
Jeffrey Mark Kaczorowski	MD, Co-Lead, Vice Chair Community Health	jeffrey_kaczorowski@urmc.rochester.edu	585-429-0116
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	Phone		
	585-305-7738		
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Name #4	Title	Email	Phone
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Name #5	Title	Email	Phone
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Name #6	Title	Email	Phone
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Name #7	Title	Email	Phone
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Name #8	Title	Email	Phone
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Name #10	Title	Email	Phone
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Name #11	Title	Email	Phone
Morgan O'Donnell	Behavioral Health Clinical Lead	Morgan_Odonnell@urmc.rochester.edu	585-275-2821
Name #12	Title	Email	Phone
Shaun Nelms	Consultant, Center for Urban Education Success	Shaun.Nelms@RCSDK12.ORG	585-288-3130

Scope of Work

1. Project Description

This initiative intends to enhance access to health and mental health care for all children and youth in the Rochester City School District. If we can achieve full funding over 4 years, we will double the number of RCSD school-based health centers and provide school-based telehealth and mental health consultation and capacity building at all RCSD schools. In Year 1 we will expand telehealth and mental health care for 11 RCSD schools (1/4 of RCSD schools).

2. Issues Addressed

Enhanced access to health care and mental health care and support for Rochester City School District students

3. Where Offered

Rochester City School District school buildings

4. Subawardees

Rochester Regional Health Department of Pediatrics
Anthony Jordan Health Center Department of Pediatrics

5. Population Served

In Year 1 we will serve 1100 RCSD students in 11 school buildings. Buildings will be selected in partnership with RCSD, and we will ensure geographic spread across the district. Children attending the Rochester City School District are among the poorest students in any City in the U.S. 84% of RCSD students are economically disadvantaged as determined by eligibility for free or reduced-price lunch. 53% of students are Black, 33% Hispanic, 9% White, and 3% Asian. In Monroe County, a 2022 parent poll indicated that 6 out of 10 children and teenagers in the City of Rochester were struggling with mental health issues, higher than the rest of the county. This community of children and youth face challenges related to inequity, structural racism, violence, and other adverse childhood experiences as a historically underrepresented, minority population that is vulnerable and generally underserved.

6. Goals/Outcomes

We will measure the number of children and youth who receive access to mental and behavioral health services, as well as telemedicine services for all health issues, throughout the project on a quarterly basis. We have confirmed with RCSD that we will also work with them to access their databases to evaluate attendance and hours of lost instruction at schools that are implementing telehealth and mental health consultation compared with baseline data prior to implementation. We may also evaluate school performance in partnership with RCSD, with the most likely first measure being disciplinary actions before and after implementation of expanded health and mental health care. We will also look at annual trends in emergency room visits, including mental health emergency room visits, for children and youth in RCSD schools over time. In Year 1 of the project we will engage with at least 1100 students in RCSD. A non-measurable metric we hope to achieve is creating a "culture of health" in schools where behavior and mental health challenges are seen as critical part of health, without stigma, and with hope for treatment, improvement, and return to health. Our project will be guided with leadership from parents, families and youth, and we will measure their satisfaction with implementation and services through an annual survey and interviews.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement	
2023	1	1	1.00	yes	0	Action: Parent/Family Partner Engagement Deliverable: Schedule community Dialogues/listening sessions to prioritize lived experience and ideas of parents/families conducted in partnership with multiple parent/family engagement partner organizations: RTFA WCI & PECAN, RCSD Parent Engagement, YCWC, Monroe County Family Coalition, Healthi Kids, among others Measurement: 2 community dialogues completed and structure established to support ongoing parent/family leadership and engagement	
		2	5.00	no	0	Action: Operations: Management Infrastructure and Core Team Recruitment Deliverable: Develop job descriptions & post positions/recruit for Telemed RN, APP & BH/DBP Coordinator; convene regular meetings to move project forward Measurement: Posted positions and recruitment/interviewing underway; Convene Established twice monthly meetings of core leadership and ad: Posted positions and recruitment/interviewing underway; Weekly meetings of core leadership and administrators with monthly meetings of Leadership Council (inclusive of parents)ministrators with monthly meetings of Leadership Council (inclusive of parent/family partners)	
		3	1.00	yes	0	Action: Identification of Schools, Engagement and Timeline Deliverable: 11 schools identified for implementation with timeline Measurement: Secure commitment from RCSD leadership, school chiefs/principals and school health leaders for schools identified	
		4	6.30	yes	0	Action: Operational & Technical Implementation of Telemedicine Deliverable: Secure lease for TytoCare Units and purchase medical supplies; Address technical and logistic priorities: Physical space requirements; connectivity; consents and MOA/MOUs Measurement: Telemedicine Units and supplies/connectivity and consent available for 11 schools	
		5	1.00	yes	0	Action: Continuous Evaluation and Quality Improvement Deliverable: Evaluation model design; data agreements and analysis templates Measurement: Evaluation model with data agreements complete with RCSD team	
		6	6.20	no	0	Action: Subcontract to RRH Deliverable: Secure staffing and operations plan Measurement: Begin position posting and recruitment for staffing model	
	2	1	1.00				Action: Parent/Family Partner Engagement Deliverable: Calendar of engagement meetings and events provided to county Measurement: Parent/Family Partners' present as core members of Steering Team and EACH team members attend community parent/family partner meetings to build trust and promote effective program development
			11.00				Action: Operations: Management Infrastructure and Core Team Recruitment Deliverable: Secure Telemed APP hire and BH/DBP Admin Coordinator; Start BH Therapist; Develop job descriptions and post for 2nd Telemed Tech/MA; Ongoing leadership and operations meetings established Measurement: Telemed Team is fully staffed to implement Telemedicine services
			1.00				Action: Identification of Schools, Engagement and Timeline Deliverable: MOU/MOA with targeted parent/family meetings and consents at identified schools Measurement: 11 schools with MOU/MOAs completed
			1.00				Action: Operational & Technical Implementation of Telemedicine Deliverable: Coding/billing and reimbursement established; Telemedicine Implemented at 5 Schools Measurement: Successful initiation of telemedicine with students cared for via telehealth at 3 schools
			1.00				Action: Continuous Evaluation and Quality Improvement Deliverable: Initial Data Collection and CQI review of pilot mental health services in C4K and ECHO models Measurement: Baseline data for RCSD students and first data entry for students seen
			6.20				Action: Subcontract to RRH Deliverable: Infrastructure build for mental health/telehealth school-based services; recruitment for remaining positions in telemed and behavioral health Measurement: remaining positions posted

3	1	0.90		Action: Parent/Family Partner Engagement Deliverable: Calendar of engagement meetings and events provided to county Measurement: Parent/Family Partners' present as core members of Steering Team and EACH team members attend community parent/family partner meetings to build trust and promote effective program development
	2	15.00		Action: Operations: Management Infrastructure and Core Team Recruitment Deliverable: Secure hire of 2nd Telemed Tech/MA and DBP Clinician; Ongoing leadership and operations meetings Measurement: Telemed and BH/DBP Clinical Teams are fully staffed
	3	1.00		Action: Operational & Technical Implementation of Telemedicine Deliverable: Add 4 schools Measurement: Successful initiation of telemedicine with students cared for via telehealth at 7 schools
	4	1.00		Action: Continuous Evaluation and Quality Improvement Deliverable: first quarter implementation data Measurement: Data reported
	5	10.60		Action: Subcontract to RRH Deliverable: full staffing complete and service delivery underway Measurement: 6 positions filled to complete the interprofessional staffing model
	6	0.60		Action: Subcontract to Jordan Health Deliverable: steering team representation from Jordan Health; leadership engaged to develop RCSD telehealth workflows at Jordan sites Measurement: Jordan Health engaged in telehealth early planning to identify strengths/barriers to RCSD telehealth implementation and connectivity
4	1	1.00		Action: Parent/Family Partner Engagement Deliverable: Calendar of engagement meetings and events provided to county Measurement: Parent/Family Partners' present as core members of Steering Team and EACH team members attend community parent/family partner meetings to build trust and promote effective program development
	2	15.00		Action: Operations: Management Infrastructure and Core Team Recruitment Deliverable: Organizational chart operationalized fully Measurement: Organizational operations fully staffed and coordinated
	3	1.00		Action: Operational & Technical Implementation of Telemedicine Deliverable: Add 4 schools Measurement: Successful initiation of telemedicine with 1100 students cared for via telehealth at 11 schools (inclusive of students seen as part of RRH subcontract)
	4	1.00		Action: Continuous Evaluation and Quality Improvement Deliverable: first and second quarter implementation data Measurement: data reported
	5	10.60		Action: Subcontract to RRH Deliverable: full staffing complete and service delivery ongoing Measurement: 350 visits in fully staffed sites
	6	0.60		Action: Subcontract to Jordan Health Deliverable: steering team representation from Jordan Health; leadership engaged to develop RCSD telehealth workflows at Jordan sites Measurement: Jordan Health engaged in telehealth planning for their sites
2024	1	Empty		
	2	Empty		
	3	Empty		
	4	Empty		
2025	1	Empty		
	2	Empty		
	3	Empty		
	4	Empty		
2026	1	Empty		
	2	Empty		
	3	Empty		
	4	Empty		

Budget

1. [Budget ARPA Budget Template Jordan Health.xlsx](#), [ARPA Budget Template Overall.xlsx](#), [ARPA Budget Template RRH.xlsx](#), [ARPA Budget Template URMC.xlsx](#)

Documents New From Template... Download Merged (PDFs Only)

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	94051	ARPA Budget Template Overall.xlsx	budget2	1/15/23 09:35AM	
<input type="checkbox"/>	94050	ARPA Budget Template Jordan Health.xlsx	budget2	1/15/23 09:35AM	
<input type="checkbox"/>	94049	ARPA Budget Template URMAC.xlsx	budget2	1/15/23 09:35AM	
<input type="checkbox"/>	94048	ARPA Budget Template RRH.xlsx	budget2	1/15/23 09:35AM	
<input type="checkbox"/>	94026	arpa-exhibit-g UR Peds JK.pdf	cert	1/14/23 01:13AM	
<input type="checkbox"/>	93698	Policy 7c Auto cert NYC Jeffrey Kaczorowski 11535557_1.pdf	insauto	1/6/23 01:26PM	
<input type="checkbox"/>	93668	CV - COHEN - 2022.06.01 (002).pdf	resume	1/4/23 08:31AM	
<input type="checkbox"/>	93667	Casey Calabria Resume.pdf	resume	1/4/23 08:31AM	
<input type="checkbox"/>	93666	2022 Nicole Polisinelli Resume .pdf	resume	1/4/23 08:31AM	
<input type="checkbox"/>	93663	Margaret Connor CV 2022.pdf	resume	1/3/23 02:46PM	
<input type="checkbox"/>	93659	Policy 7b General Liability COI 2023 Monroe County.pdf	instiab	1/3/23 12:34PM	
<input type="checkbox"/>	93658	Policy 5a Pay Rates.pdf	personnel	1/3/23 10:54AM	
<input type="checkbox"/>	93657	Christina Barmwell Resume 2022.pdf	resume	1/3/23 08:34AM	
<input type="checkbox"/>	93656	CV and CV statement J Kaczorowski 2020.pdf	resume	1/3/23 08:34AM	
<input type="checkbox"/>	93655	CV Nelms 2021 FINAL v3.pdf	resume	1/3/23 08:34AM	
<input type="checkbox"/>	93654	CV Shipley Laura 2.2021.pdf	resume	1/3/23 08:34AM	
<input type="checkbox"/>	93653	CV L Wilson 022.pdf	resume	1/3/23 08:34AM	
<input type="checkbox"/>	93602	Policy 5a & c Benefits & Leave.pdf	personnel	12/29/22 08:32AM	
<input type="checkbox"/>	93601	Policy 5d Non-Discrimination Policy.pdf	personnel	12/29/22 08:32AM	
<input type="checkbox"/>	93600	Policy 5e Harassment.pdf	personnel	12/29/22 08:32AM	
<input type="checkbox"/>	93599	Policy 5f Conflict-of-Interest.pdf	personnel	12/29/22 08:32AM	
<input type="checkbox"/>	93598	Policy 5b Attendance.pdf	personnel	12/29/22 08:32AM	
<input type="checkbox"/>	93597	Policy 5b Time Management Attendance.pdf	personnel	12/29/22 08:32AM	

<input type="checkbox"/>		93598	Policy 5b. Attendance.pdf	personnel	12/29/22 08:32AM
<input type="checkbox"/>		93597	Policy 5b. Time Management Attendance.pdf	personnel	12/29/22 08:32AM
<input type="checkbox"/>		93536	Policy 7a. MoCo 2022 DB Insurance.pdf	inswork	12/21/22 11:22AM
<input type="checkbox"/>		93535	Policy 7a. MoCo 2022 WC Insurance.pdf	inswork	12/21/22 11:22AM
<input type="checkbox"/>		93534	Policy 6. M-WBE Utilization Plan.pdf	mwbe	12/21/22 11:14AM
<input type="checkbox"/>		93533	Policy 4. Code of Ethics.pdf	ethics	12/21/22 11:11AM
<input type="checkbox"/>		93532	Policy 3. Retention Policy.pdf	retention	12/21/22 11:11AM
<input type="checkbox"/>		93531	Policy 2. Property Mgmt.pdf	property	12/21/22 11:11AM
<input type="checkbox"/>		93530	Policy 1. Procurement Procedures.pdf	procure	12/21/22 11:10AM



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3/18/2024

Baden Street Settlement of Rochester, Inc - Ron Thomas

ID	Status	Created	Submitted	Login
10	submitted	10/18/22 09:57AM	5/12/23 05:47PM	6965 rthomas@badenstreet.org

Contact Information

Organization Name	Mail Address
Baden Street Settlement of Rochester, Inc	152 Baden Street, Rochester, NY 14605

Signatory Name	Title
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1st Contact Name	Title	Phone	Email
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2nd Contact Name	Title	Phone	Email
Hector Diaz	Settlement House Foundation Director	585-230-1485	hdiaz@badenstreet.org

Filled Out Form	Title	Phone	Email
Ron Thomas	Executive Director	585-445-6718	rthomas@badenstreet.org

Company Policies and Insurance Documents

- 1. Procurement** [Procurement Policies and Procedures.pdf](#)
- 2. Property Management** [Fixed Asset Management.pdf](#)
- 3. Records Retention** [Retention Policies Admin, Chemical Dependency, Behavioral Health.pdf](#)
- 4. Code of Ethics** [Code of Ethics.pdf](#)
- 5. Personnel Policy** [Baden Manual - Board Approved 2019 \(3\).docx](#)
- 6. M/WBE Policy** [arpa-mwbe Utilization Plan Updated.pdf](#)
- 7a. Insurance - Worker's Comp** [Monroe County db 2023.pdf](#), [Monroe County_NYSIF WC.pdf](#)
- 7b. Insurance - Professional Liability** [Monroe County Liab 2023-24.pdf](#)
- 7c. Insurance - Automobile** [Monroe County Liab 2023-24.pdf](#)
- 8. Certification** [Certification -Exhibit G.pdf](#)

Federal Grant Requirements

1. **SAM #** ENSMHJE26L65

2. **Exec Name/Compensation**
NA

3. **Fed Contracts?** yes

3a. Last 3 Fed Contracts

Period 4/1/21 - 3/31/22:

US Department of Health and Human Services

- Passed through the City of Rochester, New York

MCTP City CAPP - \$28,908

MCTP City Sexual Risk Avoidance Education (SRAE) - \$116,810

- Passed through County of Monroe

MC Rental Assistance Program - \$1,442,241

- Passed through Planned Parenthood of Rochester/Syracuse Region, Inc.

MCTP-NYS DOH Community Based Adolescent Pregnancy Prevention Program - \$24,438

US Department of Agriculture

- Passed through New York State Department of Health

Child and Adult Care Food Program - \$87,901

3b. Monitor Interventions? no

3c. Interventions - Explain

4. **GAAP/Audit Agency?** yes

4a. Audit Agency Name EFPR Group

Audit Last 5 Years? yes

5a. Audit Agency Name EFPR Group

5b. Annual Financial Statements?

5c. Statements

5d. Internal Financial Statements?

6. **Negotiated Rate?** no

6a. Rate

6b. Rate Agency

6c. No Rate - Explain Past contractual obligations have not required. So Agency has never applied.

7. Cash Flow Yes

8. Budget Percent 26.00

9. Financial System? yes

9a. System Rev/Exp/Assets/Prop yes

9b. System Roles yes

9c. System - Explain

10. Turnover

In the last two years there have been three turnovers in the Agency's senior staff. The Executive Director was replaced 2022 by the former ED who retired in 2020. The finance director resigned in August of 2022 and was replaced in September 2022. The Director of our Behavioral Health program resigned in December of 2021 and was replaced in January 2022.

11. Staff Experience

Founded in 1901 to support Eastern European immigrants, Baden Street Settlement has continuously evolved to provide a full-range of services and facilities. Our early years included a health clinic that, by 1915, served about four hundred and fifty patients weekly. Services expanded, and over 40,000 visits were made to the Health Clinic in 1940. 1973 saw the start of a Drug Counseling Center, Baden Street's first formal programming to help clients wanting education and job training to work through addiction. While the focus of those times was not medical, these efforts have grown into our current Medically Supervised Outpatient Chemical Dependency and Behavioral Health programs. Since 2018, Baden Street's leadership has been in discussion with the regional NYS Office of Mental Health (OMH), seeking a path to develop this much-needed resource. Today, Baden Street Settlement focuses on four areas: Family, Education, Health and Crime/Violence. Our services reach over 7,000 people annually in the Northeast sector of Rochester; approximately 90% are people of color. Baden Street's staff is local, experienced, and highly qualified; 65% of our staff lives in or near our service area, and 90% live in Rochester. We share a theory of change consistent with the historic settlement house movement to base services at the neighborhood level, making us well known to the community.

11a. Resumes [janet irizarry new resume \(1\).docx](#), [Hector Diaz Resume.pdf](#), [Kelly LoTurco resume.docx](#)

Personnel

Name #1	Title	Email	Phone
Ron Thomas	Executive Director	rthomas@badenstreet.org	585-445-6718
Name #2	Title	Email	Phone
Hector Diaz	Director of the Foundation	hdiaz@badenstreet.org	585-230-1485
Name #3	Title	Email	Phone
Shelley Long	Finance Director	slong@badenstreet.org	585-325-4910

Scope of Work

1. Project Description

Baden Street Settlement and its partners, the settlement houses (Charles House, Community Place of Greater Rochester, and Montgomery Neighborhood Center through the Settlement Houses of Rochester Foundation), will vastly increase available behavioral health services in the County of Monroe. The project includes: adding mental health services to Baden's array of programming, adding an addition to the current SUD clinic to house the Mental Health Clinic, and renovating Baden's 13 Vienna Street location that will house a Peer Services Support Program and other programming addressing client's social determinants of health; opening services to clients at other settlement house locations.

2. Issues Addressed

Increased accessibility to mental health services and the improvement of the well-being and success of individuals being treated for addiction and mental health issues.

3. Where Offered

Mental health services will be offered at Baden Street's Medically Supervised Outpatient Substance Use Disorder Clinic located at 585 Joseph Ave. in Northeast Rochester. Additional services such as emergency food, shelter, and clothing; peer support services; family respite and support services; and gathering spaces to support group activities such as NA and AA will be housed at 13 Vienna Street. Further, coordinating with the Settlement Houses of Rochester Foundation, similar supportive services addressing social determinants of health in other locations where the settlements are located will be available to clients. All services will be physically accessible. Facilities are located in neighborhoods in the City of Rochester; they are easily reachable by walking, cycling, or bus.

4. Subawardees

A portion of the grant funds will be paid to the general contracting firms to be selected and any subs they hire to complete the renovations to 585 Joseph Ave and 13 Vienna Street.

Another potential subcontractor identified at this time is Grants4Good LLC, a NYS-certified woman-owned business that will assist Baden with program sustainability, strategy, and funding strategies.

5. Population Served

The goal of this project will be to offer services to at least 800 individuals over the four year grant term with significant overlap between those receiving mental health and peer services. It is anticipated that most clients will come from the County of Monroe. All will be aged 18 and up.

6. Goals/Outcomes

Goals are: Physical Space:

Baden Street will create the new mental health clinic by renovating our property at 585 Joseph Street, co-locating it with our current SUD services by constructing a 3300 sq ft addition attached to the second floor of that building. The plans also call for 5 to 6 private offices and a group meeting space/conference room. Space will be handicapped accessible for all individuals.

The other two buildings at 13 Vienna Street are planned to be renovated and connected into Baden Street Plaza, which will address current structural issues, increase energy efficiency, and organize the programming spaces for better use. These plans include demolishing the existing 152 Baden Street building and 13 Vienna Street Building while keeping the gymnasium. Baden will rebuild a 3-story, 17,000 sq ft facility in the footprint of 13 Vienna Street and parking lot of 152 Baden Street. The new 13 Vienna Street building will house Administration, Senior Center, Emergency and Family Assistance, the new Peer Services Support Initiative, and Youth and Adult Development, and connect to the existing Gymnasium structure. The project would renovate the existing gymnasium HVAC and Lighting as a part of the project. The project would include the installation of an elevator for accessibility. Further, we have many requests from Narcotics Anonymous (NA) groups for meeting space. Large group rooms will be made available at 13 Vienna to support meeting space for these NA groups or AA groups if requested.

Baseline Data and Expected Outputs:

After renovations, Baden Street Settlement anticipates the Mental Health Clinic serving 80 new clients (beginning year one) and expand services to up to 800 clients over the life of the funding. There are already approximately 75 individuals identified in our current Substance Use Disorder clinic that would be immediately referred for treatment. Pre-COVID-19, in the years 2017 - 2019, SUD staff scheduled an average of 720 evaluations annually. The number of admissions averaged 325 clients - 91% were new clients. Post COVID-19, the years 2021-2022, scheduled evaluations averaged 333 annually. Admissions averaged 146; 94% were new clients. The addition of mental health services will result in increased admissions and fewer no-shows after evaluations are scheduled.

This new space at 585 Joseph Street will be a 3300 sq ft addition to the second floor for mental health services. The training center and hub for the 24 trainees in the Settlement House Foundation's Peer Services Support initiative will initially be housed at Charles Settlement. The Settlement House Foundation will hire and train former substance users or those who have former medical conditions and have been successful in overcoming or reducing the medical condition, to be Peer Support Specialists.

Additional staffing for the MH Clinic and Peer Services Initiative includes: 11 additional health or administrative positions, as noted in the action plan and the budget. All these new hires afford an opportunity to address the need for equitably-paid jobs for people of color in behavioral health roles.

Peer Support Specialists will work through outreach in their neighborhoods, using their recovery experience to encourage clients coping with barriers, and helping bridge the gap between patients and health professionals. The Peer Services Support Counselors will be trained in small group cohorts beginning summer 2024. Once fully staffed, they will reach approximately 300 clients over the term of the grant.

The expanded Mental Health Clinic services will begin in a limited capacity in the SUD clinic. This is planned to begin in spring of 2023, serving 80 of our current SUD clients. Once the space is renovated, anticipated third quarter of 2024, capacity will increase once the stand-alone clinic application is approved. Once fully operational, it will serve an additional 420 people over the term of grant.

SUD add-on Clinic programming will include individual counseling, screenings, medication therapy, and peer services. The need for group counseling will be assessed once the program is established or operational.

Once the OMH stand-alone Mental Health Clinic is approved, we will move to an article 31 Clinic. We will offer Intake (including Safety planning and risk assessments), Individual sessions, Group therapy sessions, medication therapy, Peer Support services, and Crisis intervention.

Long-term Outcomes: Beyond 2026, the project will continue to improve behavioral health outcomes for residents of Monroe County. Improvements in the lives of individuals served will benefit their families and their neighborhoods. The connections strengthened between our services and emergency response teams will also serve/benefit the community for many years to come. The training opportunities mean that more practitioners, particularly ones with cultural competence, will bolster the workforce in areas sorely needed in Monroe County.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	1.50			Action: Complete architectural and engineering plans for a 3,350 sq ft addition with 5-6 offices and a conference room to current Substance Use Disorder (SUD) clinic to house stand-alone MH clinic Deliverable: Set of completed construction drawings Measurement: Drawings available for use in bidding process
		2	2.00			Action: Increase staffing for proposed add-on mental health services to current SUD clinic Deliverable: Hire Director of Clinical Services; deliver staffing plan to County Measurement: Director on board that ensures MH Clinic meets credentialing requirements
		3	0.50			Action: Begin to identify billing codes, policy & procedures for add-on services to current SUD clinic Deliverable: Billing procedures to add MH services to the SUD clinic identified and outlined in writing for use by billing staff Measurement: Written billing procedures/codes in place
		4	0.00			Action: Obtain approval from OASAS to add MH services to the current SUD clinic Deliverable: Startup requirements in place for SUD clinic start offering MH services in outpatient clinic Measurement: SUD clinic is fully prepared to deliver individual counseling, group counseling sessions, intake and treatment, and medicated therapies
	2	1	1.50			Action: Increase staffing for proposed add-on mental health services to current SUD clinic Deliverable: Hire licensed MH therapist for current SUD clinic Measurement: Therapist in place to support addition of mental services to current SUD Clinic

	2	1.25				Action: Increase staffing for proposed add-on mental health services to current SUD clinic Deliverable: Hire/contract with Psychiatrist/Medical Doctor/PA to support addition of mental health services Measurement: Psychiatrist/Medical Doctor/PA in place to support addition of mental health services to current SUD Clinic
	3	0.00				Action: Submit application to OMH for Stand-Alone clinic Deliverable: Begin credentialing process for Stand-Alone MH clinic for when buildout is complete Measurement: Initial application will be filed with NY State/process begun
	4	0.75				Action: Increase support staff for proposed add-on mental health services to current SUD clinic Deliverable: Hire Administrative Assistant to support addition of mental health services to current SUD Clinic Measurement: Administrative Assistant in place support addition of mental health services to current SUD Clinic
	5	0.00				Action: Provide direct treatment to current SUD clinic clients in need of MH services Deliverable: SUD Clinic programming will include individual counseling, screenings, medication therapy, and peer services. Measurement: 40 clients will access mental health services
	3	1	1.10			Action: Identify construction companies to build addition onto current SUD clinic to house stand-alone clinic Deliverable: Construction process for new MH Clinic space: Advertising and Contractor pool notified Measurement: Baden Street will receive a sufficient pool of bids
		2	1.00			Action: Increase access to supportive services for clients receiving Mental Health services within Monroe County Deliverable: Foundation Director and Administrative staff interviewed and hired; staffing plan to County Measurement: Staff in place to begin building peer counselor component that provide in-community mental health support
		3	0.00			Action: Begin development of Peer Support Program at Foundation Deliverable: Draft of procedures manual for peer services program, based on Evidence Based best practices in the community Measurement: Manual 50% complete
		4	0.00			Action: Continue to provide direct MH services to current SUD clinic clients Deliverable: SUD Clinic programming will include individual counseling, screenings, medication therapy, and peer services. Measurement: 40 additional community members will access mental health services
	4	1	0.75	no	0	Action: Choose Construction company to build addition onto current SUD Clinic Deliverable: Bids for construction of MH clinic evaluated and award made Measurement: Construction contractor in place
		2	0.00	no	0	Action: Continue work to develop Peer Support Program at Foundation Deliverable: Draft of procedures manual for peer services program, based on best Evidence-based practices in the community Measurement: Manual 100% in place
		3	1.30	no	0	Action: Continue to deliver MH services for current SUD clinic clients Deliverable: SUD Clinic programming will include individual counseling, screenings, medication therapy, and peer services. Measurement: Community members continue to receive mental health services (initial 80 SUD clients continue services)
		4	0.00	no	0	Action: Submit application for OMH for Stand-Alone clinic services Deliverable: Stand alone MH credentials in place Measurement: OMH Application submitted
2024	1	1	3.00			Action: Increase staffing for proposed stand-alone mental health clinic Deliverable: Hire Mental Health Clinic Director Measurement: Mental Health Clinic Director in place to open Stand alone Clinic
		2	22.00			Action: Construction of addition to current SUD clinic house stand- alone clinic Deliverable: Begin Construction of 3,350 sq ft addition to current SUD Clinic Measurement: Construction timeline met: 50% complete
		3	1.35			Action: Increase staffing for Peer Support Services program Deliverable: Hire peer support coordinator Measurement: Staff in place
		4	1.50			Action: Increase staffing for Peer Services Program Deliverable: Foundation staff establish processes to recruit and hire peers; begin recruitment Measurement: 6 peers hired and begun training by end of quarter
		5	0.00			Action: Begin the transitioning process to move current SUD MH clients to stand-alone program Deliverable: SUD Clinic programming will include individual counseling, screenings, medication therapy, and peer services. Measurement: Initial 80 clients continue to receive mental health services
	2	1	22.00			Action: Finalize new MH stand-alone space/offices Deliverable: Construction of MH Clinic Space Completed Measurement: Opening of MH Clinic; clients served in SUD clinic transferred to Stand Alone OMH Program
		2	0.50			Action: Increase medical staffing for stand-alone MH program Deliverable: Recruit and hire Psychiatrist/Psychiatric Nurse Practitioner; staffing plan to County Measurement: Psychiatrist/Psychiatric Nurse Practitioner in place to serve MH clientele
		3	0.75			Action: Increase clinical staffing for stand-alone MH program Deliverable: Recruit and hire additional therapist stand alone MH clinic; update staffing plans to County Measurement: Staffing in place -2 therapists in total
		4	0.12			Action: Increase access to supportive services for clients receiving Mental Health services within Monroe County Deliverable: First cohort of peer training candidates complete credentials to begin providing support to clients who need mental health or behavioral health support Measurement: 6 peers complete training process
		5	0.00			Action: Increase staffing for Peer Services Program

				Deliverable: Second cohort of peers recruited Measurement: 6 new peers recruited and ready to begin credentialing process
3	1	0.15		Action: Peer Services Support Program begins offering services Deliverable: 6 peers begin offering services to MH, BH and SUD clients Measurement: Peers see a total of 60 community members in this quarter
	2	0.12		Action: Increase staffing for Peer Services Program Deliverable: Second cohort of peer training candidates complete credentials to begin providing support to clients who need mental health or behavioral health support Measurement: 6 peers completing training process
	3	0.50		Action: Continue to serve clients in our stand-alone Mental Health clinic for community members within Monroe County Deliverable: Provide individual counseling, group counseling sessions, intake and treatment, and medicated therapies to community members Measurement: 150 community members access mental health services through clinic (70 new clients)
	4	1.90		Action: Increase access to supportive services for clients receiving Mental Health services within Monroe County - Begin renovation of 13 Vienna property Deliverable: Set of construction drawings for renovation at 13 Vienna Street Measurement: Completion of construction drawings for bid process
	5	0.00		Action: Increase staffing for Peer Services Program Deliverable: Third cohort of peers recruited Measurement: 6 new peers recruited and ready to begin credentialing process
4	1	0.15		Action: Increase the number of peers providing supportive services for clients receiving Mental Health services within Monroe County Deliverable: Second cohort of peers begin offering services to MH, BH and SUD clients Measurement: Peers begin serving 60 additional community members in this quarter
	2	0.75		Action: Continue to serve clients in our stand-alone Mental Health clinic for community members within Monroe County Deliverable: Provide individual counseling, group counseling sessions, intake and treatment, and medicated therapies to community members Measurement: 50 additional people served during this quarter
	3	0.00		Action: Increase staffing for Peer Services Program Deliverable: Fourth cohort of peers recruited Measurement: 6 new peers recruited and ready to begin credentialing process
	4	0.12		Action: Increase staffing for Peer Services Program Deliverable: Third cohort of peer training candidates complete credentials to begin providing support to clients who need mental health or behavioral health support Measurement: 6 peers completing training process
2025	1	1	2.60	Action: Continue 13 Vienna Street renovation project Deliverable: 13 Vienna Street construction packets out to bid: Advertising and Contractor pool notified Measurement: Construction bids received
		2	0.15	Action: Increase the number of peers providing supportive services for clients receiving Mental Health services within Monroe County Deliverable: Third cohort of peers begin offering services to MH, BH and SUD clients Measurement: Peers begin serving 60 additional community members in this quarter
		3	1.56	Action: Continue to serve clients in our stand-alone Mental Health clinic for community members within Monroe County Deliverable: Provide individual counseling, group counseling sessions, intake and treatment, and medicated therapies to community members Measurement: 50 additional people served during this quarter
		4	0.14	Action: Increase staffing for Peer Services Program Deliverable: Fourth cohort of peer training candidates complete credentials to begin providing support to clients who need mental health or behavioral health support Measurement: 6 peers completing training process
	2	1	2.60	Action: Continue 13 Vienna Street renovation project Deliverable: 13 Vienna Street Contractor hired Measurement: Construction contractor in place
		2	0.81	Action: Continue to serve clients in our stand-alone Mental Health clinic for community members within Monroe County Deliverable: Provide individual counseling, group counseling sessions, intake and treatment, and medicated therapies to community members Measurement: 50 additional people served during this quarter
		3	0.15	Action: Increase the number of peers providing supportive services for clients receiving Mental Health services within Monroe County Deliverable: Fourth cohort of peers begin offering services to MH, BH and SUD clients Measurement: Peers begin serving 60 additional community members in this quarter
	3	1	21.65	Action: Continue 13 Vienna Street renovation project Deliverable: Begin construction of 17,000 sq ft building at 13 Vienna St. Measurement: Construction timeline met: 10% complete
		2	0.81	Action: Continue to serve clients in our stand-alone Mental Health clinic for community members within Monroe County Deliverable: Provide individual counseling, group counseling sessions, intake and treatment, and medicated therapies to community members Measurement: 60 additional(50 new MH and 10 in Peer Services) people served during this quarter
	4	1	0.00	

					Deliverable: Progress on construction at 13 Vienna continues through quarter Measurement: Construction timeline met: 50% complete
		2	0.82		Action: Continue to serve clients in our stand-alone Mental Health clinic for community members within Monroe County Deliverable: Provide individual counseling, group counseling sessions, intake and treatment, and medicated therapies to community members Measurement: 40 additional(30 new MH and 10 in Peer Services) people served during this quarter
2026	1	1	0.00		Action: Continue 13 Vienna Street renovation project Deliverable: Construction completed at 13 Vienna and ready for occupancy Measurement: Construction timeline met: 100% complete
		2	0.54		Action: Continue to serve clients in our stand-alone Mental Health clinic for community members within Monroe County Deliverable: Provide individual counseling, group counseling sessions, intake and treatment, and medicated therapies to community members Measurement: 40 additional(30 new MH and 10 in Peer Services) people served during this quarter
	2	1	0.00		Action: Centralize all Peer Support Services at new 13 Vienna site Deliverable: Peer services unit moves to new space at 13 Vienna Measurement: Peer Support Services begin operation at 13 Vienna
		2	0.54		Action: Continue to serve clients in our stand-alone Mental Health clinic for community members within Monroe County Deliverable: Provide individual counseling, group counseling sessions, intake and treatment, and medicated therapies to community members Measurement: 40 additional(30 new MH and 10 in Peer Services) people served during this quarter
	3	1	0.54		Action: Continue to serve clients in our stand-alone Mental Health clinic for community members within Monroe County Deliverable: Provide individual counseling, group counseling sessions, intake and treatment, and medicated therapies to community members Measurement: 50 additional clients are served this quarter
	4	1	0.53		Action: Continue to serve clients in our stand-alone Mental Health clinic for community members within Monroe County Deliverable: Provide individual counseling, group counseling sessions, intake and treatment, and medicated therapies to community members Measurement: 40 additional(30 new MH and 10 in Peer Services) people served during this quarter

Budget

1. **Budget** [Budget narrative Monroe ARPA Final 2023 Revised.docx](#), [arpa-budget final 2023 \(3\).xlsx](#)

4 1 0.53
 Action: Continue to serve clients in our stand-alone Mental Health clinic for community members within Monroe County
 Deliverables: Provide individual counseling, group counseling sessions, intake and treatment, and medicated therapies to community members
 Measurement: 40 additional(30 new MH and 10 in Peer Services) people served during this quarter
[View Edit](#)

Budget

1. Budget Budget narrative Monroe ARPA Final 2023 Revised.docx, arpa-budget final 2023 (3).xlsx

Documents

Upload New File(s) New From Template... Download Merged (PDFs Only)

ID	Document (click to download, drag to sort)	Role	Created	User
97154	Budget narrative Monroe ARPA Final 2023 Revised.docx	budget2	5/12/23 05:46PM	
96268	arpa-budget final 2023 (3).xlsx	budget2	3/20/23 04:54AM	
96056	Monroe County Liab 2023-24.pdf	insauto	3/6/23 07:06PM	
96055	Monroe County Liab 2023-24.pdf	insliab	3/6/23 07:06PM	
93901	arpa-mwbe Utilization Plan Updated.pdf	mwbe	1/12/23 10:25AM	
93900	Baden Manual - Board Approved 2019 (3).docx	personnel	1/12/23 10:24AM	
93887	Code of Ethics.pdf	ethics	1/11/23 05:33PM	
93881	Retention Policies Admin: Chemical Dependency: Behavioral Health.pdf	retention	1/11/23 04:58PM	
93879	Monroe County db 2023.pdf	inswork	1/11/23 04:43PM	
93845	Monroe County NYSIF WC.pdf	inswork	1/11/23 10:35AM	
93836	janet Irizarry_new resume (1).docx	resume	1/11/23 08:22AM	
93825	Procurement Policies and Procedures.pdf	procure	1/10/23 06:18PM	
93824	Fixed Asset Management.pdf	property	1/10/23 05:00PM	
93823	Certification -Exhibit G.pdf	cert	1/10/23 04:53PM	
93819	Hector Diaz Resume.pdf	resume	1/10/23 03:44PM	
93818	Kelly LoTurco resume.docx	resume	1/10/23 03:39PM	

Big Brothers Big Sisters of Greater Rochester NY - Lisa Mattoon

ID	Status	Created	Submitted	Login
24	submitted	10/18/22 09:57AM	1/5/24 04:53PM	6331 lmattoon@bbbsr.org

Contact Information

Organization Name	Mail Address
Big Brothers Big Sisters of Greater Rochester NY	1 South Washington Street , Rochester, NY 14614

Signatory Name	Title
Lisa Mattoon	CEO

1st Contact Name	Title	Phone	Email
Lisa Mattoon	CEO	585-442-2250	lmattoon@bbbsr.org

2nd Contact Name	Title	Phone	Email
Mary Jepson	Chief Program Officer	585-442-2250	mjepson@bbbsr.org

Filled Out Form	Title	Phone	Email
Lisa Mattoon	CEO	585-442-2250	lmattoon@bbbsr.org

Company Policies and Insurance Documents

- 1. Procurement** [BBBSR Procurement Policy Feb 2023.docx](#)
- 2. Property Management** [BBBS Executed Lease 12 14 22.pdf](#)
- 3. Records Retention** [Records Retention Policy.doc](#)
- 4. Code of Ethics** [Code of Conduct BBBSA.pdf](#)
- 5. Personnel Policy** [BBBS Employee Handbook - 5.20.21 \(Repaired\).doc](#)
- 6. M/WBE Policy** [arpa-mwbe_BBBS.pdf](#)
- 7a. Insurance - Worker's Comp** [Workers comp 2023.PNG](#)
- 7b. Insurance - Professional Liability** [Community Partners COI \(1\).pdf](#)
- 7c. Insurance - Automobile** [Community Partners COI \(1\).pdf](#)
- 8. Certification** [Adobe Scan Jan 12, 2023.pdf](#)

Federal Grant Requirements

1. SAM # This is in progress. The system has our legal name in the listed with an address from 12 years ago. I have been working with Amber Stevens to correct this. All required documentation has been updated along with one follow up request.

2. Exec Name/Compensation
N/A

3. Fed Contracts? yes

3a. Last 3 Fed Contracts
2010-2012 OJJDP

3b. Monitor Interventions? no

3c. Interventions - Explain

4. GAAP/Audit Agency? yes

4a. Audit Agency Name Davie Kaplan

Audit Last 5 Years? yes

5a. Audit Agency Name Davie Kaplan

5b. Annual Financial Statements?

5c. Statements

5d. Internal Financial Statements?

6. Negotiated Rate? no

6a. Rate

6b. Rate Agency

6c. No Rate - Explain None that I have seen. The last time a negotiated rate happened was under a former CEO and more than 10 years ago

7. Cash Flow yes

8. Budget Percent 14.00

9. Financial System? yes

9a. System Rev/Exp/Assets/Prop yes

9b. System Roles yes

9c. System - Explain

10. Turnover

25%

11. Staff Experience

We currently provide resources to families on an as needed basis without a solid, ongoing plan around it. This new position will be 100% focused on the needs of our families. We currently do not offer a space for matches to come participate in activities. Our new mentoring center will provide that. Currently, we do not have one staff member full dedicated to community engagement and recruitment. This position will spend 100% of their time committed to that.

11a. Resumes ARPA_senior_staff.docx

Personnel

Name #1	Title	Email	Phone
Lisa Mattoon	CEO	lmattoon@bbbsr.org	585-442-2250
Name #2	Title	Email	Phone
Mary Jepson	Chief Program Officer	mjepson@bbbsr.org	585-442-2250

Scope of Work

1. Project Description

ARPA funding will support operational costs of the Mentoring Center/Family Resource Center opened in 2023. Services and programs will include health & wellness, life skills, and social & emotional skill classes; Resource Room items for pick-up (personal care, school, & clothing); a safe gathering space for mentors and youth; and more! ARPA will support in part two new full-time staff positions:

- Recruitment and Community Engagement Specialist to recruit mentors and to continue our work building community partnerships.
- A Family Support Specialist to connect youth and their families with food, housing, mental health supports, and other family stabilization resources.

2. Issues Addressed

This mentoring program is an investment in Monroe County's youth and meets the goal of Public Health and Public Safety and several pillars including:

- Create programs and public spaces to foster safety and encourage positive change. There is a need for increase mentoring programs that provide safe, high quality, science based methods for mentoring.
- Promote an equitable, connected, and accessible community, and
- Focus on the overall wellbeing of Monroe County residents, in particular youth and families, that are underserved and lacking resources

3. Where Offered

City of Rochester
Monroe County

4. Subawardees

N/A

5. Population Served

The youth/Littles who come into the program are moderate- to high-need for mentoring and wrap-around services. Most mentees (81%) served are between the ages of 10 and 17. Over half are raised in single-family homes, with 40% earning less than \$20,000 per year. They often have an incarcerated parent (35%), have experienced, or witnessed abuse, neglect, and/or violence, and/or experience environmental trauma (parental separation, divorce, parental substance use disorder, and mental illness). Almost three-quarters (74%) of the youth served by our organization in Monroe County are African American, Hispanic, or multi-racial.

6. Goals/Outcomes

This project will serve at least 175 Monroe County youth through mentoring relationships in Year One, at least 25 more youth through mentoring relationships in Year Two, and at least 30 more youth through mentoring relationships during Year Three. In addition, the project will serve at least 305 unique family members and community members of Monroe County during the three-year project. A total of 535 unique youth and residents will be served over the three-year project. At least 1,375 services — mentoring, back-to-school and holiday support, and center activities — will be provided to these 535 Monroe residents.

During the three-year project, Big Brothers Big Sisters of Greater Rochester will provide the following services for Monroe County residents:

- Back to School support for 105 unique individuals
- Mentor and Family Resource Center activities or support for 105 unique individuals
- Holiday/Winter support for 95 unique individuals
- Mentoring relationships for 230 unique individuals.

In addition, 24 new community partnerships will be developed.

Our specific measurable objectives for Monroe County youth in the mentoring program:

- 100% of our student participants (in any given school year) who receive mentoring will graduate high school (within their 4-year on-time graduation period);
 - 100% will avoid the juvenile justice system;
 - 85% of students will report higher self-esteem and/or a clearer direction for employment post- graduation;
 - At least 70% of the participating students will be matched with a mentor for 12 months or longer. Often the relationships last a lifetime; and
 - 100% of our student participants who receive mentoring in this program will be screened for wrap-around service needs.
- 100% of Monroe County youth served will be referred to the county’s Mental Health Services as needed.
- 100% of Monroe County youth served will be referred to the county’s Substance Abuse Services as needed.
 - 100% of families of Monroe County youth served will be informed about the county’s Mental Health and Substance Abuse services.
 - 100% of families of Monroe County youth served will be informed about food assistance programs.

The proposed Family Support Specialist will be integral to connecting Monroe County youth and their families to Monroe County health services as well as measuring, analyzing, and reporting evaluation results.

In addition, we measure the effectiveness of the program and progress through four key data analysis tools, which include a Youth Outcome Survey; collection of student grades and attendance; Strength of Relationship tool; monthly phone calls with staff, and retention rate of youth in the program.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1					Empty
	2					Empty
	3					Empty
	4					Empty
2024	1	1	4.00			Action: Hire 2 new positions (Recruitment and Community Engagemet Specialist and Family Support Specialist) Deliverable: Deliver staffing plan to county Measurement: We will be fully staffed
		2	1.50			Action: Mentoring Center/Family Resource Center is open with set hours throughout the month Deliverable: Advertisement to BBBS participants and families Measurement: Mentoring Center and Family Resource Center will be open to program participants and family
		3	2.00			Action: Organize the events and partners needed for 2024 Deliverable: Create calendar for on-site events that benefit program, secure and schedule partnership meetings Measurement: List of potential partnerships and plan in place to secure partnership meetings to support the needs of 2024 - Engage with minimum 2 new partners per quarter in 2024
		4	2.00			Action: Identify needs of families for winter/holiday through communication with families Deliverable: List of needs and partnerships/connections required to satisfy needs created Measurement: At least 30 individuals will be served items over the holiday/winter season.
		5	1.00			Action: Support youth in Monroe County with mentoring matches Deliverable: BBBS supports youth in Monroe County with mentoring matches. Measurement: At least 35 Monroe County youth are served through mentoring matches.
	2	1	4.00			Action: Both positions are actively involved in Monroe County planning Deliverable: New staff will engage with community agencies through introductory meetings Measurement: Increase traffic to BBBS site and programs
		2	4.00			Action: Roll out 2024 recruitment strategy for both positions to increase volunteer pool for mentors and resources for families Deliverable: Team members will be active in communities: attending meetings, tabling, obtaining resources to meet needs of families Measurement: Continue to meet and schedule with current, new and past partnerships; track.
		3	2.00			Action: Mentoring and Family Resource Center offers free activities Deliverable: Center open to program participants and families, with both scheduled and drop-in options. Staff present during all open hours. Measurement: At least 20 unique Monroe County residents will utilize onsite resources of the center such as health & wellness, life-skills, or social & emotional coping skills classes; time with mentors; or Resource Room items for pick-up (personal care, clothing, etc.)
		4	1.00			Action: Support youth in Monroe County with mentoring matches Deliverable: BBBS supports youth in Monroe County with mentoring matches.

				Measurement: At least 40 Monroe County youth are served through mentoring matches.	
3	1	4.00		Action: In-person, forward facing meeting and recruitment methods continue Deliverable: Increased engagement within other Monroe County agencies and local businesses to recruit mentors Measurement: Increased engagement/partnerships. Steady stream of volunteer inquiries to mentor continue to increase. Youth on waiting list become youth matched with mentors	
	2	2.00		Action: Support the back-to-school needs of our families by increasing traffic to the resource center Deliverable: Connect with families and participants to uncover needs. Ensure resource room is stocked. Procure items that are lacking. Measurement: At least 70 individuals served through receiving school supplies, clothing, access to outside services to meet basic needs and mental health services	
	3	1.00		Action: Mentoring and Family Resource Center offers free activities. Deliverable: Center open to program participants and families with both scheduled and drop-in options. Staff present during all open hours. Measurement: At least 25 unique Monroe County residents will utilize onsite resources of the Center such as health & wellness, life-skills, or social & emotional coping skills classes; time with mentors; or Resource Room items for pick-up (personal care, clothing, etc.).	
	4	1.50		Action: Support youth in Monroe County with mentoring matches Deliverable: BBBS supports youth in Monroe County with mentoring matches. Measurement: At least 50 Monroe County youth are served through mentoring matches.	
4	1	4.00		Action: Reflect and start recruitment plan for 2025 Deliverable: Analyze data, trends, metrics of 2024 Measurement: Create rough draft of recruitment and needs plan for 2025	
	2	2.00		Action: Identify needs of families for winter/holidays through communication with families Deliverable: List of needs and partnerships/connections required to satisfy these needs created Measurement: At least 30 unique individuals will be served over the holidays/winter season.	
	3	0.00		Action: Internal evaluation (youth served, mentor recruitment, and BBBS resources provided to families) to plan for 2025 Deliverable: Evaluation is shared with staff to plan for 2025 work. Measurement: Internal evaluation completed	
	4	1.00		Action: Support youth in Monroe County with mentoring matches Deliverable: BBBS supports youth in Monroe County with mentoring matches. Measurement: At least 50 Monroe County youth are served through mentoring matches.	
	5	1.00		Action: Mentoring and Family Resource Center offers free activities. Deliverable: Center open to program participants and families with both scheduled and drop-in options. Staff present during all open hours. Measurement: At least 25 unique Monroe County residents will utilize onsite resources of the Center such as health & wellness, life-skills, or social & emotional coping skills classes; time with mentors; or Resource Room items for pick-up (personal care, clothing, etc.).	
2025	1	1	4.50	Action: Established recruitment and meeting schedules for both positions Deliverable: These two new positions will be active in Monroe County Communities, raising awareness Measurement: BBBS will see marked increased engagement with families and recruitment of volunteers	
		2	1.00	Action: Support youth in Monroe County with mentoring matches, both new matches and ongoing matches. Deliverable: BBBS supports youth in Monroe County with new and ongoing mentoring matches. Measurement: At least 5 Monroe County youth are served through new mentoring matches, and 175 Monroe County youth are served through ongoing matches.	
		3	1.00	Action: Mentoring and Family Resource Center offers free activities. Deliverable: Center open to program participants and families with both scheduled and drop-in options. Staff present during all open hours. Measurement: least 5 unique Monroe County residents will utilize onsite resources of the Center such as health & wellness, life-skills, or social & emotional coping skills classes; time with mentors; or Resource Room items for pick-up (personal care, clothing, etc.).	
	2	1	4.00		Action: Roll out 2025 recruitment strategy for both positions to increase volunteer pool for mentors and resources for families Deliverable: Team members will be active in communities: attending meetings, tabling, obtaining resources to meet needs of families Measurement: Continue to meet and schedule with current, new and past partnerships; track.
		2	1.00		Action: Mentoring and Family Resource Center offers free activities Deliverable: Center open to program participants and families, with both scheduled and drop-in options. Staff present at all open times Measurement: At least 5 unique Monroe County residents will utilize onsite resources of the center through family financial literacy classes, family resource room, workforce development courses
		3	1.00		Action: Support youth in Monroe County with mentoring matches, both new matches and ongoing matches Deliverable: BBBS supports youth in Monroe County with new and ongoing mentoring matches. Measurement: At least 5 Monroe County youth are served through new mentoring matches, and 180 Monroe County youth are served through ongoing matches.
		3	1	5.00	Action: In-person, forward facing meeting and recruitment methods continue Deliverable: Increased engagement within other Monroe County agencies Measurement: Plan in place to increase enrollment/engagement/partnerships since Q3 2024 (minimum 2 new partnerships per quarter)
		2	2.00		Action: Support the back-to-school needs of our families

				<p>Deliverable: List created with family needs and resources. Ensure resource room is stocked. Procure items that are lacking.</p> <p>Measurement: At least 20 unique individuals are served through receiving school supplies, clothing, access to outside services to meet basic needs and mental health services)</p>	
	3	1.00		<p>Action: Support youth in Monroe County with mentoring matches, both new matches and ongoing matches</p> <p>Deliverable: BBBS supports youth in Monroe County with new and ongoing mentoring matches.</p> <p>Measurement: At least 7 Monroe County youth are served through new mentoring matches, and 185 Monroe County youth are served through ongoing matches.</p>	
	4	1.00		<p>Action: Mentoring and Family Resource Center offers free activities.</p> <p>Deliverable: Center open to program participants and families with both scheduled and drop-in options. Staff present during all open hours.</p> <p>Measurement: At least 5 unique Monroe County residents will utilize onsite resources of the Center such as health & wellness, life-skills, or social & emotional coping skills classes; time with mentors; or Resource Room items for pick-up (personal care, clothing, etc.).</p>	
4	1	2.00		<p>Action: Reflect and start recruitment plan for 2026</p> <p>Deliverable: Analyze data, trends, metrics of 2025. Complete follow ups to wrap up EOY</p> <p>Measurement: Create recruitment and needs plan for 2026</p>	
	2	3.00		<p>Action: Identify needs of families for winter/holidays</p> <p>Deliverable: List created of needs and partnerships/connections required to satisfy needs</p> <p>Measurement: At least 25 unique individuals will be served over the holidays/winter season.</p>	
	3	1.00		<p>Action: Internal evaluation (youth served, mentor recruitment, and BBBS resources provided to families) to plan for 2026</p> <p>Deliverable: Evaluation is shared with staff to plan for 2025 work.</p> <p>Measurement: Internal evaluation completed</p>	
	4	2.00		<p>Action: Support youth in Monroe County with mentoring matches, both new matches and ongoing matches</p> <p>Deliverable: BBBS supports youth in Monroe County with new and ongoing mentoring matches.</p> <p>Measurement: At least 8 Monroe County youth are served through new mentoring matches, and 192 Monroe County youth are served through ongoing matches.</p>	
	5	1.00		<p>Action: Mentoring and Family Resource Center offers free activities.</p> <p>Deliverable: Center open to program participants and families with both scheduled and drop-in options. Staff present during all open hours.</p> <p>Measurement: At least 5 unique Monroe County residents will utilize onsite resources of the Center such as health & wellness, life-skills, or social & emotional coping skills classes; time with mentors; or Resource Room items for pick-up (personal care, clothing, etc.).</p>	
2026	1	1	3.00	<p>Action: Organize the events and partners needed for 2026</p> <p>Deliverable: Calendar created for on-site events that benefit program participants</p> <p>Measurement: Secure partnership meetings to support the needs of 2026 - minimum 2 new partners each quarter</p>	
		2	2.00	<p>Action: Organize the events and partners needed for 2026</p> <p>Deliverable: Create calendar for on-site events that benefit program participants. Staff will engage with new partners for events</p> <p>Measurement: Secure partnership meetings to support the needs of 2026 (minimum 2 new partnerships per quarter)</p>	
		3	0.00	<p>Action: Research sustainability funding</p> <p>Deliverable: Create calendar for grant applications.</p> <p>Measurement: A completed grants calendar with prospective funders for 2027</p>	
		4	1.00	<p>Action: Mentoring and Family Resource Center offers free activities.</p> <p>Deliverable: Center open to program participants and families with both scheduled and drop-in options. Staff present during all open hours.</p> <p>Measurement: At least 3 unique Monroe County residents will utilize onsite resources of the Center such as health & wellness, life-skills, or social & emotional coping skills classes; time with mentors; or Resource Room items for pick-up (personal care, clothing, etc.).</p>	
		5	1.00	<p>Action: Support youth in Monroe County with mentoring matches, both new matches and ongoing matches</p> <p>Deliverable: BBBS supports youth in Monroe County with new and ongoing mentoring matches.</p> <p>Measurement: At least 6 Monroe County youth are served through new mentoring matches, and 200 Monroe County youth are served through ongoing matches.</p>	
	2	1	5.00		<p>Action: Roll out 2026 recruitment strategy for both positions to increase volunteer pool for mentors and resources for families</p> <p>Deliverable: Team members will be active in communities: attending meetings, tabling, obtaining resources to meet needs of families</p> <p>Measurement: Continue to meet and schedule with current, new and past partnerships (minimum 2 new partnerships per quarter)</p>
		2	1.00		<p>Action: Mentoring and Family Resource Center offers free activities</p> <p>Deliverable: Center open to program participants and families, with both scheduled and drop-in options. Staff will be present during all open times</p> <p>Measurement: At least 3 unique Monroe County residents will utilize onsite resources of the Center such as health & wellness, life-skills, or social & emotional coping skills classes; time with mentors; or Resource Room items for pick-up (personal care, clothing, etc.).</p>
		3	0.00		<p>Action: Begin grant applications to sustain funding/positions</p> <p>Deliverable: Completed applications to prospective funders.</p> <p>Measurement: At least 2 completed applications to prospective funders for 2027.</p>
		4	1.00		<p>Action: Support youth in Monroe County with mentoring matches, both new matches and ongoing matches</p> <p>Deliverable: BBBS supports youth in Monroe County with new and ongoing mentoring matches.</p>

				Measurement: At least 7 Monroe County youth are served through new mentoring matches, and 206 Monroe County youth are served through ongoing matches.
3	1	5.00		Action: In-person, forward facing meeting and recruitment methods continue Deliverable: Increased engagement within other Monroe County agencies Measurement: Increased enrollment/engagement/partnerships since Q3 2025
	2	2.00		Action: Support the back-to-school needs of our families. Deliverable: List created of family needs and partnerships/connections required to satisfy needs. Measurement: At least 15 unique individuals will receive school supplies, clothing, access to outside services to meet basic needs and mental health services.
	3	1.00		Action: Support youth in Monroe County with mentoring matches, both new matches and ongoing matches Deliverable: BBBS supports youth in Monroe County with new and ongoing mentoring matches. Measurement: At least 8 Monroe County youth are served through new mentoring matches, and 213 Monroe County youth are served through ongoing matches.
	4	1.00		Action: Mentoring and Family Resource Center offers free activities. Deliverable: Center open to program participants and families with both scheduled and drop-in options. Staff present during all open hours. Measurement: At least 4 unique Monroe County residents will utilize onsite resources of the Center such as health & wellness, life-skills, or social & emotional coping skills classes; time with mentors; or Resource Room items for pick-up (personal care, clothing, etc.).
4	1	2.50		Action: Reflect and start recruitment plan for 2027 Deliverable: Analyze data, trends, metrics of 2026. Complete follow ups to wrap up EOY Measurement: Create recruitment and needs plan for 2027
	2	3.00		Action: Identify needs of families for winter/holidays Deliverable: List creates of needs and partnerships/connections required to satisfy needs Measurement: At least 10 unique individuals supported over the holidays/winter season.
	3	0.00		Action: Secure funding for sustainability Deliverable: Grants calendar with plan for grant applications for 2027 Measurement: Continued application for grant funding.
	4	1.00		Action: Internal evaluation (youth served, mentor recruitment, and BBBS resources provided to families) to plan for following year Deliverable: Evaluation is shared with staff to plan for next year's work. Measurement: Internal evaluation completed
	5	1.00		Action: Support youth in Monroe County with mentoring matches, both new matches and ongoing matches Deliverable: BBBS supports youth in Monroe County with new and ongoing mentoring matches. Measurement: At least 9 unique Monroe County youth served through new mentoring matches, and 221 Monroe County youth served through ongoing matches.
	6	1.00		Action: Mentoring and Family Resource Center offers free activities. Deliverable: Center open to program participants and families with both scheduled and drop-in options. Staff present during all open hours. Measurement: At least 5 unique Monroe County residents will utilize onsite resources of the Center such as health & wellness, life-skills, or social & emotional coping skills classes; time with mentors; or Resource Room items for pick-up (personal care, clothing, etc.).

Budget

1. Budget NEW ARPA Budget 10-16-23 for 2024 - 2026.xlsx

5	1.00	<p>Action: Support youth in Monroe County with mentoring matches, both new matches and ongoing matches</p> <p>Deliverable: BBBS supports youth in Monroe County with new and ongoing mentoring matches.</p> <p>Measurement: At least 9 unique Monroe County youth served through new mentoring matches, and 221 Monroe County youth served through ongoing matches.</p> <p>View Edit</p>
6	1.00	<p>Action: Mentoring and Family Resource Center offers free activities.</p> <p>Deliverable: Center open to program participants and families with both scheduled and drop-in options. Staff present during all open hours.</p> <p>Measurement: At least 5 unique Monroe County residents will utilize onsite resources of the Center such as health & wellness, life-skills, or social & emotional coping skills classes; time with mentors; or Resource Room items for pick-up (personal care, clothing, etc.).</p> <p>View Edit</p>

Budget

1. Budget [NEW ARPA Budget 10-16-23 for 2024 - 2026.xlsx](#)

Documents

[Upload New File\(s\)](#) [New From Template...](#) [Download Merged \(PDFs Only\)](#)

ID	Document (click to download, drag to sort)	Role	Created	User
101391	NEW ARPA Budget 10-16-23 for 2024 - 2026.xlsx	budget2	10/16/23 03:17PM	
95188	BBBSR Procurement Policy Feb 2023.docx	procure	2/10/23 02:26PM	
94341	BBBS Executed Lease 12.14.22.pdf	property	1/23/23 05:04PM	
93923	ARPA senior staff.docx	resume	1/12/23 11:58AM	
93921	Adobe Scan Jan 12, 2023.pdf	cert	1/12/23 11:29AM	
93918	arpa-mwibe BBBS.pdf	mwbe	1/12/23 11:23AM	
93916	Workers comp 2023.PNG	inswork	1/12/23 11:14AM	
93912	Community Partners COI (1).pdf	insauto	1/12/23 11:11AM	
93911	Community Partners COI (1).pdf	instiab	1/12/23 11:10AM	
93909	BBBS Employee Handbook - 5.20.21 (Repaired).doc	personnel	1/12/23 11:08AM	
93908	Code of Conduct BBBSA.pdf	ethics	1/12/23 11:06AM	
93907	Records Retention Policy.doc	retention	1/12/23 11:05AM	

Center for Community Alternatives - Michael P Pasquale

ID	Status	Created	Submitted	Login
29	submitted	10/18/22 09:57AM	1/22/23 08:30PM	6230 adamico@communityalternatives.org

Contact Information

Organization Name	Mail Address
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Signatory Name	Title
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1st Contact Name	Title	Phone	Email
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2nd Contact Name	Title	Phone	Email
Kimber Gunn	Director, Youth Services	315-422-5638	kgunn@communityalternatives.org

Filed Out Form	Title	Phone	Email
Michael P Pasquale	Director, Program Quality Improvement	315-396-2730	mpasquale@communityalternatives.org

Company Policies and Insurance Documents

1. **Procurement** [CCA Capital Assets policy.doc](#)
2. **Property Management** [CCA Procurement policy.doc](#)
3. **Records Retention** [Record Retention.docx](#)
4. **Code of Ethics** [CCA Employee Handbook - Conflict of Interest.pdf](#)
5. **Personnel Policy** [CCA Employee Handbook - Conflict of Interest.pdf](#), [CCA Employee Handbook - nepotism.pdf](#), [CCA Employee Handbook - nondiscrimination.pdf](#), [CCA Employee Handbook - leave.pdf](#), [CCA Employee Handbook - time and attendance.pdf](#), [CCA Employee Handbook - employee benefits.pdf](#), [CCA Employee Handbook - employment classification.pdf](#)
6. **M/WBE Policy** [CCA and Rise Up Rochester arpa mwbe completed.pdf](#)
- 7a. **Insurance - Worker's Comp** [CCA WorkersComp - Monroe County - 2022.pdf](#), [CCA DB-120.1 - Monroe County 2022.pdf](#)
- 7b. **Insurance - Professional Liability** [Monroe County - Liability Insurance 22-23.pdf](#)
- 7c. **Insurance - Automobile** [Monroe County - Liability Insurance 22-23.pdf](#)
8. **Certification** [arpa-exhibit g.pdf](#)

Federal Grant Requirements

1. **SAM #** E381LZ99MFP1
2. **Exec Name/Compensation**
NA
3. **Fed Contracts?** **yes**
 - 3a. **Last 3 Fed Contracts**
\$999,987 7/1/22-12/31/25 US Department of Labor
\$2,625,000 10/1/21-9/30/26 U.S. Department of Health and Human Services
\$900,000 10/01/2021 - 09/30/2024 US Department of Justice
 - 3b. **Monitor Interventions?** no
 - 3c. **Interventions - Explain**
4. **GAAP/Audit Agency?** **yes**
 - 4a. **Audit Agency Name** The Bonadio Group**Audit Last 5 Years?** **yes**
 - 5a. **Audit Agency Name** The Bonadio Group
 - 5b. **Annual Financial Statements?**
 - 5c. **Statements**
 - 5d. **Internal Financial Statements?**
6. **Negotiated Rate?** **yes**
 - 6a. **Rate** 21.90
 - 6b. **Rate Agency** SAMHSA
 - 6c. **No Rate - Explain**
7. **Cash Flow** Yes
8. **Budget Percent** 5.00

9. Financial System? yes

9a. System Rev/Exp/Assets/Prop yes

9b. System Roles yes

9c. System - Explain

10. Turnover

Roughly 10%. Prior CFO transitioned from CCA in November 2021, with the previous Director of Finance assuming and remaining in that role.

11. Staff Experience

PACT: Promoting a Community Transformation for Youth Nonviolence

Job Descriptions/Qualifications

(Rise Up) Supervisor of Safe Housing Project Lead (CCSI (fiscal and reporting sponsor for Rise Up Rochester) (.20 FTE). Qualifications: expertise with County and federal contracting and reporting requirements.

(Rise Up) Safe Housing Director Wanda Ridgeway: (1 FTE) Qualifications: 18 years' experience supporting gun violence survivors and directing Rise Up Rochester, Inc.; trained in Solution Focused Trauma Informed Care. Resume attached.

(Rise Up) PT Youth Worker (.50 FTE) to attend outreach events and assist at by-monthly support groups (.50 FTE). Qualifications: Impacted young person, leadership skills.

(Rise Up) Outreach workers (3) per diem staff: Engage victim families and assist with outreach and relocations for 9 hours each, per week. Qualifications: Experience of impact of gun violence, credible messenger

(Rise Up) Caseworker (1 FTE) - Engage victim families and assist with outreach and relocations. Qualifications: Experience of impact of gun violence, credible messenger, supervision or leadership capacity, organized notetaker for reporting requirements

(Rise Up) Assistant to the Director: Qualifications: Excellent communication skills, highly organized (1 FTE)

(CCA) Project Supervision of CCA Youth Services (Kimber Gunn) (.30 FTE) Qualifications: Bachelor's Degree, 10+ years' experience as Youth Services Director in Syracuse, NY overseeing Transition Advocacy and Afterschool Violence Prevention programs.

(CCA) Project Director (1 FTE) Qualifications: Bachelor's Degree in youth related field preferred, Peer Certification within six months. Experience managing staff. Lived criminal legal involved experience.

(CCA) Justice Peers (2 FTE) Qualifications: Must be NYS Certified Peer within first 6 months of employment. Willingness to seek additional accreditation as a "Justice Peer." Must have overcome criminal legal system involvement.

(CCA) Co-Design Youth Advisory Board Facilitator: Qualifications: Lived experience in criminal legal system required, strong leadership, facilitation, communication skills required. Degree in youth programs or human services.

(CCA) Transition Advocates (2 FTE). Qualifications: Bachelor's Degree in Youth Programming or Human Services or Communication field required.

(CCA) Admin: Data Analyst for Performance Quality Improvement (.20 FTE) to ensure output and outcome performance measures are tracked and achieved. Qualifications: Skilled in QuickBase and Excel, BS degree or related analyst experience.

(CCA) Admin: Finance Analyst (.20 FTE) to ensure all reporting, vouchering and fiscal management of the project. Qualifications: Skill in Excel and federal reporting requirements

(CCA) Admin: Administrative Assistant (.10 FTE) to assist with administrative logistical considerations for the project. Qualifications: Excellent communication skills, highly organized

(CCA) Rochester Program Development Director (.25 FTE) to ensure the initial year operational success of the program; will assist in hiring and onboarding considerations as well as to choosing the youth advisory board. Qualifications: Strategic, tactical and communication expertise, experience designing and managing projects.

11a. Resumes [Resumes.pdf](#)

Personnel

Name #1	Title	Email	Phone
Kimber Gunn	Youth Services Director - CCA	kgunn@communityalternatives.org	315-422-5638
Name #2	Title	Email	Phone
Nkem Norris	Project Director (Project Manager) - CCA TBH	nnorris@CommunityAlternatives.org	315-422-5638
Name #3	Title	Email	Phone
First Last	Certified Adult Peer 1 - TBH CCA	Name@CommunityAlternatives.org	315-422-5638
Name #4	Title	Email	Phone
First Last	Cetrified Adult Peer 2 - TBH CCA	Name@CommunityAlternatives.org	315-422-5638
Name #5	Title	Email	Phone
First Last	Co-Design YAB Facilitator - TBH CCA	Name@CommunityAlternatives.org	315-422-5638
Name #6	Title	Email	Phone
First Last	Transition Advocate 1 - TBH CCA	Name@CommunityAlternatives.org	315-422-5638
Name #7	Title	Email	Phone
First Last	Transition Advocate 2 - TBH CCA	Name@CommunityAlternatives.org	315-422-5638
Name #8	Title	Email	Phone
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Name #9	Title	Email	Phone
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Name #10	Title	Email	Phone
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Name #11	Title	Email	Phone
Heather Crimmins	Director of Roch. Program Development - CCA	hcrimmins@communityalternatives.org	315-422-5638

Name #12	Title	Email	Phone
Wanda Ridgeway	Executive Director - Rise-up Rochester	wridgeway@ccsi.org	585-353-1111
Name #13	Title	Email	Phone
Pam Ayers	Supervisor - CCSI	Payers@ccsi.org	585-353-1111
Name #14	Title	Email	Phone
First Last	Assistant to the Director - TBH Rise up Rochester	name@ccsi.org	585-353-1111
Name #15	Title	Email	Phone
First Last	Youth Worker - TBH Rise-Up Rochester	name@ccsi.org	585-353-1111
Name #16	Title	Email	Phone
Marcella Cunningham	Case manager/Outreach Worker - Rise up Rochester	mcunningham@ccsi.org	585-745-0072
Name #17	Title	Email	Phone
Ja'Net Scott	Case manager/Outreach Worker - Rise up Rochester	jscott@ccsi.org	585-745-0070
Name #18	Title	Email	Phone
Abdul Bounds	Case manager/Outreach Worker - Rise up Rochester	abounds@ccsi.org	585-629-0486
Name #19	Title	Email	Phone
Jessie Parson	Case manager/Outreach Worker - Rise up Rochester	iparson@ccsi.org	585-745-0071

Scope of Work

1. Project Description

CCA's PACT: Nonviolence Project focuses on supporting youth with criminal legal system involvement and provides physical and emotional support to victims of violence and their families. Project components include: (1) Rise Up Rochester will offer safe housing for families needing relocation after experiencing gun violence, along with emotional supports services to those impacted by gun violence (2) "Transition Advocacy": provides advocacy and support services for RCSD students facing long-term suspension and/or returning to mainstream school from long-term suspension, and (3) a "Justice Peer" program providing court-involved youth with mentoring and other services to be determined by a Youth Advisory Board.

2. Issues Addressed

The project addresses violence, focusing on those at high risk of violence or violence victimization.

3. Where Offered

(1) Rise Up Rochester's support groups for gun violence victims and their families will be held at 244 S. Plymouth Ave in Rochester. Victims of gun violence throughout the city of Rochester will be supported in relocating to other parts of Rochester and potentially other communities, depending upon their circumstances. (2) The Transition Advocacy program will be offered in schools, homes and other venues based on the needs of the participants. (3) The Justice Peer Program, with the Youth Advisory Board will operate primarily from CCA's Rochester Office which also houses the CORE Recovery Community and Outreach Center at 130 Andrews St in Rochester. Some of the Justice Peer activities and meetings will occur in different parts of Rochester as appropriate for the participants and based on the design of the program.

4. Subawardees

Rise Up Rochester is a subawardee, and CCSI is their fiscal sponsor.

5. Population Served

CCA's PACT: Nonviolence Project will serve the following populations per the project components listed above:

(1) Rise Up Rochester's work will focus primarily on youth ages 10-20 years and their families, serving 1,067 individuals over the life of the project. RUR will serve 275 unduplicated individuals each year (in year one, which is 10 months, the prorated number served will be 232). Those served will be broken down as follows: (a) RUR will provide safe housing for victims of gun violence. RUR will provide this service to 75 individuals from 15 families annually (in the shorter first year, RUR will serve 65 individuals from 13 families) (b) RUR will provide emotional supports to individuals impacted by violence in Rochester. These supports will include: a bimonthly (twice per month) support group, regular check-ins to violence victims and/or family members, transportation to court cases and testifying as needed, and dispute resolution engagements within the community. These supports will serve 200 violence victims annually, (in the shortened first year 167 individuals will be served.) Thus, annually 75 individuals will receive safe housing services and annually 200 individuals will receive emotional support services for an unduplicated annual total count of 275 individuals served (65 and 167 respectively totaling 232 unduplicated individuals served in the shortened first year.) The demographics of those served by RUR are described as follows.

According to the Rochester Police Department's Open Data Portal (updated November 21, so far in 2022, there have been a total of 324 victims of shootings. Of these, 87% were male, 84% were Black, and the average age was 29 years. The intended service population is anyone victimized by gun violence or other violent crime in the City of Rochester and their families/loved ones. Given the data above and the experience of Rise Up's staff, the expected service population will be primarily Black men in their late-20s to early-30s who have been victims of shootings or other violent crime - and their families, most likely also themselves individuals of color. Drawing from the RPD statistics, we also know that the largest number of shootings take place in the department's Clinton (Northeast), Lake (Northwest), and Genesee (Southwest) Sections, so it is expected that the majority of the organization's work will focus in these areas.

(2) The Transition Advocacy program will serve 410 youth over the life of the project (50 in the shortened first year and 120 in each of the subsequent years.) All of those served (100%) will be RCSD at-risk youth. These are youth in elementary through high school up to age 21. The specific schools where the program will be focused are still to be determined in negotiation with RCSD, but LyncX Academy (zip code 14605) is likely one of the schools that will provide referrals.

We expect that the demographic profile for youth in Transition Advocacy will be similar those in the RUR component noted above. CCA will be collecting demographic data (gender, zip code, race etc.) and will have a clearer sense of the demographic/geographic profile of participants after the first full year of operation.

(3a) It is anticipated that there will be 20 Youth Advisory Board (YAB) members over the life of the project all of whom (100%) will be primarily ages 18-25 and have past lived experience with the criminal legal/family court system. We expect that the demographic profile for the YAB will be similar those in the RUR component noted above. CCA will be collecting demographic data (gender, zip code, race etc.) and will have a clearer sense of the demographic/geographic profile of participants after the first full year of operation. NOTE: Initially the YAB will consist of 10 youth identified in Phase 1 (the first 6 months of the program.) Minimally 10 new members will join the YAB over the course of the project as initial members transition off. We expect to keep the YAB at 10 members at any one time.

(3b) Mentoring services will be provided by two Justice Peer staff to 175 court-involved youth over the life of the program all of whom (100%) will be primarily ages 10-20 (25 will be mentored in the shortened first year and 50 in each subsequent year.) We expect that the demographic profile for mentored youth will be similar those in the safe house component noted above. CCA will be collecting demographic data (gender, zip code, race etc.) and will have a clearer sense of the demographic/geographic profile of participants after the first full year of operation.

6. What are your program specific goals, indicators, targets, baseline data, data collection, or expected outcomes (outputs, services performances, public impacts, etc.). Please include any performance measures or independent sources of data that may be used to measure progress.

6. Goals/Outcomes

(1) Rise Up Rochester's (RUR) Safe housing program:

GOAL: To annually serve 275 victims of violence and their families with physical and emotional supports. This includes rehousing 75 individuals from 15 families and providing emotional supports to 200 individuals inclusive of twice monthly support groups, check-ins, dispute resolution engagements, and support in attending court cases. NOTE: for the first year of the project, as it is only 10 months, this target is 232 individuals served inclusive of rehousing 65 individuals from 13 families and providing emotional supports, as described above, to 167 individuals.

ACTIVITY 1: Conduct outreach in the community to victims of gun violence and their families

OUTPUT 1a: identify individuals or families in need of safe housing.

INDICATOR 1a: files are created for all families selected to receive safe housing support

ACTIVITY 2: provide safe housing by rehousing individuals and families who have experienced gun violence.

OUTPUT 2a: Year 1 target (10 months) is to rehouse 65 individuals from 15 families. The annual target for years 2-4 is to rehouse 75 individuals from 15 families.

OUTPUT 2b: Year 1 target (10 months) is to provide 65 individuals from 15 families first month's rent or host the families in hotels while they search for safe housing. The annual target for years 2-4 is to serve 75 individuals from 15 families.

INDICATOR 2: documentation will be kept in case files for each family.

ACTIVITY 3: Provide emotional supports to victims of violence and their families. This includes bimonthly LMSW-led support groups for violence victims and their families, check-ins to violence victims, conducting dispute resolution engagements among community members, and providing assistance in attending court appointments and testifying as needed.

OUTPUT 3: Year 1 target (10 months) is to conduct 20 support groups and served 167 individuals served with the above-mentioned supports. The annual target for years 2-4 is to conduct 24 support groups and provide the above-mentioned supports to 200 individuals.

INDICATOR 3: RUR will keep attendance sheets for all support groups and records will be kept of all check-ins, dispute resolution engagements, and staff participation at court appointments.

OUTCOME: A follow-up survey will be conducted with each relocated family approximately 12 months to determine whether violence has reoccurred since

moving.

(2) CCA's Transition Advocacy Program

GOAL: To annually provide advocacy and support services to 120 RCSD students facing long-term suspension and/or returning to mainstream school from long-term suspension. (During year 1, 50 will be served due to start-up.)

ACTIVITY 1: Engage RSCD in an MOU with CCA to provide services

OUTPUT 1: RSCD and CCA execute the MOU

INDICATOR 1: The MOU is kept on file and followed by both parties.

ACTIVITY 2: Serve annually 120 RCSD students facing long-term suspension and/or returning to mainstream school from long-term suspension. (During year 1, 50 will be served due to a shortened contract year and start-up.)

OUTPUT 2a: CCA will work with each student served by the program to create and implement a safe return-to-school plan inclusive of their individualized goals.

OUTPUT 2b: CCA will track disciplinary outcomes and school attendance of each student served.

INDICATOR 2a: Return-to-school plans will be kept on file with CCA and updated as goals are achieved.

INDICATOR 2b: Discipline and attendance data will be obtained from RSCD

OUTCOME: 75% of students completing their return-to-school plan will implement the plan and achieve at least one of their goals.

(3) Justice Peer Program

GOAL 1: To create a Youth Advisory Board (YAB) utilizing a Justice Peer Model to inform the work with mentored youth for the life of the project. During the life of the project at least 20 youth will serve on the YAB and receive stipends for doing so. The Justice Peer Model will include co-design of goals and activities that will be ongoing with the mentored youth.

GOAL 2: To mentor annually mentor 50 court-involved youth, supporting them in their individual goals. (During year 1, 25 will be mentored due a shortened contract year and start-up.)

ACTIVITY 1: Create the Youth Advisory Board (YAB)

OUTPUT 1a. During Phase 1 of the project (the first six months) 10 formerly court-involved youth primarily ages 18-25 will join the YAB.

OUTPUT 1b. During Phase 1 YAB, in collaboration with the YAB facilitator and Youth Peer Justice Director, will develop co-deigned goals and activities to inform the work with mentored youth for the life of the project (aka: the Peer Justice Model). These will be incorporated into program services and data collection procedures.

OUTPUT 1c. In Phase 2 (after the initial six months)10 additional youth will join the YAB as inaugural members leave.

OUTPUT 1d. The YAB's co-designed goals and activities will be revised as needed in collaboration with the YAB facilitator and Youth Peer Justice Director

INDICATOR 1: YAB attendance will be tracked using attendance sheets.

INDICATOR 2: The YAB co-designed Justice Peer Model goals and activities will be evaluated and tracked through aggregate data reporting about the mentorship activities to inform and improve service delivery.

ACTIVITY 2: Peer Mentoring

OUTPUT 1: Annually 50 court involved youth primarily aged 10-20 will be recruited and mentored. (During year 1, 25 will be mentored due to a shortened contract year and start-up.)

OUTPUT 2: CCA's Justice Peers will be paired with youth and mentor each youth, conduct and individualized assessment and work with the youth to create and implement individualized plans, including goals.

INDICATOR 1: Justice Peer mentors will record all interactions with youth they are paired with in a case file, including activities related to YAB goals.

INDICATOR 2: Individual plans will be kept on file with CCA and updated as goals are achieved.

OUTCOME 1: The YAB will meet regularly with the goal of 70% attendance at meetings to measure continuing engagement.

OUTCOME 2: 75% of youth mentored who complete their individual plan will implement the plan and achieve at least one of their goals.

OUTCOME 3: For those mentored, CCA staff will track: criminal/juvenile justice involvement, education, employment, housing status and referrals to other services to show reduced incidence of convictions and increased pro-social connections to educational/occupational opportunities and other pro-social activities.

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.10	yes	0	Action: CCA: Hire and onboard 2 Transition Advocates (FTEs) Deliverable: Fill all staffing positions (except the Justice Peers) Measurement: Transition Advocacy component RUR and and all CCA positions fully staffed except the the 2 Justice Peers
		2	0.30	yes	11	Action: JUSTICE PEER: Outreach to recruit & identify Inaugural Youth Advisory Board (YAB) members Deliverable: Outreach for inaugural YAB members Measurement: Identify at least 10 youth for possible inclusion to YAB
		3	0.20	yes	27	Action: Rise Up Rochester (RUR): Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families Deliverable: Engage with families who due to community violence may have unstable housing situations or need physical or emotional support Measurement: Identify 10 people (2 families) as needing safe rehousing due to violence.
		4	0.50	yes	27	Action: RUR: Provide emergency safe housing for individuals Safe housing arranged - either first month's rent provided, hotel stay, or housing search support. and families impacted by violence, particularly gun violence. Deliverable: Safe housing arranged - either first month's rent provided, hotel stay, or housing search support. Measurement: 10 people (2 families) relocated to safe housing.

5	0.20	no	6	<p>Action: RUR: Provide emotional support to individuals and families impacted by violence in the City of Rochester</p> <p>Deliverable: A. Provide support to violence victims and/or family members B. Provide check-ins, dispute resolutions, and provide transportation or other help in attending or testifying at a court appointment.</p> <p>Measurement: 17 individuals provided emotional support through the following activities. A. Facilitate 2 support groups serving violence victims/family members. B. Provide additional support: conduct check-ins with victims/families, conduct dispute resolution engagements sessions as needed, and assist victims in attending court appointments.</p>	
6	0.30	no	0	<p>Action: TRANSITION ADV: Negotiate agreement with RCSD re: scope of Transition Advocacy services, referral mechanism, etc.</p> <p>Deliverable: Signed MOU between CCA & RCSD</p> <p>Measurement: Agreement is in place for CCA to begin providing TA services through referrals</p>	
2	1	1.00	no	0	<p>Action: CCA: Hire and onboard 2 Justice Peer positions (FTEs)</p> <p>Deliverable: Fill both Justice Peer positions</p> <p>Measurement: Justice Peer component is full staffed</p>
	2	1.00	yes	11	<p>Action: JUSTICE PEER: Inaugural Youth Advisory Board Members reelected (YAB)</p> <p>Deliverable: Select inaugural YAB members</p> <p>Measurement: 10 YAB youth members (primarily ages 18-25) begin developing model and receiving stipends for work on Peer Justice program. 7 (of 10) YAB members begin attending advisory meetings and receive stipends.</p>
	3	0.50	yes	78	<p>Action: RUR: Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families</p> <p>Deliverable: Engage with families who due to community violence may have unstable housing situations or need physical or emotional support</p> <p>Measurement: Identify 18 people (3 families) as needing safe rehousing due to violence.</p>
	4	1.00	yes	78	<p>Action: RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.</p> <p>Deliverable: Safe housing arranged - either first month's rent provided, hotel stay, or housing search support.</p> <p>Measurement: 18 people (3 families) relocated to safe housing.</p>
	5	0.50	no	17	<p>Action: RUR: Provide emotional support to individuals and families impacted by violence in the City of Rochester</p> <p>Deliverable: A. Provide support to violence victims and/or family members B. Provide check-ins, dispute resolutions, and provide transportation or other help in attending or testifying at a court appointment.</p> <p>Measurement: 50 individuals provided emotional support through the following activities. A. Facilitate 2 support groups serving violence victims/family members. B. Provide additional support: conduct check-ins with victims/families, conduct dispute resolution engagements sessions as needed, and assist victims in attending court appointments.</p>
	6	1.20	no	0	<p>Action: TRANSITION ADVOCACY: Staff provide advocacy and support services for RCSD students facing long-term suspension and/or returning to mainstream school from long-term suspension</p> <p>Deliverable: Transition Advocates begin work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans</p> <p>Measurement: 10 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).</p>
3	1	1.00	no	11	<p>Action: JUSTICE PEER: Youth Advisory Board members meet regularly to co-design Justice Peer model (the program with goals & activities)</p> <p>Deliverable: Facilitate & engage the YAB in co-designing the Justice Peer model</p> <p>Measurement: Justice Peer model designed, ready to begin implementation and present to CCA management staff. 7 (of 10) YAB members attend advisory meetings and receive stipends.</p>
	2	1.00	no	9	<p>Action: JUSTICE PEER: Outreach to identify court-involved youth while program is being designed</p> <p>Deliverable: Outreach conducted to identify court-involved youth, then mentoring</p> <p>Measurement: 12 youth (primarily ages 10-20) recruited and paired for Justice Peer mentorship program, all engaging regularly with Justice Peers and completing an individual plan.</p>
	3	1.10	yes	60	<p>Action: RUR: Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families</p> <p>Deliverable: Engage with families who due to community violence may have unstable housing situations or need physical or emotional support</p> <p>Measurement: Identify 18 people (4 families) as needing safe rehousing due to violence.</p>
	4	2.10	yes	56	<p>Action: RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.</p> <p>Deliverable: Safe housing arranged - either first month's rent provided, hotel stay, or housing search support.</p> <p>Measurement: 18 people (4 families) relocated to safe housing.</p>
	5	1.10	no	37	<p>Action: RUR: Provide emotional support to individuals and families impacted by violence in the City of Rochester</p> <p>Deliverable: A. Provide support to violence victims and/or family members B. Provide check-ins, dispute resolutions, and provide transportation or other help in attending or testifying at a court appointment.</p> <p>Measurement: 50 individuals provided emotional support through the following activities. A. Facilitate 2 support groups serving violence victims/family members. B. Provide additional support: conduct check-ins with victims/families, conduct dispute resolution engagements sessions as needed, and assist victims in attending court appointments.</p>
	6	1.20	no	9	<p>Action: TRANSITION ADVOCACY: Staff provide advocacy and support services for RCSD students facing long-term suspension and/or returning to mainstream school from long-term suspension</p> <p>Deliverable: Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans</p> <p>Measurement: 10 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).</p>
4	1	1.00	no	3	<p>Action: JUSTICE PEER: Recruitment of new YAB members (Phase 2): recruiting youth, providing feedback on the justice peer model, etc.</p> <p>Deliverable: Select YAB members for Phase 2</p>

					Measurement: 10 new YAB members (primarily ages 18-25) recruited and selected, 7 (of 10) YAB members begin receiving stipends and attending advisory meetings
	2	1.00	no	0	Action: JUSTICE PEER: Identified court-involved youth paired with a Justice Peer, receive mentoring services Deliverable: Court-involved youth are supported and mentored, ongoing outreach for additional youth Measurement: 12 youth (primarily ages 10-20) recruited and paired for Justice Peer mentorship program, all engaging regularly with Justice Peers, completing an individual plan and 75% achieving at least one goal on the plan.
	3	0.50	yes	23	Action: RUR: Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families Deliverable: Engage with families who due to community violence may have unstable housing situations or need physical or emotional support Measurement: Identify 18 people (4 families) as needing safe rehousing due to violence.
	4	1.00	yes	22	Action: RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence. Deliverable: A. Safe housing arranged - either first month's rent provided, hotel stay, or housing search support. B. Interviews of previously rehoused individuals/families. Measurement: 18 people (4 families) relocated to safe housing.
	5	0.50	no	22	Action: RUR: Provide emotional support to individuals and families impacted by violence in the City of Rochester Deliverable: A. Provide support to violence victims and/or family members B. Provide check-ins, dispute resolutions, and provide transportation or other help in attending or testifying at a court appointment. Measurement: 50 individuals provided emotional support through the following activities. A. Facilitate 2 support groups serving violence victims/family members. B. Provide additional support: conduct check-ins with victims/families, conduct dispute resolution engagements sessions as needed, and assist victims in attending court appointments.
	6	1.20	yes	32	Action: TRANSITION ADVOCACY: Staff provide advocacy and support services for RCSD students facing long-term suspension and/or returning to mainstream school from long-term suspension Deliverable: Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans Measurement: 30 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).
2024	1	1	1.20		Action: JUSTICE PEER: Ongoing work of Youth Advisory Board members: recruiting youth, providing feedback on the justice peer model, etc. Deliverable: YAB engagement, professional skill development Measurement: 7 (of 10) YAB attending advisory meetings and receive stipends.
	2	1.20			Action: JUSTICE PEER: Youth identified for mentoring (through outreach and referrals), paired with a Justice Peer, receive mentoring services Deliverable: Court-involved youth are supported and mentored, ongoing outreach for additional youth Measurement: 12 youth (primarily ages 10-20) recruited and paired for Justice Peer mentorship program, all engaging regularly with Justice Peers, completing an individual plan and 75% achieving at least one goal on the plan.
	3	0.60			Action: RUR: Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families Deliverable: Engage with families who due to community violence may have unstable housing situations or need physical or emotional support Measurement: Identify 19 people (4 families) as needing safe rehousing due to violence.
	4	1.10			Action: RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence. Deliverable: A. Safe housing arranged - either first month's rent provided, hotel stay, or housing search support. B. Interviews of previously rehoused individuals/families. Measurement: 19 people (4 families) relocated to safe housing. 12 month follow-up surveys conducted with families who have been rehoused.
	5	0.60			Action: RUR: Provide emotional support to individuals and families impacted by violence in Rochester Deliverable: A. Provide support to violence victims and/or family members B. Provide check-ins, dispute resolutions, and provide transportation or other help in attending or testifying at a court appointment. Measurement: 50 individuals provided emotional support through the following activities. A. Facilitate 2 support groups serving violence victims/family members. B. Provide additional support: conduct check-ins with victims/families, conduct dispute resolution engagements sessions as needed, and assist victims in attending court appointments.
	6	1.40			Action: TRANSITION ADVOCACY: RCSD Students supported in successfully returning to mainstream school from long-term suspension or detention Deliverable: Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans Measurement: 30 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).
	2	1	1.20		Action: JUSTICE PEER: Ongoing work of Youth Advisory Board members: recruiting youth, providing feedback on the justice peer model, etc. Deliverable: YAB engagement, professional skill development Measurement: 7 (of 10) YAB attending advisory meetings and receive stipends.
	2	1.20			Action: JUSTICE PEER: Youth identified for mentoring (through outreach and referrals), paired with a Justice Peer, receive mentoring services Deliverable: Court-involved youth are supported and mentored, ongoing outreach for additional youth Measurement: 12 youth (primarily ages 10-20) recruited and paired for Justice Peer mentorship program, all engaging regularly with Justice Peers, completing an individual plan and 75% achieving at least one goal on the plan.
	3	0.60			Action: RUR: Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families

			<p>Deliverable: Engage with families who due to community violence may have unstable housing situations or need physical or emotional support</p> <p>Measurement: 19 people (4 families) relocated to safe housing. 12 month follow-up surveys conducted with families who have been rehoused.</p>
4	1.10		<p>Action: RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.</p> <p>Deliverable: A. Safe housing arranged - either first month's rent provided, hotel stay, or housing search support. B. Interviews of previously rehoused individuals/families.</p> <p>Measurement: 19 people (4 families) relocated to safe housing. 12 month follow-up surveys conducted with families who have been rehoused.</p>
5	0.60		<p>Action: RUR: Provide emotional support to individuals and families impacted by violence in Rochester</p> <p>Deliverable: A. Provide support to violence victims and/or family members B. Provide check-ins, dispute resolutions, and provide transportation or other help in attending or testifying at a court appointment.</p> <p>Measurement: 50 individuals provided emotional support through the following activities. A. Facilitate 2 support groups serving violence victims/family members. B. Provide additional support: conduct check-ins with victims/families, conduct dispute resolution engagements sessions as needed, and assist victims in attending court appointments.</p>
6	1.40		<p>Action: TRANSITION ADVOCACY: Staff provide advocacy and support services for RCSD students facing long-term suspension and/or returning to mainstream school from long-term suspension</p> <p>Deliverable: Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans</p> <p>Measurement: 30 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).</p>
3	1	1.20	<p>Action: JUSTICE PEER: Ongoing work of Youth Advisory Board members: recruiting youth, providing feedback on the justice peer model, etc.</p> <p>Deliverable: Court-involved youth are supported and mentored, ongoing outreach for additional youth</p> <p>Measurement: 12 youth (primarily ages 10-20) recruited and paired for Justice Peer mentorship program, all engaging regularly with Justice Peers</p>
	2	1.20	<p>Action: JUSTICE PEER: Youth identified for mentoring (through outreach and referrals), paired with a Justice Peer, receive mentoring services</p> <p>Deliverable: Court-involved youth are supported and mentored, ongoing outreach for additional youth</p> <p>Measurement: 12 youth (primarily ages 10-20) recruited and paired for Justice Peer mentorship program, all engaging regularly with Justice Peers, completing an individual plan and 75% achieving at least one goal on the plan.</p>
	3	1.20	<p>Action: RUR: Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families</p> <p>Deliverable: Engage with families who due to community violence may have unstable housing situations or need physical or emotional support</p> <p>Measurement: Identify 19 people (4 families) as needing safe rehousing due to violence.</p>
	4	2.20	<p>Action: RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.</p> <p>Deliverable: A. Safe housing arranged - either first month's rent provided, hotel stay, or housing search support. B. Interviews of previously rehoused individuals/families.</p> <p>Measurement: 19 people (4 families) relocated to safe housing.12 month follow-up surveys conducted with families who have been rehoused.</p>
	5	1.20	<p>Action: RUR: Provide emotional support to individuals and families impacted by violence in Rochester</p> <p>Deliverable: A. Provide support to violence victims and/or family members B. Provide check-ins, dispute resolutions, and provide transportation or other help in attending or testifying at a court appointment.</p> <p>Measurement: 50 individuals provided emotional support through the following activities. A. Facilitate 2 support groups serving violence victims/family members. B. Provide additional support: conduct check-ins with victims/families, conduct dispute resolution engagements sessions as needed, and assist victims in attending court appointments.</p>
	6	1.40	<p>Action: TRANSITION ADVOCACY: Staff provide advocacy and support services for RCSD students facing long-term suspension and/or returning to mainstream school from long-term suspension</p> <p>Deliverable: Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans</p> <p>Measurement: 30 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).</p>
4	1	1.20	<p>Action: JUSTICE PEER: Ongoing work of Youth Advisory Board members: recruiting youth, providing feedback on the justice peer model, etc.</p> <p>Deliverable: YAB engagement, professional skill development</p> <p>Measurement: 7 (of 10) YAB attending advisory meetings and receive stipends.</p>
	2	1.20	<p>Action: JUSTICE PEER: Youth identified for mentoring (through outreach and referrals), paired with a Justice Peer, receive mentoring services</p> <p>Deliverable: Court-involved youth are supported and mentored, ongoing outreach for additional youth</p> <p>Measurement: 12 youth (primarily ages 10-20) recruited and paired for Justice Peer mentorship program, all engaging regularly with Justice Peers, completing an individual plan and 75% achieving at least one goal on the plan.</p>
	3	0.60	<p>Action: RUR: Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families</p> <p>Deliverable: Engage with families who due to community violence may have unstable housing situations or need physical or emotional support</p> <p>Measurement: Identify 18 people (3 families) as needing safe rehousing due to violence.</p>
	4	1.10	<p>Action: RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.</p> <p>Deliverable: A. Safe housing arranged - either first month's rent provided, hotel stay, or housing search support. B.</p>

				Interviews of previously rehoused individuals/families. Measurement: 18 people (3 families) relocated to safe housing. 12 month follow-up surveys conducted with families who have been rehoused.
	5	0.60		Action: RUR: Provide emotional support to individuals and families impacted by violence in Rochester Deliverable: A. Provide support to violence victims and/or family members B. Provide check-ins, dispute resolutions, and provide transportation or other help in attending or testifying at a court appointment. Measurement: 50 individuals provided emotional support through the following activities. A. Facilitate 2 support groups serving violence victims/family members. B. Provide additional support: conduct check-ins with victims/families, conduct dispute resolution engagements sessions as needed, and assist victims in attending court appointments.
	6	1.40		Action: TRANSITION ADVOCACY: Staff provide advocacy and support services for RCS D students facing long-term suspension and/or returning to mainstream school from long-term suspension Deliverable: Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans Measurement: 30 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).
2025	1	1	1.20	Action: JUSTICE PEER: Ongoing work of Youth Advisory Board members: recruiting youth, providing feedback on the justice peer model, etc. Deliverable: YAB engagement, professional skill development Measurement: 7 (of 10) YAB attending advisory meetings and receive stipends.
	2	1.20		Action: JUSTICE PEER: Youth identified for mentoring (through outreach and referrals), paired with a Justice Peer, receive mentoring services Deliverable: Court-involved youth are supported and mentored, ongoing outreach for additional youth Measurement: 12 youth (primarily ages 10-20) recruited and paired for Justice Peer mentorship program, all engaging regularly with Justice Peers, completing an individual plan and 75% achieving at least one goal on the plan.
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	5	0.60		Action: RUR: Provide emotional support to individuals and families impacted by violence in Rochester Deliverable: A. Provide support to violence victims and/or family members B. Provide check-ins, dispute resolutions, and provide transportation or other help in attending or testifying at a court appointment. Measurement: 50 individuals provided emotional support through the following activities. A. Facilitate 2 support groups

			<p>serving violence victims/family members. B. Provide additional support: conduct check-ins with victims/families, conduct dispute resolution engagements sessions as needed, and assist victims in attending court appointments.</p>
6	1.40		<p>Action: TRANSITION ADVOCACY: Staff provide advocacy and support services for RCSD students facing long-term suspension and/or returning to mainstream school from long-term suspension Deliverable: Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans Measurement: 30 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).</p>
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	6	1.40	
4	1	1.20	<p>Action: JUSTICE PEER: Ongoing work of Youth Advisory Board members: recruiting youth, providing feedback on the justice peer model, etc. Deliverable: YAB engagement, professional skill development Measurement: 7 (of 10) YAB attending advisory meetings and receive stipends.</p>
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	6	1.40	

					<p>Measurement: 30 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).</p>
2026	1	1	1.30		<p>Action: JUSTICE PEER: Ongoing work of Youth Advisory Board members: recruiting youth, providing feedback on the justice peer model, etc. Deliverable: YAB engagement, professional skill development Measurement: 7 (of 10) YAB attending advisory meetings and receive stipends.</p>
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	2	1	1.30		<p>Action: JUSTICE PEER: Ongoing work of Youth Advisory Board members: recruiting youth, providing feedback on the justice peer model, etc. Deliverable: YAB engagement, professional skill development Measurement: 7 (of 10) YAB attending advisory meetings and receive stipends.</p>
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		4	1.10		<p>Action: RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence. Deliverable: A. Safe housing arranged - either first month's rent provided, hotel stay, or housing search support. B. Interviews of previously rehoused individuals/families. Measurement: 19 people (4 families) relocated to safe housing. 12 month follow-up surveys conducted with families who have been rehoused.</p>
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				mentoring services Deliverable: Court-involved youth are supported and mentored, ongoing outreach for additional youth Measurement: 12 youth (primarily ages 10-20) recruited and paired for Justice Peer mentorship program, all engaging regularly with Justice Peers, completing an individual plan and 75% achieving at least one goal on the plan.
3	1.20			Action: RUR: Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families Deliverable: Engage with families who due to community violence may have unstable housing situations or need physical or emotional support Measurement: Identify 19 people (4 families) as needing safe rehousing due to violence.
4	2.20			Action: RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence. Deliverable: A. Safe housing arranged - either first month's rent provided, hotel stay, or housing search support. B. Interviews of previously rehoused individuals/families. Measurement: 19 people (4 families) relocated to safe housing. 12 month follow-up surveys conducted with families who have been rehoused.
5	1.20			Action: RUR: Provide emotional support to individuals and families impacted by violence in Rochester Deliverable: A. Provide support to violence victims and/or family members B. Provide check-ins, dispute resolutions, and provide transportation or other help in attending or testifying at a court appointment. Measurement: 50 individuals provided emotional support through the following activities. A. Facilitate 2 support groups serving violence victims/family members. B. Provide additional support: conduct check-ins with victims/families, conduct dispute resolution engagements sessions as needed, and assist victims in attending court appointments.
6	1.30			Action: TRANSITION ADVOCACY: Staff provide advocacy and support services for RCSD students facing long-term suspension and/or returning to mainstream school from long-term suspension Deliverable: Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans Measurement: 30 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).
4	1	1.30		Action: JUSTICE PEER: Ongoing work of Youth Advisory Board members: recruiting youth, providing feedback on the justice peer model, etc. Deliverable: YAB engagement, professional skill development Measurement: 7 (of 10) YAB attending advisory meetings and receive stipends.
	2	1.30		Action: JUSTICE PEER: Youth identified for mentoring (through outreach and referrals), paired with a Justice Peer, receive mentoring services Deliverable: Court-involved youth are supported and mentored, ongoing outreach for additional youth Measurement: 12 youth (primarily ages 10-20) recruited and paired for Justice Peer mentorship program, all engaging regularly with Justice Peers, completing an individual plan and 75% achieving at least one goal on the plan.
	3	0.60		Action: RUR: Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families Deliverable: Engage with families who due to community violence may have unstable housing situations or need physical or emotional support Measurement: Identify 18 people (3 families) as needing safe rehousing due to violence.
	4	1.10		Action: RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence. Deliverable: A. Safe housing arranged - either first month's rent provided, hotel stay, or housing search support. B. Interviews of previously rehoused individuals/families. Measurement: 18 people (3 families) relocated to safe housing. 12 month follow-up surveys conducted with families who have been rehoused.
	5	0.60		Action: RUR: Provide emotional support to individuals and families impacted by violence in Rochester Deliverable: A. Provide support to violence victims and/or family members B. Provide check-ins, dispute resolutions, and provide transportation or other help in attending or testifying at a court appointment. Measurement: 50 individuals provided emotional support through the following activities. A. Facilitate 2 support groups serving violence victims/family members. B. Provide additional support: conduct check-ins with victims/families, conduct dispute resolution engagements sessions as needed, and assist victims in attending court appointments.
	6	1.30		Action: TRANSITION ADVOCACY: Staff provide advocacy and support services for RCSD students facing long-term suspension and/or returning to mainstream school from long-term suspension Deliverable: Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans (70% will achieve at least one goal). Measurement: 30 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal.)

Budget

1. Budget [arpa-budget Final for upload.xlsx](#)

Budget

1. Budget [arpa-budget.Final for upload.xlsx](#)

Documents

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<input type="checkbox"/>	CCA Employee Handbook - nepotism.pdf	personnel	11/9/22 11:07AM	
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<input type="checkbox"/>	CCA_DB-120.1 - Monroe County 2022.pdf	inswork	11/8/22 11:20AM	
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Consumer Credit Counseling Service of Rochester - Chad Rieflin

ID	Status	Created	Submitted	Login
26	submitted	10/18/22 09:57AM	1/20/23 09:58AM	3124 crieflin@cccsofrochester.org

Contact Information

Organization Name	Mail Address
Consumer Credit Counseling Service of Rochester	1050 University Ave., Suite A, Rochester, NY 14607

Signatory Name	Title
Jason Tracy	CEO

1st Contact Name	Title	Phone	Email
Chad Rieflin	Director of Programs and Grants	585-546-3440	crieflin@cccsofrochester.org

2nd Contact Name	Title	Phone	Email
Christopher Camaione-Lind	CFO	585-546-3440	clind@cccsofrochester.org

Filled Out Form	Title	Phone	Email
Chad Rieflin	Director of Programs of Grants	585-546-3440	crieflin@cccsofrochester.org

Company Policies and Insurance Documents

- 1. Procurement** [CCCS of Rochester Procurement Policy.pdf](#)
- 2. Property Management** [CCCS of Rochester Property Management Policy.pdf](#)
- 3. Records Retention** [Record Retention and Destruction Policy.docx](#)
- 4. Code of Ethics** [Code of Ethics.docx](#)
- 5. Personnel Policy** [Personnel Policies.docx](#)
- 6. M/WBE Policy** [arpa-mwbe - Driven2Success.pdf](#)
- 7a. Insurance - Worker's Comp** [CCCS of Rochester Workers Comp - C105.2 - Monroe County.pdf](#) [CCCS of Rochester Disability form_120.1.pdf](#)
- 7b. Insurance - Professional Liability** [CCCS of Rochester COI.pdf](#)
- 7c. Insurance - Automobile** [CCCS Roc - COI - Monroe County.pdf](#)
- 8. Certification** [Certification for Contracts Grants Loans and Cooperative Agreements.pdf](#)

Federal Grant Requirements

- 1. SAM #** ML4QMK281N83/670N9
- 2. Exec Name/Compensation**
n/a
- 3. Fed Contracts?** no
 - 3a. Last 3 Fed Contracts**
 - 3b. Monitor Interventions?**
 - 3c. Interventions - Explain**
- 4. GAAP/Audit Agency?** yes
 - 4a. Audit Agency Name** Hevron & Company**Audit Last 5 Years?** yes
 - 5a. Audit Agency Name** Hevron & Company
 - 5b. Annual Financial Statements?**
 - 5c. Statements**
 - 5d. Internal Financial Statements?**
- 6. Negotiated Rate?** no
 - 6a. Rate**
 - 6b. Rate Agency**
 - 6c. No Rate - Explain** We have not yet had a Federal award and therefore have not needed to have a negotiated indirect rate with the Federal government.
- 7. Cash Flow** Yes.
- 8. Budget Percent** 3.00
- 9. Financial System?** yes
 - 9a. System Rev/Exp/Assets/Prop** yes

9b. System Roles yes

9c. System - Explain

10. Turnover

We have not had any changes to CCCS of Rochester's senior management in the last 2 years. Approximately 5 of our counselor/client support staff have moved on to other organizations and we have filled their positions with new staff members.

11. Staff Experience

We have operated the proposed project as a pilot since the spring of 2017. Our Director of Programs and Grants has provided oversight since that time and established processes, procedures, and partnerships for operation of the program. We have one counselor who has been working directly with program clients and will be hiring a full-time coordinator with the funding received from the County. As an organization, we have served the community as a non-profit financial counseling organization since 1970. Each year, we help thousands of residents to improve their credit scores and reduce their debt. In total, we provide more than 5,500 financial counseling sessions annually.

11a. Resumes [Chad Rieflin Resume.docx](#)

Personnel

<i>Name #1</i>	<i>Title</i>	<i>Email</i>	<i>Phone</i>
Jason Tracy	CEO	jtracy@cccsofrochester.org	585-546-3440
<i>Name #2</i>	<i>Title</i>	<i>Email</i>	<i>Phone</i>
Chad Rieflin	Director of Programs and Grants - Program Manager	crieflin@cccsofrochester.org	585-546-3440
<i>Name #3</i>	<i>Title</i>	<i>Email</i>	<i>Phone</i>
Karyn Rando	Director of Counseling	krando@cccsofrochester.org	585-546-3440
<i>Name #4</i>	<i>Title</i>	<i>Email</i>	<i>Phone</i>
Christopher Camalione-Lind	CFO - Fiscal Officer	clind@cccsofrochester.org	585-546-3440

Scope of Work

1. Project Description

Through group financial education and one-on-one counseling, the Driven2Success helps low-to-moderate-income County residents to learn savvy car-buying skills and obtain affordable auto loans. Successful participants bolster their income through job attainment, increased hours, increased shifts, and reduced transportation costs. The program works with local lending partners who have agreed to specific parameters when it comes to loan qualification, interest rate, loan amounts, loan terms, and vehicle reliability. Driven2Success counselors help clients to qualify for affordable loans with these partners by demonstrating situational need, income, budgetary fit, positive credit indicators, and program participation.

2. Issues Addressed

The Driven2Success program improves access to reliable personal transportation, thereby increasing job access, employment retention, and income rates of LMI residents. Transportation is identified as a primary barrier to individuals working to exit poverty and increase job opportunities. According to a study by the Brookings Institute, only 32% are accessible within a 90-minute bus route, and only 10% of jobs in the Greater Rochester Area are accessible within a 45-minute bus route. Affordable auto-loan programs have been noticeably absent in our community for more than a decade. Since then, transportation options have not improved, lending guidelines have become much more restrictive, interest rates on the underbanked or underserved have increased dramatically, and incomes have stagnated across many economic subsets. As this community and its stakeholders now actively work to address poverty, the time is ripe to scale a program of this nature to solve for one of the hardest pieces of the poverty puzzle - transportation. A self-sustaining model, executed in conjunction with community facing partners coming together to achieve goals supportive of one another's initiatives, will produce enormous success in this region.

3. Where Offered

Driven2Success will be offered through on-site group education delivered at local community based organizations and through one-on-one financial counseling conducted in-person or over the phone at CCCS of Rochester offices (1050 University Ave. Suite A).

4. Subawardees

SRGMF LLC
725 Cedar Rock Rd, Unit B
Rochester, NY 14580
Shawn Goburn
585-309-6300
For pay-per-click advertising services

5. Population Served

The Driven2Success program will serve more than 1,000 low-to-moderate income Monroe County residents each year through financial education and counseling. Of those served, we anticipate that more than 50% of those served will be female heads of household, and that more than 50% will be non-white. Finally, we anticipate that the primary zip codes of those served will be 14605, 14606, 14607, 14608, 14609, 14610, 14611, 14613, 14620, and 14621.

6. Goals/Outcomes

The Driven2Success program will achieve the following deliverables and outcomes during the four-year, ramp-up project period:

LMI residents educated regarding savvy car buying:

- Year 1= >1,000
- Year 2= >1,000
- Year 3= >1,000
- Year 4= >1,000

LMI residents approved for affordable auto loans:

- Year 1= 50
- Year 2= 100
- Year 3= 150
- Year 4= 200

Loan recipients expand income opportunities (i.e., obtain job, shifts, or assignments):

- Year 1= 5
- Year 2= 10
- Year 3= 15
- Year 4= 20

Loan recipients stabilize income (i.e., eliminate impractical/unaffordable transportation, eliminate risk of losing reliable/practical/affordable transportation):

- Year 1= 45
- Year 2= 90
- Year 3= 135
- Year 4= 180

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.00	yes	0	Action: Begin onboarding partners Deliverable: Meetings with lenders and referral partners Measurement: Informal agreements received
		2	3.00	yes	0	Action: Hire Program Coordinator Deliverable: Position posted on Indeed and LinkedIn Measurement: Program is fully staffed
	2	1	2.00	yes	0	Action: Assign Current Staff Roles Deliverable: Management team meeting to determine assignments Measurement: Supervision & oversight, partnership development, promotion & outreach assigned.
		2	1.00	yes	0	Action: Set up working space and resources for new Program Coordinator and current staff. Deliverable: Computer and IT configuration, assigned office space, internet & phone set up, office supplies provided. Measurement: New Program Coordinator and assigned staff have all necessary resources to fully perform Driven2Success job duties.
		3	3.00	no	135	Action: Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents. Deliverable: Provide counseling, tracking and loan recommendations. Measurement: 15 counseling sessions, 250 consumers educated and 13 loans approved.
		4	3.00	no	0	Action: Open loss-reserve account Deliverable: Deposit loss-reserve funds Measurement: Loss reserve funds aer sufficient for the program loan portfolio
	3	1	0.00			Action: Revise Program Materials Deliverable: Updated disclosures, counseling outline, program application, promotional materials, policies & procedures, educational, and materials. Measurement: Materials are appropriate for updated program operation.
		2	4.00			Action: Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents. Deliverable: Provide counseling, tracking and loan recommendations. Measurement: 25 counseling sessions, 250 consumers educated and 18 loans approved.
		3	2.00			Action: Administration, Supervision and Outreach Deliverable: Oversight, partnership development, promotion, & education Measurement: Successful operation, # of partners, # of consumers educated.
		4	0.00			Action: Finalize Partnership Agreements Deliverable: Meetings with lending and referral partners Measurement: Formal, written agreements received
	4	1	4.00	no	159	Action: Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents. Deliverable: Provide counseling, tracking and loan recommendations. Measurement: 30 counseling sessions, 250 consumers educated and 19 loans approved.
		2	2.00	yes	0	Action: Administration, Supervision and Outreach

	2	2.00			Action: Administration, Supervision and Outreach Deliverable: Oversight, partnership development, promotion, & education Measurement: Successful operation, # of partners, # of consumers educated.
3	1	5.00			Action: Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents. Deliverable: Provide counseling, tracking and loan recommendations. Measurement: 55 counseling sessions, 250 consumers educated and 50 loans approved.
	2	1.00			Action: Administration, Supervision and Outreach Deliverable: Oversight, partnership development, promotion, & education Measurement: Successful operation, # of partners, # of consumers educated.
4	1	5.00			Action: Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents. Deliverable: Provide counseling, tracking and loan recommendations. Measurement: 55 counseling sessions, 250 consumers educated and 50 loans approved.
	2	2.00			Action: Administration, Supervision and Outreach Deliverable: Oversight, partnership development, promotion, & education Measurement: Successful operation, # of partners, # of consumers educated.

Budget

1. Budget [arpa-budget - Driven2Success - Revised.xlsx](#)

4	1	5.00	<p>Action: Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents. Deliverable: Provide counseling, tracking and loan recommendations. Measurement: 55 counseling sessions, 250 consumers educated and 50 loans approved. View Edit</p>
2	2.00	<p>Action: Administration, Supervision and Outreach Deliverable: Oversight, partnership development, promotion, & education Measurement: Successful operation, # of partners, # of consumers educated. View Edit</p>	

Budget

1. Budget [arpa-budget - Driven2Success - Revised.xlsx](#)

Documents

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<input checked="" type="checkbox"/> 93509	arpa-budget - Driven2Success - Revised.xlsx	budget2	12/19/22 03:13PM	
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<input checked="" type="checkbox"/> 93067	CCCS of Rochester Procurement Policy.pdf	procure	11/15/22 03:14PM	
<input checked="" type="checkbox"/> 92865	CCCS Roc - COI - Monroe County.pdf	insauto	11/1/22 08:24AM	
<input checked="" type="checkbox"/> 92829	CCCS of Rochester Workers Comp - C105.2 - Monroe County.pdf	inswork	10/27/22 03:58PM	
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<input checked="" type="checkbox"/> 92802	Record Retention and Destruction Policy.docx	retention	10/25/22 11:13AM	
<input checked="" type="checkbox"/> 92801	Chad Riefkin Resume.docx	resume	10/24/22 03:40PM	