

# BADEN STREET SETTLEMENT

## 4/9/24 - Desk Review

### General Info

**ID**    **Type**            **Date**  
 134    Desk Review        4/9/24

**Project**

Baden Street Settlement: Convening to Fill Mental Health Service Gaps for Black and Latinx Community Members - Baden Street Settlement of Rochester, Inc

**Notes**

### ACTION ITEMS - [View All](#)

**Action Table**

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2024	1	1	3.00			<b>Action:</b> Increase staffing for proposed stand-alone mental health clinic <b>Deliverable:</b> Hire Mental Health Clinic Director <b>Measurement:</b> Mental Health Clinic Director in place to open Stand alone Clinic
		2	22.00			<b>Action:</b> Construction of addition to current SUD clinic house stand- alone clinic <b>Deliverable:</b> Begin Construction of 3,350 sq ft addition to current SUD Clinic <b>Measurement:</b> Construction timeline met: 50% complete
		3	1.35			<b>Action:</b> Increase staffing for Peer Support Services program <b>Deliverable:</b> Hire peer support coordinator <b>Measurement:</b> Staff in place
		4	1.50			<b>Action:</b> Increase staffing for Peer Services Program <b>Deliverable:</b> Foundation staff establish processes to recruit and hire peers; begin recruitment <b>Measurement:</b> 6 peers hired and begun training by end of quarter
		5	0.00			<b>Action:</b> Begin the transitioning process to move current SUD MH clients to stand-alone program <b>Deliverable:</b> SUD Clinic programming will include individual counseling, screenings, medication therapy, and peer services. <b>Measurement:</b> Initial 80 clients continue to receive mental health services
	2	1	22.00			<b>Action:</b> Finalize new MH stand-alone space/offices <b>Deliverable:</b> Construction of MH Clinic Space Completed <b>Measurement:</b> Opening of MH Clinic; clients served in SUD clinic transferred to Stand Alone OMH Program
		2	0.50			<b>Action:</b> Increase medical staffing for stand-alone MH program <b>Deliverable:</b> Recruit and hire Psychiatrist/Psychiatric Nurse Practitioner; staffing plan to County <b>Measurement:</b> Psychiatrist/Psychiatric Nurse Practitioner in place to serve MH clientele
		3	0.75			<b>Action:</b> Increase clinical staffing for stand-alone MH program <b>Deliverable:</b> Recruit and hire additional therapist stand alone MH clinic; update staffing plans to County <b>Measurement:</b> Staffing in place -2 therapists in total
		4	0.12			<b>Action:</b> Increase access to supportive services for clients receiving Mental Health services within Monroe County <b>Deliverable:</b> First cohort of peer training candidates complete credentials to begin providing support to clients who need mental health or behavioral health support <b>Measurement:</b> 6 peers complete training process
		5	0.00			<b>Action:</b> Increase staffing for Peer Services Program <b>Deliverable:</b> Second cohort of peers recruited <b>Measurement:</b> 6 new peers recruited and ready to begin credentialing process

### COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

**1. Policies/procedures**

**Procurement**    **Property**    **Records**    **Ethics**  
 no                    no                    no                    no

**Comments**

**2. Insurance**

**Workers**    **Liability**    **Auto**    **Auto General**    **Umbrella**  
 yes            yes            yes            yes            yes

**Comments**

**3. Reporting**

**Data**    **Actions**    **Reports**    **Subcontracts**    **MWBE**  
 yes    yes    yes    no    no

**Comments** No

### GENERAL ADMINISTRATION QUESTIONS

**4. Leadership**

**Changed**    **Able to Hire**  
 yes            yes

**Turnover** Shelley will check with HR and get back to us

**Filling** Still need to fill some peer positions, the peer coordinator, interviewing for the admin for the mental health clinic, interviewing for the billing specialist for the mental health clinic and a second clinician. They have had difficulties filling the positions. They have posted the positions on several local sites. Several applicants live outside of Rochester.

<b>Payroll</b>	<b>Insurance</b>	<b>Reporting</b>	<b>Purchasing</b>
Wendy Fitzhugh	Shelley Long	Shelley Long	Hector Diaz; Sharon Statt (AP); Shelley Long

**Comments** Catherine Thomas is now the Executive Director- starting in October, 2023.

**5. Percentage Budget**

**Comments** Shelley will calculate and get back to us

**6. Cash Flow**

**Cash Flow Sufficient** This is an issue- the construction costs will be significant to front.

**Vouchering** Yes

**7. Financial Management System**

**Changed** yes

**Breakout** Yes; yes

**No - Explain**

**Additional Systems** No

**Admin** Shelley Long

**Incorporating Data** The data requirements are not incorporated anywhere in the financial system; ARPA data is tracked on the excel spreadsheet and in the electronic record. The electronic record tracks date, client billing code, income etc.

**Comments**

**8. Enrollment**

**Comments** Gather demographic info, insurance, schedule and within the week schedule an evaluation. The evaluator will determine if they need further evaluation. This is sent to Hector who adds to the data reporting form. Hector schedules a session with the therapist. Anyone currently in treatment also has a similar process, but the eval process is bypassed. Hector will schedule the sessions as needed.

**FEDERAL GRANT REQUIREMENTS**

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**9. SAM**

**Up to Date** Yes

**Issues** No

**10. Grants**

**Comments** No, they have a grant agreement with HUD but believe this is through the State, not Federal (\$561,700)

**11. Interventions**

**Comments** No

**12. GAAP**

**Comments** Yes, EFPR Group, LLP

**13. Audit**

**Comments** No- have not risen above the \$750k requirement

**14. Indirect Rate**

**Comments** Does not believe so

**GRANTEE SPECIFIC QUESTIONS**

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**Q Misc.**

**EVALUATION**

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<b>Vouchers</b>	<b>Documents</b>	<b>Actions</b>	<b>Meetings</b>
2	2	1	3

**Voucher Notes** Baden Street submitted their required 1/16/24 voucher late by three days and has not yet submitted a required 3/15/24 voucher. However, they have also submitted a 12/15/23, and 2/15/24 voucher. When Baden street submits vouchers for reimbursement, they typically include all or most supporting documentation required. When we have questions or require follow up, they are quick to respond to communication. Sometimes multiple follow ups are required. Due to a very late contract signing (Oct '23), Baden Street only spent 36% of their year one budget and has vouchered for less than 1% of their year two budget. This low spending in year two is mostly due to one large construction project pending (This project line item is 72% of their year two budget).

**Documents Notes** The insurance documents are currently up to date in ContrackHQ but it took much back and forth to get them current. WBE spending submitted throughout 2023 but no MWBE reporting yet in 2024- this reporting is due monthly. Contract was signed on 10/10/23- no data reporting submitted in January as they were not yet serving participants. Annual report was completed. Action items were completed late- on 1/29.

**Actions Notes** Action items are significantly behind. Hiring and construction timelines have been pushed out significantly. Per the last meeting with Baden Street on 2/29, no Peer had yet been hired for their Peer Services Program. This will significantly impact their metrics in year 2 and they were advised of this. Baden Street will need to significantly ramp up recruitment and push forward hiring and construction timelines in order to maintain the metrics outlined in their contract with Monroe County.

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

## **Documents**

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General Info

Date \* 04/09/2024

- Type \*  Desk Review
- Site Visit
- Compliance

Notes

[Empty text box for notes]

Action Items

2024 Q1 #1 Action: Increase staffing for proposed stand-alone mental health clinic

[View](#) **Deliverable:** Hire Mental Health Clinic Director  
**Measure:** Mental Health Clinic Director in place to open Stand alone Clinic  
**Budget %:** 3.00 **Measure Met?** yes **Served:**  
**Comments:** (blank)

Admin Notes 2/29/2024 - Having difficulty hiring this position. Have 2 potential applicant right now that they are actively working with.

2024 Q1 #2 Action: Construction of addition to current SUD clinic house stand- alone clinic

[View](#) **Deliverable:** Begin Construction of 3,350 sq ft addition to current SUD Clinic  
**Measure:** Construction timeline met: 50% complete  
**Budget %:** 22.00 **Measure Met?** yes **Served:**  
**Comments:** (blank)

Admin Notes 2/29/2024 - This construction is pushed to June due to the late contract start date.

2024 Q1 #3 Action: Increase staffing for Peer Support Services program

[View](#) **Deliverable:** Hire peer support coordinator  
**Measure:** Staff in place  
**Budget %:** 1.35 **Measure Met?** yes **Served:**  
**Comments:** (blank)

Admin Notes 2/29/2024 - Currently Planning to wait until June to fill this position.

2024 Q1 #4 Action: Increase staffing for Peer Services Program

[View](#) **Deliverable:** Foundation staff establish processes to recruit and hire peers; begin recruitment  
**Measure:** 6 peers hired and begun training by end of quarter  
**Budget %:** 1.50 **Measure Met?** yes **Served:**  
**Comments:** (blank)

Admin Notes 2/29/2024 - Are currently working with another individual that could provide community outreach to/ with peers. No peers have yet been hired this quarter. Advised Baden to start actively hiring Peers.

2024 Q1 #5 Action: Begin the transitioning process to move current SUD MH clients to stand-alone program

[View](#) **Deliverable:** SUD Clinic programming will include individual counseling, screenings, medication therapy, and peer services.  
**Measure:** Initial 80 clients continue to receive mental health services  
**Budget %:** 0.00 **Measure Met?** yes **Served:**  
**Comments:** (blank)

Admin Notes 2/29/2024 - By Q2 this should be at 80.

2024 Q2 #1 Action: Finalize new MH stand-alone space/offices

[View](#) **Deliverable:** Construction of MH Clinic Space Completed  
**Measure:** Opening of MH Clinic; clients served in SUD clinic transferred to Stand Alone OMH Program  
**Budget %:** 22.00 **Measure Met?** yes **Served:**  
**Comments:** (blank)

Admin Notes

2024 Q2 #2 Action: Increase medical staffing for stand-alone MH program

[View](#) **Deliverable:** Recruit and hire Psychiatrist/Psychiatric Nurse Practitioner; staffing plan to County  
**Measure:** Psychiatrist/Psychiatric Nurse Practitioner in place to serve MH clientele  
**Budget %:** 0.50 **Measure Met?** yes **Served:**  
**Comments:** (blank)

Admin Notes

2024 Q2 #3 Action: Increase clinical staffing for stand-alone MH program

[View](#) Deliverable: Recruit and hire additional therapist stand alone MH clinic; update staffing plans to County

Measure: Staffing in place -2 therapists in total

Budget %: 0.75 Measure Met? yes Served:

Comments: (blank)

Admin Notes

2024 Q2 #4 Action: Increase access to supportive services for clients receiving Mental Health services within Monroe County

[View](#) Deliverable: First cohort of peer training candidates complete credentials to begin providing support to clients who need mental health or behavioral health support

Measure: 6 peers complete training process

Budget %: 0.12 Measure Met? yes Served:

Comments: (blank)

Admin Notes

2024 Q2 #5 Action: Increase staffing for Peer Services Program

[View](#) Deliverable: Second cohort of peers recruited

Measure: 6 new peers recruited and ready to begin credentialing process

Budget %: 0.00 Measure Met? yes Served:

Comments: (blank)

Admin Notes

▼  COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y  N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased though this Agreement.

Y  N

3. All records retention policies your agency has adopted

Y  N

4. Code of Ethics

Y  N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y  N

Comments:

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

1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y  N

2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y  N

3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y  N

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

Comments:

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

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

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

No

**GENERAL ADMINISTRATION QUESTIONS**

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

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

Shelley will check with HR and get back to us

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

Still need to fill some peer positions, the peer coordinator, interviewing for the admin for the mental health clinic, interviewing for the billing specialist for the mental health clinic and a second clinician. They have had difficulties filling the positions. They have posted the positions on several local sites. Several applicants live outside of Rochester.

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

1. Payroll:	Wendy Fitzhugh
2. Insurance:	Shelley Long
3. Reporting/Vouchering:	Shelley Long
4. Purchasing:	Hector Diaz; Sharon Statt (AP); Shelley Long

Comments:

Catherine Thomas is now the Executive Director- starting in October, 2023.

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

Shelley will calculate and get back to us

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

This is an issue- the construction costs will be significant to front.

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

Yes

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

Y  N

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

Yes; yes

2. If no, please explain.

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

No

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

Shelley Long

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

The data requirements are not incorporated anywhere in the financial system; ARPA data is tracked on the excel spreadsheet and in the electronic record. The electronic record tracks date, client billing code, income etc.

Comments:

[Empty text box]

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

Gather demographic info, insurance, schedule and within the week schedule an evaluation. The evaluator will determine if they need further evaluation. This is sent to Hector who adds to the data reporting form. Hector schedules a session with the therapist. Anyone currently in treatment also has a similar process, but the eval process is bypassed. Hector will schedule the sessions as needed.

▼  FEDERAL GRANT REQUIREMENTS

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

Yes

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

No

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

No, they have a grant agreement with HUD but believe this is through the State, not Federal (\$561,700)

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

No

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

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

Yes, EFPR Group, LLP

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

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

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

No- have not risen above the \$750k requirement

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

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

Does not believe so

▼  GRANTEE SPECIFIC QUESTIONS

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

[Empty text box]

▼  EVALUATION

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

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

**Notes** Baden Street submitted their required 1/16/24 voucher late by three days and has not yet submitted a required 3/15/24 voucher. However, they have also submitted a 12/15/23, and 2/15/24 voucher. When Baden street submits vouchers for reimbursement, they typically include all or most supporting documentation required. When we have questions or require follow up, they are quick to respond to communication. Sometimes multiple follow ups are required. Due to a very late contract signing (Oct '23), Baden Street only spent 36% of their year one budget and has vouchered for less than 1% of their year two budget. This low spending in year two is mostly due to one large construction project pending (This project line item is 72% of their year two budget).

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

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

**Notes** The insurance documents are currently up to date in ContrackHQ but it took much back and forth to get them current. WBE spending submitted throughout 2023 but no MWBE reporting yet in 2024- this reporting is due monthly. Contract was signed on 10/10/23- no data reporting submitted in January as they were not yet serving participants. Annual report was completed. Action items were completed late- on 1/29.

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

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

**Notes** Action items are significantly behind. Hiring and construction timelines have been pushed out significantly. Per the last meeting with Baden Street on 2/29, no Peer had yet been hired for their Peer Services Program. This will significantly impact their metrics in year 2 and they were advised of this. Baden Street will need to significantly ramp up recruitment and push forward hiring and construction timelines in order to maintain the metrics outlined in their contract with Monroe County.

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

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

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

▼  **Attachments/Submit**

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

## 2/29/24 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
124	Compliance	2/29/24

### *Project*

Baden Street Settlement: Convening to Fill Mental Health Service Gaps for Black and Latinx Community Members - Baden Street Settlement of Rochester, Inc

### *Notes*

### Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	1.50			<p><b>Action:</b> 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</p> <p><b>Deliverable:</b> Set of completed construction drawings</p> <p><b>Measurement:</b> Drawings available for use in bidding process</p> <p><a href="#">View Edit</a></p> <p>Hector has been meeting with the Board president who has been giving updated info as it has been coming in. Drawings are completed. In the process of having construction starting around June. A company has been identified- they will likely go with this company as they can start quickly.</p>
		2	2.00			<p><b>Action:</b> Increase staffing for proposed add-on mental health services to current SUD clinic</p> <p><b>Deliverable:</b> Hire Director of Clinical Services; deliver staffing plan to County</p> <p><b>Measurement:</b> Director on board that ensures MH Clinic meets credentialing requirements</p> <p><a href="#">View Edit</a></p> <p>Hector is acting as the interim Director of Clinical Services and is overseeing the SUD clinic and Behavioral Health clinic. They do have an interview scheduled for next week.</p>
		3	0.50			<p><b>Action:</b> Begin to identify billing codes, policy &amp; procedures for add-on services to current SUD clinic</p> <p><b>Deliverable:</b> Billing procedures to add MH services to the SUD clinic identified and outlined in writing for use by billing staff</p> <p><b>Measurement:</b> Written billing procedures/codes in place</p> <p><a href="#">View Edit</a></p> <p>Billing procedures are written and codes are in place.</p>
		4	0.00			<p><b>Action:</b> Obtain approval from OASAS to add MH services to the current SUD clinic</p> <p><b>Deliverable:</b> Startup requirements in place for SUD clinic staff offering MH services in outpatient clinic</p>



				<p><b>Measurement:</b> SUD clinic is fully prepared to deliver individual counseling, group counseling sessions, intake and treatment, and medicated therapies</p> <p><a href="#">View Edit</a></p> <p>This has been completed.</p>
2	1	1.50		<p><b>Action:</b> Increase staffing for proposed add-on mental health services to current SUD clinic</p> <p><b>Deliverable:</b> Hire licensed MH therapist for current SUD clinic</p> <p><b>Measurement:</b> Therapist in place to support addition of mental services to current SUD Clinic</p> <p><a href="#">View Edit</a></p> <p>MH Therapist has been hired (since the end of January).</p>
2	1.25			<p><b>Action:</b> Increase staffing for proposed add-on mental health services to current SUD clinic</p> <p><b>Deliverable:</b> Hire contract with Psychiatrist/Medical Doctor/PA to support addition of mental health services</p> <p><b>Measurement:</b> Psychiatrist/Medical Doctor/PA in place to support addition of mental health services to current SUD Clinic</p> <p><a href="#">View Edit</a></p> <p>Medical Director for the SUD clinic is agreeable to overseeing these services in the interim. Not yet been hired. Had a meeting with OMH 2 weeks ago and were advised to have positions filled by June.</p>
3	0.00			<p><b>Action:</b> Submit application to OMH for Stand-Alone clinic</p> <p><b>Deliverable:</b> Begin credentialing process for Stand-Alone MH clinic for when buildout is complete</p> <p><b>Measurement:</b> Initial application will be filed with NY State/process begun</p> <p><a href="#">View Edit</a></p> <p>Per OMH- this would happen in June 2024 (to align with the timeline of construction).</p>
4	0.75			<p><b>Action:</b> Increase support staff for proposed add-on mental health services to current SUD clinic</p> <p><b>Deliverable:</b> Hire Administrative Assistant to support addition of mental health services to current SUD Clinic</p> <p><b>Measurement:</b> Administrative Assistant in place support addition of mental health services to current SUD Clinic</p> <p><a href="#">View Edit</a></p>



				Has not yet happened. This would probably take place in June to align with construction.
	5	0.00		<p><b>Action:</b> Provide direct treatment to current SUD clinic clients in need of MH services</p> <p><b>Deliverable:</b> SUD Clinic programming will include individual counseling, screenings, medication therapy, and peer services.</p> <p><b>Measurement:</b> 40 clients will access mental health services <a href="#">View Edit</a></p> <p>Not in 2023, but as of January 29, 2024 17 clients are currently being served. 55 have been identified as eligible and every week more are added to the caseload.</p>
3	1	1.10		<p><b>Action:</b> Identify construction companies to build addition onto current SUD clinic to house stand-alone clinic</p> <p><b>Deliverable:</b> Construction process for new MH Clinic space: Advertising and Contractor pool notified</p> <p><b>Measurement:</b> Baden Street will receive a sufficient pool of bids <a href="#">View Edit</a></p> <p>Actual construction has not yet started. Floor plans have been set.</p>
	2	1.00		<p><b>Action:</b> Increase access to supportive services for clients receiving Mental Health services within Monroe County</p> <p><b>Deliverable:</b> Foundation Director and Administrative staff interviewed and hired; staffing plan to County</p> <p><b>Measurement:</b> Staff in place to begin building peer counselor component that provide in-community mental health support <a href="#">View Edit</a></p> <p>6 new staff are in place; 5 are still needed.</p>
	3	0.00		<p><b>Action:</b> Begin development of Peer Support Program at Foundation</p> <p><b>Deliverable:</b> Draft of procedures manual for peer services program, based on Evidence Based best practices in the community</p> <p><b>Measurement:</b> Manual 50% complete <a href="#">View Edit</a></p> <p>Working on this- about 50% complete.</p>

	4	0.00			<p><b>Action:</b> Continue to provide direct MH services to current SUD clinic clients</p> <p><b>Deliverable:</b> SUD Clinic programming will include individual counseling, screenings, medication therapy, and peer services.</p> <p><b>Measurement:</b> 40 additional community members will access mental health services</p> <p><a href="#">View Edit</a></p> <p>See above</p>
4	1	0.75	no	0	<p><b>Action:</b> Choose Construction company to build addition onto current SUD Clinic</p> <p><b>Deliverable:</b> Bids for construction of MH clinic evaluated and award made</p> <p><b>Measurement:</b> Construction contractor in place</p> <p><b>Comments:</b> The concept drawings for the addition was completed and evaluated. A concept was chosen. A contract is proposed from Pardi Architects that the Board is looking to finalize in January 2024.</p> <p><a href="#">Proposal for Architectural Services.pdf</a>  <a href="#">585 Joseph Ave - ALT 01.pdf</a>  <a href="#">03 09 23 Progress Set 585 Joseph Ave - Architectural DWGs (2).pdf</a></p> <p><a href="#">View Edit</a></p>
	2	0.00	no	0	<p><b>Action:</b> Continue work to develop Peer Support Program at Foundation</p> <p><b>Deliverable:</b> Draft of procedures manual for peer services program, based on best Evidence-based practices in the community</p> <p><b>Measurement:</b> Manual 100% in place</p> <p><b>Comments:</b> Baden has not yet began to develop the Peer Support Program as it's own separate department. This has been moved to the next quarter, 2024 Q1.</p> <p><a href="#">View Edit</a></p> <p>In place for the CD clinic but not for the Peer Support program. This should be complete by the end of March.</p>
	3	1.30	no	0	<p><b>Action:</b> Continue to deliver MH services for current SUD clinic clients</p> <p><b>Deliverable:</b> SUD Clinic programming will include individual counseling, screenings, medication therapy, and peer services.</p> <p><b>Measurement:</b> Community members continue to receive mental health services (initial 80 SUD clients continue services)</p>

					<p><b>Comments:</b> All current billing codes have been added to our current electronic record system and will be utilized once the services have begun. Baden has reached out to NYS OASAS regarding adding the MH services to the current SUD clinic. They just reported that Baden would need to hire a candidate with the appropriate credentials such as LCSW, LMSW, or LMHC. Baden has trying to identify a candidate since <b>On 3 of 2023</b>. Baden Street created a job description for the Mental Health Therapist position and posted the position. Baden has spoken with our current SUD Medical Director who has agreed to oversee services until a Psychiatrist is hired. He has also agreed to prescribe medications as needed to increase success. The goal of providing direct MH treatment to our current SUD clinic has not begun yet but <b>56 clients</b> have already been identified with interest in attending treatment in our clinic. <b>Service will begin 2024 Qtr 1</b>.</p> <p><a href="#">View Edit</a></p> <p><b>Working with 17 now; should be working with at least 50 by the end of Q1 2024.</b></p>	
		4	0.00	no	0	<p><b>Action:</b> Submit application for OMH for Stand-Alone clinic services</p> <p><b>Deliverable:</b> Stand alone MH credentials in place</p> <p><b>Measurement:</b> <b>OMH Application submitted</b></p> <p><b>Comments:</b> Application has been partially completed but will need to be uploaded to the MHPD portal. Application will be uploaded and submitted during 2024 Q2 period. <b>Application for the stand-alone clinic has been completed on paper but will need to be uploaded to the MHPD portal. This will be moved to 2024 Q2.</b></p> <p><b>Why so late?</b></p> <p><a href="#">View Edit</a></p>
2024	1	1	3.00			<p><b>Action:</b> Increase staffing for proposed stand-alone mental health clinic</p> <p><b>Deliverable:</b> Hire Mental Health Clinic Director</p> <p><b>Measurement:</b> Mental Health Clinic Director in place to open Stand alone Clinic</p> <p><a href="#">View Edit</a></p> <p><b>Having difficulty hiring this position. Have 2 potential applicant right now that they are actively working with.</b></p>
		2	22.00			<p><b>Action:</b> Construction of addition to current SUD clinic house stand- alone clinic</p>

				<p><b>Deliverable:</b> Begin Construction of 3,350 sq ft addition to current SUD Clinic</p> <p><b>Measurement:</b> Construction timeline met: 50% complete</p> <p><a href="#">View Edit</a></p> <p>This construction is pushed to June due to the late contract start date.</p>
3	1.35			<p><b>Action:</b> Increase staffing for Peer Support Services program</p> <p><b>Deliverable:</b> Hire peer support coordinator</p> <p><b>Measurement:</b> Staff in place</p> <p><a href="#">View Edit</a></p> <p>Currently Planning to wait until June to fill this position.</p>
4	1.50			<p><b>Action:</b> Increase staffing for Peer Services Program</p> <p><b>Deliverable:</b> Foundation staff establish processes to recruit and hire peers; begin recruitment</p> <p><b>Measurement:</b> 1 peers hired and begun training by end of quarter</p> <p><a href="#">View Edit</a></p> <p>Are currently working with another individual that could provide community outreach to/ with peers. No peers have yet been hired this quarter. Advised Baden to start actively hiring Peers.</p>
5	0.00			<p><b>Action:</b> Begin the transitioning process to move current SUD MH clients to stand-alone program</p> <p><b>Deliverable:</b> SUD Clinic programming will include individual counseling, screenings, medication therapy, and peer services.</p> <p><b>Measurement:</b> 100% clients continue to receive mental health services</p> <p><a href="#">View Edit</a></p> <p>By Q2 this should be at 80.</p>

Contract signed on 10/10

Good afternoon Faye. I wanted to ask about our contract in terms of a Mental Health Director. We are having a hard time hiring the Director of the Mental Health clinic but we were able to find a consultant.

My question is, if we can hire this person, can we use ARPA funds to support her fees? Can we do this under the MH Director OR as a consultant?



# CENTER FOR COMMUNITY ALTERNATIVES

## 8/1/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
4	Compliance	8/1/23

### *Project*

Promoting A Community Transformation: Nonviolence Project (PACT: Nonviolence Project) - Center for Community Alternatives

### *Notes*

### Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.10	yes	0	<p><b>Action:</b> CCA: Hire and onboard 2 Transition Advocates (FTEs)</p> <p><b>Deliverable:</b> Fill all staffing positions (except the Justice Peers)</p> <p><b>Measurement:</b> Transition Advocacy component RUR and and all CCA positions fully staffed except the the 2 Justice Peers</p> <p><b>Comments:</b> Frederick Owen was hired as a Transition Advocate on 4/17/23 and Radezia McCullough was hired as Transition Advocate on 6/12/23. The Transition Advocacy component is fully staffed.</p> <p><a href="#">Job Desc Transition Advocate Rochester.docx</a>  <a href="#">R.MCullough Resume.pdf</a>  <a href="#">F.Owens Resume.pdf</a>  <a href="#">View Edit</a></p>
		2	0.30	yes	11	<p><b>Action:</b> JUSTICE PEER: Outreach to recruit &amp; identify Inaugural Youth Advisory Board (YAB) members</p> <p><b>Deliverable:</b> Outreach for inaugural YAB members</p> <p><b>Measurement:</b> Identify at least 10 youth for possible inclusion to YAB</p> <p><b>Comments:</b> 11 Youth were identified and enrolled in the YAB, exceeding the target.</p> <p><a href="#">YAB Member Description and Referral Form.pdf</a>  <a href="#">View Edit</a></p>
		3	0.20	yes	27	<p><b>Action:</b> 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</p> <p><b>Deliverable:</b> Engage with families who due to community violence may have unstable housing situations or need physical or emotional support</p> <p><b>Measurement:</b> Identify 10 people (2 families) as needing safe rehousing due to violence.</p> <p><b>Comments:</b> 27 individuals (9 families) were identified through community partners as needing safe rehousing.</p> <p>There is a huge need in the community so the numbers are larger due to household size.</p> <p><a href="#">View Edit</a></p>
		4	0.50	yes	27	<p><b>Action:</b> RUR: Provide emergency safe housing for individuals Safe housing arranged - either first month's</p>



				<p>rent provided, hotel stay, or housing search support. and families impacted by violence, particularly gun violence.  <b>Deliverable:</b> Safe housing arranged - either first month's rent provided, hotel stay, or housing search support.  <b>Measurement:</b> 10 people (2 families) relocated to safe housing.  <b>Comments:</b> 27 individuals (9 families) were rehoused. Some of these individuals/families also received emotional support which is described in the next action item (#5).  <a href="#">View Edit</a></p>
5	0.20	no	6	<p><b>Action:</b> RUR: Provide emotional support to individuals and families impacted by violence in the City of Rochester  <b>Deliverable:</b> 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.  <b>Measurement:</b> 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.  <b>Comments:</b> 6 individuals attended the bi-monthly support group in Q1. Services in part B of the Performance Measurement were provided to some of the individuals/families that were served in the previous Action Item (#4: Safe housing). These services provided in addition to safe housing are not included in the "Unique Individuals Served" so that we would not be double-counting.   The 2 support groups are being facilitated. The additional support is being done but is difficult to count in the way it is written.  <a href="#">RUR Support Group Meeting Minutes Q1Q22023.docx</a>  <a href="#">View Edit</a></p>
6	0.30	no	0	<p><b>Action:</b> TRANSITION ADV: Negotiate agreement with RCSD re: scope of Transition Advocacy services, referral mechanism, etc.  <b>Deliverable:</b> Signed MOU between CCA &amp; RCSD  <b>Measurement:</b> Agreement is in place for CCA to begin providing TA services through referrals</p>

					<p><b>Comments:</b> Unfortunately, CCA has not signed an MOU with the Rochester City School District yet to provide advocacy to RCSD students. We have been negotiating for several months to determine the youth served and the specific services they will receive. Staffing changes at the district level in particular have delayed the review of the MOU. We expect to sign the MOU early in the next quarter and begin serving RCSD students when school begins in the fall.</p> <p>Had a meeting scheduled with RCSD this week but that has been rescheduled. They need to continue reviewing documents with their legal team. This is the second time they have postponed. The referrals should coincide with the start of the school year. Current meeting is rescheduled for the week of the 29<sup>th</sup>.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
2	1	1.00	no	0	<p><b>Action:</b> CCA: Hire and onboard 2 Justice Peer positions (FTEs)</p> <p><b>Deliverable:</b> Fill both Justice Peer positions</p> <p><b>Measurement:</b> Justice Peer component is full staffed</p> <p><b>Comments:</b> Coy Duncan was hired as the YAB Facilitator on 4/17/23. The Youth Advisory Board was recruited and has begun meeting to develop the Justice Peer program. The Youth are very engaged and will play a role in hiring the 2 Justice Peers, which is why the hiring has been delayed. We anticipate hiring the two Justice Peers in the next quarter after more meetings of the YAB. Once these two positions are filled, CCA's program will be fully staffed and the Justice Peers will begin mentoring youth.</p> <p style="text-align: center;">This will now be completed in Q3.</p> <p style="text-align: center;"><u><a href="#">Advisory Board Facilitator - Youth Services Rochester.docx</a></u> <u><a href="#">C.Duncan Resume.pdf</a></u> <a href="#">View Edit</a></p>
	2	1.00	yes	11	<p><b>Action:</b> JUSTICE PEER: Inaugural Youth Advisory Board Members recruited (YAB)</p> <p><b>Deliverable:</b> Select inaugural YAB members</p> <p><b>Measurement:</b> 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>

				<p><b>Comments:</b> 11 youth began participating in the YAB. 7 attended the initial meeting on June 14th, where they began discussions around developing the services model. All 7 received a stipend (which was paid in July). A second meeting was held on July 5th.</p> <p>Process is going great-all are engaged.  <a href="#">6.14.23 YAB Agenda.Minutes.pdf</a>  <a href="#">View Edit</a></p>
3	0.50	yes	78	<p><b>Action:</b> 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><b>Deliverable:</b> Engage with families who due to community violence may have unstable housing situations or need physical or emotional support</p> <p><b>Measurement:</b> Identify 18 people (3 families) as needing safe rehousing due to violence.</p> <p><b>Comments:</b> 78 individuals (22 families) were identified through community partners as needing safe rehousing.</p> <p>There is substantial need in the community- actively working with community partners to find residents the services they need quickly.  <a href="#">View Edit</a></p>
4	1.00	yes	78	<p><b>Action:</b> RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.</p> <p><b>Deliverable:</b> Safe housing arranged - either first month's rent provided, hotel stay, or housing search support.</p> <p><b>Measurement:</b> 18 people (3 families) relocated to safe housing.</p> <p><b>Comments:</b> 78 individuals (22 families) were rehoused. Some of these individual also received emotional support which is described in the next action item (#5).  <a href="#">View Edit</a></p>
5	0.50	no	17	<p><b>Action:</b> RUR: Provide emotional support to individuals and families impacted by violence in the City of Rochester</p> <p><b>Deliverable:</b> 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><b>Measurement:</b> 50 individuals provided emotional support through the following activities. A. Facilitate 2 support groups serving violence victims/family members.</p>

					<p>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> <p><b>Comments:</b> 17 unique individuals attended the bi-monthly support group in Q2. Services in part B of the Performance Measurement were provided to individuals/families that were served in the previous Action Item (#4: Safe housing). These services provided in addition to safe housing are not included in the "Unique Individuals Served" so that we would not be double-counting.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
6	1.20	no	0	<p><b>Action:</b> 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><b>Deliverable:</b> Transition Advocates begin work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans</p> <p><b>Measurement:</b> 10 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).</p> <p><b>Comments:</b> Due to the delay in getting the MOU with RCSD signed (described in comments in Q1), we have been unable to begin enrolling and supporting RCSD youth. While awaiting the MOU, our newly hired Transition Advocates have been trained in school and community-based transition processes, developed referral processes, built relationships with referral sources and actively participated in the meetings with RCSD.</p> <p style="text-align: center;">On hold until MOU with RCSD is in place.  <a href="#">Rochester CCA Participate and Release Form 1-2023.pdf</a>  <a href="#">CCA Transition Referral Form.pdf</a></p> <p style="text-align: center;"><a href="#">View Edit</a></p>	
3	1	1.00		<p><b>Action:</b> JUSTICE PEER: Youth Advisory Board members meet regularly to co-design Justice Peer model (the program with goals &amp; activities)</p> <p><b>Deliverable:</b> Facilitate &amp; engage the YAB in co-designing the Justice Peer model</p> <p><b>Measurement:</b> 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> <p style="text-align: center;"><b>Comments:</b></p>	

				<a href="#">View Edit</a>
2	1.00			<p><b>Action:</b> JUSTICE PEER: Outreach to identify court-involved year while program is being designed</p> <p><b>Deliverable:</b> Outreach conducted to identify court-involved youth, then mentoring</p> <p><b>Measurement:</b> 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> <p>Currently delayed and hiring for positions for this.</p> <p><b>Comments:</b> <a href="#">View Edit</a></p>
3	1.10			<p><b>Action:</b> 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><b>Deliverable:</b> Engage with families who due to community violence may have unstable housing situations or need physical or emotional support</p> <p><b>Measurement:</b> Identify 18 people (4 families) as needing safe rehousing due to violence.</p> <p>This is an ongoing action item.</p> <p><b>Comments:</b> <a href="#">View Edit</a></p>
4	2.10			<p><b>Action:</b> RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.</p> <p><b>Deliverable:</b> Safe housing arranged - either first month's rent provided, hotel stay, or housing search support.</p> <p><b>Measurement:</b> 18 people (4 families) relocated to safe housing.</p> <p>This is an ongoing action item.</p> <p><b>Comments:</b> <a href="#">View Edit</a></p>
5	1.10			<p><b>Action:</b> RUR: Provide emotional support to individuals and families impacted by violence in the City of Rochester</p> <p><b>Deliverable:</b> 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><b>Measurement:</b> 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> <p><b>Comments:</b>  <a href="#">View</a> <a href="#">Edit</a></p>
	6	1.20			<p><b>Action:</b> 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><b>Deliverable:</b> Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans</p> <p><b>Measurement:</b> 10 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).</p> <p><b>Comments:</b>  <a href="#">View</a> <a href="#">Edit</a></p>

## 12/14/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
76	Compliance	12/14/23

### *Project*

Promoting A Community Transformation: Nonviolence Project (PACT: Nonviolence Project) - Center for Community Alternatives

### *Notes*

### Documents

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4	1	1.00	<p><b>Action:</b> JUSTICE PEER: Recruitment of new YAB members (Phase 2): recruiting youth, providing feedback on the justice peer model, etc.</p> <p><b>Deliverable:</b> Select YAB members for Phase 2</p> <p><b>Measurement:</b> 10 new YAB members (primarily ages 18-25) recruited and selected, 7 (of 10) YAB members begin receiving stipends and attending advisory meetings</p> <p><a href="#">View Edit</a></p>
	2	1.00	<p><b>Action:</b> JUSTICE PEER: Identified court-involved youth paired with a Justice Peer, receive mentoring services</p> <p><b>Deliverable:</b> Court-involved youth are supported and mentored, ongoing outreach for additional youth</p> <p><b>Measurement:</b> 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> <p><a href="#">View Edit</a></p>
	3	0.50	<p><b>Action:</b> 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><b>Deliverable:</b> Engage with families who due to community violence may have unstable housing situations or need physical or emotional support</p> <p><b>Measurement:</b> Identify 18 people (4 families) as needing safe rehousing due to violence.</p> <p><a href="#">View Edit</a></p>
	4	1.00	<p><b>Action:</b> RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.</p> <p><b>Deliverable:</b> 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><b>Measurement:</b> 18 people (4 families) relocated to safe housing.</p> <p><a href="#">View Edit</a></p>
	5	0.50	<p><b>Action:</b> RUR: Provide emotional support to individuals and families impacted by violence in the City of Rochester</p> <p><b>Deliverable:</b> 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><b>Measurement:</b> 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> <p><a href="#">View Edit</a></p>
	6	1.20	<p><b>Action:</b> 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><b>Deliverable:</b> Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans</p> <p><b>Measurement:</b> 30 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).</p> <p><a href="#">View Edit</a></p>



## 2/22/24 - Desk Review

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
95	Desk Review	2/22/24

### *Project*

Promoting A Community Transformation: Nonviolence Project (PACT: Nonviolence Project) - Center for Community Alternatives

### *Notes*

**ACTION ITEMS - [View All](#)**

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**Action Table**

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	4	1	1.00	no	3	<p><b>Action:</b> JUSTICE PEER: Recruitment of new YAB members (Phase 2): recruiting youth, providing feedback on the justice peer model, etc.</p> <p><b>Deliverable:</b> Select YAB members for Phase 2</p> <p><b>Measurement:</b> 10 new YAB members (primarily ages 18-25) recruited and selected, 7 (of 10) YAB members begin receiving stipends and attending advisory meetings</p>
		2	1.00	no	0	<p><b>Action:</b> JUSTICE PEER: Identified court-involved youth paired with a Justice Peer, receive mentoring services</p> <p><b>Deliverable:</b> Court-involved youth are supported and mentored, ongoing outreach for additional youth</p> <p><b>Measurement:</b> 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	0.50	yes	23	<p><b>Action:</b> 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><b>Deliverable:</b> Engage with families who due to community violence may have unstable housing situations or need physical or emotional support</p> <p><b>Measurement:</b> Identify 18 people (4 families) as needing safe rehousing due to violence.</p>
		4	1.00	yes	22	<p><b>Action:</b> RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.</p> <p><b>Deliverable:</b> 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><b>Measurement:</b> 18 people (4 families) relocated to safe housing.</p>
		5	0.50	no	22	<p><b>Action:</b> RUR: Provide emotional support to individuals and families impacted by violence in the City of Rochester</p> <p><b>Deliverable:</b> 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><b>Measurement:</b> 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	yes	32	<p><b>Action:</b> 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><b>Deliverable:</b> Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans</p> <p><b>Measurement:</b> 30 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).</p>
2024	1	1	1.20			<p><b>Action:</b> JUSTICE PEER: Ongoing work of Youth Advisory Board members: recruiting youth, providing feedback on the justice peer model, etc.</p> <p><b>Deliverable:</b> YAB engagement, professional skill development</p> <p><b>Measurement:</b> 7 (of 10) YAB attending advisory meetings and receive stipends.</p>
		2	1.20			<p><b>Action:</b> JUSTICE PEER: Youth identified for mentoring (through outreach and referrals), paired with a Justice Peer, receive mentoring services</p> <p><b>Deliverable:</b> Court-involved youth are supported and mentored, ongoing outreach for additional youth</p> <p><b>Measurement:</b> 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><b>Action:</b> 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><b>Deliverable:</b> Engage with families who due to community violence may have unstable housing situations or need physical or emotional support</p> <p><b>Measurement:</b> Identify 19 people (4 families) as needing safe rehousing due to violence.</p>
		4	1.10			<p><b>Action:</b> RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.</p> <p><b>Deliverable:</b> 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><b>Measurement:</b> 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><b>Action:</b> RUR: Provide emotional support to individuals and families impacted by violence in Rochester</p> <p><b>Deliverable:</b> 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><b>Measurement:</b> 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><b>Action:</b> TRANSITION ADVOCACY: RCSD Students supported in successfully returning to mainstream school from long-term suspension or detention</p> <p><b>Deliverable:</b> Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans</p> <p><b>Measurement:</b> 30 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).</p>

**COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE**

**1. Policies/procedures**

Procurement	Property	Records	Ethics
no	no	no	no

**Comments** No, but they are in the process of revisions. They will have updated policies likely rolled out by June 30th.

## 2. Insurance

<b>Workers</b>	<b>Liability</b>	<b>Auto</b>	<b>Auto General</b>	<b>Umbrella</b>
yes	yes	yes	yes	yes

### Comments

## 3. Reporting

<b>Data</b>	<b>Actions</b>	<b>Reports</b>	<b>Subcontracts</b>	<b>MWBE</b>
yes	yes	yes	yes	yes

**Comments** MWBE reporting- year 1 there was no MWBE spend. Clarify that those were the MWBE goals over the contract duration.

## GENERAL ADMINISTRATION QUESTIONS

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## 4. Leadership

<b>Changed</b>	<b>Able to Hire</b>
yes	yes

**Turnover** 33% overall

**Filling** Peer Navigators have not yet been filled- all other positions have been filled

<b>Payroll</b>	<b>Insurance</b>	<b>Reporting</b>	<b>Purchasing</b>
Nikki Marriott	Karen Jones	Alula Asfaw, Christine Talbot	Alula Asfaw , Nikki Marriott

**Comments** Deputy Director position changed- this position is to be hired and they are very close to hiring this position. This has been filled by a contracted consultant in the interim.

## 5. Percentage Budget

**Comments** 6.083%

## 6. Cash Flow

**Cash Flow Sufficient** Yes

**Vouchering** Somewhat- they are still in the process of reviewing all of their vouchers.

## 7. Financial Management System

**Changed** yes

**Breakout** Yes; yes

**No - Explain**

**Additional Systems** No

**Admin** Thomas Rogers and Nikki Marriott

**Incorporating Data** The ARPA reporting categories are fairly large outcome categories and are difficult to meet as they are long term outcomes.

**Comments** Some of the questions that are required in the intake form are questions that many youth are not comfortable answering or do not have the answers to. Some of the achievements that are more long term will not be seen until later on- in year 2 or year 3. Sometimes it is also difficult to determine what would be considered a training, but the guidebook has been helpful.

## 8. Enrollment

**Comments** Receive referrals for most at risk students at Rochester City Schools (from the district) and also receive referrals from OCFS Upstate and local upstate detention as well as family court referrals. Additionally they receive in house referrals from other CCA programming. This is for both peer justice and transition advocacy. Referrals go directly to the youth service director in Rochester. Release forms are completed. Participants are then assigned a transition advocate if applicable or a peer navigator. A family is then contacted and an intake process is completed. The intake process can take up to 2 meetings (relationship building). This is done in person at a place that the participant and person deem comfortable (their office, a community-based site or their home). Upon completion, the assigned transition advocate or peer navigator begins work with the participant on developing an individual success plan. This is used as a map to address the participants' needs and services. They usually work with participants for 6 months. If an extension for services is needed, this is possible.

## FEDERAL GRANT REQUIREMENTS

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## 9. SAM

**Up to Date** Yes

**Issues** There was an initial lag in getting the renewal but nothing since then (maybe 1 day)

## 10. Grants

**Comments** Yes- 1- HUD funding for \$112,654 executed on 9/1/23

## 11. Interventions

**Comments** No

## 12. GAAP

**Comments** Yes, Bonadio

## 13. Audit

**Comments** Yes, nothing in relation to the ARPA contract. They are currently completing their 2023 audit. Bonadio

## 14. Indirect Rate

**Comments** Yes- provisional- 21.9%

Department of Health and Human Services, Samhsa

## GRANTEE SPECIFIC QUESTIONS

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*Q Misc.*

## EVALUATION

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**Vouchers**   **Documents**   **Actions**   **Meetings**

1

2

1

3

**Voucher Notes** CCA's final vouchers were submitted 1/17/24. These contained the incurred expenses for all of year one. CCA should be maintaining and submitting vouchers quarterly. Upon initial review, there are still some problems with the submitted documents, though the cover sheet and organization is much better than initial submissions. CCA spent 77% of their year one budget. This is fairly good for year one as the program gets up and running. For year two we will like to see this closer to 100%.

**Documents Notes** Insurance documents are currently up to date in ContractHQ. Q1/2 reporting due on 7/17 was received on 8/24. Q3 reporting due on 10/17 was received on 10/23. Q4 reporting due on 1/16 was received on 1/17. Action items and interim/ annual reporting follow a similar pattern. Reporting has been consistently late, but we are seeing improvement over time and recognize the effort to get it done.

**Actions Notes** Grantee completed 12/24 action items in year 1- 50%. Grantee did not meet several of their actions outlined in 2023 due to a delay in signing the MOU with the Rochester City School District. Staff turnover has also caused delays. One of their referral sources also abruptly closed. They have not yet hired their Justice Peer Navigators and therefore have not fulfilled any of the metrics for this part of their program from year 1. In order to fulfill the metrics outlined in their contract with Monroe County, grantee will need to quickly fill the positions (per their annual report by February 2024) and initiate a ramp up plan to ensure future metrics are achieved.

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

## Documents

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General Info

Date \* 02/22/2024

- Type \*  Desk Review
- Site Visit
- Compliance

Notes

[Empty text box for notes]

Action Items

2023 Q4 #1 Action: JUSTICE PEER: Recruitment of new YAB members (Phase 2): recruiting youth, providing feedback on the justice peer model, etc.

[View](#) Deliverable: Select YAB members for Phase 2

Measure: 10 new YAB members (primarily ages 18-25) recruited and selected, 7 (of 10) YAB members begin receiving stipends and attending advisory meetings

Budget %: 1.00 Measure Met? yes Served: 3

Comments: We've been able to recruit and maintain a fully functioning YAB of 10 or more members with 13 youth serving as a YAB member at some point during this quarter. 11 youth have been attending advisory meetings and received stipends this quarter. See quarterly narrative for a detailed explanation of why the target was not met.

Admin Notes

[Empty text box for admin notes]

2023 Q4 #2 Action: JUSTICE PEER: Identified court-involved youth paired with a Justice Peer, receive mentoring services

[View](#) Deliverable: Court-involved youth are supported and mentored, ongoing outreach for additional youth

Measure: 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.

Budget %: 1.00 Measure Met? yes Served: 0

Comments: We've been interviewing for the Justice Peer Navigator positions and will be hiring in Q1 of 2024. 6 youth have been identified as potential youth for a mentoring relationship with Justice Peer Navigators. See quarterly narrative for a detailed explanation of why the target was not met. Note: we had included 9 youth mentored in the Q3 Action Plan report, which was an error.

Admin Notes

[Empty text box for admin notes]

2023 Q4 #3 Action: RUR: Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families

[View](#) Deliverable: Engage with families who due to community violence may have unstable housing situations or need physical or emotional support

Measure: Identify 18 people (4 families) as needing safe rehousing due to violence.

Budget %: 0.50 Measure Met? yes Served: 23

Comments: 23 individuals (6 families) were identified through community partners as needing safe rehousing.

Admin Notes

[Empty text box for admin notes]

2023 Q4 #4 Action: RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.

[View](#) Deliverable: A. Safe housing arranged - either first month's rent provided, hotel stay, or housing search support. B. Interviews of previously rehoused individuals/families.

Measure: 18 people (4 families) relocated to safe housing.

Budget %: 1.00 Measure Met? yes Served: 22

Comments: 22 individuals (5 families) from those identified above were rehoused. One household refused housing services. RUR staff remarked that successful outreach had slowed down over the holiday season.

Admin Notes

[Empty text box for admin notes]

2023 Q4 #5 Action: RUR: Provide emotional support to individuals and families impacted by violence in the City of Rochester

[View](#) 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.

Measure: 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.

Budget %: 0.50 Measure Met? yes Served: 22

Comments: A. Of those rehoused (identified above), no additional individuals participated in the bi-monthly support groups that were held. B. 22 individuals who were rehoused utilized RUR's additional emotional support services (in addition to safe housing).

Admin Notes

[Empty text box for admin notes]

2023 Q4 #6 **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  
[View](#) **Deliverable:** Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans  
**Measure:** 30 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).  
**Budget %:** 1.20 **Measure Met?** yes **Served:** 32  
**Comments:** Our Transition Advocates have worked with RCSD youth supporting them in at least one of the goals in their individualized plans. The advocates have worked closely with youth that have been referred from a short-term suspension or who are identified by the district as "at risk" or who are referred from an RCSD alternative education setting. Advocates have also provided mediation support at the request of RCSD, supporting students returning back to the classroom or mainstream school. For some youth that are interested in an alternative to mainstream school, alternative education options that would include Job Corps, Apprenticeship, and HSE have been provided.

Admin Notes

2024 Q1 #1 **Action:** JUSTICE PEER: Ongoing work of Youth Advisory Board members: recruiting youth, providing feedback on the justice peer model, etc.  
[View](#) **Deliverable:** YAB engagement, professional skill development  
**Measure:** 7 (of 10) YAB attending advisory meetings and receive stipends.  
**Budget %:** 1.20 **Measure Met?** yes **Served:**  
**Comments:** (blank)

Admin Notes

2024 Q1 #2 **Action:** JUSTICE PEER: Youth identified for mentoring (through outreach and referrals), paired with a Justice Peer, receive mentoring services  
[View](#) **Deliverable:** Court-involved youth are supported and mentored, ongoing outreach for additional youth  
**Measure:** 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.  
**Budget %:** 1.20 **Measure Met?** yes **Served:**  
**Comments:** (blank)

Admin Notes

2024 Q1 #3 **Action:** RUR: Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families  
[View](#) **Deliverable:** Engage with families who due to community violence may have unstable housing situations or need physical or emotional support  
**Measure:** Identify 19 people (4 families) as needing safe rehousing due to violence.  
**Budget %:** 0.60 **Measure Met?** yes **Served:**  
**Comments:** (blank)

Admin Notes

2024 Q1 #4 **Action:** RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.  
[View](#) **Deliverable:** A. Safe housing arranged - either first month's rent provided, hotel stay, or housing search support. B. Interviews of previously rehoused individuals/families.  
**Measure:** 19 people (4 families) relocated to safe housing. 12 month follow-up surveys conducted with families who have been rehoused.  
**Budget %:** 1.10 **Measure Met?** yes **Served:**  
**Comments:** (blank)

Admin Notes

2024 Q1 #5 **Action:** RUR: Provide emotional support to individuals and families impacted by violence in Rochester  
[View](#) **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.  
**Measure:** 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.  
**Budget %:** 0.60 **Measure Met?** yes **Served:**  
**Comments:** (blank)

Admin Notes

2024 Q1 #6 **Action:** TRANSITION ADVOCACY: RCSD Students supported in successfully returning to mainstream school from long-term suspension or detention  
[View](#) **Deliverable:** Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans  
**Measure:** 30 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).  
**Budget %:** 1.40 **Measure Met?** yes **Served:**

Comments: (blank)

Admin Notes

[Empty text box for Admin Notes]

COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased through this Agreement.

Y N

3. All records retention policies your agency has adopted

Y N

4. Code of Ethics

Y N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y N

Comments:

No, but they are in the process of revisions. They will have updated policies likely rolled out by June 30th.

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

1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y N

2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y N

3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y N

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

Comments:

[Empty text box for comments]

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

1. Data Reporting Y N

2. Action Items Y N

3. Interim/ Annual Report Y N

4. Subcontracts in ARPA portal Y N

5. M/WBE Reporting Y N (review from Matt Burrell)

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

MWBE reporting- year 1 there was no MWBE spend. Clarify that those were the MWBE goals over the contract duration.

GENERAL ADMINISTRATION QUESTIONS

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

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

33% overall

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

Peer Navigators have not yet been filled- all other positions have been filled

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

1. Payroll:	Nikki Marriott
2. Insurance:	Karen Jones
3. Reporting/Vouchering:	Alula Asfaw, Christine Talbot

4. Purchasing:

Alula Asfaw , Nikki Marriott

Comments:

Deputy Director position changed- this position is to be hired and they are very close to hiring this position. This has been filled by a contracted consultant in the interim.

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

6.083%

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

Yes

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

Somewhat- they are still in the process of reviewing all of their vouchers.

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

Y  N

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

Yes; yes

2. If no, please explain.

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

No

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

Thomas Rogers and Nikki Marriott

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

The ARPA reporting categories are fairly large outcome categories and are difficult to meet as they are long term outcomes.

Comments:

Some of the questions that are required in the intake form are questions that many youth are not comfortable answering or do not have the answers to. Some of the achievements that are more long term will not be seen until later on- in year 2 or year 3. Sometimes it is also difficult to determine what would be considered a training, but the guidebook has been helpful.

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

Receive referrals for most at risk students at Rochester City Schools (from the district) and also receive referrals from OCFS Upstate and local upstate detention as well as family court referrals. Additionally they receive in house referrals from other CCA programming. This is for both peer justice and transition advocacy. Referrals go directly to the youth service director in Rochester. Release forms are completed. Participants are then assigned a transition advocate if applicable or a peer navigator. A family is then contacted and an intake process is completed. The intake process can take up to 2 meetings (relationship building). This is done in person at a place that the participant and person deem comfortable (their office, a community-based site or their home). Upon completion, the assigned transition advocate or peer navigator begins work with the participant on developing an individual success plan. This is used as a map to address the participants' needs and services. They usually work with participants for 6 months. If an extension for services is needed, this is possible.

 **FEDERAL GRANT REQUIREMENTS**

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

Yes

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

There was an initial lag in getting the renewal but nothing since then (maybe 1 day)

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



Yes- 1- HUD funding for \$112,654 executed on 9/1/23

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

No

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

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

Yes, Bonadio

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

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

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

Yes, nothing in relation to the ARPA contract. They are currently completing their 2023 audit. Bonadio

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

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

Yes- provisional- 21.9%

Department of Health and Human Services, Samhsa

#### GRANTEE SPECIFIC QUESTIONS

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

#### EVALUATION

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

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

**Notes** CCA's final vouchers were submitted 1/17/24. These contained the incurred expenses for all of year one. CCA should be maintaining and submitting vouchers quarterly. Upon initial review, there are still some problems with the submitted documents, though the cover sheet and organization is much better than initial submissions. CCA spent 77% of their year one budget. This is fairly good for year one as the program gets up and running. For year two we will like to see this closer to 100%.

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

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

**Notes** Insurance documents are currently up to date in ContrackHQ. Q1/2 reporting due on 7/17 was received on 8/24. Q3 reporting due on 10/17 was received on 10/23. Q4 reporting due on 1/16 was received on 1/17. Action items and interim/ annual reporting follow a similar pattern. Reporting has been consistently late, but we are seeing improvement over time and recognize the effort to get it done.

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

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

Notes Grantee completed 12/24 action items in year 1- 50%. Grantee did not meet several of their actions outlined in 2023 due to a delay in signing the MOU with the Rochester City School District. Staff turnover has also caused delays. One of their referral sources also abruptly closed. They have not yet hired their Justice Peer Navigators and therefore have not fulfilled any of the metrics for this part of their program from year 1. In order to fulfill the metrics outlined in their contract with Monroe County, grantee will need to quickly fill the positions (per their annual report by February 20204) and initiate a ramp up plan to ensure future metrics are achieved.

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

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

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

▼ **✓ Attachments/Submit**

Documents 📎 Upload New File(s) Documents uploaded here will be attached to this record once saved.

**CONSUMER CREDIT  
COUNSELING SERVICE  
OF ROCHESTER**

## 5/15/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
11	Compliance	5/15/23

#### *Project*

Driven2Success - Consumer Credit Counseling Service of Rochester

#### *Notes*

### Documents

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Consumer Credit Counseling - Action Table

Year	Qtr	#	%	Action	Deliverable	Measurement
2023	1	1	100	Begin onboarding partner	Meetings with lenders and referral partners	<p>5 people that they have been having conversations with. Renewing agreements with 2- have received verbal agreements with both. A lot of language specific to Genesee Co-op since they were the original partner. Have met in person a few times.</p> <p>Strategy is to create flexibility- get them to take the referrals and ensure that they will plus them into a program that will ensure success; that they will lend responsibly and give concessions on interest rates. Some may give a little extra. Also looking into the fee structure (existing partners need to agree to the new fee structure).</p> <p>Lending partners will eventually pay \$500 per client that they lend with successfully per year.</p> <p>Canandaigua National Bank is currently in the works (Brian Paisley). Working with their legal team to get the agreement finalized.</p> <p>Anticipation of press conference has been helping to move the lending partners forward*</p> <p>ESL- credit team is currently looking at the program. A lot of regulatory logistics are involved.</p> <p>Initial conversations with Five Star and Federal Credit Union. Not a lot of push back so far.</p>

				<p>One issue is the cost of cars- it is extremely high. Loss reserve fund. May have to work through the loss reserve fund.</p> <p>No other concerns so far.</p> <p><b>Program is fully staffed. Deniz Akmal</b></p>
			<p><b>2.01</b></p> <p><b>Hire Program Coordinator</b></p> <p><b>Position posted on Indeed and Indeed</b></p>	
2	1	2.00	Assign Current Staff Roles	<p>Supervision &amp; oversight, partnership development, promotion &amp; outreach assigned.</p> <p>Outreach coordinator Andrea is starting to do the car buyer education. Curriculum is together and in place. Everything is gearing up for mid-June. Counseling team and DB administrator have been working together to coordinate ARPA efforts. Have created a new ARPA status report. Have created a new system configuration (for car buyer counseling).</p>
	2	1.00	Set up working space and resources for new Program Coordinator and current staff.	<p>Management team meeting to determine assignments</p> <p>Computer and IT configuration, assigned office space, internet &amp; phone set up, office supplies provided.</p> <p>New Program Coordinator and assigned staff have all necessary resources to fully perform Driven2Success job duties.</p> <p>Deniz's space is in place- Deniz has been counseling clients. She passed her certification and has put people into the pipeline. Physical and virtual space.</p>
	3	3.00	Provide access to reliable transportation to increase job access, employment	<p>15 counseling sessions, 250 consumers educated and 13 loans approved.</p> <p>Counseling numbers will not be a problem. Loans are an unknown factor until we see some trends with the lending</p>

		retention and income rates of LMI residents.			partners until we see some trends. August- the end of the year. Expect perhaps 3 loans to be approved by June 30 <sup>th</sup> based on current but still expect to be on track for the 50 loans by the end of the year. With more outreach and exposure they will receive more applicants and be able to connect more applicants to more loan partners.
4	3.00	Open loss-reserve account	Deposit loss-reserve funds		Loss reserve funds are sufficient for the program loan portfolio.  May need to get flexible with the budget for the loss-reserve account because they think that they may need to increase it to \$16k. Will likely ask for this from ESL rather than asking from Monroe County.
3	1	0.00	Revise Program Materials	Updated disclosures, counseling outline, program application, promotional materials, policies & procedures, educational, and materials.	Materials are appropriate for updated program operation.
	2	4.00	Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents.	Provide counseling, tracking and loan recommendations.	25 counseling sessions, 250 consumers educated and 18 loans approved.
	3	2.00	Administration, Supervision and Outreach	Oversight, partnership development, promotion, & education	Successful operation, # of partners, # of consumers educated.

	4	0.00	Finalize Partnership Agreements	Meetings with lending and referral partners	Formal, written agreements received
4	1	4.00	Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents.	Provide counseling, tracking and loan recommendations.	30 counseling sessions, 250 consumers educated and 19 loans approved.
	2	2.00	Administration, Supervision and Outreach	Oversight, partnership development, promotion, & education	Successful operation, # of partners, # of consumers educated.



## 8/10/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
10	Compliance	8/10/23

### *Project*

Driven2Success - Consumer Credit Counseling Service of Rochester

### *Notes*

### Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.00	yes	0	<p><b>Action:</b> Begin onboarding partners  <b>Deliverable:</b> Meetings with lenders and referral partners  <b>Measurement:</b> Informal agreements received  <b>Comments:</b> We have officially re-onboarded Genesee Coop FCU and Lexington FCU as official lending partners under the new program structure. We anticipate onboarding Canandaigua National Bank within the next couple of months and are still in conversations with ESL FCU, Advantage FCU, Five Star Bank, and Ukrainian FCU.  <a href="#">View Edit</a></p>
		2	3.00	yes	0	<p><b>Action:</b> Hire Program Coordinator  <b>Deliverable:</b> Position posted on Indeed and LinkedIn  <b>Measurement:</b> Program is fully staffed  <b>Comments:</b> We hired the Driven2Success Program Coordinator on 3/1. They are fully up to speed and serving clients daily now.  <a href="#">View Edit</a></p>
	2	1	2.00	yes	0	<p><b>Action:</b> Assign Current Staff Roles  <b>Deliverable:</b> Management team meeting to determine assignments  <b>Measurement:</b> Supervision &amp; oversight, partnership development, promotion &amp; outreach assigned.  <b>Comments:</b> Staff roles have been fully defined. Supervision and support structures are in place. Our Director of Programs has taken on the responsibility of relationship development and our Outreach Coordinator has conducted several Car Buyer education workshops that have yielded applicants.  <a href="#">View Edit</a></p>
		2	1.00	yes	0	<p><b>Action:</b> Set up working space and resources for new Program Coordinator and current staff.  <b>Deliverable:</b> Computer and IT configuration, assigned office space, internet &amp; phone set up, office supplies provided.  <b>Measurement:</b> New Program Coordinator and assigned staff have all necessary resources to fully perform Driven2Success job duties.  <b>Comments:</b> Working space and resources are in place for both in office and remote operation for our Program Coordinator and program-related staff members.  <a href="#">View Edit</a></p>

		3	3.00	yes	146	<p><b>Action:</b> Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents.</p> <p><b>Deliverable:</b> Provide counseling, tracking and loan recommendations.</p> <p><b>Measurement:</b> 15 counseling sessions, 250 consumers educated and 13 loans approved.</p> <p><b>Comments:</b> We were able to counsel 22 clients during this period, provide car buyer education to 124 clients through community workshops, and help 1 get approved for a loan from Lexington FCU.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
		4	3.00	no	0	<p><b>Action:</b> Open loss-reserve account</p> <p><b>Deliverable:</b> Deposit loss-reserve funds</p> <p><b>Measurement:</b> Loss reserve funds aer sufficient for the program loan portfolio</p> <p><b>Comments:</b> Since we just had our first loan approval we have not yet had the need to open the loss reserve account. We anticipate this will be completed in the next quarter now that more clients are being counseled who will receive loan approvals.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
	3	1	0.00			<p><b>Action:</b> Revise Program Materials</p> <p><b>Deliverable:</b> Updated disclosures, counseling outline, program application, promotional materials, policies &amp; procedures, educational, and materials.</p> <p><b>Measurement:</b> Materials are appropriate for updated program operation.</p> <p><b>Comments:</b> <b>Actively working on this now. A majority of the materials have already been updated. Procedures have been updated and are in line with new programs. Cay buyer education materials have also been updated.</b></p> <p style="text-align: center;"><a href="#">View Edit</a></p>
		2	4.00			<p><b>Action:</b> Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents.</p> <p><b>Deliverable:</b> Provide counseling, tracking and loan recommendations.</p> <p><b>Measurement:</b> 25 counseling sessions, 250 consumers educated and 18 loans approved.</p> <p><b>Comments:</b> <b>Still ramping up. May not have 31 loans by the end of Q3. Still plan to get to 50 by the end of Y1. 7 loans waiting for decision. Received 77 applications to date.</b></p> <p style="text-align: center;"><a href="#">View Edit</a></p>

		3	2.00			<p><b>Action:</b> Administration, Supervision and Outreach</p> <p><b>Deliverable:</b> Oversight, partnership development, promotion, &amp; education</p> <p><b>Measurement:</b> Successful operation, # of partners, # of consumers educated.</p> <p><b>Comments:</b> <b>Have created a lot of dashboards to assist with oversight (program, clients enrolled/ status, comparison of the averages of approved and denied loans).</b></p> <p><a href="#">View Edit</a></p>
		4	0.00			<p><b>Action:</b> Finalize Partnership Agreements</p> <p><b>Deliverable:</b> Meetings with lending and referral partners</p> <p><b>Measurement:</b> Formal, written agreements received</p> <p><b>Comments:</b> <b>CNB within a few months; ESL by the end of the year. 2 agreements secured with Lexington and Genesee Co-op. Discussions occurring with the rest of the partners are ongoing.</b></p> <p><a href="#">View Edit</a></p>

# 10/11/23 - Desk Review

## General Info

**ID**    **Type**                    **Date**  
 1    Desk Review            10/11/23

**Project**  
 Driven2Success - Consumer Credit Counseling Service of Rochester

**Notes**

## ACTION ITEMS - [View All](#)

### Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	3	1	0.00			<b>Action:</b> Revise Program Materials <b>Deliverable:</b> Updated disclosures, counseling outline, program application, promotional materials, policies & procedures, educational, and materials. <b>Measurement:</b> Materials are appropriate for updated program operation.
		2	4.00			<b>Action:</b> Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents. <b>Deliverable:</b> Provide counseling, tracking and loan recommendations. <b>Measurement:</b> 25 counseling sessions, 250 consumers educated and 18 loans approved.
		3	2.00			<b>Action:</b> Administration, Supervision and Outreach <b>Deliverable:</b> Oversight, partnership development, promotion, & education <b>Measurement:</b> Successful operation, # of partners, # of consumers educated.
		4	0.00			<b>Action:</b> Finalize Partnership Agreements <b>Deliverable:</b> Meetings with lending and referral partners <b>Measurement:</b> Formal, written agreements received
	4	1	4.00	no	159	<b>Action:</b> Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents. <b>Deliverable:</b> Provide counseling, tracking and loan recommendations. <b>Measurement:</b> 30 counseling sessions, 250 consumers educated and 19 loans approved.
		2	2.00	yes	0	<b>Action:</b> Administration, Supervision and Outreach <b>Deliverable:</b> Oversight, partnership development, promotion, & education <b>Measurement:</b> Successful operation, # of partners, # of consumers educated.

## COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

### 1. Policies/procedures

**Procurement    Property    Records    Ethics**

**Comments** All policies remain the same and are in the handbook. There have been some minor updates made since the start of the grant (referral incentives and tuition reimbursement in September/ October).

### 2. Insurance

**Workers    Liability    Auto    Auto General    Umbrella**  
 yes            yes            yes

**Comments** All insurance policies are currently up to date.

### 3. Reporting

**Data    Actions    Reports    Subcontracts    MWBE**

**Comments** All reporting is currently up to date in the ARPA portal; there are no questions about the ARPA process/ reporting at this time.

## GENERAL ADMINISTRATION QUESTIONS

### 4. Leadership

**Changed    Able to Hire**

**Turnover**

**Filling**

**Payroll    Insurance    Reporting    Purchasing**

**Comments** The leadership structure has not changed.

- i. Payroll: Chad Rieflin (timecards); Lisa Hochlander (approves and processes payroll)
- ii. Insurance: Christopher Camione-lind (CFO)
- iii. Reporting/Vouchering- Chad Rieflin
- iv. Purchasing: Chad Rieflin and Kristina Perez (Bookkeeper)

#### **5. Percentage Budget**

**Comments** .3%

#### **6. Cash Flow**

**Cash Flow Sufficient** Yes; Yes.

#### **Vouchering**

#### **7. Financial Management System**

**Changed**

**Breakout**

**No - Explain**

**Additional Systems**

**Admin**

**Incorporating Data**

**Comments** . Does your agency have a financial management system in place that provides records that can identify the sources and application of funds for subaward funded activities? Yes

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

b. If no, please explain.

c. Have you implemented any additional systems or CRMs since your contract start date to assist with the administration of the ARPA grant? No

d. Who is responsible for administering this system? Do you have an internal team or have you recruited an outside organization? Christopher Camione-lind (CFO); The Counseling System is called CPR

e. How has your experience been with incorporating the data requirements for the ARPA project into your system? The system is built very specifically for credit counseling, so putting in anything additional can be challenging. They are transitioning to a new system in the near future called Client Support Software which should enable additional development capabilities and functionality. The system is built on web browsers, so it should be more flexible and adaptable to changing technologies. There may be a bit of a transitional period with this in terms of the ARPA reporting.

#### **8. Enrollment**

**Comments** Step one: complete program application (helps to verify eligibility/ residency/ income/ need). Participate in an intake session- Deniz triages situation to determine next steps. Participate in counseling programs or work with Deniz to start building their loan application (ask for require documents such as banking statements, proof of income etc.). Once complete, submit information to a lending partner to recommend them for a loan. Recently implemented a change: when people apply online, they are able to pick a time on Deniz's calendar to schedule an intake. Rec'd a windfall of 200 applications from facebook outreach/ word of mouth. Those people have been directed into a group orientation.

### **FEDERAL GRANT REQUIREMENTS**

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#### **9. SAM**

**Up to Date** Yes; No.

**Issues**

#### **10. Grants**

**Comments** No, but they are a HUD-certified agency.

#### **11. Interventions**

**Comments** No

#### **12. GAAP**

**Comments** Yes, Heveron and Company

#### **13. Audit**

**Comments** Yes; Yes.

#### **14. Indirect Rate**

**Comments** No.

### **GRANTEE SPECIFIC QUESTIONS**

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**Q MISC.** 1) Can you briefly walk us through the process of assisting an individual with acquiring a loan? How many steps are there? How many people do they talk to? How long does the process take?

Individuals also talk to Andrea (the Outreach Coordinator) who handles orientations and workshops. They are still learning about how long the process takes, but ideally it would take 2 weeks. This is not the most common timeframe- there are several factors at play.

2) Are there any recurring themes that you hear when approaching potential financial/ investor partners? Are there any reservations about working on this project?

Internal process change- for a lot of larger financial institutions, this is the main hurdle.

Figuring out the administration of the program- such as keeping track of the loans so that CCCS can invoice and be paid. Trying to come up with an equitable fee structure.

Risk factor- this is surprisingly not the highest on the list, but is still part of their reservation.

## EVALUATION

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<b>Vouchers</b>	<b>Documents</b>	<b>Actions</b>	<b>Meetings</b>
3	3	2	3

**Voucher Notes** Vouchers are on time and follow up is always timely. Additional follow up is usually required. In the first few quarters this is to be expected, however if this continues later into the project this will be more of an issue. Grantee to date has spent 61% of their year 1 budget. They are currently on target for their year 1 expenditures.

**Documents Notes** All insurance documents are currently up to date in CONTRACKHQ. The interim reporting was completed on time. Grantee took ARPA team feedback and corrected reporting in the ARPA portal in a timely fashion.

**Actions Notes** Grantee has met 4/6 deliverables to date. They have not yet opened a loss-reserve account. They were also expecting to have 13 loans approved by the beginning of Q3, but had only had one approved by the reporting period. This is due to the runway period and getting a firm foundation for the program set in place. Grantee fully expects to make up these metrics by the end of 2023.

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

## Documents

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▼  **General Info**


Date \*

Type \*  Desk Review  
 Site Visit  
 Compliance

Notes

▼  **Action Items**

2023 Q3 #1 Action: Revise Program Materials

[View](#)  **Deliverable:** Updated disclosures, counseling outline, program application, promotional materials, policies & procedures, educational, and materials.

**Measure:** Materials are appropriate for updated program operation.

**Budget %:** 0.00 **Measure Met?** yes **Served:**

**Comments:** (blank)

Admin Notes

2023 Q3 #2 Action: Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents.

[View](#)  **Deliverable:** Provide counseling, tracking and loan recommendations.

**Measure:** 25 counseling sessions, 250 consumers educated and 18 loans approved.

**Budget %:** 4.00 **Measure Met?** yes **Served:**

**Comments:** (blank)

Admin Notes

2023 Q3 #3 Action: Administration, Supervision and Outreach

[View](#)  **Deliverable:** Oversight, partnership development, promotion, & education

**Measure:** Successful operation, # of partners, # of consumers educated.

**Budget %:** 2.00 **Measure Met?** yes **Served:**

**Comments:** (blank)

Admin Notes

2023 Q3 #4 Action: Finalize Partnership Agreements

[View](#)  **Deliverable:** Meetings with lending and referral partners

**Measure:** Formal, written agreements received

**Budget %:** 0.00 **Measure Met?** yes **Served:**

**Comments:** (blank)

Admin Notes

2023 Q4 #1 Action: Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents.

[View](#)  **Deliverable:** Provide counseling, tracking and loan recommendations.

**Measure:** 30 counseling sessions, 250 consumers educated and 19 loans approved.

**Budget %:** 4.00 **Measure Met?** yes **Served:** 159

**Comments:** For this quarter we provided car-buyer education to 142 clients, counseled 43, recommended 10 for loans with lending partners, and helped 2 clients get approved for loans. Through 12/31/23 we have provided car-buyer education to 252 clients, counseled 132, recommended 37 for loans with lending partners, and helped 16 clients get approved for loans. Currently, there are 19 clients with pending loan applications who we recommended.



Admin Notes 11/30: Have hit a good pace on counseling sessions, but are currently behind on loan approvals. 12 approvals so far and 14 pending. There was a huge influx of applications in September which has helped to streamline the process. People apply in the system and now they can look right in the system to see if they are eligible. Once eligibility is determined, they send follow up paperwork to Denise. Rather than spending face to face time with individuals that will not follow through, more time is spent with those who are eligible. Currently able to move a file within a week. Have not heard about anyone that had had issues with the online application. Occasionally a paper application has been submitted They are also able to submit images on their phone. There is now a steady pace of people logging into the system (about 2-3 per day). Of those applications,

In the new year they are going to redirect some effort towards the marketing of the program. They are, however, being careful not to over-promote since their capacity is somewhat small.

Currently revamping the lending partner agreement- removing language that talks about loan limits. Getting more specific about the loss reserve fund (loaning up to a hard dollar amount). If a lending partner goes out of bounds then they will stop referring loans to them. 2 loan partners now. They are currently finalizing with CNB. Would eventually like to get to 5-6 lending partners. Realistically they may get 2 more by the end of 2024. Other 2 may be ESL and Visions Federal Credit Union.

Met with a contact at Genessee Co Op a few days ago and they are loving the process- everything is ready to go.

2023 Q4 #2 Action: Administration, Supervision and Outreach

[View](#) Deliverable: Oversight, partnership development, promotion, & education

Measure: Successful operation, # of partners, # of consumers educated.

Budget %: 2.00 Measure Met? **yes** Served: 0

Comments: We have established two formal lending partnerships with Genessee Coop and Lexington FCU. We are in discussions with several more and are very close with Canandaigua National Bank. We have successfully established the operations of the program and have streamlined our promotion, outreach, and onboarding process. We have conducted workshops throughout the community, implemented pay-per-click advertising, and developed an electronic application and scheduling process.

Admin Notes 11/30: Loss reserve account- will be requesting reimbursement in December.

## ▼ COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y  N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased through this Agreement.

Y  N

3. All records retention policies your agency has adopted

Y  N

4. Code of Ethics

Y  N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y  N

Comments:

All policies remain the same and are in the handbook. There have been some minor updates made since the start of the grant (referral incentives and tuition reimbursement in September/ October).

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

1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y  N

2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y  N

3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y  N

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

Comments:

All insurance policies are currently up to date.

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

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

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

All reporting is currently up to date in the ARPA portal; there are no questions about the ARPA process/ reporting at this time.

▼  GENERAL ADMINISTRATION QUESTIONS

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

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

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

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

1. Payroll:

2. Insurance:

3. Reporting/ Vouchering:

4. Purchasing:

Comments:

The leadership structure has not changed.

- i. Payroll: Chad Rieflin (timecards); Lisa Hochlander (approves and processes payroll)
- ii. Insurance: Christopher Camione-lind (CFO)
- iii. Reporting/ Vouchering: Chad Rieflin
- iv. Purchasing: Chad Rieflin and Kristina Perez (Bookkeeper)

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

.3%

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

Yes; Yes.

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

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

Y  N

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

2. If no, please explain.

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

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

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

Comments:

. Does your agency have a financial management system in place that provides records that can identify the sources and application of funds for subaward funded activities? Yes  
a. If yes, does this system have the ability to break out project fund revenue and expenses, assets and property? Yes Does the system have user access roles and note who performed a specific transaction? Yes  
b. If no, please explain.  
c. Have you implemented any additional systems or CRMs since your contract start date to assist with the administration of the ARPA grant? No  
d. Who is responsible for administering this system? Do you have an internal team or have you recruited an outside organization? Christopher Camione-lind (CFO); The Couseling System is called CPR  
e. How has your experience been with incorporating the data requirements for the ARPA project into your system? The system is built very specifically for credit counseling, so putting in anything additional can be challenging. They are transitioning to a new system in the near future called Client Support Software which should enable additional development capabilities and functionality. The system is built on web browsers, so it should be more flexible and adaptable to changing technologies. There may be a bit of a transitional period with this in terms of the ARPA reporting.

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

Step one: complete program application (helps to verify eligibility/ residency/ income/ need). Participate in an intake session- Deniz triages situation to determine next steps. Participate in counseling programs or work with Deniz to start building their loan application (ask for require documents such as banking statements, proof of income etc.). Once complete, submit information to a lending partner to recommend them for a loan. Recently implemented a change: when people apply online, they are able to pick a time on Deniz's calendar to schedule an intake. Rec'd a windfall of 200 applications from facebook outreach/ word of mouth. Those people have been directed into a group orientation.

▼  FEDERAL GRANT REQUIREMENTS

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

Yes; No.

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

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

No, but they are a HUD-certified agency.

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

No

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

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

Yes, Heveron and Company

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

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

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

Yes; Yes.

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

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

No.

▼  **GRANTEE SPECIFIC QUESTIONS**

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

1) Can you briefly walk us through the process of assisting an individual with acquiring a loan? How many steps are there? How many people do they talk to? How long does the process take?  
Individuals also talk to Andrea (the Outreach Coordinator) who handles orientations and workshops. They are still learning about how long the process takes, but ideally it would take 2 weeks. This is not the most common timeframe- there are several factors at play.

2) Are there any recurring themes that you hear when approaching potential financial/ investor partners? Are there any reservations about working on this project?  
Internal process change- for a lot of larger financial institutions, this is the main hurdle.  
Figuring out the administration of the program- such as keeping track of the loans so that CCCS can invoice and be paid. Trying to come up with an equitable fee structure.  
Risk factor- this is surprisingly not the highest on the list, but is still part of their reservation.

▼  **EVALUATION**

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

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

Notes Vouchers are on time and follow up is always timely. Additional follow up is usually required. In the first few quarters this is to be expected, however if this continues later into the project this will be more of an issue. Grantee to date has spent 61% of their year 1 budget. They are currently on target for their year 1 expenditures.

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

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

Notes All insurance documents are currently up to date in CONTRACTHQ. The interim reporting was completed on time. Grantee took ARPA team feedback and corrected reporting in the ARPA portal in a timely fashion.

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

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

Notes Grantee has met 4/6 deliverables to date. They have not yet opened a loss-reserve account. They were also expecting to have 13 loans approved by the beginning of Q3, but had only had one approved by the reporting period. This is due to the runway period and getting a firm foundation for the program set in place. Grantee fully expects to make up these metrics by the end of 2023.

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

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

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

▼  **Attachments/Submit**

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

# 11/30/23 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
25	Compliance	11/30/23

### *Project*

Driven2Success - Consumer Credit Counseling Service of Rochester

### *Notes*

## Documents

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4	1	4.00	<p><b>Action:</b> Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents.</p> <p><b>Deliverable:</b> Provide counseling, tracking and loan recommendations.</p> <p><b>Measurement:</b> 30 counseling sessions, 250 consumers educated and 19 loans approved.</p> <p>Have hit a good pace on counseling sessions, but are currently behind on loan approvals. 12 approvals so far and 14 pending. There was a huge influx of applications in September which has helped to streamline the process. People apply in the system and now they can look right in the system to see if they are eligible. Once eligibility is determined, they send follow up paperwork to Denise. Rather than spending face to face time with individuals that will not follow through, more time is spent with those who are eligible. Currently able to move a file within a week. Have not heard about anyone that had had issues with the online application. Occasionally a paper application has been submitted They are also able to submit images on their phone. There is now a steady pace of people logging into the system (about 2-3 per day). Of those applications,</p> <p>In the new year they are going to redirect some effort towards the marketing of the program. They are, however, being careful not to over-promote since their capacity is somewhat small.</p> <p>Currently revamping the lending partner agreement- removing language that talks about loan limits. Getting more specific about the loss reserve fund (loaning up to a hard dollar amount). If a lending partner goes out of bounds then they will stop referring loans to them. 2 loan partners now. They are currently finalizing with CNB. Would eventually like to get to 5-6 lending partners. Realistically they may get 2 more by the end of 2024. Other 2 may be ESL and Visions Federal Credit Union.</p> <p>Met with a contact at Genessee Co Op a few days ago and they are loving the process- everything is ready to go.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
2		2.00	<p><b>Action:</b> Administration, Supervision and Outreach</p> <p><b>Deliverable:</b> Oversight, partnership development, promotion, &amp; education</p> <p><b>Measurement:</b> Successful operation, # of partners, # of consumers educated.</p> <p>Loss reserve account- will be requesting reimbursement in December.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>

## 2/13/24 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
79	Compliance	2/13/24

#### ***Project***

Driven2Success - Consumer Credit Counseling Service of Rochester

#### ***Notes***

### Documents

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2024	1	1	4.00	<p><b>Action:</b> Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents.</p> <p><b>Deliverable:</b> Provide counseling, tracking and loan recommendations.</p> <p><b>Measurement:</b> [redacted] counseling sessions, [redacted] consumers educated and [redacted] loans approved.</p> <p>Since 1/1: 7 loans approved, 20 counseling sessions, consumers educated number will likely be lowed this quarter as the person who handles those trainings has been out since 12/15</p> <p>A numbers game right now. 2 primary objectives. Finding a balance between promoting the program and managing the program. Gathering data to see how many applications they need/ equate to loan approvals. Currently need 2 approvals per week (they got 5 approvals this week). Need to secure more lending partners.</p> <p>Will be losing Lexington FCU in June as they are going out of business. The lending partner agreement has been adjusted. The threshold has been lowered to encourage partners to be on board. CNB still interested – may have an answer to this within 10 days. Bank of America has discussed this. Meeteting with ESL again this month. All other conversations are more introductory.</p> <p>Online system now sends applicants one of two emails. First email will say that they are not eligible for various reasons but gives the option to reapply. Second option tells them they are eligible and provides next steps (submit documentation).</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
	2		1.00	<p><b>Action:</b> Administration, Supervision and Outreach</p> <p><b>Deliverable:</b> Oversight, partnership development, promotion, &amp; education</p> <p><b>Measurement:</b> Successful operation, # of partners, # of consumers educated.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>



# DRESS FOR SUCCESS

# 5/16/23 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
40	Compliance	5/16/23

### *Project*

Dress for Success Rochester: Road to Success - Dress for Success Rochester

### *Notes*

## Documents

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Dress for Success Rochester - Action Table

Year	Qtr	#	%	Action	Deliverable	Measurement
2023	1	1	63	Contract Human Resources/Employment services	HR processes developed, staffing and recruitment plan completed	HR process in place and recruitment began to fill open positions in Quarter 1.  Just got some proposals in and are signing a contract with them. They have already started implementing the process. Contract should be signed by June 1.  Have hired 1 person. Some jobs have been posted.
		2	24	Increase access to DFR services to women by adding 1 additional shift for State St location sessions	Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women	10 women will access career services digital skills training and/or virtual trainings.  A little slower than intended due to construction. Have scheduled more due to mobile services. So far they have served about 30 people between mobile and on site. Serving more people via mobile services (25 tomorrow).
		3	90	Contract Marketing/Graphic design service providers to create marketing materials to increase awareness of expanded services and stakeholder engagement opportunities	A collection of attractive updated materials to be distributed to clients and community stakeholders through	Marketing campaign data collection tool to assess activity in relationship to client and donor recruitment goals  Going very well- Image 360 and concepts- both MWBE firms. Working

				<p>on the website and have client information ready to go. Working on signage on the inside of the mobile. Signage for inside of the boutique has been partly completed.</p>
			<p>various communication channels and media</p>	<p>Mobile unit stage resurfaced, office technology and interior updates completed.</p> <p>Very excited about the improvements. Had to reschedule press release because someone broke into boutique and stole all of the computers/ tv and a lot of items.</p>
			<p>Contract services for DFS office and Mobile Unit improvements and tech updates</p>	<p>Improved client experience and mobile safety inspection passed</p>
			<p>Contract Marsherrall Partners to assess and improve client and donor database management</p>	<p>Conduct monthly reporting of stakeholder engagement and client services data/number of women served</p> <p>Have donor perfect as a CRM- got upgrades for the CRM. Have a new hire to manage the process. Working with Marsherrall Partners to manage the CRM and the ARPA data.</p>
			<p>Contract Crane Solutions for strategic planning facilitation</p>	<p>Quarterly evaluations to track progress against plan and ARPA grant requirements</p> <p>Have not started the process yet. Planning to wait until all of the people</p>

				pre-hired. Will still be accomplished in Q2.
1	1.00	Identify and recruit local community agencies to enroll in DFS Mobile services program	At least 5 partner agency agreements secured for mobile on-site visits	Signed partner agreements in hand and a schedule set for Q2 mobile site visits  Have recruited 4 partners agencies and have a few more on deck. 8 in Monroe County. 3 events in Monroe County.
2	5.10	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	Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women	125 women will access career services, digital skills training and/or virtual trainings.  Feeling confident that they will hit the 125 number by July.
2	10.40	Staff open positions	Identify candidates and conduct interviews and select best qualified	Offer letters signed and new employees on-boarded.  Hiring one more person (Client Services Coordinator- planning to have them hired in the next few weeks). In and trained by the end of June. Bilingual in Spanish.
3	2.80	Recruit DFS Mobile Driver Services	Secure driver or service for scheduled mobile on-site visits	Successful and safe transport of mobile boutique and career center to 2 agency visits per month  Driver has been secured! They were an RTS bus driver.

3	1	5.10	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	Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women	125 women will access career services, digital skills training and/or virtual trainings.
4	1	1.00	Execute on sustainability strategy by evaluating/updating mobile boutique fee for service model	Conduct mobile service cost analysis to ensure fees are inline with actual cost of services	Cost analysis tool to measure program cost effectiveness to drive 2024 mobile service plan
	2	2.30	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	Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women	75 women will access career services, digital skills training and/or virtual trainings.

# 10/12/23 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
41	Compliance	10/12/23

### *Project*

Dress for Success Rochester: Road to Success - Dress for Success Rochester

### *Notes*

## Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	1.69	yes	2	<p><b>Action:</b> Contract Human Resources/Employment services</p> <p><b>Deliverable:</b> HR processes developed, staffing and recruitment plan completed.</p> <p><b>Measurement:</b> HR process in place and recruitment begun to fill open positions in Quarter 2</p> <p><b>Comments:</b> We enlisted the services of Constangy for HR policies. We saved money by having pro bono services up front but will have fees for the ongoing HR services. We posted our positions on Zip recruiter and LinkedIn jobs. Hired a development manager and began recruitment for the program coordinator to be filled Q2.</p> <p><a href="#">image_50379009.JPG</a></p> <p><a href="#">DFS Rochester Development-Community Relations Manager.pdf</a></p> <p><a href="#">View Edit</a></p>
		2	1.24	yes	40	<p><b>Action:</b> Increase access to DFSR services to women by adding 1 additional shift for State St location sessions</p> <p><b>Deliverable:</b> Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p><b>Measurement:</b> 40 women will access career services, digital skills training and/or virtual trainings.</p> <p><b>Comments:</b> We increase our hours, adding a Walk in Wednesday allowing women to come in with no set appointments. However due to construction on State street our in person appointments did not immediately increase. However we made up the client appointments through online and virtual session to meet our goal.</p> <p><a href="#">Walkin Wednesday flyer.png</a></p> <p><a href="#">View Edit</a></p>
		3	1.90	yes	2	<p><b>Action:</b> Contract Marketing/Graphic design service providers to create marketing materials to increase awareness of expanded services and stakeholder engagement opportunities</p> <p><b>Deliverable:</b> A collection of attractive, updated materials to be distributed to clients and community stakeholders through various communication channels and media</p> <p><b>Measurement:</b> Marketing campaign data collection tool to assess activity in relationship to client and donor recruitment goals</p>



				<p><b>Comments:</b> We hired Phu concepts (WMBE) for updated marketing maaterial collateral and and Justin Mabee designs to website builder to coplete our new website project complete with a separate page forDFS Express Mobile services</p> <p><a href="#">website.png</a> <a href="#">View Edit</a></p>
4	4.70	yes	0	<p><b>Action:</b> Contract services for DFS office and Mobile Unit Improvements and tech updates  <b>Deliverable:</b> Improved client experience and mobile safety inspection passed  <b>Measurement:</b> Mobile unit stage resurfaced, office technology and interior updates completed.  <b>Comments:</b> We were able to begin improvements inside the State street location, with the al completed in Q2. However, some improvements in mobile boutique were not able to be sceduled in quarter 1 and 2 but were scedule for completed in Q3 due to shortages in supplies/or workforce.</p> <p><a href="#">View Edit</a></p>
5	1.70	yes	0	<p><b>Action:</b> Contract Marsherall Partners to assess and improve client and donor database management  <b>Deliverable:</b> Implementation of an updated, user friendly client/donor CRM  <b>Measurement:</b> Conduct monthly reporting on stakeholder engagement and client services data/number of women served  <b>Comments:</b> Marsherall did an assesment and provided recommendations to be iplemented in Q2/Q3.</p> <p>Not quite there but do currently have a makeshift CRM- this makes reporting a bit more difficult at the moment, but they are working on it.</p> <p><a href="#">View Edit</a></p>
6	1.37	no	0	<p><b>Action:</b> Contract Crane Solutions for strategic planning facilitation  <b>Deliverable:</b> 4 year organizational plan complete with assessment and work flow plan  <b>Measurement:</b> Quarterly evaluations to track progress against plan and ARPA grant requirements  <b>Comments:</b> With the transition from or former executive director and other positions not hired. the Board decided to wait until all postions were filled to go into strategic planning this is now scheduled for Q4.</p>

					<p>All positions are now filled! No movement on the organizational plan, but they will be working on it in Q4.</p> <p><a href="#">View Edit</a></p>
	7	1.00	yes	30	<p><b>Action:</b> Identify and recruit local community agencies to enroll in DFS Mobile Services program</p> <p><b>Deliverable:</b> At least 5 partner agency agreements secured for mobile on-site visits</p> <p><b>Measurement:</b> Signed partner agreements in hand and a schedule set for Q2 mobile site visits</p> <p><b>Comments:</b> 5 partner agencies recruited and engaged for Mobile visits safe harbors, YWCA, Ibero, REOC and Service Rodeo</p> <p><a href="#">DFSEXPRESS Mobile Partner Documents.pdf</a></p> <p><a href="#">View Edit</a></p>
2	1	5.10	yes	5	<p><b>Action:</b> 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><b>Deliverable:</b> Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p><b>Measurement:</b> 125 women will access career services, digital skills training and/or virtual trainings.</p> <p><b>Comments:</b> DFS Express had 3 Monroe County visits in Q2 seeing 46 people. Walkin wednesdays saw a small increase in boutique visits with the State streer construction making progress.</p> <p>These numbers do not match/ make sense. Current number in data report is 172 which would meet the metrics but does not align with what is written here.</p> <p><a href="#">View Edit</a></p>
	2	10.40	yes	2	<p><b>Action:</b> Staff open positions</p> <p><b>Deliverable:</b> Identify candidates and conduct interviews and select best qualified</p> <p><b>Measurement:</b> Offer letters signed and new employees on-boarded.</p> <p><b>Comments:</b> We hired and successfully onboarded Fund Development/Community relations Manager and A Client Services/Program Coordinator</p> <p><a href="#">DFS Rochester Client Services Program Coordinator.pdf</a></p> <p><a href="#">DFS Rochester Development-Community Relations Manager.pdf</a></p> <p><a href="#">Kristal Weaver.png</a></p>

					<a href="#">Chanel Weaver.png</a> <a href="#">View Edit</a>
	3	2.80	yes	1	<p><b>Action:</b> Recruit DFS Mobile Driver Services</p> <p><b>Deliverable:</b> Secure driver or service for scheduled mobile on-site visits</p> <p><b>Measurement:</b> Successful and safe transport of mobile boutique and career center to 2 agency visits per month</p> <p><b>Comments:</b> A Per Diem Driver (also employed by RTS) was hired and successfully trained and made 6 visits with the mobile boutique</p> <a href="#">View Edit</a>
	3	1	5.10		<p><b>Action:</b> 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><b>Deliverable:</b> Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p><b>Measurement:</b> 125 women will access career services, digital skills training and/or virtual trainings.</p> <a href="#">View Edit</a>

Took out some of the demographics- those are not optional

Took out the whole section of referrals

## 2/1/24 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
126	Compliance	2/1/24

### *Project*

Dress for Success Rochester: Road to Success - Dress for Success Rochester

### *Notes*

### Documents

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4	1	1.00	yes	0	<p><b>Action:</b> Execute on sustainability strategy by evaluating/updating mobile boutique fee for service model</p> <p><b>Deliverable:</b> Conduct mobile service cost analysis to ensure fees are inline with actual cost of services</p> <p><b>Measurement:</b> Cost analysis tool to measure program cost effectiveness to drive 2024 mobile service plan</p> <p><b>Comments:</b> This quarter progress exceeded expectations. We added a <b>new partner agency Al Sig center and served the disabled population</b>. We evaluated the cost of the mobile and concluded fees are inline with costs, and that we have a cushion for unexpeted expenses and for growth of the program. as we usually see a drop in person services around the holidays however, nicer weather allowed for 1 extra mobile visit. We saw increased enrollment for our online community as well. The additional shift for Walk in wednesdays did not yield a significant increase in Boutiue appointments this quarter. We will contin ue to tweak this model.</p> <p><a href="#">offerings.pdf</a>  <a href="#">ofering 2.pdf</a>  <a href="#">DFSR Q4 Mobile Cost Evaluation.pdf</a>  <a href="#">View Edit</a></p>
	2	2.30	yes	75	<p><b>Action:</b> 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><b>Deliverable:</b> Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p><b>Measurement:</b> <b>75</b> women will access career services, digital skills training and/or virtual trainings.</p> <p><a href="#">View Edit</a></p>
	1	2.00			<p><b>Action:</b> Provide DFS Clients in entry level to mid level careers access to panel discussions, workshops and networking opportunities.</p> <p><b>Deliverable:</b> Host <b>Success in Sight</b>, 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><b>Measurement:</b> At least <b>50 women in attendance</b> at the Success in Sight conference.</p> <p><b>Even will take place on March 9<sup>th</sup>. Registration is currently open and registration is high right now. Alyssa is hoping for 100 participants.</b></p> <p><a href="#">View Edit</a></p>
	2	1.20			<p><b>Action:</b> 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><b>Deliverable:</b> Provide opportunities for <b>25</b> DFS clients in entry level and mid level careers to be matched with women professionals</p> <p><b>Measurement:</b> 80% Clients graduate from the cohort retain their positions or experience career mobility.</p> <p><b>This will occur after the conference. Individuals will be selected from participants at the conference. This cohort will run in the second quarter. At the conference there is a mini mentor session and individuals are chosen based upon their application.</b></p> <p><a href="#">View Edit</a></p>
	3	2.30			<p><b>Action:</b> 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><b>Deliverable:</b> Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p><b>Measurement:</b> <b>75</b> women will access career services, digital skills training and/or virtual trainings.</p>

					<p>Going well so far. Up to 15 in person at the boutique, several virtually but unsure of the numbers so far. Mobile unit will be back up and running in March.</p> <p><a href="#">View</a> <a href="#">Edit</a></p>
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## Activities

In addition to meeting service goals, as of the reporting period for 2023, Dress for Success Rochester has achieved significant milestones and made notable progress in various programmatic activities. Here is an overview of the key accomplishments:

1. Engaged in joint initiatives with community agencies and businesses that fostered skill development and career advancement for program participants.

*It's a month and more*

- Improved relationship with the New York State Department of Labor (NYSDOL) and Rochester Works to increase Dress for Success's presence at job fairs to serve more clients and connect with employers.

2. YWCA Equity through Development Program:

- Collaborated with the *YWCA to maintain the Equity through Development* program, promoting professional growth and providing attire for women pursuing careers in fundraising.

- Successfully conducted a Professional Day, incorporating LinkedIn training, styling sessions, and coaching for program participants.

4. REOC Spring Graduates and Job Fairs:

- Actively participated in the *REOC* (Rochester Educational Opportunity Center) Spring Graduates event and various job fairs to providing attire and other supportive resources to students.

5. *Grow with Google Partnership*:

- Continued a partnership with Grow with Google to provide additional resources and digital skills training opportunities for program participants

6. Increase in Online Community Engagement and virtual training participation:

- Successfully increased online community participation, providing ongoing support and resources our clients by implementing targeted outreach strategies and digital marketing efforts.

7. Mobile Visits Growth:

- Achieved a our goal *of 2 visits per month and exceeded our goal of collaborating with 3 partners adding*.

- Ensured mobile accessibility to reach a broader audience and facilitated meaningful engagement with each organization's volunteers.

8. Success Ambassadors Leadership Cohort:

- Selected *three Success Ambassadors* to participate in a one-year leadership cohort.

- The cohort included specialized training in communications, networking events, and mentorship opportunities, contributing to the professional development of these ambassadors. Our ambassadors even got to meet and talk with the County Executive and other community leaders

8. Refurbishing the State street Boutique location with new paint carpeting and fixtures and the completing interior of the Mobile Boutique compact with Technology!

These accomplishments showcase Dress for Success Rochester's commitment to providing comprehensive support and resources to individuals striving for economic independence, professional growth, and success in the workforce.

## Budget

Budgetarily, we were not able to implement our planned fringe benefit and incentive program. These challenges stemmed from internal delays in the vouchering and reporting processes, preventing us from allocating the necessary resources as intended in the initial budget. We recognize the importance of this program in promoting staff motivation and engagement, and we intend to implement in the first quarter of year 2.

To address the budgetary concerns, we have implemented a revised timeline for programmatic activities are contracting an accountant to help with vouchering accuracy and are diligently working on expediting reporting processes to ensure we receive the necessary funds in a timely manner. By taking proactive measures to address these challenges and ensure a more successful, less stressful consistent reporting and vouchering for the remainder of the contract period.

We are extremely aware of the challenges have caused, both internally and with the County Planning team and we appreciate your understanding and continued support. Dress for Success Rochester is committed to delivering on our contractual obligations and exceeding expectations in the future.

## Programs

In addition to our activities highlighted above, we are pleased to have forged partnerships with several WMBE businesses, Marsherrall Partners, Phi Concepts, Image 360, Spark HR and we are especially proud to have collaborated with Raquel Denise Handbags a local black owned handbag designer to create a reusable bag clients receive at their Styling and coaching appointments to carry their clothing home. They bring the bag back when they come in for their starter collection. This helps us cut back on use of plastic and paper bags and also serves as a marketing tool for Dress for Success.

#### Jobs

Yes we added 2 positions at Dress for Success both above the minimum wage level. Development/Community Relations Manager. Client Services Program Coordinator in addition, our Interim Executive Director is Permanent CEO (ED)

#### Story

Statement from our Client LeToya Palmo

“Dress for Success inspired me to want better for myself. I was one of the first clients back in 2015, when I came in needing clothing and prep for interviews. Since then, I have always counted on the staff for encouragement and support each step of my journey. Several years ago, following a devastating accident that I was responsible for, I found myself in one of the lowest periods of my life. I was incarcerated for 2 years. And when I got out of prison last year, it was a relief to know that Dress for Success is still here for me, helping me start over as I looked for a new career and rebuild. It’s hard not to look back and think about the past, but I know with the staff and volunteers on my side, I have people in this community who are helping me define a future I can be proud of.” Today I am working at Villa of Hope, helping youth navigate the difficulties of life and it is so rewarding.

LeToya Palmo,

Published Author & Poet

2023 Success Ambassador

In addition, there is a wonderful reel that was created when the County Exec visited the boutique that can be used for public report.

#### Comments

Statement from our Client LeToya Palmo

“Dress for Success inspired me to want better for myself. I was one of the first clients back in 2015, when I came in needing clothing and prep for interviews. Since then, I have always counted on the staff for encouragement and support each step of my journey. Several years ago, following a devastating accident that I was responsible for, I found myself in one of the lowest periods of my life. I was incarcerated for 2 years. And when I got out of prison last year, it was a relief to know that Dress for Success is still here for me, helping me start over as I looked for a new career and rebuild. It’s hard not to look back and think about the past, but I know with the staff and volunteers on my side, I have people in this community who are helping me define a future I can be proud of.” Today I am working at Villa of Hope, helping youth navigate the difficulties of life and it is so rewarding.

LeToya Palmo,

Published Author & Poet

2023 Success Ambassador

Employed at Villa of Hope

In addition, there is a wonderful reel that was created when the County Exec visited the boutique that can be used for public report.

## 3/12/24 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
127	Compliance	3/12/24

### *Project*

Dress for Success Rochester: Road to Success - Dress for Success Rochester

### *Notes*

### Documents

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2024	1	1	2.00	<p><b>Action:</b> Provide DFS Clients in entry level to mid level careers access to panel discussions, workshops and networking opportunities.</p> <p><b>Deliverable:</b> 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><b>Measurement:</b> At least █ women in attendance at the Success in Sight conference.</p> <p><b>Admin Notes:</b> 2/1/2024 - Event will take place on March 9th. Registration is currently open and registration is high right now. Alyssa is hoping for █ participants.</p> <p style="text-align: center;">3/12/2024:</p>
	2	1.20		<p><b>Action:</b> 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><b>Deliverable:</b> Provide opportunities for 25 DFS clients in entry level and mid level careers to be matched with women professionals</p> <p><b>Measurement:</b> 80% Clients graduate from the cohort retain their positions or experience career mobility.</p> <p><b>Admin Notes:</b> 2/1/2024 - This will occur <span style="background-color: #90EE90;">after the conference</span>. Individuals will be selected from participants at the conference. This cohort will run in the second quarter. At the conference there is a mini mentor session and individuals are chosen based upon their application.</p> <p style="text-align: center;">3/12/2024:</p>
	3	2.30		<p><b>Action:</b> 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><b>Deliverable:</b> Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p><b>Measurement:</b> █ women will access career services, digital skills training and/or virtual trainings.</p> <p><b>Admin Notes:</b> 2/1/2024 - Going well so far. Up to 15 in person at the boutique, several virtually but unsure of the numbers so far. Mobile unit will be back up and running in <span style="background-color: #90EE90;">March</span>.</p> <p style="text-align: center;">3/12/2024:</p>

## 4/2/24 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
133	Compliance	4/2/24

### *Project*

Dress for Success Rochester: Road to Success - Dress for Success Rochester

### *Notes*

### Documents

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2024	1	1	2.00	<p><b>Action:</b> Provide DFS Clients in entry level to mid level careers access to panel discussions, workshops and networking opportunities.</p> <p><b>Deliverable:</b> 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><b>Measurement:</b> At least █ women in attendance at the Success in Sight conference.</p> <p><b>Admin Notes:</b> 2/1/2024 - Event will take place on March 9th. Registration is currently open and registration is high right now. Alyssa is hoping for █ participants.</p> <p>4/2/2024: Conference went very well Attendance was at 60. 81 had signed up but they had lower attendance. At the conference, they asked why they actually came and the participants said the phone calls helped to ensure that they attended. They also found that a lot of the contact information had changed- they updated a lot of the information. The panelists were great and they received good feedback from their partners who participated as well (Paychex, BOA etc). They had a representative from the optics and photonics industry as well. Pledged a 25 person cohort to the Forward Center to be trained in Photonics (with Alexis who runs optics and Photonics for the Forward Center). Women will be chosen based on an application (based on time to spend on the program rather than qualifications).</p>
	2	1.20		<p><b>Action:</b> 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><b>Deliverable:</b> Provide opportunities for 25 DFS clients in entry level and mid level careers to be matched with women professionals</p> <p><b>Measurement:</b> 80% Clients graduate from the cohort retain their positions or experience career mobility.</p> <p><b>Admin Notes:</b> 2/1/2024 - This will occur █. Individuals will be selected from participants at the conference. This cohort will run in the second quarter. At the conference there is a mini mentor session and individuals are chosen based upon their application.</p> <p>4/2/2024: Currently in process. The women at the conference were seated with mentors. Match day will be at the boutique and will start a 3 month mentoring program. Match day is still being coordinated- likely in May. Opened to 25 women but after those women are matched they will continue adding as more mentors become available. Each mentor will likely be matched with 2 program participants.</p>
	3	2.30		<p><b>Action:</b> 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><b>Deliverable:</b> Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p><b>Measurement:</b> █ women will access career services, digital skills training and/or virtual trainings.</p> <p><b>Admin Notes:</b> 2/1/2024 - Going well so far. Up to 15 in person at the boutique, several virtually but unsure of the numbers so far. Mobile unit will be back up and running in █.</p> <p>4/2/2024: Have noticed that they are not seeing as many daily clients as in previous quarters but this may be seasonal in nature. They recently had a meeting with RochesterWorks and are looking to partner with them to increase referrals. They have received several referrals from YWCA, ABC and Willow but not as many as there have been in the previous months. From the referral agencies they typically get 30-40 clients. Mobile unit needed to be repaired in March. First mobile unit event is on 4/9 with the REOC.</p>

Vouchers: vouchers have not been resubmitted. Alyssa is currently overwhelmed and having difficulty getting meetings with her accountant to go over the pending vouchers. Discussed PAID stamp and why this is needed for pending vouchers. Alyssa thought that the PAID stamp was needed from vendors. We explained that we needed the PAID stamp from DFS to prove that the vouchered expenses are reimbursable expenses that had been paid by DFS.

Year 2 Budget: Discussed budget- budget is off by a small amount- have been waiting for this since the end of February. Alyssa said that she had sent it but Dylan indicated that he received an email without an attachment. Alyssa will send the new budget.

# FLPPS/MCC

# 12/7/23 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
42	Compliance	12/7/23

### *Project*

FLPPS/MCC - FLPPS/MCC

### *Notes*

## Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1					Empty
	2	1	5.67	no	0	<p><b>Action:</b> Begin to conduct recruitment, training, and retention activities</p> <p><b>Deliverable:</b> Provide monthly dashboard of program activities to County for each month of the quarter.</p> <p><b>Measurement:</b> 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</p> <p><b>Comments:</b> FLPPS has subcontracted with <b>ten Skilled Nursing Facilities</b> to date, and several are pending. Program start-up meetings with the SNFs began in June and a Reporting Webinar was held to orient the SNFs to the grant reporting requirements, reporting templates, and related procedures including orientation to the FLPPS partner portal. The webinar was uploaded to the FLPPS YouTube channel for reference <a href="https://www.youtube.com/watch?v=4EKHa42pS8I">https://www.youtube.com/watch?v=4EKHa42pS8I</a>. The SNFs plan to begin recruitment and training activities in the next quarter. FLPPS plans to finalize remaining subcontracts in the third quarter.</p> <p>FLPPS and MCC have not yet finalized an agreement for the Pathways Program. MCC will begin program activities upon contract execution.</p> <p><a href="#">View Edit</a></p>
	2	1.00	yes	0	<p><b>Action:</b> Assign project staff</p> <p><b>Deliverable:</b> Provide staffing plan to County</p> <p><b>Measurement:</b> Subawardee is fully staffed to manage project and sub subawardees begin to recruit and hire/assign program staff.</p> <p><b>Comments:</b> All program staff have been hired and/or assigned. The program will begin serving individuals during the next quarter.</p> <p><a href="#">View Edit</a></p>	
3	1	1.00	yes	0	<p><b>Action:</b> Continue hiring of program positions at MCC</p> <p><b>Deliverable:</b> Hire .5 FTE faculty, TA, academic success coach, and secretary</p> <p><b>Measurement:</b> Faculty, TA, academic success coach, and secretary hired</p> <p><b>Comments:</b> <b>MCC plans to provide an update in November 2023</b> that will include the number of unique</p>	

					<p>individuals served from 3/1/23 - 10/31/23. This information will be submitted in a subsequent quarter.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
2	5.67	no	35	<p><b>Action:</b> Conduct recruitment, training, and retention activities</p> <p><b>Deliverable:</b> Provide monthly dashboard of program activities to County for each month of the quarter.</p> <p><b>Measurement:</b> 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</p> <p><b>Comments:</b> For the LTC Workforce Program, 34 CNAs have been recruited, employed and trained and; one RN candidate has been recruited into the program this quarter. LPN candidates have been identified to participate in the program but they missed the deadline for the fall class. Spring LPN classes begin as early as January and we anticipate meeting targets in subsequent quarters.</p> <p>For MCC Pathways Program, MCC plans to provide an update in November 2023 that will include the number of unique individuals served from 3/1/23 - 10/31/23. This information will be submitted in a subsequent quarter.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>	
4	1	6.67		<p><b>Action:</b> Conduct recruitment, training, and retention activities</p> <p><b>Deliverable:</b> Provide monthly dashboard of program activities to County for each month of the quarter.</p> <p><b>Measurement:</b> For the LTC Workforce Program recruit and train 10 CNAs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs</p> <p>FLPPS put together a resource guild for the LTCs that do not already actively provide/ engage in trainings- they have found this very helpful. Many have started to pilot training classes to put together CNA training. They are expecting a greater volume of participants in 2024. There is at least 1 organization that is looking to get licensed in hybrid CNA training- they are awaiting approval from the department of health.</p> <p>FLPPS is planning to launch a career website that speaks to the long term care sector and how to start working in this sector. They received much feedback from their</p>	



						<p>nursing home partners and the site landing page will provide links to these partners where applicants can apply for jobs. They are planning to launch in 2024. They are partnering with EE pathways to facilitate outreach. Also working with Refugees Helping Refugees. FLPPS is also creating a flyer with a QR code to be able to pass out for additional outreach.</p> <p>18 CNAs have been trained and 30 are in the pipeline right now. Any metrics not met in 2023 will be met in the first quarter of 2024.</p> <p><a href="#">View</a> <a href="#">Edit</a></p>
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They have executed the contract and scheduled a monthly meeting with the programmatic leadership and other leaders at MCC. Marcy Lynch has resigned but they have retained her on a contract basis until her replacement has been selected. This staff turnover is likely contributing to some of the reporting delays. MCC has submitted the data files to FLPPS and FLPPS is currently reviewing this file. Their goal is to submit this file with the annual report in January. They have also submitted their expenses/ voucher information to date and FLPPS is reviewing this information. Additional detail is required and FLPPS is working with MCC to obtain these details before submitting the voucher to the County.

Programmatically, MCC is behind on recruiting the staffing that they need for the project. They have removed and re-added postings in hopes of recruiting students for the program. FLPPS has offered to assist with outreach if necessary.

FLPPS thinks that it may be beneficial to pull in other leadership at MCC to ensure alignment of goals. Collaborative has improved but could certainly be better if some of the MCC staff were more open. This seems to be hindered by specific members of staff. They work with Charles Baldwin who is very responsive and has been good to work with.

MCC submitted a voucher for around \$320,000 but without supportive documentation. None of the voucher includes salary and fringe expenses.

The nursing homes that FLPPS has contracted with have needed a few months to coordinate trainings and set up their programs which is why these initial vouchers have been so low. There are currently 27 LPS and RN candidates that nursing homes want to sponsor for additional training but they have not yet been enrolled in a training as tuitions have not yet been paid. The December voucher will be larger because some of the reimbursements (for CNAs ) have gone through. 18 CNAs have been trained and there are several in the queue.

# 1/25/24 - Desk Review

## General Info

**ID**    **Type**            **Date**  
 69    Desk Review        1/25/24

**Project**  
 FLPPS/MCC - FLPPS/MCC

**Notes**

## ACTION ITEMS - [View All](#)

### Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	4	1	6.67	yes	101	<b>Action:</b> Conduct recruitment, training, and retention activities <b>Deliverable:</b> Provide monthly dashboard of program activities to County for each month of the quarter. <b>Measurement:</b> For the LTC Workforce Program recruit and train 10 CNAs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs
2024	1	1	1.00	no		<b>Action:</b> Continue hiring of program positions at MCC <b>Deliverable:</b> Hire 3 FTE faculty and 3 adjuncts <b>Measurement:</b> Faculty and adjuncts hired
		2	5.67			<b>Action:</b> Conduct recruitment, training, and retention activities <b>Deliverable:</b> Provide monthly dashboard of program activities to County for each month of the quarter. <b>Measurement:</b> 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

## COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

### 1. Policies/procedures

<b>Procurement</b>	<b>Property</b>	<b>Records</b>	<b>Ethics</b>
no	no	no	no

**Comments**

### 2. Insurance

<b>Workers</b>	<b>Liability</b>	<b>Auto</b>	<b>Auto General</b>	<b>Umbrella</b>
yes	yes	yes	yes	yes

**Comments**

### 3. Reporting

<b>Data</b>	<b>Actions</b>	<b>Reports</b>	<b>Subcontracts</b>	<b>MWBE</b>
yes	yes	yes	yes	yes

**Comments** Not at this time. The two data sheets are not currently combined, but they are having meetings to be able to do this in the future. Some data elements are not yet complete in the MCC file.

## GENERAL ADMINISTRATION QUESTIONS

### 4. Leadership

<b>Changed</b>	<b>Able to Hire</b>
yes	yes

**Turnover** Hired a Senior Program Manager

**Filling** FLPPS has; MCC plans to hire faculty but those hires have been delayed. The hiring climate is difficult.

<b>Payroll</b>	<b>Insurance</b>	<b>Reporting</b>
Shanise Hall- reviewed and approved by Amy Molina and the HR consultant	Amy Molina and Liz Barry	Katherine Rogala and Amy Molina

**Purchasing**  
 Amy Molina

**Comments**

### 5. Percentage Budget

**Comments** 21%

### 6. Cash Flow

**Cash Flow Sufficient** Yes

**Vouchering** Yes

### 7. Financial Management System

**Changed** yes

**Breakout** Yes;yes

**No - Explain**

**Additional Systems** No

**Admin** Amy Molina

**Incorporating Data** There has not been a challenge- it has been generally smooth

**Comments**

### 8. Enrollment

**Comments** FLPPS: Contract with skilled nursing facilities who develop systems- Nursing homes recruit CNA candidates and then provide the training and certifications. Individuals would need to apply for a job, talk to a recruiter, apply for a position, accept the position, be provided a start date, new ee orientation, participate in training (CNA training). They would interface with a number of individuals and departments throughout the process. HR also does outreach in order to identify interested employees interested in becoming an LN or RN.

MCC: Once at MCC, they fill in an online form or call MCC and an admin will talk them through the process. They will have an interview that helps them to fill out the registration forms and to review their background qualifications. They will then be slotted into a program/ cohort. They have open houses, career fairs, coordinators etc.

## FEDERAL GRANT REQUIREMENTS

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### 9. SAM

**Up to Date** Yes; yes

**Issues** No

### 10. Grants

**Comments** FLPPS: no

### 11. Interventions

**Comments** No

### 12. GAAP

**Comments** Yes

### 13. Audit

**Comments** There was a compliance examination completed; Dejoy and Co.

### 14. Indirect Rate

**Comments** No

## GRANTEE SPECIFIC QUESTIONS

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**Q Misc.**

## EVALUATION

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**Vouchers**    **Documents**    **Actions**    **Meetings**

2

2

2

3

**Voucher Notes** If I had the option, I would give a 1.5, but given this is the first year of the program I gave FLPPS/MCC the benefit of the doubt. Vouchers are submitted on time and with proper supporting documentation. If follow up is required, FLPPS/MCC is quick to respond to requests for clarification. Total expenditures for year one came to 38% of year their year one contract budget. Despite being year one, this should be much closer to 100%. All of MCC's expenses were submitted in the final voucher. This cannot be the case next year. We need to see these expenses come in when those services are provided both for accounting purposes and workflow purposes.

**Documents Notes** All insurance documents are currently up to date in CONTRACKHQ. Q1/2 and Q3 reporting was completed on time, but MCC did not provide reporting information until Q4. Q4 reporting was completed on time. We need all reporting for action items and the data report to be completed in their respective quarters going forward.

**Actions Notes** Action Items are complete, but MCC did not provide information about the project until Q4. We need all reporting for action items to be completed in their respective quarters going forward.

**Meetings Notes** There have been several meetings with FLPPS and MCC management regarding program implementation, but the first official compliance meeting was scheduled for 12/7. FLPPS was on time, prepared and ready to discuss their action items.

**Documents**

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▼ **General Info**

Date \* 01/25/2024

Type \*  Desk Review  
 Site Visit  
 Compliance

Notes

▼ **Action Items**

2023 Q4 #1 Action: Conduct recruitment, training, and retention activities

[View](#) **Deliverable:** Provide monthly dashboard of program activities to County for each month of the quarter.

**Measure:** For the LTC Workforce Program recruit and train 10 CNAs. For the Pathways Program recruit and train 45 individuals in Non Degree Programs

**Budget %:** 6.67 **Measure Met?** yes **Served:** 101

**Comments:** The LTC Workforce Program recruited and trained 26 CNAs this quarter. Additionally, 13 CNA candidates, 1 LPN candidate and 8 RN candidates were recruited and began training this quarter. The Pathways Program recruited and trained 51 Non Degree students and 2 RNs in Quarter 4. The Pathways Program also recruited and trained 54 Non Degree students in Quarter 2 and 49 Non Degree Students in Quarter 3 that were previously not reported.

Admin Notes

12/7/2023 - FLPPS put together a resource guild for the LTCs that do not already actively provide/ engage in trainings- they have found this very helpful. Many have started to pilot training classes to put together CNA training. They are expecting a greater volume of participants in 2024. There is at least 1 organization that is looking to get licensed in hybrid CNA training- they are awaiting approval from the department of health.

FLPPS is planning to launch a career website that speaks to the long term care sector and how to start working in this sector. They received much feedback from their nursing home partners and the site landing page will provide links to these partners where applicants can apply for jobs. They are planning to launch in 2024. They are partnering with EE pathways to facilitate outreach. Also working with Refugees Helping Refugees. FLPPS is also creating a flyer with a QR code to be able to pass out for additional outreach.

18 CNAs have been trained and 30 are in the pipeline right now. Any metrics not met in 2023 will be met in the first quarter of 2024.

2024 Q1 #1 Action: Continue hiring of program positions at MCC

[View](#) **Deliverable:** Hire 3 FTE faculty and 3 adjuncts

**Measure:** Faculty and adjuncts hired

**Budget %:** 1.00 **Measure Met?** yes **Served:**

**Comments:** FT hiring searches continue. Adjuncts to be hired in Fall 2024.

Admin Notes

3/11/2024 - Are continuing to interview and have put out offers to some candidates. Hiring has been challenging due to the market. This may not affect the number of students that they recruit but it may affect the budget. All adjuncts have been hired. An offer is out for one full time faculty. The other 2 are still in process. Trying to have them in by the end of this quarter, but dependent on applications.

Provost and Chief Academic Officer has resigned- her last day is this week. The Dean will retire this summer

2024 Q1 #2 Action: Conduct recruitment, training, and retention activities

[View](#) **Deliverable:** Provide monthly dashboard of program activities to County for each month of the quarter.

**Measure:** 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

**Budget %:** 5.67 **Measure Met?** yes **Served:**

**Comments:** (blank)

Admin Notes

3/11/2024 - MCC: Hitting and exceeding number consistently. RN- have recruited up to 20 students but not all have been qualified (had 25 applications for the program).

FLPPS:57 CNAs trained; 14 RNS this quarter. So far at 75 CNAs overall. At 34 LPNS and 24 RNS.

▼ **COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE**

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y  N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased through this Agreement.  Y  N
3. All records retention policies your agency has adopted  Y  N
4. Code of Ethics  Y  N
5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest  Y  N

Comments:

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

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

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

Comments:

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

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

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

Not at this time. The two data sheets are not currently combined, but they are having meetings to be able to do this in the future. Some data elements are not yet complete in the MCC file.

▼ **GENERAL ADMINISTRATION QUESTIONS**

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

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

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

FLPPS has; MCC plans to hire faculty but those hires have been delayed. The hiring climate is difficult.
3. Please tell us about the responsibilities of the personnel who are currently included in the ARPA budget. Who is currently in charge of:
 

1. Payroll:	Shanise Hall- reviewed and approved by Amy Molina and the HR consultant
2. Insurance:	Amy Molina and Liz Barry
3. Reporting/ Vouchering:	Katherine Rogala and Amy Molina
4. Purchasing:	Amy Molina

Comments:

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

21%

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

Yes

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

Yes

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

Y  N

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

Yes;yes

2. If no, please explain.

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

No

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

Amy Molina

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

There has not been a challenge- it has been generally smooth

Comments:

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

FLPPS: Contract with skilled nursing facilities who develop systems- Nursing homes recruit CNA candidates and then provide the training and certifications. Individuals would need to apply for a job, talk to a recruiter, apply for a position, accept the position, be provided a start date, new ee orientation, participate in training (CNA training). They would interface with a number of individuals and departments throughout the process. HR also does outreach in order to identify interested employees interested in becoming an LN or RN.

MCC: Once at MCC, they fill in an online form or call MCC and an admin will talk them through the process. They will have an interview that helps them to fill out the registration forms and to review their background qualifications. They will then be slotted into a program/ cohort. They have open houses, career fairs, coordinators etc.

▼  **FEDERAL GRANT REQUIREMENTS**

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

Yes; yes

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

No

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

FLPPS: no

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

No

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

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

Yes

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

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

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

There was a compliance examination completed; DeJoy and Co.

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

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

No

GRANTEE SPECIFIC QUESTIONS

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

EVALUATION

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

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

Notes If I had the option, I would give a 1.5, but given this is the first year of the program I gave FLPPS/MCC the benefit of the doubt. Vouchers are submitted on time and with proper supporting documentation. If follow up is required, FLPPS/MCC is quick to respond to requests for clarification. Total expenditures for year one came to 38% of year their year one contract budget. Despite being year one, this should be much closer to 100%. All of MCC's expenses were submitted in the final voucher. This cannot be the case next year. We need to see these expenses come in when those services are provided both for accounting purposes and workflow purposes.

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

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

Notes All insurance documents are currently up to date in CONTRACKHQ. Q1/2 and Q3 reporting was completed on time, but MCC did not provide reporting information until Q4. Q4 reporting was completed on time. We need all reporting for action items and the data report to be completed in their respective quarters going forward.

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

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

Notes Action Items are complete, but MCC did not provide information about the project until Q4. We need all reporting for action items to be completed in their respective quarters going forward.

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

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

Notes There have been several meetings with FLPPS and MCC management regarding program implementation, but the first official compliance meeting was scheduled for 12/7. FLPPS was on time, prepared and ready to discuss their action items.

Attachments/Submit

Documents

 Upload New File(s)

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



# 3/11/24 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
129	Compliance	3/11/24

### *Project*

FLPPS/MCC - FLPPS/MCC

### *Notes*

## Documents

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2024	1	1	1.00	<p><b>Action:</b> Continue hiring of program positions at MCC</p> <p><b>Deliverable:</b> Hire 3 FTE faculty and 3 adjuncts</p> <p><b>Measurement:</b> Faculty and adjuncts hired</p> <p>Are continuing to interview and have put out offers to some candidates. Hiring has been challenging due to the market. This may not affect the number of students that they recruit but it may affect the budget. All adjuncts have been hired. An offer is out for one full time faculty. The other 2 are still in process. Trying to have them in by the end of this quarter, but dependent on applications.</p> <p>Provost and Chief Academic Officer has resigned- her last day is this week. The Dean will retire this summer.</p>
	2		5.67	<p><b>Action:</b> Conduct recruitment, training, and retention activities</p> <p><b>Deliverable:</b> Provide monthly dashboard of program activities to County for each month of the quarter.</p> <p><b>Measurement:</b> For the LTC Workforce Program recruit and train 10 CNAs, 4 LPNs, and 4 RNs. For the Pathways Program recruit and train 35 individuals in Non Degree Programs and 20 individuals in the RN Degree Program</p> <p>MCC: Hitting and exceeding number consistently. RN- have recruited up to 20 students but not all have been qualified (had 25 applications for the program).</p> <p>FLPPS: 57 CNAs trained; 14 RNS this quarter. So far at 75 CNAs overall. At 34 LPNS and 24 RNS.</p>

Julianna Frisch- new to MCC- replacing Marcy Lynch

In Q4- stated that any metrics not met will be met in first quarter of 2024- still on target? Yes

**Data reporting for Q4 has not been updated since 1/16.** Have FLPPS and MCC met since our meeting on 1/24 to discuss reporting and to ensure that there is not “double counting” in the reporting?- Met twice. Went through how both sides were approaching data gathering. Arrived at a process to identify participants that would arrive from FLPPS. MCC has been looped into points of contact for partner locations. They have scrubbed the data so far. Planning to submit updated files in the next reporting cycle- current files have duplicates. Will confirm course of action with Ganesh. Will Connect him with Elizabeth Santilli (Elizabeth\_santilli@flpps.org)

MCC has also updated their intake form to identify candidates that are coming from the Long term care track.

FLPPS organized two nice meetings with two of their largest referrals.

**FLPPS Career website-** has this launched or it this set to launch soon?- this has been launched. Radio and print campaign that directs individuals to careers in long term care. Serves as a job board. Provides links to their job pages. Opportunities at 11 nursing homes. Launched mid-February with radio spots and print.

[www.healthcareersnow.org/ltc](http://www.healthcareersnow.org/ltc)

# FOODLINK

## 6/2/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
45	Compliance	6/2/23

### *Project*

Expanding Food Access for Monroe County Families - Foodlink, Inc.

### *Notes*

### Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Action	Deliverable	Measurement
2023	1	1	2.00	Meeting with Evaluator	Meeting minutes	<p>Evaluation plan is made for meetings and data collection</p> <ul style="list-style-type: none"> <li>Since writing the grant, Foodlink has hired a data evaluation specialist. Looking into how to utilize this person and also do the MWBE requirements. Looking for an MWBE used car specialist. Have not fully mapped out the evaluation plan as of yet due to this change in plan. The rough outline of the data is collected but they are finalizing the methodology.</li> </ul>
		2	8.00	Provide Meal delivery: Year 1 multi-generational family meals begin	Community meals distributed; meal metrics	<p>Meal metrics: 20,000 – 80/day for 50 weeks</p> <p>Currently at 300/ week and 60 a day- expect this to pick up over the summer. Providing dinner and a snack. With snack it would be closer to 80. Currently getting bearings with advertising and marketing so they also expect this to increase. Including snacks Coldwater is at 72 a day. Daily at 97 with snacks.</p>
		3	2.00	Meetings with external partners	Receipts, meetings minutes	<p>Site partners are aware of staffing needs and other requirements to host food delivery</p> <ul style="list-style-type: none"> <li>Coldwater- open communication- they are reaching out on a weekly</li> </ul>

						basis. YMCA is also very communicative-nuances with parallel ARPA funding.	
		4	2.00	Staff implementation meeting; onboard program staff	Meeting minutes, implementation plan	Staff are trained to project goals and expectations, beginning preparation for March 2023 start date  - Most of the staff are preexisting, so once the funding was known they engaged the production team and kitchen leadership. New evaluation member is looking at the summer model and being trained. The learning curve is not too great but the documentation and reporting is a bit more challenging.	
		2	1	1.00	Research vehicle purchase	competitive bids collected  Vehicle will be ordered and ready for use by year 3  - Begun researching the vehicle and looking around.	
		3	1	4.00	Provide meal delivery: Year 1 neighborhood-based summer meal delivery begins	Community meals distributed; meal metrics  Meal metrics: 14,700 – 300/day for 50 days	
		4	Empty				
2024	1	1	5.00	Year 1 program evaluation	Evaluation notes, aggregate year one metrics	Evaluator and Program staff meet to discuss challenges and improvements	
		2	8.00	Provide Meal delivery: Year 2 multi-generational family meals begin	Community meals distributed; meal metrics	Meal metrics: 20,000 – 80/day for 50 weeks	

	2	1	6.00	Evaluation Review	Evaluation notes, partner meeting minutes	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	Provide meal delivery: Year 2 Meal neighborhood-based summer meal delivery begins	Community meals distributed; meal metrics	Meal metrics: 14,700 – 300/day for 50 days
	4	Empty				
2025	1	1	5.00	Year 2 program evaluation	Evaluation notes, aggregate year one metrics	Evaluator and Program staff meet to discuss challenges and improvements
		2	9.00	Provide Meal delivery: Year 3 multi-generational family meals begin	Community meals distributed; meal metrics	Meal metrics: 20,000 – 80/day for 50 weeks
	2	1	2.00	Evaluation Review	Evaluation notes, partner meeting minutes	Program staff are prepared for year 3; Review evaluation and implement any design changes, potential meetings with site partners
	3	1	8.00	Provide meal delivery: Year 3 Meal neighborhood-based summer meal delivery begins	Community meals distributed; meal metrics	Meal metrics: 29,400 – 600/day for 50 days
		2	3.00	New vehicle is in use	Meals delivered; meal metrics	Meals delivered without vehicle issues, distribution increases
	4	Empty				
2026	1	1	3.00	Year 3 program evaluation	Evaluation notes, aggregate year three metrics	Evaluator and Program staff meet to discuss challenges and improvements
		2	9.00	Provide Meal delivery: Year 4	Community meals	Meal metrics: 20,000 – 80/day for 50 weeks

			multi-generational family meals begin	distributed; meal metrics	
2	1	6.00	Evaluation review and implementation	Evaluation notes, partner meeting minutes	Preparation for final service period; and implement any design changes, potential meetings with site partners
3	1	9.00	Provide meal delivery: Year 4 Meal neighborhood-based summer meal delivery begins	Community meals distributed; meal metrics	Meal metrics: 29,400 – 600/day for 50 days
4	1	4.00	Year 4 close of program, review with evaluator	Evaluation notes, aggregate year four metrics	Evaluator and Program staff meet to discuss challenges and improvements



## 8/17/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
44	Compliance	8/17/23

### *Project*

Expanding Food Access for Monroe County Families - Foodlink, Inc.

### *Notes*

### Documents

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**Action Item Sheet**

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	2.00	yes	0	<p><b>Action:</b> Meeting with Evaluator  <b>Deliverable:</b> Meeting minutes  <b>Measurement:</b> Evaluation plan is made for meetings and data collection  <b>Comments:</b> We now have an internal evaluations team. This department was not something we had when we applied for the grant, and we originally planned to subcontract this process. We reviewed the change from an external to an internal evaluator with the County and received approval to make the change in our MWBE utilization plan. We met internally and have plans for consistent project check-ins and evaluation.</p> <p>Evaluation specialist has been working with the kitchen team. Have been planning kid-friendly programming/ meal creation.</p> <p>Please see resume of hired evaluation specialist provided.  <a href="#">Adam Andani Resume.pdf</a>  <a href="#">View Edit</a></p>
		2	8.00	yes	2,309	<p><b>Action:</b> Provide Meal delivery: Year 1 multi-generational family meals begin  <b>Deliverable:</b> Community meals distributed; meal metrics  <b>Measurement:</b> Meal metrics: 20,000 – 80/day for 50 weeks  <b>Comments:</b> \$13,892.50 in Food has been delivered to the YMCA Lewis Street and Open Door Mission Coldwater House for Women and Children through June 30th. This is equivalent to 2,309 lunches and 1,878 snacks. Coldwater house began service on April 14,2023 and YMCA began on May 15, 2023.</p> <p>17,691 left to go to meet the goal by 12/31/23. Have delivered another 6,500 meals since this report was completed. Still are feeling that the 20,000 will be possible by the end of the year.  <a href="#">View Edit</a></p>
		3	2.00	yes	0	<p><b>Action:</b> Meetings with external partners  <b>Deliverable:</b> Receipts, meetings minutes</p>

					<p><b>Measurement:</b> Site partners are aware of staffing needs and other requirements to host food delivery</p> <p><b>Comments:</b> Multiple meetings were held with Open Door Mission Coldwater house to 1) finalize delivery and meals; 2) review the reporting requirements; and 3) plan/hold subsequent check-ins after the program began.</p> <p>We met with the YMCA to discuss the meal delivery start date for Lewis Street through this grant funding as well as the other locations that are utilizing separate ARPA funds for flexible meal programs. Foodlink was also a part of the reporting meeting with the County and YMCA, and it was determined that the YMCA would submit the demographics reporting for Lewis Street recipients with the YMCA's reports.</p> <p>In constant contact with the YMCA. They have increased presence there with an additional day of service since they have had such success with the program. <a href="#">View</a> <a href="#">Edit</a></p>
4	2.00	yes	0	<p><b>Action:</b> Staff implementation meeting; onboard program staff</p> <p><b>Deliverable:</b> Meeting minutes, implementation plan</p> <p><b>Measurement:</b> Staff are trained to project goals and expectations, beginning preparation for March 2023 start date</p> <p><b>Comments:</b> We have held a number of internal meetings around the project, related to multigenerational site-based and community-based delivery models.</p> <p>Our first meetings were specific to the multi-generational meals at Open Door Mission Coldwater House and YMCA, making sure our production team, expediting team, and drivers were aware of our changes and additions.</p> <p>Our Kitchen Programs team met to review all changes in processes related to paperwork and payment since this would be reimbursed via grant and not paid by the partner.</p>	

						<p>We also hosted a meeting about the summer meals “ice cream truck model” for both the kitchen team and our new Evaluation and Data team.</p> <p><a href="#">#MC ARPA Implementation plan (REDACTED).pdf</a></p> <p><a href="#">View Edit</a></p>
2	1	1.00	yes	0		<p><b>Action:</b> Research vehicle purchase  <b>Deliverable:</b> competitive bids collected  <b>Measurement:</b> Vehicle will be ordered and ready for use by year 3</p> <p><b>Comments:</b> We reached out to Henderson Ford and learned they are no longer a MWBE vendor. We worked with the County to understand the process an MWBE dealership would have to complete to be recognized in this grant, and we have one lead for a dealership in Dansville, NY. We are hopeful we can work with them to secure the vehicle we will purchase and use. Simultaneously, the team is determining the exact size and specifications of the delivery vehicle that will best suit our needs.</p> <p>Still in the research phase- have been working with Matt Burrell on this.</p> <p><a href="#">View Edit</a></p>
3	1	4.00	no	1,557		<p><b>Action:</b> Provide meal delivery: Year 1 neighborhood-based summer meal delivery begins  <b>Deliverable:</b> Community meals distributed; meal metrics  <b>Measurement:</b> Meal metrics: 14,700 – 300/day for 50 days  <b>Comments:</b> Summer delivery did not begin until after the 4th of July, so this will be reported on during the next Quarterly report. In the first 8 days of service we delivered 1,557 meals.</p> <p>13,143 left to go by the end of the summer. Extending summer goals into September as the delivery is weather dependent and some days were rainy/ difficult to serve the community. Currently just under 7,000 meals delivered.</p> <p><a href="#">View Edit</a></p>

# 11/1/23 - Desk Review

## General Info

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**ID**    **Type**            **Date**  
13    Desk Review        11/1/23

### Project

Expanding Food Access for Monroe County Families - Foodlink, Inc.

### Notes

## ACTION ITEMS - [View All](#)

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### Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	3	1	4.00	no	13,875	<b>Action:</b> Provide meal delivery: Year 1 neighborhood-based summer meal delivery begins <b>Deliverable:</b> Community meals distributed; meal metrics <b>Measurement:</b> Meal metrics: 14,700 - 300/day for 50 days
	4	Empty				

## COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

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### 1. Policies/procedures

**Procurement**    **Property**    **Records**    **Ethics**

### Comments

### 2. Insurance

**Workers**    **Liability**    **Auto**    **Auto General**    **Umbrella**

### Comments

### 3. Reporting

**Data**    **Actions**    **Reports**    **Subcontracts**    **MWBE**

### Comments

## GENERAL ADMINISTRATION QUESTIONS

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### 4. Leadership

**Changed**    **Able to Hire**

### Turnover

### Filling

**Payroll**    **Insurance**    **Reporting**    **Purchasing**

### Comments

### 5. Percentage Budget

### Comments

### 6. Cash Flow

**Cash Flow Sufficient**

### Vouchering

### 7. Financial Management System

**Changed**

### Breakout

**No - Explain**

### Additional Systems

### Admin

### Incorporating Data

### Comments

### 8. Enrollment

### Comments

## FEDERAL GRANT REQUIREMENTS

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### 9. SAM

*Up to Date*

*Issues*

### 10. Grants

*Comments*

### 11. Interventions

*Comments*

### 12. GAAP

*Comments*

### 13. Audit

*Comments*

### 14. Indirect Rate

*Comments*

## GRANTEE SPECIFIC QUESTIONS

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*Q Misc.*

## EVALUATION

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**Vouchers**   **Documents**   **Actions**   **Meetings**

2

3

3

3

**Voucher Notes** Grantee has generally been on time when submitting vouchers for payment but not always. Grantee to date has spent 56% of their year 1 budget. They are currently on target for their year 1 expenditures. Communication and follow up could be improved.

**Documents Notes** All insurance documents are currently up to date in CONTRACKHQ. The interim reporting was initially completed on time and revisions were completed within a week.

**Actions Notes** Grantee is currently on target with action items and deliverables.

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

**Documents**

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▼ **General Info**

Date \*

- Type \*  Desk Review  
 Site Visit  
 Compliance

Notes

▼ **Action Items**

2023 Q3 #1 **Action:** Provide meal delivery: Year 1 neighborhood-based summer meal delivery begins

[View](#) **Deliverable:** Community meals distributed; meal metrics

**Measure:** Meal metrics: 14,700 - 300/day for 50 days

**Budget %:** 4.00 **Measure Met?** yes **Served:** 13,875

**Comments:** Revised clarification from desk review-

There is a 30,814 service gap that was brought up during our desk review. This number is not accurate, and we reported serving more individuals/meals in our quarterly report than discussed at the desk audit. In our application, we use both individuals served and meals interchangeably. This is because we limit collecting personally identifiable information in much of our services, and instead track meals as an output. This is a best practice to reduce stigma, promote service utilization, and promote healthy eating.

As for the meal gap, we believe that there was a miscalculation when totaling across reporting quarters: 3,866 is our Q1 report out number (2309) and a portion of our Q3 number (1557, not including 13,875 from 7/1-9/30) In the Q3 report we state: "From July 1-September 30, we distributed 13,875 meals using this model." This should bring us to 17,741 for total meals/individuals served. This number is still lower than the projected annual total 30,814. We recognize this, and understand that it is because in the initial application and workplan we planned to submit metrics for our other partner, the YMCA, however they are submitting along with their ARPA grant. In addition, the work did not begin until April, so that is our run rate for 6 months, not 12 months. If it is possible to revise our workplan, we could adjust numbers accordingly to be more accurate with quarterly reporting, otherwise, we hope this note serves as a helpful clarification and we are happy to discuss further.

Going forward, we will also include YMCA numbers in our submission.

original submission-

Summer delivery did not begin until after the 4th of July, so this will be reported on during the next Quarterly report. In the first 8 days of service we delivered 1,557 meals.

Meals were distributed throughout the city using an Ice Cream Truck model- staff drove around different neighborhoods, stopping when they saw people, or after being flagged down. We rotated neighborhoods that we started in, to reach as many people in as many parts of the city as possible.

Because we weren't working with the restrictions of standard SFSP funding, we were able to feed community members of all ages, not just kids, as well as provide them with meals to take home, or bring to someone who wasn't able to come out to the truck. In many neighborhoods, we found a community champion, who would collect meals for other neighbors and distribute.

From July 1-September 30, we distributed 13,875 meals using this model; the remaining will be distributed in early October.

Admin Notes

8/17/23: 13,143 left to go by the end of the summer. Extending summer goals into September as the delivery is weather dependent and some days were rainy/ difficult to serve the community. Currently just under 7,000 meals delivered.

1/4/2024 - The number listed in individuals served should only be the number of individuals served that quarter, not the total amount over the span of the previous quarters. In Q3, this should be 13,875.

▼ **COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE**

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y  N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased though this Agreement.

Y  N

3. All records retention policies your agency has adopted

Y  N

4. Code of Ethics

Y  N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y  N

Comments:

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

1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y  N

2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y  N

3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y  N

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

Comments:

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

1. Data Reporting  Y  N

2. Action Items  Y  N

3. Interim/ Annual Report  Y  N

4. Subcontracts in ARPA portal  Y  N

5. M/WBE Reporting  Y  N (review from Matt Burrell)

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

**GENERAL ADMINISTRATION QUESTIONS**

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

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

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

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

1. Payroll:

2. Insurance:

3. Reporting/Vouchering:

4. Purchasing:


Comments:

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

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

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



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

Y N

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

2. If no, please explain.

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

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

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

Comments:

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

**FEDERAL GRANT REQUIREMENTS**

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

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

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

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

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

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

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

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

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

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

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

GRANTEE SPECIFIC QUESTIONS

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

[Empty text box for question response]

EVALUATION

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

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

Notes Grantee has generally been on time when submitting vouchers for payment but not always. Grantee to date has spent 56% of their year 1 budget. They are currently on target for their year 1 expenditures. Communication and follow up could be improved.

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

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

Notes All insurance documents are currently up to date in CONTRACTHQ. The interim reporting was initially completed on time and revisions were completed within a week.

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

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

Notes Grantee is currently on target with action items and deliverables.

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

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

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

Attachments/Submit

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

## 1/4/24 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
67	Compliance	1/4/24

### *Project*

Expanding Food Access for Monroe County Families - Foodlink, Inc.

### *Notes*

### Documents

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3 | 4.00

**Action:** Provide meal delivery: Year 1 neighborhood-based summer meal delivery begins

**Deliverable:** Community meals distributed; meal metrics

**Measurement:** Meal metrics: [redacted] – 300/day for 50 days

**Admin Notes:** 8/17/23: 13,143 left to go by the end of the summer. Extending summer goals into September as the delivery is weather dependent and some days were rainy/ difficult to serve the community. Currently just under 7,000 meals delivered.

**Comments:** Revised clarification from desk review-

There is a 30,814 service gap that was brought up during our desk review. This number is not accurate, and we reported serving more individuals/meals in our quarterly report than discussed at the desk audit. In our application, we use both individuals served and meals interchangeably. This is because we limit collecting personally identifiable information in much of our services, and instead track meals as an output. This is a best practice to reduce stigma, promote service utilization, and promote healthy eating.

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Going forward, we will also include YMCA numbers in our submission.

original submission-

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Because we weren't working with the restrictions of standard SFSP funding, we were able to feed community members of all ages, not just kids, as well as provide them with meals to take home, or bring to someone who wasn't able to come out to the truck. In many neighborhoods, we found a community champion, who would collect meals for other neighbors and distribute.

[redacted] From July 1-September 30, we distributed 13,875 meals using this model; the remaining will be distributed in early October.

The number listed in individuals served should only be the number of individuals served that quarter, not the total amount over the span of the previous quarters. In Q3, this should be 13,875.

[View Edit](#)

4 Brainstorming to see if there were any other partnerships that could be established. They can potentially try a variation of the ice cream truck model during the February break (since this is so successful). Would identify neighborhoods that don't have rec centers and deliver meals there. Potentially look at areas in the City where there was significant success over the summer. They would likely have spare drivers and vehicles available to perform this service.

Any anticipated unspent funds in year 1 have been shifted over into year 2.

Looking to work on a vehicle purchase in Dansville was an MBE but they are not certified. They are WBE. They will connect with Matt Burrell about this for clarification/ a list of potential vendors.

Empty

# HEALTHY BABY

## 6/5/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
14	Compliance	6/5/23

### *Project*

Making Meaningful Community Change - Healthy Baby Network

### *Notes*

### Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Action	Deliverable	Measurement
2023	1	1	3.00	Review grant content and objectives, timeline, and hiring needs. Then adjust workplan and timelines for grant years and contract period.	Revised Workplan and Timeline.	Adjusted Workplan aligned with revised timelines of activities and deliverables  - Sort of completed. Started in Q1 but have not completed. Have not onboarded Deborah to the portal. Have been really focused on hiring.
		2	3.00	Post positions, recruit, hire program staff	Staff hired, oriented, and executing workplan	Job descriptions created and distributed, responses screened and candidates identified. Interviews conducted, candidates hired.  -Deborah Campbell has been hired. Have been working on the job descriptions. Finalized a few of them and are ready to post. Anticipating completing hiring by August. Recruitment has been a bit challenging and they have been flexible with requirements.
	2	1	3.00	Review grant content and objectives, timeline, and hiring needs. Then adjust workplan and timelines for grant years and contract period.	Revised Workplan and Timeline	Adjusted Workplan aligned with revised timelines of activities and deliverables
		2	1.00	Post any remaining open positions, recruit, hire program staff.	New staff hired, oriented, and executing workplan.	Job descriptions distributed, responses screened, and candidates identified. Interviews will be conducted, and candidates hired.



		3	3.00	Prepare Program Roll-out	Staff hired and oriented, program materials drafted, draft partner plan	<p>Completed program and recruitment flyers, Creation of partner plan</p> <p>-Partner Plan is well underway. A draft document will go to staff when they are hired. There has been a focus on the training of the staff that are hired. Definitely want a focus on reentry. Taking time on the CHW model that partners education with resource development. Referrals, home visiting. They have stumbled a but on the language they would use but are working to develop it. Definitely want it to be flexible to be responsible to the needs of reentry. PDSA cycles- continuous improvement model. Plan to engage with Reentry Taskforce to see if they are going to be doing the same work or if they are going to be doing different work.</p>
		4	3.00	Recruit Pregnant Women for Doula Services	Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating Birth Plans	<p>10 Pregnant Women enrolled</p> <p>-FLPPS grant ended so they needed to lose some of the doulas from that grant and transition some from. Currently recruiting between 10-12 / month.</p>
		5	2.00	Recruit Fathers for Fatherhood Reentry Plan	Fathers enrolled, assessed and assigned to a CHW	<p>15 Fathers enrolled.</p> <p>- Enrollment depends on hiring. The men are there and waiting.</p>
3	1		2.00	Birth Support Provided for enrolled Pregnant Women	Create client records and assessments	10 Pregnant Women Enrolled

		2	2.00	Fathers have begun 15-week Program, recruitment continues	Goal Plans for enrolled Fathers Completed, newly enrolled assessed and assigned to CHW	30 Fathers enrolled.
		3	2.00	Ongoing Doula Program Recruitment	Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans	34 Pregnant Women enrolled
		4	2.00	Recruit Fathers for Fatherhood Reentry Plan	Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals	30 Fathers enrolled
	4	1	2.00	Ongoing Doula Program Recruitment	Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans	36 Pregnant Women enrolled
		2	2.00	Recruit Fathers for Fatherhood Reentry Plan	Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals	25 Fathers enrolled
		3	1.00	Production of Annual Report	Report Submitted	Gather grant outcome data, narrative, stories, and draft report
2024	1	1	2.00	Ongoing Doula Program Recruitment	Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and	22 Pregnant Women enrolled for Doula Services

				executing Birth Plans	
	2	2.00	Recruit Fathers for Fatherhood Reentry Plan	Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals	25 Fathers recruited for Fatherhood Reentry Program
2	1	2.00	Recruit Pregnant women for Doula Services	Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans	22 Pregnant Women enrolled
	2	2.00	Recruit Fathers for Fatherhood Reentry Plan	Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals	25 Fathers enrolled
3	1	2.00	Recruit Pregnant women for Doula Services	Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans	25 Pregnant Women enrolled
	2	2.00	Recruit Fathers for Fatherhood Reentry Plan	Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals	25 Fathers enrolled
4	1	2.00	Recruit Pregnant women for Doula Services	Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and	21 Pregnant Women enrolled

					executing Birth Plans	
		2	2.00	Recruit Fathers for Fatherhood Reentry Plan	Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals	25 Fathers enrolled
		3	1.00	Production of Annual Report	Annual Report Submitted	Gather grant outcome data, narrative, stories, report drafted
2025	1	1	4.00	Recruit Pregnant women for Doula Services	Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans	25 Pregnant women enrolled
		2	4.00	Recruit Fathers for Fatherhood Reentry Plan	Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals	25 Fathers enrolled
	2	1	2.00	Recruit Pregnant women for Doula Services	Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans	22 Pregnant Women enrolled
		2	2.00	Recruit Fathers for Fatherhood Reentry Plan	Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals	25 Fathers enrolled
	3	1	3.00	Recruit Pregnant women for Doula Services	Pregnant prenatal women are engaged in care,	22 Pregnant Women enrolled

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

2	1	2.00	Recruit Pregnant women for Doula Services	Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans	22 Pregnant Women enrolled
	2	2.00	Recruit Fathers for Fatherhood Reentry Plan	Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals	25 Fathers enrolled
3	1	4.00	Recruit Pregnant women for Doula Services	Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans	25 Pregnant women enrolled
	2	4.00	Recruit Fathers for Fatherhood Reentry Plan	Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals	25 Fathers enrolled
4	1	5.00	Recruit Pregnant women for Doula Services	Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans	21 Pregnant Women enrolled
	2	5.00	Recruit Fathers for Fatherhood Reentry Plan	Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals	25 Fathers enrolled

		3	1.00	Production of Annual Report	Annual Report Submitted	Gather grant outcome data, narrative, stories, and draft report
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## 9/12/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
15	Compliance	9/12/23

### *Project*

Making Meaningful Community Change - Healthy Baby Network

### *Notes*

### Documents

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**Action Item Sheet**

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	3.00	yes	0	<p><b>Action:</b> Review grant content and objectives, timeline, and hiring needs. Then adjust workplan and timelines for grant years and contract period.</p> <p><b>Deliverable:</b> Revised Workplan and Timeline.</p> <p><b>Measurement:</b> Adjusted Workplan aligned with revised timelines of activities and deliverables</p> <p><b>Comments:</b> Overall our grant work had been proceeding as planned; the Operations Manager job description was written, circulated, and hired first. That staff person was hired, started on April 12th and the remaining descriptions were written and circulated. We hired the Operations Manager to assist with preparing for and hiring the remaining program staff before launching the program. Unfortunately, this staff person announced her resignation on <b>Friday, July 21, 2023</b>. We will immediately recirculate the job description and begin recruiting. At this time, we have hired two full-time doulas. The other job descriptions are still circulating, and we will screen candidates and begin interviews immediately. Our hope is to complete hiring this quarter and then prepare to launch the program.</p> <p>Quarter 2 Actions 4 and 5 are underway and delayed due to shifts with program transition and hiring. As soon as the transition and hiring is completed we do not foresee issues with completing these actions and will make workplan adjustments if needed to achieve our engagement and caseload activity projected for this year.</p> <p>This Quarter we were able to meet our enrollment expectations by <b>servicing ten mothers</b>.  <a href="#">View Edit</a></p>
		2	3.00	yes	0	<p><b>Action:</b> Post positions, recruit, hire program staff</p> <p><b>Deliverable:</b> Staff hired, oriented, and executing workplan</p> <p><b>Measurement:</b> Job descriptions created and distributed, responses screened and candidates identified. Interviews conducted, candidates hired.</p> <p><b>Comments:</b> Overall our grant work had been proceeding as planned; the Operations Manager job description was written, circulated, and hired first. That staff person was hired, started on April 12th and the remaining</p>

					<p>descriptions were written and circulated. We hired the Operations Manager to assist with preparing for and hiring the remaining program staff before launching the program. Unfortunately, this staff person announced her resignation on Friday, July 21, 2023. We will immediately recirculate the job description and begin recruiting. At this time, we have hired two full-time doulas. The other job descriptions are still circulating, and we will screen candidates and begin interviews immediately. Our hope is to complete hiring this quarter and then prepare to launch the program. The other job descriptions are still circulating, and we will screen candidates and begin interviews immediately. Our hope is to complete hiring this quarter and then prepare to launch the program.</p> <p>Quarter 2 Actions 4 and 5 are underway and delayed due to shifts with program transition and hiring. As soon as the transition and hiring is completed we do not foresee issues with completing these actions and will make workplan adjustments if needed to achieve our engagement and caseload activity projected for this year.</p> <p><u>HBN Quaterly Report Narrative - Qtrs 1 and 2</u>  <u>072423.docx</u>  <a href="#">View Edit</a></p>
2	1	3.00	yes	0	<p><b>Action:</b> Review grant content and objectives, timeline, and hiring needs. Then adjust workplan and timelines for grant years and contract period.</p> <p><b>Deliverable:</b> Revised Workplan and Timeline</p> <p><b>Measurement:</b> Adjusted Workplan aligned with revised timelines of activities and deliverables</p> <p><b>Comments:</b> Overall our grant work had been proceeding as planned; the Operations Manager job description was written, circulated, and hired first. That staff person was hired, started on April 12th and the remaining descriptions were written and circulated. We hired the Operations Manager to assist with preparing for and hiring the remaining program staff before launching the program. Unfortunately, this staff person announced her resignation on Friday, July 21, 2023. We will immediately recirculate the job description and begin recruiting. The other job descriptions are still circulating, and we will screen candidates and begin interviews immediately. Our hope is to complete hiring this quarter and then prepare to launch the program.</p>

				<p>Quarter 2 Actions 4 and 5 are underway and delayed due to shifts with program transition and hiring. As soon as the transition and hiring is completed we do not foresee issues with completing these actions and will make workplan adjustments if needed to achieve our engagement and caseload activity projected for this year.</p> <p><a href="#">HBN Quaterly Report Narrative - Qtrs 1and 2 072423.docx</a>  <a href="#">View Edit</a></p>
2	1.00	yes		<p><b>Action:</b> Post any remaining open positions, recruit, hire program staff.</p> <p><b>Deliverable:</b> New staff hired, oriented, and executing workplan.</p> <p><b>Measurement:</b> Job descriptions distributed, responses screened, and candidates identified. Interviews will be conducted, and candidates hired.</p> <p><b>Comments:</b> As of the end of quarter two, we have hired two full-time doulas who are both actively serving clients at this time.  <a href="#">View Edit</a></p>
3	3.00	yes		<p><b>Action:</b> Prepare Program Roll-out</p> <p><b>Deliverable:</b> Staff hired and oriented, program materials drafted, draft partner plan</p> <p><b>Measurement:</b> Completed program and recruitment flyers, Creation of partner plan</p> <p><b>Comments:</b> The program rollout has occurred for the Doula program. Two fulltime Doulas have been hired, onboarded, and trained. They are currently enrolling clients and providing services.  <a href="#">View Edit</a></p>
4	3.00	yes		<p><b>Action:</b> Recruit Pregnant Women for Doula Services</p> <p><b>Deliverable:</b> Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating Birth Plans</p> <p><b>Measurement:</b> 10 Pregnant Women enrolled</p> <p><b>Comments:</b> We have been receiving a high number of referrals for Doula services and have been able to meet our enrollment requirements for this quarter.  <a href="#">View Edit</a></p>
5	2.00	no		<p><b>Action:</b> Recruit Fathers for Fatherhood Reentry Plan</p> <p><b>Deliverable:</b> Fathers enrolled, assessed and assigned to a CHW</p> <p><b>Measurement:</b> 15 Fathers enrolled.</p> <p><b>Comments:</b> Delayed due to hiring delays. See Report  <a href="#">View Edit</a></p>

3	1	2.00	<p><b>Action:</b> Birth Support Provided for enrolled Pregnant Women</p> <p><b>Deliverable:</b> Create client records and assessments</p> <p><b>Measurement:</b> 10 Pregnant Women Enrolled</p> <p><b>Comments:</b> Going well- constantly enrolling and receiving referrals. Word of mouth has been very helpful. Have been tabling at community events and have done presentations at hospitals. From those presentations, a lot of providers have jumped on board. Have had a lot of women requesting referrals for services. About 24 women are currently enrolled.</p> <p><a href="#">View Edit</a></p>
	2	2.00	<p><b>Action:</b> Fathers have begun 15-week Program, recruitment continues</p> <p><b>Deliverable:</b> Goal Plans for enrolled Fathers Completed, newly enrolled assessed and assigned to CHW</p> <p><b>Measurement:</b> 30 Fathers enrolled.</p> <p><b>Comments:</b> Have contracted with someone who will do the operations; reviewing job descriptions (almost final) have some resumes that have come in. Some interviews have happened. Had a staff transition with the fatherhood coordinator (position will need to be filled). Interviewing for all of these positions. Planning to have more interviews set up for next week. 3 positions (Program Managers) need to be hired (2 for the ARPA grant specifically). Once the staff are hired and onboarded, they expect enrollment to go quickly, but 100 father is somewhat unlikely.</p> <p>Will discuss metrics within the team (how many could potentially be enrolled by the end of the year and how to potentially make up those enrollment numbers next year in 2024).</p> <p><a href="#">View Edit</a></p>
	3	2.00	<p><b>Action:</b> Ongoing Doula Program Recruitment</p> <p><b>Deliverable:</b> Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans</p> <p><b>Measurement:</b> 34 Pregnant Women enrolled</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p>
	4	2.00	<p><b>Action:</b> Recruit Fathers for Fatherhood Reentry Plan</p> <p><b>Deliverable:</b> Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals</p> <p><b>Measurement:</b> 30 Fathers enrolled</p> <p><b>Comments:</b></p>

						<a href="#">View</a> <a href="#">Edit</a>
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## 12/1/23 - Desk Review

### General Info

**ID**    **Type**            **Date**  
 16    Desk Review        12/1/23

**Project**

Making Meaningful Community Change - Healthy Baby Network

**Notes**

### ACTION ITEMS - [View All](#)

**Action Table**

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	3	1	2.00	yes	17	<b>Action:</b> Birth Support Provided for enrolled Pregnant Women <b>Deliverable:</b> Create client records and assessments <b>Measurement:</b> 10 Pregnant Women Enrolled
		2	2.00	no	0	<b>Action:</b> Fathers have begun 15-week Program, recruitment continues <b>Deliverable:</b> Goal Plans for enrolled Fathers Completed, newly enrolled assessed and assigned to CHW <b>Measurement:</b> 30 Fathers enrolled.
		3	2.00	no	27	<b>Action:</b> Ongoing Doula Program Recruitment <b>Deliverable:</b> Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans <b>Measurement:</b> 34 Pregnant Women enrolled
		4	2.00	no	0	<b>Action:</b> Recruit Fathers for Fatherhood Reentry Plan <b>Deliverable:</b> Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals <b>Measurement:</b> 30 Fathers enrolled
	4	1	2.00	no	45	<b>Action:</b> Ongoing Doula Program Recruitment <b>Deliverable:</b> Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans <b>Measurement:</b> 36 Pregnant Women enrolled
		2	2.00	no	0	<b>Action:</b> Recruit Fathers for Fatherhood Reentry Plan <b>Deliverable:</b> Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals <b>Measurement:</b> 25 Fathers enrolled
		3	1.00	yes	45	<b>Action:</b> Production of Annual Report <b>Deliverable:</b> Report Submitted <b>Measurement:</b> Gather grant outcome data, narrative, stories, and draft report

### COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

**1. Policies/procedures**

**Procurement    Property    Records    Ethics**

**Comments**

**2. Insurance**

**Workers    Liability    Auto    Auto General    Umbrella**

**Comments**

**3. Reporting**

**Data    Actions    Reports    Subcontracts    MWBE**

**Comments**

### GENERAL ADMINISTRATION QUESTIONS

**4. Leadership**

**Changed    Able to Hire**

**Turnover**

**Filling**

**Payroll    Insurance    Reporting    Purchasing**

**Comments**

**5. Percentage Budget**

**Comments**

**6. Cash Flow**

*Cash Flow Sufficient*

*Vouchering*

**7. Financial Management System**

*Changed*

*Breakout*

*No - Explain*

*Additional Systems*

*Admin*

*Incorporating Data*

*Comments*

**8. Enrollment**

*Comments*

**FEDERAL GRANT REQUIREMENTS**

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**9. SAM**

*Up to Date*

*Issues*

**10. Grants**

*Comments*

**11. Interventions**

*Comments*

**12. GAAP**

*Comments*

**13. Audit**

*Comments*

**14. Indirect Rate**

*Comments*

**GRANTEE SPECIFIC QUESTIONS**

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*Q Misc.*

**EVALUATION**

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*Vouchers Documents Actions Meetings*

*Voucher Notes*

*Documents Notes*

*Actions Notes*

*Meetings Notes*

*Documents*

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▼  **General Info**

Date \* 
 Type \*  Desk Review  
 Site Visit  
 Compliance

Notes

▼  **Action Items**

2023 Q3 #1 Action: Birth Support Provided for enrolled Pregnant Women

[View](#)  Deliverable: Create client records and assessments

Measure: 10 Pregnant Women Enrolled

Budget %: 2.00 Measure Met? yes Served: 17

Comments: This quarter we have continued to enroll women into the doula program to provide prenatal education, support during labor and delivery, and continued support into the postpartum period. We enrolled 17 women into the program in Q3, which exceeded the expectation of 10 women.

Admin Notes

Going well- constantly enrolling and receiving referrals. Word of mouth has been very helpful. Have been tabling at community events and have done presentations at hospitals. From those presentations, a lot of providers have jumped on board. Have had a lot of women requesting referrals for services. About 24 women are currently enrolled.

2023 Q3 #2 Action: Fathers have begun 15-week Program, recruitment continues

[View](#)  Deliverable: Goal Plans for enrolled Fathers Completed, newly enrolled assessed and assigned to CHW

Measure: 30 Fathers enrolled.

Budget %: 2.00 Measure Met? yes Served: 0

Comments: At this time, we are still working to recruit staff to fill the reentry Fatherhood CHW positions. At the time of this report, we have hired a Fatherhood Program Manager who is actively recruiting for these positions and working to schedule interviews.

Admin Notes

Have contracted with someone who will do the operations; reviewing job descriptions (almost final) have some resumes that have come in. Some interviews have happened. Had a staff transition with the fatherhood coordinator (position will need to be filled). Interviewing for all of these positions. Planning to have more interviews set up for next week. 3 positions (Program Managers) need to be hired (2 for the ARPA grant specifically). Once the staff are hired and onboarded, they expect enrollment to go quickly, but 100 father is somewhat unlikely.

Will discuss metrics within the team (how many could potentially be enrolled by the end of the year and how to potentially make up those enrollment numbers next year in 2024).

2023 Q3 #3 Action: Ongoing Doula Program Recruitment

[View](#)  Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans

Measure: 34 Pregnant Women enrolled

Budget %: 2.00 Measure Met? yes Served: 27

Comments: During this quarter, pregnant women have been receiving support and education from doulas, including creating birth plans. We have met both performance measures of enrolling 10 clients in both quarter 2 and quarter 3, and currently have 27 women enrolled in the doula program.

Admin Notes

2023 Q3 #4 Action: Recruit Fathers for Fatherhood Reentry Plan

[View](#)  Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals


Measure: 30 Fathers enrolled

Budget %: 2.00 Measure Met? yes Served: 0

Comments: At this time, we are still working to recruit staff to fill the reentry Fatherhood CHW positions. At the time of this report, we have hired a Fatherhood Program Manager who is actively recruiting for these positions and working to schedule interviews.

Admin Notes

2023 Q4 #1 Action: Ongoing Doula Program Recruitment

[View](#)  Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans

Measure: 36 Pregnant Women enrolled

Budget %: 2.00 Measure Met? yes Served: 45

Comments: At the end of quarter 4, we were serving 45 unique individuals in the quarter. Enrollment for each quarter varies depending on when referral was received and when intake assessment which is the actual enrollment occurs.

Admin Notes



2023 Q4 #2 Action: Recruit Fathers for Fatherhood Reentry Plan

[View](#) Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals

Measure: 25 Fathers enrolled

Budget %: 2.00 Measure Met? yes Served: 0

Comments: During this quarter we hired our Fatherhood Re-entry Lead position and currently have 3 participants who are pending enrollment at this time. We are excited that we are able to begin enrolling clients after a period of waiting to hire staff. We are still hiring for one additional staff member at this time, and have candidates that are scheduled for interviews at this time.

Admin Notes

2023 Q4 #3 Action: Production of Annual Report

[View](#) Deliverable: Report Submitted

Measure: Gather grant outcome data, narrative, stories, and draft report

Budget %: 1.00 Measure Met? yes Served: 45

Comments: The annual report section has been completed and submitted in full including outcome data, narrative and story of success from our Doula program.

Admin Notes

**COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE**

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y  N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased through this Agreement.

Y  N

3. All records retention policies your agency has adopted

Y  N

4. Code of Ethics

Y  N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y  N

Comments:

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

1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y  N

2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y  N

3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y  N

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

Comments:

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

1. Data Reporting  Y  N

2. Action Items  Y  N

3. Interim/ Annual Report  Y  N

4. Subcontracts in ARPA portal  Y  N

5. M/WBE Reporting  Y  N (review from Matt Burrell)

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

▼ **GENERAL ADMINISTRATION QUESTIONS**

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

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

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

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

1. Payroll:

2. Insurance:

3. Reporting/Vouchering:

4. Purchasing:

Comments:

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

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

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

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

Y  N

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

2. If no, please explain.

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

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

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

Comments:

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

▼ **FEDERAL GRANT REQUIREMENTS**

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

[Empty text box for answer]

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

[Empty text box for answer]

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

[Empty text box for answer]

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

[Empty text box for answer]

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

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

[Empty text box for answer]

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

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

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

[Empty text box for answer]

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

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

[Empty text box for answer]

GRANTEE SPECIFIC QUESTIONS

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

[Empty text box for answer]

EVALUATION

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

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

Notes

[Empty text box for notes]

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

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

Notes

[Empty text box for notes]

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

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

Notes

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

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

Notes

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▼ ✓ **Attachments/Submit**

Documents

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

# 12/20/23 - Desk Review

## General Info

**ID**    **Type**            **Date**  
 46    Desk Review        12/20/23

**Project**  
 Making Meaningful Community Change - Healthy Baby Network

**Notes**

## ACTION ITEMS - [View All](#)

**Action Table**

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	3	1	2.00	yes	17	<b>Action:</b> Birth Support Provided for enrolled Pregnant Women <b>Deliverable:</b> Create client records and assessments <b>Measurement:</b> 10 Pregnant Women Enrolled
		2	2.00	no	0	<b>Action:</b> Fathers have begun 15-week Program, recruitment continues <b>Deliverable:</b> Goal Plans for enrolled Fathers Completed, newly enrolled assessed and assigned to CHW <b>Measurement:</b> 30 Fathers enrolled.
		3	2.00	no	27	<b>Action:</b> Ongoing Doula Program Recruitment <b>Deliverable:</b> Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans <b>Measurement:</b> 34 Pregnant Women enrolled
		4	2.00	no	0	<b>Action:</b> Recruit Fathers for Fatherhood Reentry Plan <b>Deliverable:</b> Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals <b>Measurement:</b> 30 Fathers enrolled
4	1	2.00	no	45	<b>Action:</b> Ongoing Doula Program Recruitment <b>Deliverable:</b> Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans <b>Measurement:</b> 36 Pregnant Women enrolled	
		2	2.00	no	0	<b>Action:</b> Recruit Fathers for Fatherhood Reentry Plan <b>Deliverable:</b> Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals <b>Measurement:</b> 25 Fathers enrolled
		3	1.00	yes	45	<b>Action:</b> Production of Annual Report <b>Deliverable:</b> Report Submitted <b>Measurement:</b> Gather grant outcome data, narrative, stories, and draft report

## COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

### 1. Policies/procedures

<b>Procurement</b>	<b>Property</b>	<b>Records</b>	<b>Ethics</b>
no	no	no	no

**Comments** Currently in process of updating the personnel policy. They have a new Director of Operations and HR (under the ARPA grant) starting in January who will be updating this policy and the employee handbook.

### 2. Insurance

<b>Workers</b>	<b>Liability</b>	<b>Auto</b>	<b>Auto General</b>	<b>Umbrella</b>
yes	yes	yes	yes	yes

**Comments**

### 3. Reporting

<b>Data</b>	<b>Actions</b>	<b>Reports</b>	<b>Subcontracts</b>	<b>MWBE</b>
yes	yes	yes	yes	no

**Comments** The portion of the grant that involves MWBE reporting includes stipends etc. That work is launching now and in the next year/ quarter.

## GENERAL ADMINISTRATION QUESTIONS

### 4. Leadership

<b>Changed</b>	<b>Able to Hire</b>
yes	yes

**Turnover** 3 people have left- all 3 have been replaced.-.14% of total staff

**Filling** There is 1 vacancy left- the Fatherhood Reentry CHW. It is a newly added position. There have been some challenges identifying candidates with specific skills. Jerome Ward is actively working toward hiring this staff member. The vetting process is very detailed and they are looking for someone who is qualified and the best fit for the position.

<b>Payroll</b>	<b>Insurance</b>	<b>Reporting</b>	<b>Purchasing</b>
Connie Viggiani- Contracted Accountant	Darian Ward- Agency Administrator	Sherita Bullock and Jasmine Brewer; Jerome Ward	Darian Ward

**Comments** The original Fatherhood Coordinator was replaced and the position was rewritten as a Fatherhood Program Manager. They also hired a permanent Director of Operations/Director of HR.

#### 5. Percentage Budget

**Comments** 16%

#### 6. Cash Flow

**Cash Flow Sufficient** Yes

**Vouchering** Yes (Connie does this)

#### 7. Financial Management System

**Changed** yes

**Breakout** yes; yes- the only user is the accountant

**No - Explain**

**Additional Systems** The doulas will begin using a new database in February (Clear Impact); The Fatherhood Program will be using PeerPlace Network

**Admin** Clear Impact- Health Connect One; Peer Place- there is direct contact with Peer Place--Jacqui is the primary contact at HBN

**Incorporating Data** It has not yet been incorporated into their systems, but they have been tracking their data with detailed forms so it will be easy to move over.

**Comments**

#### 8. Enrollment

**Comments** Doulas: as referrals are received, a prescreening is done and more information is received. From there a doula will reach out within 48 hours. They will do another more in-depth screening (including ARPA questions). They will then begin working with that client. Fatherhood: receive referrals- reach out to verify that the individual is interested. Give info and make an appt to do an intake. Give necessary documents and consents. They also provide resource packets. They then schedule another follow up intake to set goals/ standards and time tables. This process is duplicated on the reentry side. They will also physically take them to places to assist (with getting an ID etc.).

### FEDERAL GRANT REQUIREMENTS

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#### 9. SAM

**Up to Date** Yes- due for renewal in January and they are already working on it. Sherita really appreciates working with Amber Stevens.

**Issues** No issues

#### 10. Grants

**Comments** No

#### 11. Interventions

**Comments** No

#### 12. GAAP

**Comments** Yes; RDG

#### 13. Audit

**Comments** Yes

#### 14. Indirect Rate

**Comments** No

### GRANTEE SPECIFIC QUESTIONS

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**Q Misc.**

### EVALUATION

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**Vouchers Documents Actions Meetings**

1

2

1

1

**Voucher Notes** The past few vouchers have been on time, well organized and have been meeting expectations. However, early vouchers were submitted late and required follow up as they were incomplete. Grantee to date (as of 10/17) has spent 17% of their year 1 budget; they should be closer to 60%. We understand that this is due to a hiring shortfall, but please take a difficult hiring market into consideration when making a year 2 budget.

**Documents Notes** All insurance documents are currently up to date in CONTRACKHQ. The interim reporting was completed late and after much back and forth. Action Items were submitted a week late after a few reminder emails. Revisions to the Quarterly Data Report were requested and completed in a little over a week. The most recent data report (Q3) was submitted on time so there has been a noted improvement.

**Actions Notes** Grantee has had hiring difficulties which has impacted their ability to meet several of their deliverables. To date, none of the deliverables for the Fatherhood Reentry Plan have been met and Monroe County has not been provided with a plan to ensure that contract conditions are met within the ARPA timeframe.

**Meetings Notes** Grantee has been generally unresponsive to requests for compliance meetings. We have seen some signs of this changing in recent weeks, but at the current time the grantee has not met expectations for the past 3 quarters.

#### Documents

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General Info

Date \* 12/20/2023

- Type \*  Desk Review
- Site Visit
- Compliance

Notes

[Empty text box for notes]

Action Items

2023 Q3 #1 Action: Birth Support Provided for enrolled Pregnant Women

[View](#) Deliverable: Create client records and assessments

Measure: 10 Pregnant Women Enrolled

Budget %: 2.00 Measure Met? yes Served: 17

Comments: This quarter we have continued to enroll women into the doula program to provide prenatal education, support during labor and delivery, and continued support into the postpartum period. We enrolled 17 women into the program in Q3, which exceeded the expectation of 10 women.

Admin Notes

Going well- constantly enrolling and receiving referrals. Word of mouth has been very helpful. Have been tabling at community events and have done presentations at hospitals. From those presentations, a lot of providers have jumped on board. Have had a lot of women requesting referrals for services. About 24 women are currently enrolled.

2023 Q3 #2 Action: Fathers have begun 15-week Program, recruitment continues

[View](#) Deliverable: Goal Plans for enrolled Fathers Completed, newly enrolled assessed and assigned to CHW

Measure: 30 Fathers enrolled.

Budget %: 2.00 Measure Met? yes Served: 0

Comments: At this time, we are still working to recruit staff to fill the reentry Fatherhood CHW positions. At the time of this report, we have hired a Fatherhood Program Manager who is actively recruiting for these positions and working to schedule interviews.

Admin Notes

Have contracted with someone who will do the operations; reviewing job descriptions (almost final) have some resumes that have come in. Some interviews have happened. Had a staff transition with the fatherhood coordinator (position will need to be filled). Interviewing for all of these positions. Planning to have more interviews set up for next week. 3 positions (Program Managers) need to be hired (2 for the ARPA grant specifically). Once the staff are hired and onboarded, they expect enrollment to go quickly, but 100 father is somewhat unlikely.

Will discuss metrics within the team (how many could potentially be enrolled by the end of the year and how to potentially make up those enrollment numbers next year in 2024).

2023 Q3 #3 Action: Ongoing Doula Program Recruitment

[View](#) Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans

Measure: 34 Pregnant Women enrolled

Budget %: 2.00 Measure Met? yes Served: 27

Comments: During this quarter, pregnant women have been receiving support and education from doulas, including creating birth plans. We have met both performance measures of enrolling 10 clients in both quarter 2 and quarter 3, and currently have 27 women enrolled in the doula program.

Admin Notes

[Empty text box for admin notes]

2023 Q3 #4 Action: Recruit Fathers for Fatherhood Reentry Plan

[View](#) Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals

Measure: 30 Fathers enrolled

Budget %: 2.00 Measure Met? yes Served: 0

Comments: At this time, we are still working to recruit staff to fill the reentry Fatherhood CHW positions. At the time of this report, we have hired a Fatherhood Program Manager who is actively recruiting for these positions and working to schedule interviews.

Admin Notes

[Empty text box for admin notes]

2023 Q4 #1 Action: Ongoing Doula Program Recruitment

[View](#) Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans

Measure: 36 Pregnant Women enrolled

Budget %: 2.00 Measure Met? yes Served: 45

Comments: At the end of quarter 4, we were serving 45 unique individuals in the quarter. Enrollment for each quarter varies depending on when referral was received and when intake assessment which is the actual enrollment occurs.

Admin Notes

[Empty text box for admin notes]

2023 Q4 #2 Action: Recruit Fathers for Fatherhood Reentry Plan

View Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals

Measure: 25 Fathers enrolled

Budget %: 2.00 Measure Met? **yes** Served: 0

Comments: During this quarter we hired our Fatherhood Re-entry Lead position and currently have 3 participants who are pending enrollment at this time. We are excited that we are able to begin enrolling clients after a period of waiting to hire staff. We are still hiring for one additional staff member at this time, and have candidates that are scheduled for interviews at this time.

Admin Notes

2023 Q4 #3 Action: Production of Annual Report

View Deliverable: Report Submitted

Measure: Gather grant outcome data, narrative, stories, and draft report

Budget %: 1.00 Measure Met? **yes** Served: 45

Comments: The annual report section has been completed and submitted in full including outcome data, narrative and story of success from our Doula program.

Admin Notes

**COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE**

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y  N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased though this Agreement.

Y  N

3. All records retention policies your agency has adopted

Y  N

4. Code of Ethics

Y  N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y  N

Comments:

Currently in process of updating the personnel policy. They have a new Director of Operations and HR (under the ARPA grant) starting in January who will be updating this policy and the employee handbook.

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

1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y  N

2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y  N

3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y  N

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

Comments:

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

1. Data Reporting  Y  N

2. Action Items  Y  N

3. Interim/ Annual Report  Y  N

4. Subcontracts in ARPA portal  Y  N

5. M/WBE Reporting  Y  N (review from Matt Burrell)

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



The portion of the grant that involves MWBE reporting includes stipends etc. That work is launching now and in the next year/ quarter.

GENERAL ADMINISTRATION QUESTIONS

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

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

3 people have left- all 3 have been replaced. -.14% of total staff

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

There is 1 vacancy left- the Fatherhood Reentry CHW. It is a newly added position. There have been some challenges identifying candidates with specific skills. Jerome Ward is actively working toward hiring this staff member. The vetting process is very detailed and they are looking for someone who is qualified and the best fit for the position.

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

1. Payroll:	Connie Viggiani- Contracted Accountant
2. Insurance:	Darian Ward- Agency Administrator
3. Reporting/Vouchering:	Sherita Bullock and Jasmine Brewer; Jerome Ward
4. Purchasing:	Darian Ward

Comments:

The original Fatherhood Coordinator was replaced and the position was rewritten as a Fatherhood Program Manager. They also hired a permanent Director of Operations/Director of HR.

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

16%

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

Yes

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

Yes (Connie does this)

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

Y N

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

yes; yes- the only user is the accountant

2. If no, please explain.

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

The doulas will begin using a new database in February (Clear Impact); The Fatherhood Program will be using PeerPlace Network

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

Clear Impact- Health Connect One; Peer Place- there is direct contact with Peer Place--Jacqui is the primary contact at HBN

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

It has not yet been incorporated into their systems, but they have been tracking their data with detailed forms so it will be easy to move over.

Comments:

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

Doulas: as referrals are received, a prescreening is done and more information is received. From there a doula will reach out within 48 hours. They will do another more in-depth screening (including ARPA questions). They will then begin working with that client. Fatherhood: receive referrals- reach out to verify that the individual is interested. Give info and make an appt to do an intake. Give necessary documents and consents. They also provide resource packets. They then schedule another follow up intake to set goals/ standards and time tables. This process is duplicated on the reentry side. They will also physically take them to places to assist (with getting an ID etc.).

**FEDERAL GRANT REQUIREMENTS**

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

Yes- due for renewal in January and they are already working on it. Sherita really appreciates working with Amber Stevens.

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

No issues

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

No

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

No

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

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

Yes; RDG

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

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

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

Yes

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

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

No

**GRANTEE SPECIFIC QUESTIONS**

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

**EVALUATION**

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

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

Notes The past few vouchers have been on time, well organized and have been meeting expectations. However, early vouchers were submitted late and required follow up as they were incomplete. Grantee to date (as of 10/17) has spent 17% of their year 1 budget; they should be closer to 60%. We understand that this is due to a hiring shortfall, but please take a difficult hiring market into consideration when making a year 2 budget.

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

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

**Notes** All insurance documents are currently up to date in CONTRACKHQ. The interim reporting was completed late and after much back and forth. Action Items were submitted a week late after a few reminder emails. Revisions to the Quarterly Data Report were requested and completed in a little over a week. The most recent data report (Q3) was submitted on time so there has been a noted improvement.

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

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

**Notes** Grantee has had hiring difficulties which has impacted their ability to meet several of their deliverables. To date, none of the deliverables for the Fatherhood Reentry Plan have been met and Monroe County has not been provided with a plan to ensure that contract conditions are met within the ARPA timeframe.

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

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

**Notes** Grantee has been generally unresponsive to requests for compliance meetings. We have seen some signs of this changing in recent weeks, but at the current time the grantee has not met expectations for the past 3 quarters.

▼ ✓ **Attachments/Submit**

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

# 1/30/24 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
121	Compliance	1/30/24

### *Project*

Making Meaningful Community Change - Healthy Baby Network

### *Notes*

## Documents

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4	1	2.00	no	0	<p><b>Action:</b> Ongoing Doula Program Recruitment</p> <p><b>Deliverable:</b> Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans</p> <p><b>Measurement:</b> <b>12 Pregnant Women enrolled</b></p> <p><b>Comments:</b> At the end of quarter 4, we were serving <b>12 pregnant individuals in the quarter</b>. Enrollment for each quarter varies depending on when referral was received and when intake assessment which is the actual enrollment occurs.</p> <p><a href="#">View Edit</a></p>
	2	2.00	no	0	<p><b>Action:</b> Recruit Fathers for Fatherhood Reentry Plan</p> <p><b>Deliverable:</b> Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals</p> <p><b>Measurement:</b> <b>8 Fathers enrolled</b></p> <p><b>Comments:</b> During this quarter we hired our Fatherhood Re-entry Lead position and currently have <b>1 workman who we are pending enrollment</b> at this time. We are excited that we are able to begin enrolling clients after a period of waiting to hire staff. We are still hiring for one additional staff member at this time, and have candidates that are scheduled for interviews at this time.</p> <p><a href="#">View Edit</a></p>
	3	1.00	yes	45	<p><b>Action:</b> Production of Annual Report</p> <p><b>Deliverable:</b> Report Submitted</p> <p><b>Measurement:</b> Gather grant outcome data, narrative, stories, and draft report</p> <p><b>Comments:</b> The annual report section has been completed and submitted in full including outcome data, narrative and story of success from our Doula program.</p> <p><a href="#">View Edit</a></p>
1	2.00				<p><b>Action:</b> Ongoing Doula Program Recruitment</p> <p><b>Deliverable:</b> Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans</p> <p><b>Measurement:</b> <b>12 Pregnant Women enrolled</b> for Doula Services</p> <p>Enrollment is going great so far. Doulas typically take 24 births per year, so they are concerned about the metric. Will be potentially be submitting suggested contract amendments the would include adjusted metrics for the ARPA team and legal to review.</p> <p><a href="#">View Edit</a></p>
	2	2.00			<p><b>Action:</b> Recruit Fathers for Fatherhood Reentry Plan</p> <p><b>Deliverable:</b> Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals</p> <p><b>Measurement:</b> <b>8 Fathers enrolled</b> for Fatherhood Reentry Program</p> <p>Have rolled out the 16 week course that also includes a 60 day course. Since hiring Herman they have also started taking on referrals. Have rolled our No cap sessions. Intake process is fully available and ready to go. So far they have enrolled 8 clients in the program. Planning to utilize rollover budget from year 1 to ramp up for year 2. Still need to hire second Fatherhood CHW. Timeline for hiring- soft deadline is the end of February. Hoping to add an additional CHW spot.</p> <p><a href="#">View Edit</a></p>

\*Annual Reporting has still not been submitted

-data sheet- no

MWBE measures have not been submitted

Action items- yes

Annual report questions- yes

Hired Maryann Rivera-Dannert, Director of Operations

Herman Spencer, Reentry Lead

## 2/26/24 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
120	Compliance	2/26/24

### *Project*

Making Meaningful Community Change - Healthy Baby Network

### *Notes*

### Documents

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2024	1	1	2.00	<p style="text-align: center;"><b>Action:</b> Ongoing Doula Program Recruitment</p> <p><b>Deliverable:</b> Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans</p> <p><b>Measurement:</b> <input type="checkbox"/> Pregnant Women enrolled for Doula Services</p> <p><b>Admin Notes:</b> 1/30/2024 - Enrollment is going great so far. Doulas typically take 24 births per year, so they are concerned about the metric. Will be potentially be submitting suggested contract amendments the would include adjusted metrics for the ARPA team and legal to review</p> <p>Would like to add an additional doula in the budget request (year 2). So far they have enrolled 6 in Q1 (newly enrolled). Was intended to be "women enrolled in the program at that point in time", not newly enrolled that quarter. Clients can be referring in November to be delivered in June. They are on continuous enrollment. Total enrollment is at 29 (which would meet this metric).</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
		2	2.00	<p style="text-align: center;"><b>Action:</b> Recruit Fathers for Fatherhood Reentry Plan</p> <p><b>Deliverable:</b> Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals</p> <p><b>Measurement:</b> <input type="checkbox"/> Fathers recruited for Fatherhood Reentry Program</p> <p><b>Admin Notes:</b> 1/30/2024 - Have rolled out the 16 week course that also includes a 60 day course. Since hiring Herman they have also started taking on referrals. Have rolled our No cap sessions. Intake process is fully available and ready to go. So far they have enrolled <input type="checkbox"/> clients in the program. Planning to utilize rollover budget from year 1 to ramp up for year 2. Still need to hire second Fatherhood CHW. Timeline for hiring- soft deadline is the end of February. Hoping to add an additional CHW spot.</p> <p>Program is going well. Current enrollment is up to 18 right now. Moving slower with enrollment as they are trying to staff the program. Going through a new hiring process. More thorough vetting of candidates. Planning to put in more effort this month and the rest of this quarter to be fully staffed by the end of Q1. Should have around 25-31 people enrolled in Q1.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>

Year 2 budget received on 2/1/24 (Due 12/22)

Annual reporting uploaded on 2/7/24 (Due January 16<sup>th</sup>)

Annual report completed on 2/7

Action Items completed on 1/26

Next quarterly Report is due on April 15<sup>th</sup>- End of probationary period is April 19<sup>th</sup>



# 3/26/24 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
119	Compliance	3/26/24

### *Project*

Making Meaningful Community Change - Healthy Baby Network

### *Notes*

## Documents

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2024	1	1	2.00	<p style="text-align: center;"><b>Action:</b> Ongoing Doula Program Recruitment</p> <p><b>Deliverable:</b> Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans</p> <p><b>Measurement:</b> Pregnant Women enrolled for Doula Services</p> <p><b>Admin Notes:</b> 1/30/2024 - Enrollment is going great so far. Doulas typically take 24 births per year, so they are concerned about the metric. Will be potentially be submitting suggested contract amendments the would include adjusted metrics for the ARPA team and legal to review.</p> <p>2/26/2024 - Would like to add an additional doula in the budget request (year 2). So far they have [redacted] (newly enrolled). Was intended to be “women enrolled in the program at that point in time”, not newly enrolled that quarter. Clients can be referring in November to be delivered in June. They are on continuous enrollment. Total enrollment is at 29 (which would meet this metric).</p> <p>3/26/24: Current number is 14. Definite numbers will be reflected in the upcoming quarterly report. HBN team is going to work on updating their scope of work to reflect how numbers should be reflected in the contract going forward.</p>
	2		2.00	<p style="text-align: center;"><b>Action:</b> Recruit Fathers for Fatherhood Reentry Plan</p> <p><b>Deliverable:</b> Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals</p> <p><b>Measurement:</b> Fathers recruited for Fatherhood Reentry Program</p> <p><b>Admin Notes:</b> 1/30/2024 - Have rolled out the 16 week course that also includes a 60 day course. Since hiring Herman they have also started taking on referrals. Have rolled our No cap sessions. Intake process is fully available and ready to go. So far they have enrolled 8 clients in the program. Planning to utilize rollover budget from year 1 to ramp up for year 2. Still need to hire second Fatherhood CHW. Timeline for hiring- soft deadline is the end of February. Hoping to add an additional CHW spot.</p> <p>2/26/2024 - Program is going well. [redacted] Moving slower with enrollment as they are trying to staff the program. Going through a new hiring process. More thorough vetting of candidates. Planning to put in more effort this month and the rest of this quarter to be fully staffed by the end of Q1. [redacted]</p> <p>3/26/24: Have rolled out all of their objectives. Have enrolled 35. Working on filling the last remaining slot for the fatherhood reentry position. One position is pending. There are a few candidates for the open position but they have revised the position guidelines so screening takes a bit longer. 20 are able to be met on an as-needed basis.</p>

# LIFESPAN

# 12/21/23 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
47	Compliance	12/21/23

### *Project*

Improving Older Adults' Health, Safety and Economic Recovery Through Community-based Aging Services and Healthcare Integration - Lifespan of Greater Rochester

### *Notes*

## Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1					Empty
	2	1	1.61	yes	8	<p><b>Action:</b> 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><b>Deliverable:</b> Provide access to transportation, arrange pharmacy delivery, referrals to Mental Health providers, and schedule preventative health care screens and vaccinations.</p> <p><b>Measurement:</b> 110 older adults will access healthcare screens, interventions and/or mental health services.</p> <p><b>Comments:</b> There were 8 new enrollments in March 2023 through June 2023 in LPN Healthcare Coordination. 100% of the 8 newly enrolled accessed healthcare screens, interventions and/or mental health services.</p> <p><a href="#">View Edit</a></p>
	2	1.61	yes	31	<p><b>Action:</b> Increase safety and food security for 70% of older adults served through at least 1 community-based support service.</p> <p><b>Deliverable:</b> 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><b>Measurement:</b> 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> <p><b>Comments:</b> There were a total of 31 new enrollments in March 2023 to June 2023. 9 of 31 older adults (29%) received 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> <p><a href="#">View Edit</a></p>	
	3	1.61	yes	6	<p><b>Action:</b> Increase household income of 70% older adults served and provide access to financial benefits through at least 1 community-based support service.</p>	

					<p><b>Deliverable:</b> Assist with Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services.</p> <p><b>Measurement:</b> 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> <p><b>Comments:</b> Of 31 newly enrolled older adults, 6 received at least one of the following services: Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
	4	1.61	yes	8	<p><b>Action:</b> LPN Healthcare Coordination (LPN HCC) will support older adults served to ensure successful medical appointments attendance.</p> <p><b>Deliverable:</b> Schedule transportation and attend medical appointments with older adults, facilitate telehealth.</p> <p><b>Measurement:</b> 44 Older adults enrolled in LPN HCC will successfully attend medical appointments 85% of the time.</p> <p><b>Comments:</b> 8 newly enrolled older adults who received LPN Healthcare Coordination attended 95% of their scheduled medical appointments. There were no telehealth appointments in this reporting period.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
3	1	1.61	yes	46	<p><b>Action:</b> Increase safety and food security for 70% of older adults served through at least 1 community-based support service.</p> <p><b>Deliverable:</b> 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><b>Measurement:</b> 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> <p><b>Comments:</b> 46 older adults in Monroe County enrolled on or after 3/1/2023 were served in this quarter and received 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>

					<a href="#">View Edit</a>
2	1.61	yes	46	<p><b>Action:</b> Increase household income of 70% older adults served and provide access to financial benefits through at least 1 community-based support service.</p> <p><b>Deliverable:</b> Assist with Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services.</p> <p><b>Measurement:</b> 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> <p><b>Comments:</b> 46 older adults in Monroe County enrolled on or after 3/1/2023 were served in this quarter and were assisted with Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services.</p>	<a href="#">View Edit</a>
3	1.61	yes	19	<p><b>Action:</b> LPN Healthcare Coordination (LPN HCC) will support older adults served to ensure successful medical appointments attendance.</p> <p><b>Deliverable:</b> Schedule transportation and attend medical appointments with older adults, facilitate telehealth.</p> <p><b>Measurement:</b> 44 Older adults enrolled in LPN HCC will successfully attend medical appointments 85% of the time.</p> <p><b>Comments:</b> 19 older adults enrolled in LPN Healthcare Coordination from 3.1.23 forward attended 99% of 55 scheduled medical appointments.</p>	<a href="#">View Edit</a>
4	1.61	yes	19	<p><b>Action:</b> 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><b>Deliverable:</b> Provide access to transportation, arrange pharmacy delivery, referrals to Mental Health providers, and schedule preventative health care screens and vaccinations.</p> <p><b>Measurement:</b> 110 older adults will access healthcare screens, interventions and/or mental health services.</p> <p><b>Comments:</b> 100% of 19 older adults enrolled in LPN Healthcare Coordination from 3.1.23 forward accessed at least 2 preventative healthcare screens, interventions and/or mental health services.</p>	<a href="#">View Edit</a>

4	1	1.61		<p><b>Action:</b> Increase safety and food security for 70% of older adults served through at least 1 community-based support service.</p> <p><b>Deliverable:</b> 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><b>Measurement:</b> 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> <p>Fully staffed in the ARPA project and are completing the action items.</p> <p><a href="#">View Edit</a></p>
2		1.61		<p><b>Action:</b> Increase household income of 70% older adults served and provide access to financial benefits through at least 1 community-based support service.</p> <p><b>Deliverable:</b> Assist with Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services.</p> <p><b>Measurement:</b> 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> <p>No problems with this- all running smoothly.</p> <p><a href="#">View Edit</a></p>
3		1.61		<p><b>Action:</b> LPN Healthcare Coordination (LPN HCC) will support older adults served to ensure successful medical appointments attendance.</p> <p><b>Deliverable:</b> : Schedule transportation and attend medical appointments with older adults, facilitate telehealth.</p> <p><b>Measurement:</b> 44 Older adults enrolled in LPN HCC will successfully attend medical appointments 85% of the time.</p> <p>Enrollment seems to be going well. They are looking to fill one staff member position which may have an impact on enrollments this quarter.</p> <p><a href="#">View Edit</a></p>
	4	1.61		<p><b>Action:</b> Increase access to healthcare by providing 70% of older adults served access to at least 2 preventative</p>



					<p>healthcare screens, interventions and/or mental health services.</p> <p><b>Deliverable:</b> Provide access to transportation, arrange pharmacy delivery, referrals to Mental Health providers, and schedule preventative health care screens and vaccinations.</p> <p><b>Measurement:</b> 110 older adults will access healthcare screens, interventions and/or mental health services.</p> <p>Going well. Likely will not hit 110 this quarter but this will increase over time.</p> <p><a href="#">View</a> <a href="#">Edit</a></p>
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Have an internal phone system- there is a scale of satisfaction and quotes that are recorded. There are several recorded testimonials of Monroe County residents served.

## 2/23/24 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
96	Compliance	2/23/24

#### **Project**

Improving Older Adults' Health, Safety and Economic Recovery Through Community-based Aging Services and Healthcare Integration - Lifespan of Greater Rochester

#### **Notes**

Met with Annie Wells, Barbara Ecklberger, Jody Rowe, and Tara Roelle (data person). We first discussed the state of vouchers. We confirmed all pending vouchers (for lifespan this is all of their year one expenses) need to be reviewed for compliance with the voucher checklist standards. Barbara will do this. She asked about a due date and we didn't give one; as soon as you can so we can get you paid. Next we began discussing action items. We asked if the 110 was referring to quarterly, annual, or project long goals. Annie said quarterly. We asked how this tied in with the 625/year number of individuals served (2.5k over the contract). She said when she wrote the scope she was unclear as to what would be counted as a person served. After some discussion, we and lifespan decided an adjustment to the scope and action items was in order to clarify which persons are served and more importantly how they're counted; cumulative, new vs. ongoing, etc. Annie will make edits to the scope and send it back to us with clarification. We'll then set up a meeting to discuss the changes. Faye sent the original contract scope in an e-mail. We also set our next compliance meeting; a desk review May 16th. We did not finish review of the action items as they will be changing and we will meet again soon.

### Documents

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*Met with Annie Wells, Barbara Ecklberger, Jody Rowe, and Tara Roelle (data person). We first discussed the state of vouchers. We confirmed all pending vouchers (for lifespan this is all of their year one expenses) need to be reviewed for compliance with the voucher checklist standards. Barbara will do this. She asked about a due date and we didn't give one; as soon as you can so we can get you paid. Next we began discussing action items. We asked if the 110 was referring to quarterly, annual, or project long goals. Annie said quarterly. We asked how this tied in with the 625/year number of individuals served (2.5k over the contract). She said when she wrote the scope she was unclear as to what would be counted as a person served. After some discussion, we and lifespan decided an adjustment to the scope and action items was in order to clarify which persons are served and more importantly how they're counted; cumulative, new vs. ongoing, etc. Annie will make edits to the scope and send it back to us with clarification. We'll then set up a meeting to discuss the changes. Faye sent the original contract scope in an e-mail. We also set our next compliance meeting; a desk review May 16<sup>th</sup>. We did not finish review of the action items as they will be changing and we will meet again soon.*

**MARY CARIOLA**

## 5/16/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
49	Compliance	5/16/23

### *Project*

Cariola Workforce Development Program Supporting Careers in the Education and Support of Individuals with Complex Disabilities - Mary Cariola Center

### *Notes*

### Documents

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Mary Caiola Center - Action Table

Year	Qtr	#	%	Action	Deliverable	Measurement
2023	1	1	0.33	Hiring 3 new staff members for the project	Deliver staffing plan to county	<p>Project coordinator is in pre-employment process. 2 positions still posted. Have reassigned some internal staff to those roles to assist with current workload. 30% of time has been reallocated. Posted a few different varieties of the positions. She will send over the job descriptions to us.</p>
		1	0.22	Host conference day with DEI Learning Opportunities	Agenda and list of attendees	<p>500 people attend conference day</p> <p>Conference went really well. Happened mid March. Starting with DEI work and looking at what the County has experienced with redlining. Had over 500 people attend (also a staff conference day).</p>
		1	0.01	Rent/Utilities for Training Center & Grant Staff	Invoice for rent & utilities	<p>Space available for training and grant staff</p> <p>Training space is coming along- allocated space (7% in a building) space can house 30 individuals at one time). Also will have space for 3 staff. Have moved forward with furniture purchase. Purchased laptops and have wired the room for virtual trainings.</p>
		1	0.22	Indirect Administrative Expense	Invoice for Carolina Administrative expense	<p>Carolina administrative departments have provided necessary supports for grant work</p>
	2	1	1.23	Purchase technology	Invoice for technology purchases	Project has necessary technology for staff and participants

				Everything is good for startup right now- all technology has been purchased including a web camera.
2	1.48	Purchase furniture	Invoice for furniture purchases	Project has necessary furnishing for staff and training center. All furniture has been purchased- working with a 5 week delivery timeframe. Middle of June for installation- training tables, desks, chairs etc.
3	2.57	Salaries for grant staff	Invoice for grant staff salaries	Project remains fully staffed to provide services
4	0.14	Rent/Utilities for Training Center & Grant Staff	Invoice for rent & utilities	Space available for training and grant staff
5	1.76	Host Career Development Academy	List of training opportunities provided during the Academy and list of participants	At least 30 individuals participate in the Career Development Academy Will be taking place the last weekend in June. 3 Tracks- Early Career, Accelerated TA track and existing special ED teacher track (mentor/ leader track). Will be a 4 day program (Mon- Thurs). First track content is planned out. Expecting more for the early entry track and slightly less for the mentoring/ leadership track. No one has signed up yet. Will push out info around Memorial Day.
6	1.73	Create recruitment materials for programs offered through grant	Invoice from marketing costs; products that will be used for marketing	Marketing/recruitment materials have been created to advertise programs Will be contracting out for marketing but no updates yet.

7	0.66	Indirect Administrative Expenses	Invoice for Cariola administrative expenses	Cariola administrative departments have provided necessary supports for grant work
8	0.19	Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.)	Number of people who engage with Community Navigator and receipts from purchases made	Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment
9	1.10	Teacher Assistant Level 2 & 3 (College Courses)	List of participants and tuition bills of college courses for participants	At least 15 participants enrolled in college courses Sign up with MCC will start at the beginning of June. Looking at 2 classes- Human Development 210 and 218. 2 courses on site at Mary Cariola. Expecting more than 15 will likely be enrolled in that- perhaps 20 to 30 students.
3	1	0.41	Purchase of Litmos LMS to utilize as platform for online trainings	Participants have access to LMS platform to access online trainings
2	0.39	Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.)	Number of people who engage with Community Navigator and receipts from purchases made	Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment
3	0.63	Teacher Assistant Level 1 Certification	List of participants and receipts of costs associated with NYS	At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification



			Teacher Assistant requirements	
4	2.58	Salaries for grant staff	Invoice for grant staff salaries	Project remains fully staffed to provide services
5	0.14	Rent/Utilities for Training Center & Grant Staff	Invoice for rent & utilities	Space available for training and grant staff
6	1.77	Host Career Development Academy	List of training opportunities provided during the Academy and list of participants	At least 30 individuals participate in the Career Development Academy
7	0.66	Indirect Administrative Expenses	Invoice for Cariola administrative expenses	Cariola administrative departments have provided necessary supports for grant work
8	1.17	DEI Consultation with Tangible Development	Outline of work completed with Tangible Development	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	Host conference day with DEI Learning Opportunities	Agenda and list of attendees	500 people attend conference day
10	1.10	Teacher Assistant Level 2 & 3 (College Courses)	List of participants and tuition bills of college courses for participants	At least 15 participants enrolled in college courses
4	1	Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare,	Number of people who engage with Community Navigator and receipts from purchases made	Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment

		emergency housing, food, etc.)			
2	1.17	DEI Consultation with Tangible Development	Outline of work completed with Tangible Development	Cariola staff continue to engage in DEI learning opportunities and initiatives to create an equitable and inclusive workplace for the advancement of all employees	
3	0.63	Teacher Assistant Level 1 Certification	List of participants and receipts of costs associated with NYS Teacher Assistant requirements	At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification	
4	2.58	Salaries for grant staff	Invoice for grant staff salaries	Project remains fully staffed to provide services	
5	0.14	Rent/Utilities for Training Center & Grant Staff	Invoice for rent & utilities	Space available for training and grant staff	
6	0.66	Indirect Administrative Expenses	Invoice for Cariola administrative expenses	Cariola administrative departments have provided necessary supports for grant work	

## 8/15/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
50	Compliance	8/15/23

### *Project*

Cariola Workforce Development Program Supporting Careers in the Education and Support of Individuals with Complex Disabilities - Mary Cariola Center

### *Notes*

### Documents

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**Action Item Sheet**

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.86	no	0	<p><b>Action:</b> Hiring 3 new staff members for the project  <b>Deliverable:</b> Deliver staffing plan to County  <b>Measurement:</b> Fully staffed to manage project  <b>Comments:</b> While we have interviewed a few candidates, we have struggled to hire anyone to support the work of this grant. While we continue the search, we have reassigned portions of internal staff to support the work of the grant and ensure we are meeting all deliverables.</p> <p>Hired one person for one day but then she resigned. Took the postings down for now and reposted.</p> <p><a href="#">View Edit</a></p>
		2	0.24	yes	500	<p><b>Action:</b> Host conference day with DEI Learning Opportunities  <b>Deliverable:</b> Agenda and list of attendees  <b>Measurement:</b> 500 people attend conference day  <b>Comments:</b> Hosted conference day for Mary Cariola employees. See attached agenda. Received very positive feedback from staff on presentation from Simeon Banister.</p> <p><a href="#">March 17 Conference day.docx</a>  <a href="#">View Edit</a></p>
		3	0.04	yes	0	<p><b>Action:</b> Rent/Utilities for Training Center &amp; Grant Staff  <b>Deliverable:</b> Invoice for rent &amp; utilities  <b>Measurement:</b> Space available for training and grant staff  <b>Comments:</b> Training space and offices set up.</p> <p><a href="#">View Edit</a></p>
		4	0.22	yes	0	<p><b>Action:</b> Indirect Administrative Expenses  <b>Deliverable:</b> Invoice for Cariola administrative expenses  <b>Measurement:</b> Cariola administrative departments have provided necessary supports for grant work  <b>Comments:</b></p> <p><a href="#">View Edit</a></p>
	2	1	1.23	yes	0	<p><b>Action:</b> Purchase technology  <b>Deliverable:</b> Invoice for technology purchases  <b>Measurement:</b> Project has necessary technology for staff and participants</p>

					<p><b>Comments:</b> Technology for training has been purchased.  <a href="#">View Edit</a></p>
2	1.48	yes	0	<p><b>Action:</b> Purchase furniture  <b>Deliverable:</b> Invoice for furniture purchases  <b>Measurement:</b> Project has necessary furnishing for staff and training center  <b>Comments:</b> Furniture for offices and training spaces purchased  <a href="#">View Edit</a></p>	
3	2.57	yes	0	<p><b>Action:</b> Salaries for grant staff  <b>Deliverable:</b> Invoice for grant staff salaries  <b>Measurement:</b> Project remains fully staffed to provide services  <b>Comments:</b> Despite not hiring specific grant employees, we have reallocated internal staff to support this project.  <a href="#">View Edit</a></p>	
4	0.14	yes	0	<p><b>Action:</b> Rent/Utilities for Training Center &amp; Grant Staff  <b>Deliverable:</b> Invoice for rent &amp; utilities  <b>Measurement:</b> Space available for training and grant staff  <b>Comments:</b> Training space and offices in use  <a href="#">View Edit</a></p>	
5	1.76	yes	59	<p><b>Action:</b> Host Career Development Academy  <b>Deliverable:</b> List of training opportunities provided during the Academy and list of participants  <b>Measurement:</b> At least 30 individuals participate in the Career Development Academy  <b>Comments:</b> Hosted 4 day conference with three different tracks for early career professionals working with students with disabilities: (Track 1) Supporting Individuals with Complex Disabilities, (Track 2) Accelerated Teacher Assistant Certification, and (Track 3) Emerging Leaders program. Received extremely positive feedback from participants! See attached conference agendas.</p> <p>Final Count was 58 people. 78 people signed up for August 1<sup>st</sup>. Have a track for understanding the role of a support individual.  <a href="#">June Conference--Track 1.docx</a>  <a href="#">June Conference--Track 2.docx</a>  <a href="#">June Conference--Track 3.docx</a>  <a href="#">View Edit</a></p>	

		6	1.73	no	0	<p><b>Action:</b> Create recruitment materials for programs offered through grant</p> <p><b>Deliverable:</b> Invoice from marketing costs; products that will be used for marketing</p> <p><b>Measurement:</b> Marketing/recruitment materials have been created to advertise programs</p> <p><b>Comments:</b> Currently working with marketing team to develop advertisement materials.</p> <p>Everything for participants has been through word of mouth or through school districts. They have not prioritized this but want to make this more of a priority. The marketing team is bringing on another person to assist with this. Intention is to create these materials by early fall.</p> <p><a href="#">View Edit</a></p>
		7	0.66	yes	0	<p><b>Action:</b> Indirect Administrative Expenses</p> <p><b>Deliverable:</b> Invoice for Cariola administrative expenses</p> <p><b>Measurement:</b> Cariola administrative departments have provided necessary supports for grant work</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p>
		8	0.19	no	0	<p><b>Action:</b> Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.)</p> <p><b>Deliverable:</b> Number of people who engage with Community Navigator and receipts from purchases made</p> <p><b>Measurement:</b> Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education &amp; employment</p> <p><b>Comments:</b> Do not currently have Community Navigator hired. No individuals who have participated in programs this quarter have indicated any barriers to participation.</p> <p>No one is currently filling this role. There is one participant that came forward that would like assistance in this voucher cycle. Flexible funds were used to pay RG&amp;E bill. Have reached out to EAP to see if they could fill that role on site.</p> <p><a href="#">View Edit</a></p>
		9	1.10	no	20	<p><b>Action:</b> Teacher Assistant Level 2 &amp; 3 (College Courses)</p>

				<p><b>Deliverable:</b> List of participants and tuition bills of college courses for participants</p> <p><b>Measurement:</b> At least 15 participants enrolled in college courses</p> <p><b>Comments:</b> Have secured agreements with Monroe Community College to offer two courses in Fall 2023. Currently have 20 individuals interested and in the process of registration. Performance measure will be met when courses launch in September 2023. Letters of Agreement for fall courses are attached.</p> <p>Courses start September 5<sup>th</sup>- 22 enrolled with MCC. 10 in the disabilities class and 10 in the trauma class. May end up having 23.</p> <p><a href="#">LOA executed Mary Cariola HUM 218 Working with Trauma Informed Care Skills 9 2023.pdf</a></p> <p><a href="#">LOA executed Mary Cariola HUM 210 Disability Across the Life Span Strategies for the Human Services 9 2023.pdf</a></p> <p><a href="#">View Edit</a></p>
3	1	0.41		<p><b>Action:</b> Purchase of Litmos LMS to utilize as platform for online trainings</p> <p><b>Deliverable:</b> Invoice for purchase of Litmos LMS</p> <p><b>Measurement:</b> Participants have access to LMS platform to access online trainings</p> <p><b>Comments: have purchased the platform. This is up and running now.</b></p> <p><a href="#">View Edit</a></p>
	2	0.39		<p><b>Action:</b> Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.)</p> <p><b>Deliverable:</b> Number of people who engage with Community Navigator and receipts from purchases made</p> <p><b>Measurement:</b> Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education &amp; employment</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p>
	3	0.63		<p><b>Action:</b> Teacher Assistant Level 1 Certification</p> <p><b>Deliverable:</b> List of participants and receipts of costs associated with NYS Teacher Assistant requirements</p> <p><b>Measurement:</b> At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification</p>

				<p><b>Comments: 17 are signed up in August and they are launching another one at the end of September.</b>  <a href="#">View Edit</a></p>
4	2.58			<p><b>Action:</b> Salaries for grant staff  <b>Deliverable:</b> Invoice for grant staff salaries  <b>Measurement:</b> Project remains fully staffed to provide services  <b>Comments: Staff has been allocated by percentage</b>  <a href="#">View Edit</a></p>
5	0.14			<p><b>Action:</b> Rent/Utilities for Training Center &amp; Grant Staff  <b>Deliverable:</b> Invoice for rent &amp; utilities  <b>Measurement:</b> Space available for training and grant staff  <b>Comments:</b>  <a href="#">View Edit</a></p>
6	1.77			<p><b>Action:</b> Host Career Development Academy  <b>Deliverable:</b> List of training opportunities provided during the Academy and list of participants  <b>Measurement:</b> At least 30 individuals participate in the Career Development Academy  <b>Comments: 78 people currently signed up, but 10 may not show up.</b>  <a href="#">View Edit</a></p>
7	0.66			<p><b>Action:</b> Indirect Administrative Expenses  <b>Deliverable:</b> Invoice for Cariola administrative expenses  <b>Measurement:</b> Cariola administrative departments have provided necessary supports for grant work  <b>Comments:</b>  <a href="#">View Edit</a></p>
8	1.17			<p><b>Action:</b> DEI Consultation with Tangible Development  <b>Deliverable:</b> Outline of work completed with Tangible Development  <b>Measurement:</b> Cariola staff continue to engage in DEI learning opportunities and initiatives to create an equitable and inclusive workplace for the advancement of all employees  <b>Comments: Reengaged a consultant: Tangible Development. They submitted a proposal for next steps : supervisor development and behaviors that support the development of our workfrce. Planning to put 50 supervisors through that training.</b>  <a href="#">View Edit</a></p>
9	0.49			<p><b>Action:</b> Host conference day with DEI Learning Opportunities</p>



					<p><b>Deliverable:</b> Agenda and list of attendees  <b>Measurement:</b> 500 people attend conference day  <b>Comments:</b> <b>Internal conference day is planned for October at Innovation Data. They have identified some keynote speakers.</b>  <a href="#">View</a> <a href="#">Edit</a></p>
	10	1.10			<p><b>Action:</b> Teacher Assistant Level 2 &amp; 3 (College Courses)  <b>Deliverable:</b> List of participants and tuition bills of college courses for participants  <b>Measurement:</b> At least 15 participants enrolled in college courses  <b>Comments:</b> <b>Mcc- all set for 22 students.</b>  <a href="#">View</a> <a href="#">Edit</a></p>

## 9/28/23 - Desk Review

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
33	Desk Review	9/28/23

### *Project*

Cariola Workforce Development Program Supporting Careers in the Education and Support of Individuals with Complex Disabilities - Mary Cariola Center

### *Notes*

### **ACTION ITEMS - [View All](#)**

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**Action Table**

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	2	1	1.48	yes	0	<b>Action:</b> Purchase furniture <b>Deliverable:</b> Invoice for furniture purchases <b>Measurement:</b> Project has necessary furnishing for staff and training center
		2	2.57	yes	0	<b>Action:</b> Salaries for grant staff <b>Deliverable:</b> Invoice for grant staff salaries <b>Measurement:</b> Project remains fully staffed to provide services
		3	0.14	yes	0	<b>Action:</b> Rent/Utilities for Training Center & Grant Staff <b>Deliverable:</b> Invoice for rent & utilities <b>Measurement:</b> Space available for training and grant staff
		4	1.76	yes	59	<b>Action:</b> Host Career Development Academy <b>Deliverable:</b> List of training opportunities provided during the Academy and list of participants <b>Measurement:</b> At least 30 individuals participate in the Career Development Academy
		5	1.73	no	0	<b>Action:</b> Create recruitment materials for programs offered through grant <b>Deliverable:</b> Invoice from marketing costs; products that will be used for marketing <b>Measurement:</b> Marketing/recruitment materials have been created to advertise programs
		6	0.66	yes	0	<b>Action:</b> Indirect Administrative Expenses <b>Deliverable:</b> Invoice for Cariola administrative expenses <b>Measurement:</b> Cariola administrative departments have provided necessary supports for grant work
		7	0.19	no	0	<b>Action:</b> Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.) <b>Deliverable:</b> Number of people who engage with Community Navigator and receipts from purchases made <b>Measurement:</b> Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment
		8	1.10	no	20	<b>Action:</b> Teacher Assistant Level 2 & 3 (College Courses) <b>Deliverable:</b> List of participants and tuition bills of college courses for participants <b>Measurement:</b> At least 15 participants enrolled in college courses
		9	1.23	yes	0	<b>Action:</b> Purchase technology <b>Deliverable:</b> Invoice for technology purchases <b>Measurement:</b> Project has necessary technology for staff and participants
3	1	1	1.10	yes	19	<b>Action:</b> Teacher Assistant Level 2 & 3 (College Courses) <b>Deliverable:</b> List of participants and tuition bills of college courses for participants <b>Measurement:</b> At least 15 participants enrolled in college courses
		2	0.49	yes	500	<b>Action:</b> Host conference day with DEI Learning Opportunities <b>Deliverable:</b> Agenda and list of attendees <b>Measurement:</b> 500 people attend conference day
		3	1.17	yes	0	<b>Action:</b> DEI Consultation with Tangible Development <b>Deliverable:</b> Outline of work completed with Tangible Development <b>Measurement:</b> Cariola staff continue to engage in DEI learning opportunities and initiatives to create an equitable and inclusive workplace for the advancement of all employees
		4	0.66	yes	0	<b>Action:</b> Indirect Administrative Expenses <b>Deliverable:</b> Invoice for Cariola administrative expenses <b>Measurement:</b> Cariola administrative departments have provided necessary supports for grant work
		5	1.77	yes	67	<b>Action:</b> Host Career Development Academy <b>Deliverable:</b> List of training opportunities provided during the Academy and list of participants <b>Measurement:</b> At least 30 individuals participate in the Career Development Academy
		6	0.14	yes	0	<b>Action:</b> Rent/Utilities for Training Center & Grant Staff <b>Deliverable:</b> Invoice for rent & utilities <b>Measurement:</b> Space available for training and grant staff
		7	2.58	no	0	<b>Action:</b> Salaries for grant staff <b>Deliverable:</b> Invoice for grant staff salaries <b>Measurement:</b> Project remains fully staffed to provide services
		8	0.63	yes	36	<b>Action:</b> Teacher Assistant Level 1 Certification <b>Deliverable:</b> List of participants and receipts of costs associated with NYS Teacher Assistant requirements <b>Measurement:</b> At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification
		9	0.39	no	2	<b>Action:</b> Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.) <b>Deliverable:</b> Number of people who engage with Community Navigator and receipts from purchases made <b>Measurement:</b> Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment
		10	0.41	yes	0	<b>Action:</b> Purchase of Litmos LMS to utilize as platform for online trainings <b>Deliverable:</b> Invoice for purchase of Litmos LMS <b>Measurement:</b> Participants have access to LMS platform to access online trainings

**COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE**

**1. Policies/procedures**

**Comments**

**2. Insurance**

**Workers Liability Auto Auto General Umbrella**

**Comments**

**3. Reporting**

**Data Actions Reports Subcontracts MWBE**

**Comments**

**GENERAL ADMINISTRATION QUESTIONS**

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**4. Leadership**

**Changed Able to Hire**

**Turnover**

**Filling**

**Payroll Insurance Reporting Purchasing**

**Comments**

**5. Percentage Budget**

**Comments**

**6. Cash Flow**

**Cash Flow Sufficient**

**Vouchering**

**7. Financial Management System**

**Changed**

**Breakout**

**No - Explain**

**Additional Systems**

**Admin**

**Incorporating Data**

**Comments**

**8. Enrollment**

**Comments**

**FEDERAL GRANT REQUIREMENTS**

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**9. SAM**

**Up to Date**

**Issues**

**10. Grants**

**Comments**

**11. Interventions**

**Comments**

**12. GAAP**

**Comments**

**13. Audit**

**Comments**

**14. Indirect Rate**

**Comments**

**GRANTEE SPECIFIC QUESTIONS**

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**Q Misc.**

## EVALUATION

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**Vouchers**   **Documents**   **Actions**   **Meetings**

2

3

2

3

**Voucher Notes** Vouchers are very well organized, on time and require very little follow up- if any. Grantee to date has spent 8% of their year 1 personnel budget, 25% on non-personnel and 17% of their overall year 1 expenditures. Grantee will need to greatly increase their spending through the end of the year to meet the goals outlined in their contract with Monroe County.

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

**Actions Notes** Grantee has met most of the expectations but has run into some difficulties hiring employees for the ARPA program. Some of the action items have not been completed because the person who is planned to complete that task has not yet been hired. Due to the timing of the interim reporting and their Q2 action item regarding college courses, it would seem that this has not been completed, but grantee assures us that this is a timing issue and not a recruitment issue. Grantee intends to meet most metrics by the end of 2023, but may have to adjust some deliverables due to recruitment concerns.

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

**Documents**

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General Info

Date \* 09/28/2023

- Type \*  Desk Review
- Site Visit
- Compliance

Notes

[Empty text box for notes]

Action Items

2023 Q2 #1 Action: Purchase furniture

[View](#) Deliverable: Invoice for furniture purchases

Measure: Project has necessary furnishing for staff and training center

Budget %: 1.48 Measure Met? yes Served: 0

Comments: Furniture for offices and training spaces purchased

Admin Notes

5/16/23: All furniture has been purchased- working with a 5 week delivery timeframe. Middle of June for installation- training tables, desks, chairs etc.

2023 Q2 #2 Action: Salaries for grant staff

[View](#) Deliverable: Invoice for grant staff salaries

Measure: Project remains fully staffed to provide services

Budget %: 2.57 Measure Met? yes Served: 0

Comments: Despite not hiring specific grant employees, we have reallocated internal staff to support this project.

Admin Notes

[Empty text box for admin notes]

2023 Q2 #3 Action: Rent/Utilities for Training Center & Grant Staff

[View](#) Deliverable: Invoice for rent & utilities

Measure: Space available for training and grant staff

Budget %: 0.14 Measure Met? yes Served: 0

Comments: Training space and offices in use

Admin Notes

[Empty text box for admin notes]

2023 Q2 #4 Action: Host Career Development Academy

[View](#) Deliverable: List of training opportunities provided during the Academy and list of participants

Measure: At least 30 individuals participate in the Career Development Academy

Budget %: 1.76 Measure Met? yes Served: 59

Comments: Hosted 4 day conference with three different tracks for early career professionals working with students with disabilities: (Track 1) Supporting Individuals with Complex Disabilities, (Track 2) Accelerated Teacher Assistant Certification, and (Track 3) Emerging Leaders program. Received extremely positive feedback from participants! See attached conference agendas.

Admin Notes

5/16/23: Will be taking place the last weekend in June. 3 Tracks- Early Career, Accelerated TA track and existing special ED teacher track (mentor/ leader track). Will be a 4 day program (Mon- Thurs). First track content is planned out. Expecting more for the early entry track and slightly less for the mentoring/ leadership track. No one has signed up yet. Will push out info around Memorial Day.

2023 Q2 #5 Action: Create recruitment materials for programs offered through grant

[View](#) Deliverable: Invoice from marketing costs; products that will be used for marketing

Measure: Marketing/recruitment materials have been created to advertise programs

Budget %: 1.73 Measure Met? yes Served: 0

Comments: Currently working with marketing team to develop advertisement materials.

Admin Notes

5/16/23: Will be contracting out for marketing but no updates yet.

2023 Q2 #6 Action: Indirect Administrative Expenses

[View](#) Deliverable: Invoice for Cariola administrative expenses

Measure: Cariola administrative departments have provided necessary supports for grant work

Budget %: 0.66 Measure Met? yes Served: 0

Comments: (blank)

Admin Notes

[Empty text box for admin notes]

2023 Q2 #7 Action: Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.)  
[View](#) Deliverable: Number of people who engage with Community Navigator and receipts from purchases made  
 Measure: Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment  
 Budget %: 0.19 Measure Met? yes Served: 0  
 Comments: Do not currently have Community Navigator hired. No individuals who have participated in programs this quarter have indicated any barriers to participation.

Admin Notes

2023 Q2 #8 Action: Teacher Assistant Level 2 & 3 (College Courses)  
[View](#) Deliverable: List of participants and tuition bills of college courses for participants  
 Measure: At least 15 participants enrolled in college courses  
 Budget %: 1.10 Measure Met? yes Served: 20  
 Comments: Have secured agreements with Monroe Community College to offer two courses in Fall 2023. Currently have 20 individuals interested and in the process of registration. Performance measure will be met when courses launch in September 2023. Letters of Agreement for fall courses are attached.

Admin Notes

5/16/23: Sign up with MCC will start at the beginning of June. Looking at 2 classes- Human Development 210 and 218. 2 courses on site at Mary Cariola. Expecting more than 15 will likely be enrolled in that- perhaps 20 to 30 students.

2023 Q2 #9 Action: Purchase technology  
[View](#) Deliverable: Invoice for technology purchases  
 Measure: Project has necessary technology for staff and participants  
 Budget %: 1.23 Measure Met? yes Served: 0  
 Comments: Technology for training has been purchased.

Admin Notes

5/16/23: Everything is good for startup right now- all technology has been purchased including a web camera.

2023 Q3 #1 Action: Teacher Assistant Level 2 & 3 (College Courses)  
[View](#) Deliverable: List of participants and tuition bills of college courses for participants  
 Measure: At least 15 participants enrolled in college courses  
 Budget %: 1.10 Measure Met? yes Served: 19  
 Comments: Nineteen staff participated in two courses offered by Monroe Community College. These courses were "Disabilities Across the Lifespan" and "Working with a Trauma Informed Care Lens". They meet the requirements for course credits for NYS Teacher Assistant Certification Levels 2 and 3.

Admin Notes

8/15/23: MCC- all set for 22 students.  
11/28/23: 19 total 'classes' paid for, some are duplicates (5-6) IE they're taking multiple classes.

2023 Q3 #2 Action: Host conference day with DEI Learning Opportunities  
[View](#) Deliverable: Agenda and list of attendees  
 Measure: 500 people attend conference day  
 Budget %: 0.49 Measure Met? yes Served: 500  
 Comments: We hosted a staff conference day in October. At this event, our DEI champions team was introduced, there was discussion about what our DEI Champions team is currently doing and ways for our staff to get involved. This was well received and generated interest in ongoing learning opportunities.

Admin Notes

8/15/23: Internal conference day is planned for October at Innovation Data. They have identified some keynote speakers.  
11/28/23: Fully internal; not open to the public. Hosted at innovation square.

2023 Q3 #3 Action: DEI Consultation with Tangible Development  
[View](#) Deliverable: Outline of work completed with Tangible Development  
 Measure: Cariola staff continue to engage in DEI learning opportunities and initiatives to create an equitable and inclusive workplace for the advancement of all employees  
 Budget %: 1.17 Measure Met? yes Served: 0  
 Comments: We have re-engaged with our DEI consultants, Tangible Development. Due to their current workload, they will begin training in February 2024.

Admin Notes

8/15/23: Reengaged a consultant: Tangible Development. They submitted a proposal for next steps : supervisor development and behaviors that support the development of our workforce. Planning to put 50 supervisors through that training.  
11/28/23: Revised budget; costs for training will be pushed to 2024 budget.

2023 Q3 #4 Action: Indirect Administrative Expenses  
[View](#) Deliverable: Invoice for Cariola administrative expenses  
 Measure: Cariola administrative departments have provided necessary supports for grant work  
 Budget %: 0.66 Measure Met? yes Served: 0  
 Comments: (blank)

Admin Notes

2023 Q3 #5 Action: Host Career Development Academy

[View](#) Deliverable: List of training opportunities provided during the Academy and list of participants

Measure: At least 30 individuals participate in the Career Development Academy

Budget %: 1.77 Measure Met? yes Served: 67

Comments: We had a very successful Career Development Academy. The full group stayed together on day one for a variety of wellness and self-help activities. Days 2-4 participants were able to select the learning track that most matched their career path. Agendas for these training tracks are attached.

Admin Notes 8/15/23: 78 people currently signed up, but 10 may not show up.  
11/28/23: See schedules above/ below. Highlights; participants took an outing to Letchworth with residents to see what outings would look like in their potential career.  
  
Most of the participants are staff or previous staff at Mary Cariola. If they weren't already employed, they were interested in being employed and hired after the training.  
  
In Jan, a similar program will be held in Penfield for roughly 90 participants.

2023 Q3 #6 Action: Rent/Utilities for Training Center & Grant Staff

[View](#) Deliverable: Invoice for rent & utilities

Measure: Space available for training and grant staff

Budget %: 0.14 Measure Met? yes Served: 0

Comments: (blank)

Admin Notes

2023 Q3 #7 Action: Salaries for grant staff

[View](#) Deliverable: Invoice for grant staff salaries

Measure: Project remains fully staffed to provide services

Budget %: 2.58 Measure Met? yes Served: 0

Comments: We continue to recruit for key roles to support this grant; however, we have reallocated internal roles to execute the grant and continue to meet the deliverables in a timely manner.

Admin Notes 8/15/23: Staff has been allocated by percentage  
11/28/23: No b/c full grant staff has not been spent b/c full grant staff has not been hired. Still hoping to hire a full time project manager, community navigator and a community educator. (Folks have been moved from their old position to fill these rolls for the time being.)  
The plan is to hire new people and move the internal people back to their old roles.  
  
A few applicants were asking for a great deal over what the internal / old employees were making.

2023 Q3 #8 Action: Teacher Assistant Level 1 Certification

[View](#) Deliverable: List of participants and receipts of costs associated with NYS Teacher Assistant requirements

Measure: At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification

Budget %: 0.63 Measure Met? yes Served: 36

Comments: To date, 36 individuals have participated in our Teacher Assistant Certification program.

Admin Notes 8/15/23: 17 are signed up in August and they are launching another one at the end of September.

2023 Q3 #9 Action: Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.)

[View](#) Deliverable: Number of people who engage with Community Navigator and receipts from purchases made

Measure: Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment

Budget %: 0.39 Measure Met? yes Served: 2

Comments: Due to our inability to hire for the Community Navigator position, we are behind on this target. To date, we have supported 2 participants with removing barriers that allowed them to continue participation in the workforce development programs.

Admin Notes 11/28/23: Potential progress on hiring a community navigator; they're reaching out to college partners (Nazareth) to fill the need w/ a student in their last year of a social work degree. If this works out, it may be an ongoing source of interns / hires.

2023 Q3 #10 Action: Purchase of Litmos LMS to utilize as platform for online trainings

[View](#) Deliverable: Invoice for purchase of Litmos LMS

Measure: Participants have access to LMS platform to access online trainings

Budget %: 0.41 Measure Met? yes Served: 0

Comments: (blank)

Admin Notes 8/15/23: have purchased the platform. This is up and running now.  
11/28/23: On demand access now available- the system is up and running.



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

- 1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y  N

- 2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased though this Agreement.

Y  N

- 3. All records retention policies your agency has adopted

Y  N

- 4. Code of Ethics

Y  N

- 5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y  N

Comments:

[Empty text box for comments]

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

- 1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y  N

- 2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y  N

- 3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y  N

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

Comments:

[Empty text box for comments]

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

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

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

[Empty text box for questions]

▼ **GENERAL ADMINISTRATION QUESTIONS**

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

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

[Empty text box for staff turnover]

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

[Empty text box for hiring difficulties]

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

- 1. Payroll:
- 2. Insurance:
- 3. Reporting/Vouchering:
- 4. Purchasing:

Comments:

[Empty text box for comments]

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

[Empty text box for Question # 5]

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

[Empty text box for Question # 6]

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

[Empty text box for Question # 6]

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

Y  N

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

[Empty text box for Question # 7 sub-question 1]

2. If no, please explain.

[Empty text box for Question # 7 sub-question 2]

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

[Empty text box for Question # 7 sub-question 3]

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

[Empty text box for Question # 7 sub-question 4]

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

[Empty text box for Question # 7 sub-question 5]

Comments:

[Empty text box for Comments]

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

[Empty text box for Question # 8]

**FEDERAL GRANT REQUIREMENTS**

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

[Empty text box for Question # 9]

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

[Empty text box for Question # 9]

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

[Empty text box for Question # 10]

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

[Empty text box for Question # 11]

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

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

[Empty text box for Question # 12]

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

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

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

[Empty text box for audit agency name]

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

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

[Empty text box for indirect rate and agency]

GRANTEE SPECIFIC QUESTIONS

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

[Empty text box for miscellaneous questions]

EVALUATION

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

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

Notes Vouchers are very well organized, on time and require very little follow up- if any. Grantee to date has spent 8% of their year 1 personnel budget, 25% on non-personnel and 17% of their overall year 1 expenditures. Grantee will need to greatly increase their spending through the end of the year to meet the goals outlined in their contract with Monroe County.

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

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

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

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

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

Notes Grantee has met most of the expectations but has run into some difficulties hiring employees for the ARPA program. Some of the action items have not been completed because the person who is planned to complete that task has not yet been hired. Due to the timing of the interim reporting and their Q2 action item regarding college courses, it would seem that this has not been completed, but grantee assures us that this is a timing issue and not a recruitment issue. Grantee intends to meet most metrics by the end of 2023, but may have to adjust some deliverables due to recruitment concerns.

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

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

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

Attachments/Submit

Documents Upload New File(s) Documents uploaded here will be attached to this record once saved.

## 11/28/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
23	Compliance	11/28/23

### *Project*

Cariola Workforce Development Program Supporting Careers in the Education and Support of Individuals with Complex Disabilities - Mary Cariola Center

### *Notes*

This was meant to be a Desk review. However, Faye was out sick so we did a normal report review with a Desk Review set for next month. -DW

### Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.86	no	0	<p><b>Action:</b> Hiring 3 new staff members for the project  <b>Deliverable:</b> Deliver staffing plan to County  <b>Measurement:</b> Fully staffed to manage project  <b>Comments:</b> While we have interviewed a few candidates, we have struggled to hire anyone to support the work of this grant. While we continue the search, we have reassigned portions of internal staff to support the work of the grant and ensure we are meeting all deliverables.  <a href="#">View Edit</a></p>
		2	0.24	yes	500	<p><b>Action:</b> Host conference day with DEI Learning Opportunities  <b>Deliverable:</b> Agenda and list of attendees  <b>Measurement:</b> 500 people attend conference day  <b>Comments:</b> Hosted conference day for Mary Cariola employees. See attached agenda. Received very positive feedback from staff on presentation from Simeon Banister.  <a href="#">March 17 Conference day.docx</a>  <a href="#">View Edit</a></p>
		3	0.04	yes	0	<p><b>Action:</b> Rent/Utilities for Training Center &amp; Grant Staff  <b>Deliverable:</b> Invoice for rent &amp; utilities  <b>Measurement:</b> Space available for training and grant staff  <b>Comments:</b> Training space and offices set up.  <a href="#">View Edit</a></p>
		4	0.22	yes	0	<p><b>Action:</b> Indirect Administrative Expenses  <b>Deliverable:</b> Invoice for Cariola administrative expenses  <b>Measurement:</b> Cariola administrative departments have provided necessary supports for grant work  <a href="#">View Edit</a></p>
	2	1	1.23	yes	0	<p><b>Action:</b> Purchase technology  <b>Deliverable:</b> Invoice for technology purchases  <b>Measurement:</b> Project has necessary technology for staff and participants  <b>Comments:</b> Technology for training has been purchased.  <a href="#">View Edit</a></p>
		2	1.48	yes	0	<p><b>Action:</b> Purchase furniture  <b>Deliverable:</b> Invoice for furniture purchases</p>

				<p><b>Measurement:</b> Project has necessary furnishing for staff and training center</p> <p><b>Comments:</b> Furniture for offices and training spaces purchased</p> <p><a href="#">View Edit</a></p>
3	2.57	yes	0	<p><b>Action:</b> Salaries for grant staff</p> <p><b>Deliverable:</b> Invoice for grant staff salaries</p> <p><b>Measurement:</b> Project remains fully staffed to provide services</p> <p><b>Comments:</b> Despite not hiring specific grant employees, we have reallocated internal staff to support this project.</p> <p><a href="#">View Edit</a></p>
4	0.14	yes	0	<p><b>Action:</b> Rent/Utilities for Training Center &amp; Grant Staff</p> <p><b>Deliverable:</b> Invoice for rent &amp; utilities</p> <p><b>Measurement:</b> Space available for training and grant staff</p> <p><b>Comments:</b> Training space and offices in use</p> <p><a href="#">View Edit</a></p>
5	1.76	yes	59	<p><b>Action:</b> Host Career Development Academy</p> <p><b>Deliverable:</b> List of training opportunities provided during the Academy and list of participants</p> <p><b>Measurement:</b> At least 30 individuals participate in the Career Development Academy</p> <p><b>Comments:</b> Hosted 4 day conference with three different tracks for early career professionals working with students with disabilities: (Track 1) Supporting Individuals with Complex Disabilities, (Track 2) Accelerated Teacher Assistant Certification, and (Track 3) Emerging Leaders program. Received extremely positive feedback from participants! See attached conference agendas.</p> <p><a href="#">June Conference--Track 1.docx</a></p> <p><a href="#">June Conference--Track 2.docx</a></p> <p><a href="#">June Conference--Track 3.docx</a></p> <p><a href="#">View Edit</a></p>
6	1.73	no	0	<p><b>Action:</b> Create recruitment materials for programs offered through grant</p> <p><b>Deliverable:</b> Invoice from marketing costs; products that will be used for marketing</p> <p><b>Measurement:</b> Marketing/recruitment materials have been created to advertise programs</p> <p><b>Comments:</b> Currently working with marketing team to develop advertisement materials.</p> <p><a href="#">View Edit</a></p>

		7	0.66	yes	0	<p><b>Action:</b> Indirect Administrative Expenses</p> <p><b>Deliverable:</b> Invoice for Cariola administrative expenses</p> <p><b>Measurement:</b> Cariola administrative departments have provided necessary supports for grant work</p> <p><a href="#">View Edit</a></p>
		8	0.19	no	0	<p><b>Action:</b> Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.)</p> <p><b>Deliverable:</b> Number of people who engage with Community Navigator and receipts from purchases made</p> <p><b>Measurement:</b> Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education &amp; employment</p> <p><b>Comments:</b> Do not currently have Community Navigator hired. No individuals who have participated in programs this quarter have indicated any barriers to participation.</p> <p><a href="#">View Edit</a></p>
		9	1.10	no	20	<p><b>Action:</b> Teacher Assistant Level 2 &amp; 3 (College Courses)</p> <p><b>Deliverable:</b> List of participants and tuition bills of college courses for participants</p> <p><b>Measurement:</b> At least 15 participants enrolled in college courses</p> <p><b>Comments:</b> Have secured agreements with Monroe Community College to offer two courses in Fall 2023. Currently have 20 individuals interested and in the process of registration. Performance measure will be met when courses launch in September 2023. Letters of Agreement for fall courses are attached.</p> <p><a href="#">LOA_executed_Mary_Cariola_HUM_218_Working_with_Trauma_Informed_Care_Skills_9_2023.pdf</a></p> <p><a href="#">LOA_executed_Mary_Cariola_HUM_210_Disability_Across_the_Life_Span_Strategies_for_the_Human_Services_9_2023.pdf</a></p> <p><a href="#">View Edit</a></p>
3	1	0.41	yes	0		<p><b>Action:</b> Purchase of Litmos LMS to utilize as platform for online trainings</p> <p><b>Deliverable:</b> Invoice for purchase of Litmos LMS</p> <p><b>Measurement:</b> Participants have access to LMS platform to access online trainings</p> <p>On demand access now available' the system is up and running.</p>

				<a href="#">View Edit</a>
2	0.39	no	2	<p><b>Action:</b> Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.)</p> <p><b>Deliverable:</b> Number of people who engage with Community Navigator and receipts from purchases made</p> <p><b>Measurement:</b> Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education &amp; employment</p> <p><b>Comments:</b> Due to our inability to hire for the Community Navigator position, we are behind on this target. To date, we have supported 2 participants with removing barriers that allowed them to continue participation in the workforce development programs.</p> <p>Potential progress on hiring a community navigator; they're reaching out to college partners (Nazareth) to fill the need w/ a student in their last year of a social work degree. If this works out, it may be an ongoing source of interns / hires.</p> <p style="text-align: right;"><a href="#">View Edit</a></p>
3	0.63	yes	36	<p><b>Action:</b> Teacher Assistant Level 1 Certification</p> <p><b>Deliverable:</b> List of participants and receipts of costs associated with NYS Teacher Assistant requirements</p> <p><b>Measurement:</b> At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification</p> <p><b>Comments:</b> To date, 36 individuals have participated in our Teacher Assistant Certification program.</p> <p style="text-align: right;"><a href="#">View Edit</a></p>
4	2.58	no	0	<p><b>Action:</b> Salaries for grant staff</p> <p><b>Deliverable:</b> Invoice for grant staff salaries</p> <p><b>Measurement:</b> Project remains fully staffed to provide services</p> <p><b>Comments:</b> We continue to recruit for key roles to support this grant; however, we have reallocated internal roles to execute the grant and continue to meet the deliverables in a timely manner.</p> <p>No b/c full grant staff has not been spent b/c full grant staff has not been hired. Still hoping to hire a full time project manager, community navigator and a community educator. (Folks have been moved from their old position to fill these rolls for the time being.)</p>



				<p>The plan is to hire new people and move the internal people back to their old roles.</p> <p>A few applicants were asking for a great deal over what the internal / old employees were making.</p> <p><a href="#">View Edit</a></p>
5	0.14	yes	0	<p><b>Action:</b> Rent/Utilities for Training Center &amp; Grant Staff  <b>Deliverable:</b> Invoice for rent &amp; utilities  <b>Measurement:</b> Space available for training and grant staff</p> <p><a href="#">View Edit</a></p>
6	1.77	yes	67	<p><b>Action:</b> Host Career Development Academy  <b>Deliverable:</b> List of training opportunities provided during the Academy and list of participants  <b>Measurement:</b> At least 30 individuals participate in the Career Development Academy</p> <p><b>Comments:</b> We had a very successful Career Development Academy. The full group stayed together on day one for a variety of wellness and self-help activities. Days 2-4 participants were able to select the learning track that most matched their career path. Agendas for these training tracks are attached.</p> <p><a href="#">August Conference Week Track 3.docx</a>  <a href="#">August Conference Week Track 2.docx</a>  <a href="#">August Conference Week Track 4.docx</a>  <a href="#">August Conference Week Track 1.docx</a></p> <p>See schedules above. Highlights; participants took an outing to Letchworth with residents to see what outings would look like in their potential career.</p> <p>Most of the participants are staff or previous staff at Mary Cariola. If they weren't already employed, they were interested in being employed and hired after the training.</p> <p>In Jan, a similar program will be held in Penfield for roughly 90 participants.</p> <p><a href="#">View Edit</a></p>
7	0.66	yes	0	<p><b>Action:</b> Indirect Administrative Expenses  <b>Deliverable:</b> Invoice for Cariola administrative expenses  <b>Measurement:</b> Cariola administrative departments have provided necessary supports for grant work</p> <p><a href="#">View Edit</a></p>
8	1.17	yes	0	<p><b>Action:</b> DEI Consultation with Tangible Development</p>

					<p><b>Deliverable:</b> Outline of work completed with Tangible Development</p> <p><b>Measurement:</b> Cariola staff continue to engage in DEI learning opportunities and initiatives to create an equitable and inclusive workplace for the advancement of all employees</p> <p><b>Comments:</b> We have re-engaged with our DEI consultants, Tangible Development. Due to their current workload, they will begin training in February 2024.</p> <p>Revised budget; costs for training will be pushed to 2024 budget.</p> <p><a href="#">View Edit</a></p>
9	0.49	yes	500	<p><b>Action:</b> Host conference day with DEI Learning Opportunities</p> <p><b>Deliverable:</b> Agenda and list of attendees</p> <p><b>Measurement:</b> 500 people attend conference day</p> <p><b>Comments:</b> We hosted a staff conference day in October. At this event, our DEI champions team was introduced, there was discussion about what our DEI Champions team is currently doing and ways for our staff to get involved. This was well received and generated interest in ongoing learning opportunities.</p> <p>Fully internal; not open to the public. Hosted at innovation square.</p> <p><a href="#">View Edit</a></p>	
10	1.10	yes	19	<p><b>Action:</b> Teacher Assistant Level 2 &amp; 3 (College Courses)</p> <p><b>Deliverable:</b> List of participants and tuition bills of college courses for participants</p> <p><b>Measurement:</b> At least 15 participants enrolled in college courses</p> <p><b>Comments:</b> Nineteen staff participated in two courses offered by Monroe Community College. These courses were "Disabilities Across the Lifespan" and "Working with a Trauma Informed Care Lens". They meet the requirements for course credits for NYS Teacher Assistant Certification Levels 2 and 3.</p> <p>19 total 'classes' paid for, some are duplicates (5-6) IE they're taking multiple classes.</p> <p><a href="#">View Edit</a></p>	
4	1	0.39		<p><b>Action:</b> Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.)</p>	

				<p><b>Deliverable:</b> Number of people who engage with Community Navigator and receipts from purchases made</p> <p><b>Measurement:</b> Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education &amp; employment</p> <p>Will likely not be met due to the same issues w/ the community navigator.</p> <p>Transportation concerns for the participants but worked out a deal W/ RTS to cover costs. Laptops also provided to those who needed them. (through the Shore foundation)  <a href="#">View Edit</a></p>
2	1.17			<p><b>Action:</b> DEI Consultation with Tangible Development</p> <p><b>Deliverable:</b> Outline of work completed with Tangible Development</p> <p><b>Measurement:</b> Cariola staff continue to engage in DEI learning opportunities and initiatives to create an equitable and inclusive workplace for the advancement of all employees</p> <p>See Above  <a href="#">View Edit</a></p>
3	0.63			<p><b>Action:</b> Teacher Assistant Level 1 Certification</p> <p><b>Deliverable:</b> List of participants and receipts of costs associated with NYS Teacher Assistant requirements</p> <p><b>Measurement:</b> At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification</p> <p>Already met above (full # for the year was 36).  <a href="#">View Edit</a></p>
4	2.58			<p><b>Action:</b> Salaries for grant staff</p> <p><b>Deliverable:</b> Invoice for grant staff salaries</p> <p><b>Measurement:</b> Project remains fully staffed to provide services</p> <p>See above.  <a href="#">View Edit</a></p>
5	0.14			<p><b>Action:</b> Rent/Utilities for Training Center &amp; Grant Staff</p> <p><b>Deliverable:</b> Invoice for rent &amp; utilities</p> <p><b>Measurement:</b> Space available for training and grant staff  <a href="#">View Edit</a></p>

		6	0.66			<p><b>Action:</b> Indirect Administrative Expenses <b>Deliverable:</b> Invoice for Cariola administrative expenses <b>Measurement:</b> Cariola administrative departments have provided necessary supports for grant work</p> <p>See above. <a href="#">View</a> <a href="#">Edit</a></p>
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## 12/22/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
130	Compliance	12/22/23

### *Project*

Cariola Workforce Development Program Supporting Careers in the Education and Support of Individuals with Complex Disabilities - Mary Cariola Center

### *Notes*

### Documents

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Mary Caiola Center - Action Table

Year	Qtr	#	%	Action	Deliverable	Measurement
2023	1	1	1.84	Hiring 3 new staff members for the project	Deliver staffing plan to county	Fully staffed to manage project  Project coordinator is in pre-employment process. 2 positions still posted. Have reassigned some internal staff to those roles to assist with current workload. 30% of time has been reallocated. Posted a few different varieties of the positions. She will send over the job descriptions to us.
		1	1.24	Host conference day with DEI Learning Opportunities	Agenda and list of attendees	500 people attend conference day  Conference went really well. Happened mid March. Starting with DEI work and looking at what the County has experienced with redlining. Had over 500 people attend (also a staff conference day).
		1	1.04	Rent/Utilities for Training Center & Grant Staff	Invoice for rent & utilities	Space available for training and grant staff  Training space is coming along- allocated space (7% in a building) space can house 30 individuals at one time). Also will have space for 3 staff. Have moved forward with furniture purchase. Purchased laptops and have wired the room for virtual trainings.
		1	1.23	Indirect Administrative Expense	Invoice for Carolina administrative expense	Carolina administrative departments have provided necessary supports for grant work
	2	1	1.23	Purchase technology	Invoice for technology purchases	Project has necessary technology for staff and participants

				Everything is good for startup right now- all technology has been purchased including a web camera.
2	1.48	Purchase furniture	Invoice for furniture purchases	Project has necessary furnishing for staff and training center. All furniture has been purchased- working with a 5 week delivery timeframe. Middle of June for installation- training tables, desks, chairs etc.
3	2.57	Salaries for grant staff	Invoice for grant staff salaries	Project remains fully staffed to provide services
4	0.14	Rent/Utilities for Training Center & Grant Staff	Invoice for rent & utilities	Space available for training and grant staff
5	1.76	Host Career Development Academy	List of training opportunities provided during the Academy and list of participants	At least 30 individuals participate in the Career Development Academy Will be taking place the last weekend in June. 3 Tracks- Early Career, Accelerated TA track and existing special ED teacher track (mentor/ leader track). Will be a 4 day program (Mon- Thurs). First track content is planned out. Expecting more for the early entry track and slightly less for the mentoring/ leadership track. No one has signed up yet. Will push out info around Memorial Day.
6	1.73	Create recruitment materials for programs offered through grant	Invoice from marketing costs; products that will be used for marketing	Marketing/recruitment materials have been created to advertise programs Will be contracting out for marketing but no updates yet.

7	0.66	Indirect Administrative Expenses	Invoice for Cariola administrative expenses	Cariola administrative departments have provided necessary supports for grant work
8	0.19	Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.)	Number of people who engage with Community Navigator and receipts from purchases made	Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment
9	1.10	Teacher Assistant Level 2 & 3 (College Courses)	List of participants and tuition bills of college courses for participants	At least 15 participants enrolled in college courses Sign up with MCC will start at the beginning of June. Looking at 2 classes- Human Development 210 and 218. 2 courses on site at Mary Cariola. Expecting more than 15 will likely be enrolled in that- perhaps 20 to 30 students.
3	1	0.41	Purchase of Litmos LMS to utilize as platform for online trainings	Participants have access to LMS platform to access online trainings
2	0.39	Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.)	Number of people who engage with Community Navigator and receipts from purchases made	Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment
3	0.63	Teacher Assistant Level 1 Certification	List of participants and receipts of costs associated with NYS	At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification



			Teacher Assistant requirements	
4	2.58	Salaries for grant staff	Invoice for grant staff salaries	Project remains fully staffed to provide services
5	0.14	Rent/Utilities for Training Center & Grant Staff	Invoice for rent & utilities	Space available for training and grant staff
6	1.77	Host Career Development Academy	List of training opportunities provided during the Academy and list of participants	At least 30 individuals participate in the Career Development Academy
7	0.66	Indirect Administrative Expenses	Invoice for Cariola administrative expenses	Cariola administrative departments have provided necessary supports for grant work
8	1.17	DEI Consultation with Tangible Development	Outline of work completed with Tangible Development	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	Host conference day with DEI Learning Opportunities	Agenda and list of attendees	500 people attend conference day
10	1.10	Teacher Assistant Level 2 & 3 (College Courses)	List of participants and tuition bills of college courses for participants	At least 15 participants enrolled in college courses
4	1	Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare,	Number of people who engage with Community Navigator and receipts from purchases made	Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment

		emergency housing, food, etc.)		
2	1.17	DEI Consultation with Tangible Development	Outline of work completed with Tangible Development	Cariola staff continue to engage in DEI learning opportunities and initiatives to create an equitable and inclusive workplace for the advancement of all employees
3	0.63	Teacher Assistant Level 1 Certification	List of participants and receipts of costs associated with NYS Teacher Assistant requirements	At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification
4	2.58	Salaries for grant staff	Invoice for grant staff salaries	Project remains fully staffed to provide services
5	0.14	Rent/Utilities for Training Center & Grant Staff	Invoice for rent & utilities	Space available for training and grant staff
6	0.66	Indirect Administrative Expenses	Invoice for Cariola administrative expenses	Cariola administrative departments have provided necessary supports for grant work

## 2/28/24 - Desk Review

### General Info

**ID**    **Type**            **Date**  
 98    Desk Review        2/28/24

**Project**

Cariola Workforce Development Program Supporting Careers in the Education and Support of Individuals with Complex Disabilities - Mary Cariola Center

**Notes**

### ACTION ITEMS - [View All](#)

**Action Table**

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	4	1	0.39	no	19	<b>Action:</b> Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.) <b>Deliverable:</b> Number of people who engage with Community Navigator and receipts from purchases made <b>Measurement:</b> Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment
		2	1.17	yes	0	<b>Action:</b> DEI Consultation with Tangible Development <b>Deliverable:</b> Outline of work completed with Tangible Development <b>Measurement:</b> Cariola staff continue to engage in DEI learning opportunities and initiatives to create an equitable and inclusive workplace for the advancement of all employees
		3	0.63	yes	36	<b>Action:</b> Teacher Assistant Level 1 Certification <b>Deliverable:</b> List of participants and receipts of costs associated with NYS Teacher Assistant requirements <b>Measurement:</b> At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification
		4	2.58	no	0	<b>Action:</b> Salaries for grant staff <b>Deliverable:</b> Invoice for grant staff salaries <b>Measurement:</b> Project remains fully staffed to provide services
		5	0.14	yes	0	<b>Action:</b> Rent/Utilities for Training Center & Grant Staff <b>Deliverable:</b> Invoice for rent & utilities <b>Measurement:</b> Space available for training and grant staff
		6	0.66	yes	0	<b>Action:</b> Indirect Administrative Expenses <b>Deliverable:</b> Invoice for Cariola administrative expenses <b>Measurement:</b> Cariola administrative departments have provided necessary supports for grant work
2024	1	1	2.25	no	0	<b>Action:</b> Salaries for grant staff <b>Deliverable:</b> Invoice for grant staff salaries <b>Measurement:</b> Project remains fully staffed to provide services
		2	0.14	yes	0	<b>Action:</b> Rent/Utilities for Training Center & Grant Staff <b>Deliverable:</b> Invoice for rent & utilities <b>Measurement:</b> Space available for training and grant staff
		3	0.55	yes	0	<b>Action:</b> Indirect Administrative Expenses <b>Deliverable:</b> Invoice for Cariola administrative expenses <b>Measurement:</b> Cariola administrative departments have provided necessary supports for grant work
		4	0.24			<b>Action:</b> Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.) <b>Deliverable:</b> Number of people who engage with Community Navigator and receipts from purchases made <b>Measurement:</b> Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment
		5	0.28	yes	0	<b>Action:</b> DEI Consultation with Tangible Development <b>Deliverable:</b> Outline of work completed with Tangible Development <b>Measurement:</b> 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	no	0	<b>Action:</b> Host Conference Day with DEI Learning Opportunities <b>Deliverable:</b> Agenda and list of attendees <b>Measurement:</b> 500 people attend
		7	0.63	no	19	<b>Action:</b> Teacher Assistant Level 1 Certification <b>Deliverable:</b> List of participants and receipts of costs associated with NYS Teacher Assistant requirements <b>Measurement:</b> At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification
		8	1.10	yes	22	<b>Action:</b> Teacher Assistant Level 2 & 3 (College Courses) <b>Deliverable:</b> List of participants and tuition bills of college courses for participants <b>Measurement:</b> At least 15 participants enrolled in college courses

### COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

**1. Policies/procedures**

<b>Procurement</b>	<b>Property</b>	<b>Records</b>	<b>Ethics</b>
no	no	no	no

**Comments**

**2. Insurance**

<b>Workers</b>	<b>Liability</b>	<b>Auto</b>	<b>Auto General</b>	<b>Umbrella</b>
yes	yes	yes	yes	yes

**Comments**

**3. Reporting**

<b>Data</b>	<b>Actions</b>	<b>Reports</b>	<b>Subcontracts</b>	<b>MWBE</b>
yes	yes	yes	yes	yes

**Comments** No

**GENERAL ADMINISTRATION QUESTIONS**

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**4. Leadership**

<b>Changed</b>	<b>Able to Hire</b>
yes	yes

**Turnover** 37% as a whole, including direct care positions

**Filling**

<b>Payroll</b>	<b>Insurance</b>	<b>Reporting</b>	<b>Purchasing</b>
Laurie Hammond	Amy Fagan; Bill Ansbro	Erin DiCesare; Kelly O'Donnell	Kristen Boady

**Comments** Ryan Dahlberg will be taking over reporting and vouchering going forward.

**5. Percentage Budget**

**Comments** 1%

**6. Cash Flow**

**Cash Flow Sufficient** Yes

**Vouchering** Yes

**7. Financial Management System**

**Changed** yes

**Breakout** Yes; yes

**No - Explain**

**Additional Systems** No

**Admin** Kelly O'Donnell- the Controller

**Incorporating Data** Easy

**Comments**

**8. Enrollment**

**Comments** N/A

**FEDERAL GRANT REQUIREMENTS**

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**9. SAM**

**Up to Date** Yes

**Issues** No

**10. Grants**

**Comments** No

**11. Interventions**

**Comments** No

**12. GAAP**

**Comments** Yes, Bonadio

**13. Audit**

**Comments** No, Bonadio will complete. Erin will follow up with the Finance team to confirm timeline.

**14. Indirect Rate**

**Comments** No

**GRANTEE SPECIFIC QUESTIONS**

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**Q Misc.**

**EVALUATION**

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**Vouchers Documents Actions Meetings**

2

3

2

3

**Voucher Notes** Mary Cariola Center's always submits their vouchers on time. The supporting documentation is extremely well organized and easy to review. They are always prompt in responding if we have questions on any documentation. Mary Cariola Center spent 60% of their year one budget. This is understandable in year one as the program gets started, but we would like to see this much closer to 100% in year two.

**Documents Notes** All insurance documents are currently up to date in CONTRACKHQ. The annual reporting was completed on time.

**Actions Notes** Have completed 21/29 action items in year 1 (72%). As of Q4, grantee still had not hired a Community Navigator which limits their ability to carry out a significant piece of their program deliverables. To date, the Community Navigator should have engaged with 90 program participants to provide assistance in removing barriers to education & employment. Without this position, they have provided bus passes to 19 individuals.

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

## **Documents**

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General Info

Date \* 02/28/2024

- Type \*  Desk Review
- Site Visit
- Compliance

Notes

[Empty text box for notes]

Action Items

2023 Q4 #1 Action: Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.)

[View](#) **Deliverable:** Number of people who engage with Community Navigator and receipts from purchases made  
**Measure:** Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment  
**Budget %:** 0.39 **Measure Met?** yes **Served:** 19  
**Comments:** While we have still not been able to hire a Community Navigator, transportation was identified as an issue by multiple participants so we worked with RTS to provide bus passes to ensure transportation was not a barrier to participation and employment.

Admin Notes

11/28/23: Will likely not be met due to the same issues w/ the community navigator.  
  
 Transportation concerns for the participants but worked out a deal W/ RTS to cover costs. Laptops also provided to those who needed them. (through the Shore foundation)

2023 Q4 #2 Action: DEI Consultation with Tangible Development

[View](#) **Deliverable:** Outline of work completed with Tangible Development  
**Measure:** Cariola staff continue to engage in DEI learning opportunities and initiatives to create an equitable and inclusive workplace for the advancement of all employees  
**Budget %:** 1.17 **Measure Met?** yes **Served:** 0  
**Comments:** Formalized contract with Tangible Development to deliver DEI training to supervisors, managers and employees. Training starts in February 2024.

Admin Notes

[Empty text box for admin notes]

2023 Q4 #3 Action: Teacher Assistant Level 1 Certification

[View](#) **Deliverable:** List of participants and receipts of costs associated with NYS Teacher Assistant requirements  
**Measure:** At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification  
**Budget %:** 0.63 **Measure Met?** yes **Served:** 36  
**Comments:** 36 individuals have participated in the Teacher Assistant certification program.

Admin Notes

11/28/23: Already met above (full # for the year was 36).

2023 Q4 #4 Action: Salaries for grant staff

[View](#) **Deliverable:** Invoice for grant staff salaries  
**Measure:** Project remains fully staffed to provide services  
**Budget %:** 2.58 **Measure Met?** yes **Served:** 0  
**Comments:** Internal staff have been reassigned to support the ARPA project while we continue to search for the ARPA project manager and community navigator

Admin Notes

[Empty text box for admin notes]

2023 Q4 #5 Action: Rent/Utilities for Training Center & Grant Staff

[View](#) **Deliverable:** Invoice for rent & utilities  
**Measure:** Space available for training and grant staff  
**Budget %:** 0.14 **Measure Met?** yes **Served:** 0  
**Comments:** Training space and offices

Admin Notes

[Empty text box for admin notes]

2023 Q4 #6 Action: Indirect Administrative Expenses

[View](#) **Deliverable:** Invoice for Cariola administrative expenses  
**Measure:** Cariola administrative departments have provided necessary supports for grant work  
**Budget %:** 0.66 **Measure Met?** yes **Served:** 0  
**Comments:** (blank)

Admin Notes

2024 Q1 #1 Action: Salaries for grant staff

[View](#) Deliverable: Invoice for grant staff salaries

Measure: Project remains fully staffed to provide services

Budget %: 2.25 Measure Met? yes Served: 0

Comments: At the start of 2024 we had yet to hire for positions allocated within the grant, at this time all positions have been filled.

Admin Notes

2024 Q1 #2 Action: Rent/Utilities for Training Center & Grant Staff

[View](#) Deliverable: Invoice for rent & utilities

Measure: Space available for training and grant staff

Budget %: 0.14 Measure Met? yes Served: 0

Comments: (blank)

Admin Notes

2024 Q1 #3 Action: Indirect Administrative Expenses

[View](#) Deliverable: Invoice for Cariola administrative expenses

Measure: Cariola administrative departments have provided necessary supports for grant work

Budget %: 0.55 Measure Met? yes Served: 0

Comments: (blank)

Admin Notes

2024 Q1 #4 Action: Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.)

[View](#) Deliverable: Number of people who engage with Community Navigator and receipts from purchases made

Measure: Community Navigator has engaged with at least 30 individuals to provide assistance in removing barriers to education & employment

Budget %: 0.24 Measure Met? yes Served:

Comments: (blank)

Admin Notes

2024 Q1 #5 Action: DEI Consultation with Tangible Development

[View](#) Deliverable: Outline of work completed with Tangible Development

Measure: Cariola staff continue to engage in DEI learning opportunities and initiatives to create an equitable and inclusive workplace for the advancement of all employees

Budget %: 0.28 Measure Met? yes Served: 0

Comments: Training has been developed in consultation with Tangible Development, and will roll out to all supervisors and DEI Champions team starting in April.

Admin Notes

2024 Q1 #6 Action: Host Conference Day with DEI Learning Opportunities

[View](#) Deliverable: Agenda and list of attendees

Measure: 500 people attend

Budget %: 0.74 Measure Met? yes Served: 0

Comments: The conference day is scheduled for May 10th 2024. We have identified the location and speakers.

Admin Notes

2024 Q1 #7 Action: Teacher Assistant Level 1 Certification

[View](#) Deliverable: List of participants and receipts of costs associated with NYS Teacher Assistant requirements

Measure: At least 15 participants have completed all requirements for the NYS Teacher Assistant Certification

Budget %: 0.63 Measure Met? yes Served: 19

Comments: Nineteen have enrolled in the Teacher Assistant certification program, with anticipated completion in May 2024.

Admin Notes

2024 Q1 #8 Action: Teacher Assistant Level 2 & 3 (College Courses)

[View](#) Deliverable: List of participants and tuition bills of college courses for participants

Measure: At least 15 participants enrolled in college courses

Budget %: 1.10 Measure Met? yes Served: 22

Comments: Twenty two individuals have been enrolled in college courses to complete requirements for the level 2/3 Teacher Certification.

Admin Notes

[Empty text box for Admin Notes]

COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased through this Agreement.

Y N

3. All records retention policies your agency has adopted

Y N

4. Code of Ethics

Y N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y N

Comments:

[Empty text box for comments]

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

1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y N

2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y N

3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y N

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

Comments:

[Empty text box for comments]

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

1. Data Reporting Y N

2. Action Items Y N

3. Interim/ Annual Report Y N

4. Subcontracts in ARPA portal Y N

5. M/WBE Reporting Y N (review from Matt Burrell)

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

No

GENERAL ADMINISTRATION QUESTIONS

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

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

37% as a whole, including direct care positions

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

[Empty text box]

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

1. Payroll:	Laurie Hammond
2. Insurance:	Amy Fagan; Bill Ansbrow
3. Reporting/Vouchering:	Erin DiCesare; Kelly O'Donnell



4. Purchasing:

Kristen Boady

Comments:

Ryan Dahlberg will be taking over reporting and vouchering going forward.

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

1%

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

Yes

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

Yes

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

Y  N

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

Yes; yes

2. If no, please explain.

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

No

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

Kelly O'Donnell- the Controller

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

Easy

Comments:

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

N/A

**FEDERAL GRANT REQUIREMENTS**

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

Yes

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

No

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

No

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

No

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

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

Yes, Bonadio

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

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

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

No, Bonadio will complete. Erin will follow up with the Finance team to confirm timeline.

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

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

No

GRANTEE SPECIFIC QUESTIONS

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

EVALUATION

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

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

Notes Mary Cariola Center's always submits their vouchers on time. The supporting documentation is extremely well organized and easy to review. They are always prompt in responding if we have questions on any documentation. Mary Cariola Center spent 60% of their year one budget. This is understandable in year one as the program gets started, but we would like to see this much closer to 100% in year two.

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

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

Notes All insurance documents are currently up to date in CONTRACTHQ. The annual reporting was completed on time.

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

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

Notes Have completed 21/29 action items in year 1 (72%). As of Q4, grantee still had not hired a Community Navigator which limits their ability to carry out a significant piece of their program deliverables. To date, the Community Navigator should have engaged with 90 program participants to provide assistance in removing barriers to education & employment. Without this position, they have provided bus passes to 19 individuals.

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


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

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

▼ ✓ Attachments/Submit

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Documents

 Upload New File(s)

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

MCIDC

# 11/30/23 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
48	Compliance	11/30/23

### *Project*

MCIDC - MCIDC

### *Notes*

## Documents

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4	1	5.00	<p><b>Action:</b> Support small businesses by providing access to capital and technical assistance</p> <p><b>Deliverable:</b> Solicit 7 small business owners and support them through the application and approval process.</p> <p><b>Measurement:</b> 6 loans completed and \$199,998 distributed</p> <p>Most businesses are taking \$50,000 loans as opposed to \$20,000 loans, so at this time they are more likely gearing toward the dollar amount at this time as opposed to the number of loans. The trend has been 2 per month. There was an initial rush.</p> <p>There is a concern that they may not be able to get out the full amount that was initially projected in the contract.</p> <p>They are getting a lot of applications in; more than 50% are getting declined. AClark would like to see the MCIDC start noting why applicants have been declined- the ARPA team agrees.</p> <p style="text-align: center;"><a href="#">View</a> <a href="#">Edit</a></p>
2	1.00		<p><b>Action:</b> Support MWBE businesses by providing access to capital and technical assistance</p> <p><b>Deliverable:</b> Solicit 1-2 MWBE business owners and support them through the application and approval process.</p> <p><b>Measurement:</b> 1-2 loans completed and \$57,000 in funds distributed to MWBE businesses</p> <p style="text-align: center;"><a href="#">View</a> <a href="#">Edit</a></p>

# 1/23/24 - Desk Review

## General Info

**ID**    **Type**            **Date**  
 68    Desk Review        1/23/24

**Project**

MCIDC - MCIDC

**Notes**

MCIDC is planning to lower their interest rate 1% for normal loans and 2% for MWBE loans to make them more attractive.

**ACTION ITEMS - [View All](#)**

**Action Table**

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	4	1	5.00	yes	8	<b>Action:</b> Support small businesses by providing access to capital and technical assistance <b>Deliverable:</b> Solicit 7 small business owners and support them through the application and approval process. <b>Measurement:</b> 6 loans completed and \$199,998 distributed
		2	1.00	yes	3	<b>Action:</b> Support MWBE businesses by providing access to capital and technical assistance <b>Deliverable:</b> Solicit 1-2 MWBE business owners and support them through the application and approval process. <b>Measurement:</b> 1-2 loans completed and \$57,000 in funds distributed to MWBE businesses
2024	1	1	5.00			<b>Action:</b> Support small businesses by providing access to capital and technical assistance <b>Deliverable:</b> Solicit 8 small business owners and support them through the application and approval process. <b>Measurement:</b> 8 loans completed and \$266,664 distributed
		2	1.00			<b>Action:</b> Support MWBE businesses by providing access to capital and technical assistance <b>Deliverable:</b> Solicit 1-2 MWBE business owners and support them through the application and approval process. <b>Measurement:</b> 1-2 loans completed and \$57,000 in funds distributed to MWBE businesses

## COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

**1. Policies/procedures**

**Procurement**    **Property**    **Records**    **Ethics**  
 no                    no                    no                    no

**Comments**

**2. Insurance**

**Workers**    **Liability**    **Auto**    **Auto General**    **Umbrella**  
 yes            yes            yes            yes            yes

**Comments**

**3. Reporting**

**Data**    **Actions**    **Reports**    **Subcontracts**    **MWBE**  
 yes    yes    yes    yes    yes

**Comments** No

## GENERAL ADMINISTRATION QUESTIONS

**4. Leadership**

**Changed**    **Able to Hire**  
 yes            yes

**Turnover** 0

**Filling**

**Payroll**            **Insurance**            **Reporting**            **Purchasing**  
 Allison Clark    Allison Clark    Allison Clark    Allison Clark

**Comments** The underwriters now report to Allison Clark instead of Tony Sciarabba; otherwise all remains the same.

**5. Percentage Budget**

**Comments** 57%, but this includes loan distribution. The budgets are kept separately and very little of the microloan budget is paid for directly by MCIDC.

**6. Cash Flow**

**Cash Flow Sufficient** Yes

**Vouchering** Yes

**7. Financial Management System**

**Changed** yes

**Breakout** Yes

**No - Explain**

**Additional Systems** No

**Admin** Bonadio

**Incorporating Data** No change

**Comments** ARPA information is kept separate from financial system and information as MCIDC reports uniquely. MCIDC uses an in house database to handle the ARPA data (created by Jesse).

#### **8. Enrollment**

**Comments** Outreach to small businesses; marketing. Then the people apply through the portal, pay \$100 application fee. The \$100 is not required for MWBEs. Application is filled out then assigned to one of the underwriters. Then the underwriter works with the applicant to obtain the necessary docs etc. Once approved by Tony, they send to Allison and request to fund. Allison then send to Bonadio to fund. Bonadio funds. Allison adds to list of people who need to begin repayment plan. Numbers are reported to MCIDC Board monthly. Payment schedule is recorded and tracked. The process can take between 1 week-several months. Once all of the paperwork is in, the applicant is funded within a week.

### **FEDERAL GRANT REQUIREMENTS**

---

#### **9. SAM**

**Up to Date** No- the administrator needs to get switched from Lydia Birr to Allison Clark

**Issues** Yes, administrator needs to be switched. They are working with the APEX Accelerator to fix this issue.

#### **10. Grants**

**Comments** No

#### **11. Interventions**

**Comments** No

#### **12. GAAP**

**Comments** Yes, MMB

#### **13. Audit**

**Comments** No- this is coming up in February. This will be completed by MMB.

#### **14. Indirect Rate**

**Comments** No

### **GRANTEE SPECIFIC QUESTIONS**

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**Q Misc.**

### **EVALUATION**

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<b>Vouchers</b>	<b>Documents</b>	<b>Actions</b>	<b>Meetings</b>
3	3	3	3

**Voucher Notes** MCIDC has submitted all vouchers on time. Documentation is well organized and accounts for all expensed charges. If there is anything missing or questionable, MCIDC is quick to respond and correct. MCIDC has also kept to their budget projections very well. They ended the 2023 fiscal year spending 108% of their budget. They've been forthcoming with any anticipated budget variance.

**Documents Notes** All insurance documents are currently up to date in CONTRACKHQ. Q1/Q2 reporting was slightly late, but Q3 reporting was on time. All vouchers have been submitted on time to date.

**Actions Notes** Grantee has met all of their action items and exceeded the metrics outlined for several actions in year 1. They are diligently working toward maintaining this momentum by training staff, increasing outreach efforts and building new strategic partnerships.

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

#### **Documents**

---



General Info

Date \* 01/23/2024

- Type \*  Desk Review
- Site Visit
- Compliance

Notes MCIDC is planning to lower their interest rate 1% for normal loans and 2% for MWBE loans to make them more attractive.

Action Items

2023 Q4 #1 Action: Support small businesses by providing access to capital and technical assistance

View Deliverable: Solicit 7 small business owners and support them through the application and approval process.

Measure: 6 loans completed and \$199,998 distributed

Budget %: 5.00 Measure Met? yes Served: 8

Comments: We were able to finish the year by exceeding our goals for the year. We are experiencing a much greater response in regards to MWBE applications than what we anticipated. We have seen that there is a real need for this type of financing in the MWBE small business community. About 40% our total loans are to MWBE businesses. We anticipated this number would be less than 10%. We consider this a huge success since often times these MWBE have the most barriers to getting traditional financing.

Admin Notes 11/30/23: They are getting a lot of applications in; more than 50% are getting declined. AClark would like to see the MCIDC start noting why applicants have been declined- the ARPA team agrees.

2023 Q4 #2 Action: Support MWBE businesses by providing access to capital and technical assistance

View Deliverable: Solicit 1-2 MWBE business owners and support them through the application and approval process.

Measure: 1-2 loans completed and \$57,000 in funds distributed to MWBE businesses

Budget %: 1.00 Measure Met? yes Served: 3

Comments: We were able to finish the year by exceeding our goals for the year. We are experiencing a much greater response in regards to MWBE applications than what we anticipated. We have seen that there is a real need for this type of financing in the MWBE small business community. About 40% our total loans are to MWBE businesses. We anticipated this number would be less than 10%. We consider this a huge success since often times these MWBE have the most barriers to getting traditional financing.

Admin Notes

2024 Q1 #1 Action: Support small businesses by providing access to capital and technical assistance

View Deliverable: Solicit 8 small business owners and support them through the application and approval process.

Measure: 8 loans completed and \$266,664 distributed

Budget %: 5.00 Measure Met? yes Served:

Comments: (blank)

Admin Notes 3/21/2024 - \$280,000 distributed this quarter; 6 loans have been completed. Most are taking the full \$50,000 amount. There are currently 9 in the pipeline that are waiting for documentation/ undergoing underwriting- not all of these will get funded (maybe 50%). Personal credit issues are part of the reason- also judgements/ liens against them.

2024 Q1 #2 Action: Support MWBE businesses by providing access to capital and technical assistance

View Deliverable: Solicit 1-2 MWBE business owners and support them through the application and approval process.

Measure: 1-2 loans completed and \$57,000 in funds distributed to MWBE businesses

Budget %: 1.00 Measure Met? yes Served:

Comments: (blank)

Admin Notes 3/21/2024 - \$185,400; 4/6 loans completed are MWBEs

COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased though this Agreement.

Y N

3. All records retention policies your agency has adopted

Y N

4. Code of Ethics

Y N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y  N

Comments:

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

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

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

Comments:

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

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

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

No

**GENERAL ADMINISTRATION QUESTIONS**

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

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

0

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

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

1. Payroll:	Allison Clark
2. Insurance:	Allison Clark
3. Reporting/Vouchering:	Allison Clark
4. Purchasing:	Allison Clark

Comments:

The underwriters now report to Allison Clark instead of Tony Sciarabba; otherwise all remains the same.

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

57%, but this includes loan distribution. The budgets are kept separately and very little of the microloan budget is paid for directly by MCIDC.

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

Yes

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

Yes

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

Y  N

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

Yes

2. If no, please explain.

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

No

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

Bonadio

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

No change

Comments:

ARPA information is kept separate from financial system and information as MCIDC reports uniquely. MCIDC uses an in house database to handle the ARPA data (created by Jesse).

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

Outreach to small businesses; marketing. Then the people apply through the portal, pay \$100 application fee. The \$100 is not required for MWBEs. Application is filled out then assigned to one of the underwriters. Then the underwriter works with the applicant to obtain the necessary docs etc. Once approved by Tony, they send to Allison and request to fund. Allison then send to Bonadio to fund. Bonadio funds. Allison adds to list of people who need to begin repayment plan. Numbers are reported to MCIDC Board monthly. Payment schedule is recorded and tracked. The process can take between 1 week- several months. Once all of the paperwork is in, the applicant is funded within a week.

FEDERAL GRANT REQUIREMENTS

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

No- the administrator needs to get switched from Lydia Birr to Allison Clark

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

Yes, administrator needs to be switched. They are working with the APEX Accelerator to fix this issue.

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

No

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

No

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

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

Yes, MMB

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

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

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

No- this is coming up in February. This will be completed by MMB.

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

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

No

GRANTEE SPECIFIC QUESTIONS

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

EVALUATION

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

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

Notes MCIDC has submitted all vouchers on time. Documentation is well organized and accounts for all expensed charges. If there is anything missing or questionable, MCIDC is quick to respond and correct. MCIDC has also kept to their budget projections very well. They ended the 2023 fiscal year spending 108% of their budget. They've been forthcoming with any anticipated budget variance.

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

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

Notes All insurance documents are currently up to date in CONTRACTHQ. Q1/Q2 reporting was slightly late, but Q3 reporting was on time. All vouchers have been submitted on time to date.

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

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

Notes Grantee has met all of their action items and exceeded the metrics outlined for several actions in year 1. They are diligently working toward maintaining this momentum by training staff, increasing outreach efforts and building new strategic partnerships.

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

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

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

Attachments/Submit

Documents Upload New File(s) Documents uploaded here will be attached to this record once saved.

# 3/21/24 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
114	Compliance	3/21/24

### *Project*

MCIDC - MCIDC

### *Notes*

## Documents

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2024	1	1	5.00	<p><b>Action:</b> Support small businesses by providing access to capital and technical assistance</p> <p><b>Deliverable:</b> Solicit 8 small business owners and support them through the application and approval process.</p> <p><b>Measurement:</b> 8 loans completed and \$266,664 distributed</p> <p>\$280,000 distributed this quarter; 6 loans have been completed. Most are taking the full \$50,000 amount. There are currently 9 in the pipeline that are waiting for documentation/ undergoing underwriting- not all of these will get funded (maybe 50%). Personal credit issues are part of the reason- also judgements/ liens against them.</p> <p><a href="#">View Edit</a></p>
		2	1.00	<p><b>Action:</b> Support MWBE businesses by providing access to capital and technical assistance</p> <p><b>Deliverable:</b> Solicit 1-2 MWBE business owners and support them through the application and approval process.</p> <p><b>Measurement:</b> 1-2 loans completed and \$57,000 in funds distributed to MWBE businesses</p> <p>\$185,400; 4/6 loans completed are MWBEs</p> <p><a href="#">View Edit</a></p>

MWBE Personal Business Advisor- Credit Counseling- they are going to partner with her to offer credit counseling to help small businesses to work on their credit to bump their credit score so they will hopefully qualify. They are also going to contract with her to work one on one (Quickbooks and accounting etc.). She will come in and do quarterly business skill classes as well. This will probably start in May.

SBDC and Score Partnerships- once businesses are more established, they may send them over. They do not have personalized/ customizable programs for these loan recipients.

They have lowered the interest rates. They are putting ads in the Minority Reporter. They will be doing outreach and announcing this starting April 1<sup>st</sup>. They expect to now meet their metrics or exceed them as this interest rate is 4 points below prime. Will be advertising on WDKX.

# REENTRY ASSOCIATION OF WNY

# 12/5/23 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
73	Compliance	12/5/23

### *Project*

Reentry One-Stop - Reentry Association of WNY, Inc.

### *Notes*

## Documents

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Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.00	yes	193	<p><b>Action:</b> Hire Program Staff</p> <p><b>Deliverable:</b> Hire Program Coordinator, 2 case managers, Program Assistant.</p> <p><b>Measurement:</b> Fill staffing budget per budget outline. Office will be fully staffed as of February 1, 2023.</p> <p><b>Comments:</b> We hired a program director, Yari Rivera, two case managers, Levon Sturgis and Thomas Gant. (Mr. Gant accepted a position at the U of R shortly after starting at RAWNY and was replaced by Howard Johnson); Operations Manager Brenda Lopez, and Intake Specialist Brenda Lopez. Most staff started February 1st.</p> <p style="text-align: right;"><a href="#">View Edit</a></p>
		2	0.00	yes	193	<p><b>Action:</b> Locate and operationalize office space</p> <p><b>Deliverable:</b> Purchase supplies, install phone service, office renovations, purchase office furniture, signed lease.</p> <p><b>Measurement:</b> 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.</p> <p><b>Comments:</b> We moved into space on Hollenbeck Street in January, where we were co-located with the YAMTEP program and JDT employment. We were hopeful this would be our permanent home, but unfortunately, the building owner would not give us the necessary space he had previously promised at a price we could afford. We never finalized a lease at Hollenbeck; attached is a draft lease. We looked for other space and moved in April 2023 to 727 St Paul Street.</p> <p style="text-align: center;"> <a href="#">Reentry2023-2028lease.doc</a>  <a href="#">Lease 727 St Paul Street.pdf</a> </p> <p style="text-align: right;"><a href="#">View Edit</a></p>
		3	0.00	yes	193	<p><b>Action:</b> Host launch event</p> <p><b>Deliverable:</b> RAWNY will host launch event and press conference</p> <p><b>Measurement:</b> Public is aware of RAWNY and services it provides; how to contact through website, email, phone, or in person</p> <p><b>Comments:</b> RAWNY lauched a website at <a href="http://www.rawny.org">www.rawny.org</a> and had rack cards printed to distribute to community agencies and at the jail. Social media pages were started to increase outreach. We contracted with Wildflower Consulting to create an open house/launch event and press conference. Wildflower Consulting was listed as an MWBE provider on the</p>

				<p>county's website. This turned out to be more expensive than we planned and the person from Wildflower Consulting did not understand the significant differences between private for-profit entities, and non-profits that are funded by government grants. At the end of the event we parted on less than happy terms because she has refused to give us access to our social media sites and gone ahead with purchases we did not approve (balloons etc). Those social media sites have now been recreated with different names. Nonetheless, it is frustrating to have the original sites still up but with no activity on them, and apparently no way to reclaim them without Wildflower Consulting cooperating.</p> <p>The morning press conference was attended by County Executive Bello, Assemblymember Bronson, Sheriff Baxter, and many other key stakeholders. RAWNY awarded our Fatted Calf award to Sheriff Baxter, for going above and beyond in his work and commitment to men and women returning home.</p> <p>We held an evening reception as well at Urban Euphoria. A press release is attached.</p> <p><a href="#">fattedecalf.pub</a>  <a href="#">successful_reentry_levon_1_794.mp4</a>  <a href="#">Mediareleasefinal.docx</a>  <a href="#">IMG_0678.JPG</a>  <a href="#">IMG_0683.JPG</a>  <a href="#">102014.jpeg</a>  <a href="#">FB_IMG_1681658982157 (1).jpg</a>  <a href="#">View Edit</a></p>
4	0.00	yes	193	<p><b>Action:</b> Obtain and operationalize database  <b>Deliverable:</b> A customized database to track client information and outcome data for Reentry One Stop  <b>Measurement:</b> RAWNY able to track program data and metrics</p> <p><b>Comments:</b> As we indicated in our proposal, RAWNY utilizes a customized database to track information and outcomes. Screen shots are attached to show a sample of what is captured. Also attached is a cost/effectiveness comparison conducted by RAWNY CFO David Dey made prior to selecting our database.</p> <p><a href="#">RAWNY - Measures and Evaluation System - Draft Report Revised 7.17.23.docx</a>  <a href="#">screenshotsdatabased.docx</a>  <a href="#">View Edit</a></p>
5	0.00	yes	193	<p><b>Action:</b> Attend Bi-weekly meeting with Monroe County Sheriff's staff</p>

				<p><b>Deliverable:</b> Develop a comprehensive partnership with Monroe County jail staff to create a seamless system of reentry services from jail to community</p> <p><b>Measurement:</b> RAWNY and Jail staff will meet five times per quarter</p> <p><b>Comments:</b> RAWNY meets regularly with Joel Yager and the MCSO staff. During these meetings we discuss how to better support and serve clients, how to ensure clients are provided with information about RAWNY and its services, how to work together regarding clients who have chemical dependency and mental health issues to ensure they seamlessly receive needed treatment services after release, logistics of collaborating with MCJ staff in the jail environment.</p> <p>RAWNY staff go to the jail twice weekly and meet with clients MCSO has identified as likely to need services. Program Director periodically goes to pods to meet with potential clients, talk about RAWNY's services and how supportive services can be provided to them when they are released. RAWNY brochures are distributed to potential clients at the jail as they are being released by the jail deputy.</p> <p>See attached meeting notes.</p> <p>Sheriff Baxter showed his support of RAWNY's work by arranging for us to receive a donated vehicle. Attached is a photo of Deputy Joel Yager and RAWNY Program Director Yari Rivera with our SUV.</p> <p><a href="#">Sheriffcar.jpeg</a></p> <p><a href="#">MCJ DHS Notes 1.31.2023.docx</a></p> <p><a href="#">MCSO &amp; RAWNY &amp; DHS 2.23.docx</a></p> <p><a href="#">View</a> <a href="#">Edit</a></p>
6	0.00	yes	193	<p><b>Action:</b> Meet with key community supervision stakeholders</p> <p><b>Deliverable:</b> Schedule meetings with NYS DOCCS, Monroe County Probation, and U.S. Probation to introduce RAWNY</p> <p><b>Measurement:</b> Community supervision is connected to referral process</p> <p><b>Comments:</b> We have met with Monroe County's Director of Public Safety Richard Tantalo and Federal Probation Supervisor Camaryn Lochner. These were successful meetings and Federal Probation immediately began sending clients to us for assistance. We attend Federal Probation's monthly orientation, and have been</p>

					<p>invited by Parole to attend their monthly GIVE orientation. We have also met with Pre-Trial Services and the Public Defender, who are also referring clients to us. However, Program Director Yari Rivera contacted supervising Parole Officer Ray Diamond to set up a meeting, and was told by Officer Diamond that parole has a contract with the Monroe County Reentry Task Force. This is confusing because parole does not have a contract with the Monroe County Reentry Task Force; Monroe County Probation contracts with the Task Force, and in any case, parole officers do refer clients to us at RAWNY. Our program director and case managers have met with individual parole officers on cases. It appears that local Parole management may be under the misconception that they can only send clients to the Task Force for services, but we work together with the Task Force to serve clients. RAWNY is not in competition with the Task Force; the Task Force is a member of RAWNY.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
2	1	0.00	yes	193	<p><b>Action:</b> Baseline reentry metrics determined by research project with Roberts Wesleyan University  <b>Deliverable:</b> Monroe County baseline for reentry data  <b>Measurement:</b> RAWNY able to measure outcomes against baseline data  <b>Comments:</b> Roberts Wesleyan University's Criminal Justice Department agreed to partner with RAWNY to create a comprehensive report on reentry in Monroe County to identify gaps in service, determine the systemic barriers to reentry, and outline areas of improvement. On June 21, 2021, the research project commenced with a survey instrument disseminated to reentry providers and clients. The next phase of the project included a community symposium hosted at Robert's Wesleyan University on December 2, 2021. The symposium included the majority of reentry stakeholders, community supervision agencies, and law enforcement agencies including the Monroe County Sheriff's Office. Robert's research team members conducted in-person interviews with community stakeholders and provided a more extensive survey instrument. The attached report outlines the research and data collected by the Robert's Wesleyan University Academic Research Analysis Team with a detailed summary of gaps in services and recommendations for systematic improvements in reentry services.</p>

				<p>RAWNY's Vice President for Criminal Justice is also an adjunct professor at Roberts and oversaw this project. We are in the process of analyzing the data that was obtained. This is a FIRST DRAFT of the report; this report remains proprietary and should not be distributed until it is finalized</p> <p style="text-align: center;"><a href="#">DrAFt ROBErtSREPORT.pdf</a> <a href="#">View Edit</a></p>
2	6.28	yes	193	<p><b>Action:</b> Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity.</p> <p><b>Deliverable:</b> 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;</p> <p><b>Measurement:</b> Providing support services to approximately 150 clients this quarter.</p> <p><b>Comments:</b> We have provided a representative sample of different documents including event flyers, agendas, meeting minutes, and a 2-page document sharing a selection of client stories. This was an extremely busy quarter. Yari Rivera, Howard Johnson, and Levon Sturgis are all meeting clients in the Monroe County Jail. They are also connecting with Prime Care, the jail's health services provider, to get more complete information than is often unavailable through the jail staff. RAWNY has been allowed to bring in laptops and cell phones which are necessary to complete their job. The jail staff and managment have been very supportive, positive and flexible. We are receiving referrals from Federal Probation, the Public Defender's office, and Pre-Trial Services, as well as community agencies, friends and family of someone in reentry, and walk-ins that are word-of-mouth referrals. We had estimated seeing about 150 clients this quarter, but that was based on our original</p>


				<p>start date of January 1 2023. We were not able to open our doors to clients until March 1st. Further delaying us over the coming weeks was the unfortunate need to relocate our office twice. This hampered momentum considerably. Still, we accepted every referral we received.</p> <p><a href="#">CookoutFlyerJune23.docx</a>  <a href="#">COR CGC Certificate Flyer.docx</a>  <a href="#">RAWNY OPP ROCS MARKETING FLYER.docx</a>  <a href="#">successful reentry levon 1 794.mp4</a>  <a href="#">Outcome Measures.doc</a>  <a href="#">SHAPE Flyer 1-23.pdf</a>  <a href="#">Dec 2 checklist.docx</a>  <a href="#">A G E N D A july 172023.docx</a>  <a href="#">RAWNY Board of Directors Meeting March 20 2023 minutes.docx</a>  <a href="#">Minutes 7-17-23 RAWNY Board Meeting.docx</a>  <a href="#">Agenda NOV 21.docx</a>  <a href="#">Client Satisfaction Questionnaire.docx</a>  <a href="#">rawnywebsite].docx</a>  <a href="#">Clientstories2023.docx</a>  <a href="#">View Edit</a></p>
3	0.00	yes	193	<p><b>Action:</b> Link with Together Now/My Wayfinder  <b>Deliverable:</b> Become a pilot hub for Together Now/My Wayfinder  <b>Measurement:</b> Using Together Now/My Wayfinder referral network  <b>Comments:</b> MyWayfinder is a project of Together Now that is supported by Monroe County to allow providers and consumers to connect to needed services and track the outcome of those referrals, utilizing the 211 directory. My Wayfinder helps eliminate the need for consumers to repeat their information over and over, by allowing providers to share information after the client has signed consents. This is a transparent system; clients see the same information providers see. RAWNY has been working with My Wayfinder as a pilot with a "closed" cohort, allowing the RAWNY collaborators to share referrals. MyWayfinder has also asked RAWNY to conduct a pilot around assisting consumers to sign up for MyWayfinder themselves, so they can refer themselves to services. Program Director Yari Rivera has a weekly meeting with Shannon Robb at Together Now to discuss progress with this program, including difficulty having clients sign up themselves, etc.</p> <p><a href="#">View Edit</a></p>



	4	0.00	yes	193	<p><b>Action:</b> Delivery of Roberts Wesleyan University's report on reentry services in Monroe County</p> <p><b>Deliverable:</b> Hold symposium at Roberts Wesleyan University for stakeholders</p> <p><b>Measurement:</b> Distribution of report</p> <p><b>Comments:</b> Beginning in 2021, RAWNY partnered with Roberts Wesleyan University's Department of Criminal Justice to conduct a research project on the current state of reentry services in Monroe County. The project consisted of administering a survey to providers, community members, criminal justice agency staff, and currently and formerly incarcerated individuals, as well as one-on-one interviews. The first draft of the report is attached.</p> <p><a href="#">DrAFt ROBErSREPORT.pdf</a></p> <p><a href="#">View Edit</a></p>
3	1	0.00	yes	193	<p><b>Action:</b> Supervisor and Staff complete quarterly case reviews</p> <p><b>Deliverable:</b> Case plans are reviewed for timeliness and progress on addressing barriers</p> <p><b>Measurement:</b> To ensure program fidelity, CEO/President will review one-third of open cases and 75% of cases closed each quarter</p> <p><b>Comments:</b> Program Director Yari Rivera enters case reviews in a field of the database. A. Graham looks over a random selection of case reviews each quarter.</p> <p><a href="#">case review.pdf</a></p> <p><a href="#">View Edit</a></p>
	2	0.00	yes	193	<p><b>Action:</b> Quarterly partner meeting at RAWNY</p> <p><b>Deliverable:</b> RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments</p> <p><b>Measurement:</b> Meeting minutes are documented and distributed to partners</p> <p><b>Comments:</b> RAWNY brings together its partners/members for a 1.5 hour meeting approximately every 3- 4 months. Our member group continues to grow and currently includes: Action for a Better Community, Baraka Muslim Charity, Cameron Ministries, Career Start, Center for Community Alternatives, City of Rochester Office of Neighborhood Safety, Community Resource Collaborative, Compeer, Cornell Cooperative Extension, Delphi Rise, Dr. Diane Morse, University of Rochester/WISH, Episcopal Diocese of Rochester, East House, EE Pathways (Formerly Exercise Express), Grace House, Hope Initiatives, Huther Doyle, Imprintable</p>

				<p>Solutions, Legacy Makers, Legal Assistance of WNY, Opportunity ROCS, Partners Ending Homelessness, Pre-Trial Services, Pathstone, RMAPI (Rochester-Monroe Anti-Poverty Initiative). Roberts Wesleyan University-Department of Criminal Justice, Rochester Interfaith Jail Ministry, Rochester Works!, Spiritus Christi Mental Health, Spiritus Christi Prison Outreach, The Coffee Connection, The Judicial Process Commission, The Reentry and Community Development Center, The Urban League, Ticket to Ride, TogetherNow</p> <p><a href="#">Member Meeting Minutes 10 16 23.docx</a>  <a href="#">View Edit</a></p>
3	0.00	yes	193	<p><b>Action:</b> Develop training program for justice peer mentors.</p> <p><b>Deliverable:</b> 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.</p> <p><b>Measurement:</b> 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.</p> <p><b>Comments:</b> RAWNY has had 3 paid, trained peer mentors since starting in January 2023, Thomas Gant, Thomas Stein, and Ben Reese. Thomas Gant was trained in DOCCS and received refresher training at RAWNY. Both Thomas Stein and Ben Reese are part of our subcontract with Compeer and are trained and certified in CORE (Community Recovery and Empowerment) with additional training on working with justice involved individuals from RAWNY. CORE training is available on the Center for Practice Innovations website. We had hoped to use mentors from JPC and Exercise Express (now EE Pathways) as well as Compeer. However, at the time we were starting JPC's long-time director, Sue Porter, retired; it seemed like the wrong moment to start a new initiative. Exercise Express did propose someone as a mentor who was not a good fit. Alternatively, we suggested rather than having someone from Exercise Express come to RAWNY, we would bring clients to Exercise Express so they could take advantage of all the programming Exercise Express can offer. We plan to continue to use Compeer as a mentor subcontractor, but will be building an internal mentor program when we adjust our budget, as this seems to assure us the best</p>



				<p>opportunity to find the right fit for our clients. Please see attached training.</p> <p><a href="#">Compeer CORE training list.xlsx</a>  <a href="#">Powerpoint8evidendebasedinventions.ppt</a>  <a href="#">OASAS Employment Assessment.pdf</a>  <a href="#">Staff Safety in the Community [Autosaved].pptx</a>  <a href="#">OARSEssentialCommunicationTechniques.pdf</a>  <a href="#">15 Steps to Effective Reentry Services.pptx</a>  <a href="#">mi_rationale_techniques.pdf</a>  <a href="#">case-management-action-plan-guidelines.pdf</a>  <a href="#">SWOTAnalysisWorksheet.pdf</a>  <a href="#">Circle of Control Circle of Influence.jpg</a>  <a href="#">prochaskas_stages_of_change.gif</a>  <a href="#">Case Plan Example.docx</a>  <a href="#">De-escalation tips.docx</a>  <a href="#">circle_of_influence Text.pdf</a></p> <p><a href="#">View</a> <a href="#">Edit</a></p>
4	8.33	yes		<p><b>Action:</b> Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity.</p> <p><b>Deliverable:</b> 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</p> <p><b>Measurement:</b> Provided support services to approximately 199 persons served this quarter.</p> <p><b>Comments:</b> We saw fewer clients than normal this quarter due to the flooding at 727 St. Paul Street. The roof starting leaking in July and by August the building was uninhabitable and mold-infested. Staff worked from their cars and from home, meeting clients at various locations, until we could locate new space. We found new space at 186-188 N. Water Street in moved in over the Labor Day weekend in September.</p> <p>Of the more than 200 referrals made through September 30, 2023, 22 were made by Family or Friend; 36 were</p>

				<p>Self-Referral; 37 were referred by a Providers; 90 were referred by Monroe County Jail; 20 referred by Monroe County Probation; 1 by Parole; 1 by Prime care; the balance were referred by the Public Defender, Pre-Trial Services or referral was not noted.</p> <p><a href="#">Clientstories2023.docx</a>  <a href="#">Service Menu (1).docx</a>  <a href="#">View Edit</a></p>
4	1	0.00		<p><b>Action:</b> <b>Quarterly partner meeting</b></p> <p><b>Deliverable:</b> RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments</p> <p><b>Measurement:</b> Meeting minutes are documented and distributed to partners</p> <p>Quarterly partner meeting went well. Partners are engaged and invested. They have started to break out subcommittees and work groups- housing, systemic issues, outreach and engagement/ fundraising.</p> <p><a href="#">View Edit</a></p>
	2	0.00		<p><b>Action:</b> <b>Hold Annual Staff Retreat</b></p> <p><b>Deliverable:</b> <b>Staff receive training</b> in new areas of reentry practice, conduct "post-mortems" on specific cases, discuss what we should do more of and less of,</p> <p><b>Measurement:</b> Staff will fill out evaluation form</p> <p>Training is ongoing: trauma informed care, safety when working in the community. These were particularly for 2 staff. Occasionally there is a group training in the staff meetings. Plan to do a training on boundaries with clients and staff, transportation of clients, updating client files, confidentiality etc. They are also going to have an upcoming training regarding de-escalation with clients.</p> <p><a href="#">View Edit</a></p>
	3	8.33		<p><b>Action:</b> Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity.</p> <p><b>Deliverable:</b> 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</p>

					<p>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;</p> <p><b>Measurement:</b> Provided support services to approximately 199 persons this quarter.</p> <p><a href="#">View</a> <a href="#">Edit</a></p>
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# 1/9/24 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
71	Compliance	1/9/24

### *Project*

Reentry One-Stop - Reentry Association of WNY, Inc.

### *Notes*

## Documents

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4	1	0.00	yes	242	<p><b>Action:</b> Quarterly partner meeting</p> <p><b>Deliverable:</b> RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments</p> <p><b>Measurement:</b> Meeting minutes are documented and distributed to partners</p> <p><b>Comments:</b> Oct 16  <a href="#">Member Meeting Minutes 10 16 23.docx</a></p> <p>12/5/23: Quarterly partner meeting went well. Partners are engaged and invested. They have started to break out subcommittees and work groups- housing, systemic issues, outreach and engagement/ fundraising.</p> <p><b>Next quarterly partner meeting is January 23<sup>rd</sup>.</b></p> <p><a href="#">View Edit</a></p>
2		0.00	yes	257	<p><b>Action:</b> Hold Annual Staff Retreat</p> <p><b>Deliverable:</b> 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,</p> <p><b>Measurement:</b> Staff will fill out evaluation form</p> <p><b>Comments:</b> We held a staff retreat on August 11, 2023.</p> <p><a href="#">TRAUMA.pptx</a>  <a href="#">SWOTAnalysisWorksheet.pdf</a>  <a href="#">prochaskas_stages_of_change.gif</a>  <a href="#">De-escalation tips.docx</a>  <a href="#">mi_rationale_techniques.pdf</a>  <a href="#">client resource scale excel.xlsx</a>  <a href="#">Circle of Control Circle of Influence.jpg</a>  <a href="#">15 Steps to Effective Reentry Services.pptx</a></p> <p>12/5/23: Training is ongoing: trauma informed care, safety when working in the community. These were particularly for 2 staff. Occasionally there is a group training in the staff meetings. Plan to do a training on boundaries with clients and staff, transportation of clients, updating client files, confidentiality etc. They are also going to have an upcoming training regarding de-escalation with clients.</p> <p><b>Detective Favata came in from the Sheriff's office and the did some de-escalation training, safety training, community safety. Plan to get some additional cameras in their building for safety/ security.</b></p> <p><a href="#">View Edit</a></p>
3		8.33			<p><b>Action:</b> Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity.</p> <p><b>Deliverable:</b> 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</p>

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 116 this quarter.

Several training groups going on right now – construction training and forklift training. As soon as the training is over they arrive at RAWNY. The class is far away from the organization- they come, socialize, discuss classes, receive bus passes etc. RAWNY has become a safe space for several individuals. Safe court is relying on RAWNY to provide services and a safe space. Provided support to 116 in Q4. Catching up from the months that they were unable to see clients.

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

## 2/13/24 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
72	Compliance	2/13/24

#### *Project*

Reentry One-Stop - Reentry Association of WNY, Inc.

#### *Notes*

### Documents

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2024	1	1	0.00	<p style="text-align: center;"><b>Action:</b> Plan <span style="background-color: #008000; color: white;">Resort Conference</span></p> <p style="text-align: center;"><b>Deliverable:</b> Conference to be held in late spring early summer 2024</p> <p style="text-align: center;"><b>Measurement:</b> Conference plan put in place with community partners</p> <p style="text-align: center;">Currently in the planning process now. Working with TGW to coordinate. Deciding on opening it up to the community and bringing in a speaker.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
	2	8.33		<p style="text-align: center;"><b>Action:</b> Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity.</p> <p style="text-align: center;"><b>Deliverable:</b> 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;</p> <p style="text-align: center;"><b>Measurement:</b> Provided support services to approximately <span style="background-color: #008000; color: white;">179 persons this quarter</span></p> <p style="text-align: center;">As of 2/7 they have 54 new clients and 434 overall. Word of mouth has been very successful. Quite a few people have been writing from prison, preparing for release and are seeking services. Continues to act as a safe space for individuals. Have an unusually high number of requests from the website for assistance for Federal releases. Have had to make some adjustments as far as providers they want to contract with. Have had to hire more staff to assist with the need. Had an in house clinic go live this past month- 3 U of R doctors came in and provided an urgent care type clinic at an evening at RAWNY. It was a very impressive turnout. U of R asked to schedule up to 10 and all 10 showed up for their appointments. All were connected with a long-term care doctor. They will continue doing these clinics in the future (the first Monday of every Monday. In the summer they will start doing this biweekly. The demand is high to this timeframe may be sped up a bit. One of the doctors has a clinic at Jordan Health center and that doctor will see the patients. Housed 3 individuals within the first 2 weeks of February.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
	3	0.00		<p style="text-align: center;"><b>Action:</b> <span style="background-color: #008000; color: white;">Create Annual Report for 2023</span></p> <p style="text-align: center;"><b>Deliverable:</b> nual report reflects positive outcomes for clients engaged with RAWNY and partner agencies</p> <p style="text-align: center;"><b>Measurement:</b> Annual report distributed</p> <p style="text-align: center;">Currently in the work- partially done. Plan to have this distributed by the end of March.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
	4	0.00		<p style="text-align: center;"><b>Action:</b> <span style="background-color: #008000; color: white;">Quarterly partner meeting</span></p> <p style="text-align: center;"><b>Deliverable:</b> RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments</p> <p style="text-align: center;"><b>Measurement:</b> Meeting minutes are documented and distributed to partners</p> <p style="text-align: center;">Quarterly partner meeting was held on 1/23/24.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>



# 3/21/24 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
113	Compliance	3/21/24

### *Project*

Reentry One-Stop - Reentry Association of WNY, Inc.

### *Notes*

## Documents

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2024	1	1	0.00	<p style="text-align: center;"><b>Action:</b> Plan Reentry Conference</p> <p><b>Deliverable:</b> Conference to be held in late spring early summer 2024</p> <p><b>Measurement:</b> Conference plan put in place with community partners</p> <p><b>Admin Notes:</b> 2/13/2024- Currently in the planning process now. Working with TGW to coordinate. Deciding on opening it up to the community and bringing in a speaker</p> <p>Have been working more with TGW- have not been able to move forward without funds to secure a venue etc. Potential 2 tracks- one for clients and one for providers- perhaps will combine those. Would like someone to come in to speak about trauma-informed care if possible. Working on deposits for venues. Likely will not occur in the spring- more likely in late summer.</p> <p>The third week of April is National Reentry week. Putting together a press conference. Open House. Health and Wellness Day (in partnership with Trillium). An artist will be doing a mural at the One Stop.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
	2	8.33		<p><b>Action:</b> Assist persons returning from incarceration with supportive services to help them stabilize in the community, become self-sufficient, and desist from criminal activity.</p> <p><b>Deliverable:</b> 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;</p> <p><b>Measurement:</b> Provided support services to approximately 109 persons this quarter.</p> <p><b>Admin Notes:</b> 2/13/2024 - As of 2/7 they have 64 new clients and 434 overall. Word of mouth has been very successful. Quite a few people have been writing from prison, preparing for release and are seeking services. Continues to act as a safe space for individuals. Have an unusually high number of requests from the website for assistance for Federal releases. Have had to make some adjustments as far as providers they want to contract with. Have had to hire more staff to assist with the need. Had an in house clinic go live this past month- 3 U of R doctors came in and provided an urgent care type clinic at an evening at RAWNY. It was a very impressive turnout. U of R asked to schedule up to 10 and all 10 showed up for their appointments. All were connected with a long-term care doctor. They will continue doing these clinics in the future (the first Monday of every Monday. In the summer they will start doing this biweekly. The demand is high to this timeframe may be sped up a bit. One of the doctors has a clinic at Jordan Health center and that doctor will see the patients. Housed 3 individuals within the first 2 weeks of February.</p> <p>Have served 102 clients so far this quarter.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
	3	0.00		<p style="text-align: center;"><b>Action:</b> Create Annual Report for 2023</p> <p><b>Deliverable:</b> nual report reflects positive outcomes for clients engaged with RAWNY and partner agencies</p> <p><b>Measurement:</b> Annual report distributed</p> <p><b>Admin Notes:</b> 2/13/2024 - Currently in the works- partially done. Plan to have this distributed by the end of March.</p> <p>Annual report almost complete- has not yet been distributed.</p>

						<a href="#">View Edit</a>
		4	0.00			<p style="text-align: center;"><b>Action:</b> Quarterly partner meeting</p> <p><b>Deliverable:</b> RAWNY and partners meet on quarterly basis to review outcomes and make necessary adjustments</p> <p><b>Measurement:</b> Meeting minutes are documented and distributed to partners</p> <p><b>Admin Notes:</b> 2/13/2024 - Quarterly partner meeting was held on 1/23/24.</p> <p style="text-align: right;"><a href="#">View Edit</a></p>

Ganesh should be reaching out. Connect with Yari.

Spent most of the meeting discussing funding and vouchers- best practices for vouchers and why vouchers have not been paid. Explained that there has been significant back and forth regarding vouchers and expenses submitted that are not permissible under ARPA guidelines. Explained timelines for review and resubmission and how expenses that are 'outside of the box' often require input from outside departments such as audit and legal which slows the process. Ann seemed receptive to this and will review all vouchers before submitting in the future.

# RENEW

## 6/2/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
32	Compliance	6/2/23

### *Project*

Rochester ENergy Efficiency and Weatherization (RENEW) - Rochester ENergy Efficiency & Weatherization (RENEW)

### *Notes*

### Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Action	Deliverable	Measurement
2023	1	1	3.10	Assist up to 2 Monroe Co income-eligible homeowners make their homes more energy efficient	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.	Assisted up to 2 Monroe County homeowners with obtaining energy efficient home improvements.
	2	1	3.10	Assist up to 6 Monroe Co income-eligible homeowners make their homes more energy efficient	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.	Assisted up to 6 Monroe County homeowners with obtaining energy efficient home improvements.
	3	1	3.10	Assist up to 6 Monroe Co income-eligible homeowners make their homes more energy efficient	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.	Assisted up to 6 Monroe County homeowners with obtaining energy efficient home improvements.
	4	1	3.10	Assist up to 6 Monroe Co income-eligible homeowners make their homes more energy efficient	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.	Assisted up to 6 Monroe County homeowners with obtaining energy efficient home improvements.

2024	1	1	7.30	Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient	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.	Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements.
	2	1	7.30	Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient	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.	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	Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient	Up to 15 homes made more energy-efficient, healthier & safer	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	Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient	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.	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	Assist up to 15 Monroe Co income-eligible homeowners make their	Provide funding to improve residential energy efficiency by working with community partners to make necessary home	Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements. Analyze utility bills for potential fuel cost savings

				homes more energy efficient	improvements such as but not limited to furnace, hot water heater, insulation.	and carbon emissions reductions of the up to 6 homes assisted in 2023 Q4.
	2	1	7.30	Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient	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.	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.
	3	1	7.30	Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient	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.	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.
	4	1	7.30	Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient	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.	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.
2026	1	1	7.30	Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient	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.	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.



2	1	7.30	Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient	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.	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..
3	1	7.30	Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient	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.	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.
4	1	7.30	Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient	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.	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.

# 11/28/23 - Desk Review

## General Info

**ID**    **Type**            **Date**  
 24    Desk Review        11/28/23

### Project

Rochester ENergy Efficiency and Weatherization (RENEW) - Rochester ENergy Efficiency & Weatherization (RENEW)

### Notes

## ACTION ITEMS - [View All](#)

### Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	3	1	3.10	yes	0	<b>Action:</b> Assist up to 6 Monroe Co income-eligible homeowners make their homes more energy efficient <b>Deliverable:</b> 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. <b>Measurement:</b> Assisted up to 6 Monroe County homeowners with obtaining energy efficient home improvements.
	4	1	3.10	yes	53	<b>Action:</b> Assist up to 6 Monroe Co income-eligible homeowners make their homes more energy efficient <b>Deliverable:</b> 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. <b>Measurement:</b> Assisted up to 6 Monroe County homeowners with obtaining energy efficient home improvements.

## COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

### 1. Policies/procedures

**Procurement**    **Property**    **Records**    **Ethics**  
 no                    no                    no                    no

#### Comments

### 2. Insurance

**Workers**    **Liability**    **Auto**    **Auto General**    **Umbrella**  
 yes            yes            yes            yes            yes

#### Comments

### 3. Reporting

**Data**    **Actions**    **Reports**    **Subcontracts**    **MWBE**  
 yes    yes    yes    yes    yes

#### Comments

## GENERAL ADMINISTRATION QUESTIONS

### 4. Leadership

**Changed**    **Able to Hire**  
 yes            yes

**Turnover** Roughly 5%

#### Filling

**Payroll**            **Insurance**    **Reporting**            **Purchasing**  
 Karen Koons    Amy Vars    Elizabeth McDade    NA

#### Comments

### 5. Percentage Budget

**Comments** Elizabeth will get back to us regarding this.

### 6. Cash Flow

**Cash Flow Sufficient** Yes

**Vouchering** Yes, but there was a bit of a learning curve.

### 7. Financial Management System

**Changed** yes

**Breakout** Yes

**No - Explain**

**Additional Systems** No

**Admin** Elizabeth does admin for RENEW, but there is a large backend at the Community Foundation quality checking the cash flow. There's a rigorous process recording and tracking when where and how payments are sent out.

**Incorporating Data** They've been requesting demographic data. Collecting the information has not really been a problem, but clients have the ability not to answer questions. The LGBTQ+ question poses some issues.

**Comments**

**8. Enrollment**

**Comments** - Each community partner offers services related to home repair. The idea on the part of community foundation is that they will connect clients with the partners/services which are most appropriate for their situation.

- Then, someone from the agency will go out and create a workscope; meet with the client, based on the funding restrictions they will determine what can be done. Safety is a primary focus here. They will also determine the most important needs of the property IE electrical facilities, plumbing, ect.
- Then, the individual from the agency brings a proposal to RENEW which covers the funding sources, the proposed improvements, the safety review, and pictures of the property.
- Elizabeth reviews and approves the request.
- A grant agreement is made up and signed by the community foundation + partner. A check is then sent to the partner.
- The work is done. The community partner goes and confirms the work is done and completes a report.
- The year after the work is done, a review of the utility data is conducted.

**FEDERAL GRANT REQUIREMENTS**

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**9. SAM**

**Up to Date** Yes

**Issues** No

**10. Grants**

**Comments** Yes. They've been approved for HUD funds for 300k. Currently getting the environmental review. Deadline of 2031.

**11. Interventions**

**Comments** No

**12. GAAP**

**Comments** Yes - Bonadio

**13. Audit**

**Comments** Yes - Bonadio

**14. Indirect Rate**

**Comments** No

**GRANTEE SPECIFIC QUESTIONS**

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**Q Misc.**

**EVALUATION**

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<b>Vouchers</b>	<b>Documents</b>	<b>Actions</b>	<b>Meetings</b>
3	3	3	3

**Voucher Notes** The grantee consistently submits vouchers on time and with all required supporting documentation. Documentation is well organized and easy to understand. With regards to budget projection; the grantee was able to spend all of their year one budget with ease and without immediate need for additional funding. However, they've maintained the ability to pick up and continue spending budget/providing services at when new funds arrive.

**Documents Notes** All insurance documents are up to date. Grantee has submitted all reporting documents on time and without the need for repeated follow up on the part of the county

**Actions Notes** The grantee has met all action items and provided on time reporting covering their required outcomes.

**Meetings Notes** The grantee comes prepared to all compliance meetings. They coordinate quickly and efficiently to schedule such meetings and are ready to go into detail regarding the program's operations.

**Documents**

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▼ **General Info**

Date \*

- Type \*  Desk Review  
 Site Visit  
 Compliance

Notes

▼ **Action Items**

2023 Q3 #1 Action: Assist up to 6 Monroe Co income-eligible homeowners make their homes more energy efficient

[View](#) **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.

**Measure:** Assisted up to 6 Monroe County homeowners with obtaining energy efficient home improvements.

**Budget %:** 3.10 **Measure Met?** yes **Served:** 0

**Comments:** All FY1 Action Items and Deliverables were completed by 2nd Quarter 2023. RENEW exceeded expectations and we are currently piling up funding requests for critical and necessary home repair/improvements in anticipation of FY2 funds being released.

Admin Notes

2023 Q4 #1 Action: Assist up to 6 Monroe Co income-eligible homeowners make their homes more energy efficient

[View](#) **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.

**Measure:** Assisted up to 6 Monroe County homeowners with obtaining energy efficient home improvements.

**Budget %:** 3.10 **Measure Met?** yes **Served:** 53

**Comments:** RENEW worked with community partners to braid resources and provide home improvement funding to make the homes of twenty-one (21) Monroe County income-eligible homeowners more energy-efficient, healthier, and safer.

Admin Notes

▼ **COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE**

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y  N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased through this Agreement.

Y  N

3. All records retention policies your agency has adopted

Y  N

4. Code of Ethics

Y  N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y  N

Comments:

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

1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y  N

2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y  N

3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y  N

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

Comments:

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

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

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

**GENERAL ADMINISTRATION QUESTIONS**

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

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

Roughly 5%

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

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

1. Payroll:	Karen Koons
2. Insurance:	Amy Vars
3. Reporting/ Vouchering:	Elizabeth McDade
4. Purchasing:	NA

Comments:

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

Elizabeth will get back to us regarding this.

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

Yes

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

Yes, but there was a bit of a learning curve.

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

Y  N

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

Yes

2. If no, please explain.

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

No

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

Elizabeth does admin for RENEW, but there is a large backend at the Community Foundation quality checking the cash flow. There's a rigorous process recording and tracking when where and how payments are sent out.

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

They've been requesting demographic data. Collecting the information has not really been a problem, but clients have the ability not to answer questions. The LGBTQ+ question poses some issues.

Comments:

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

- Each community partner offers services related to home repair. The idea on the part of community foundation is that they will connect clients with the partners/services which are most appropriate for their situation.
- Then, someone from the agency will go out and create a workscope; meet with the client, based on the funding restrictions they will determine what can be done. Safety is a primary focus here. They will also determine the most important needs of the property IE electrical facilities, plumbing, ect.
- Then, the individual from the agency brings a proposal to RENEW which covers the funding sources, the proposed improvements, the safety review, and pictures of the property.
- Elizabeth reviews and approves the request.
- A grant agreement is made up and signed by the community foundation + partner. A check is then sent to the partner.
- The work is done. The community partner goes and confirms the work is done and completes a report.
- The year after the work is done, a review of the utility data is conducted.

▼  **FEDERAL GRANT REQUIREMENTS**

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

Yes

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

No

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

Yes. They've been approved for HUD funds for 300k. Currently getting the environmental review. Deadline of 2031.

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

No

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

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

Yes - Bonadio

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

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

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

Yes - Bonadio

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

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

No

▼  **GRANTEE SPECIFIC QUESTIONS**

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

▼ **EVALUATION**

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

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

**Notes** The grantee consistently submits vouchers on time and with all required supporting documentation. Documentation is well organized and easy to understand. With regards to budget projection; the grantee was able to spend all of their year one budget with ease and without immediate need for additional funding. However, they've maintained the ability to pick up and continue spending budget/providing services at when new funds arrive.

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

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

**Notes** All insurance documents are up to date. Grantee has submitted all reporting documents on time and without the need for repeated follow up on the part of the county

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

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

**Notes** The grantee has met all action items and provided on time reporting covering their required outcomes.

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

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

**Notes** The grantee comes prepared to all compliance meetings. They coordinate quickly and efficiently to schedule such meetings and are ready to go into detail regarding the program's operations.

▼ **Attachments/Submit**

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

**ST. JOSEPH**

**NEIGHBORHOOD CTR.**



## 6/2/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
61	Compliance	6/2/23

### *Project*

Healthcare Transformation through Education, Outreach, and Engagement - St. Joseph's Neighborhood Center

### *Notes*

### Documents

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**Action Item Sheet**

Action Table

Year	Qtr	#	%	Action	Deliverable	Measurement
2023	1	1	0.00	IT: Required specs outlined and quotes obtained.	Spec sheet and quote.	Prepared to purchase in 2nd quarter.  Yes, detailed quotes and spec sheets have been obtained. David still looking at an all in one solution for telehealth in conference rooms. Met with one company that can do that. Also has meetings with some MWBEs that can do that work.
		2	0.00	Independent contractors: Identify independent contractors for finance, mental health, DEI trainings, and marketing..	Vendors selected.	Contractors in place to provide required support as outlined in project.  -Mental health contractor is in place with an agreement. DEI- revised proposal and clarifying a few things still. Signed contract next week. Will be split into 2 different vendors. Marketing- has a preferred vendor but obtaining a few more quotes. Finance- hires Laurie Colasurdo.
		3	0.00	Medical and Outreach Van: 2 site visits to local CBOs with mobile vans and determine desired configuration	Pictures of site visits and requirements list developed.	Ability to move forward with mobile van.  -Have looked at Center for Youth and

					Trillium's set up. May be cost savings to buy a van. Doing due diligence around that before moving forward.
4	1.00	Construction: Complete architectural designs and develop project plan for construction.	Architectural documents and bids for construction.	Agreed upon plan for moving forward with capital improvements.  First stage of the drawings are complete. Architects are working on finalizing all of the construction documents. Once finalized, DGA will do the competitive bid process.	
5	0.00	Staff: Hire 4 new staff members for the project	Staff onboarded and updated staffing plan provided to Monroe County	Majority of direct care staff are onboard and provided services.  - Hired finance Director, IT coordinator, facilities coordinator and admin assistant. Recruiting BIPOC specialist and additional admin assistant.	
6	0.00	Increase number of individuals served by SJNC and increase community awareness of agency.	Provide services, interventions, outreach, etc. to population served.	• 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	

					<p>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.</p> <p>- Saw 125 individuals for 605 units of service. Overall visits-</p>
2	1	0.00	Construction: Competitive bids obtained, subcontractors selected, and contracts signed.	Signed contract.	<p>Able to start construction in 3rd quarter of 2023.</p> <p>-Still planning to start construction in 3<sup>rd</sup> qtr.</p>
	2	2.00	Medical and Outreach Van: Purchase vehicle, finalize retrofit, and contract with retrofitter.	Vehicle purchase, executed contract with retrofitter including specifications.	<p>Able to start outreach and engagement activities with mobile outreach/medical van.</p> <p>- No outreach with the van just yet as they are doing due diligence but they are actively engaged in outreach.</p>
	3	0.00	Staff: Hire 2 additional staff-- Grants Administrator and	Staff onboarded and updated staffing plan provided to Monroe County	Fully staffed for project.

		Bicultural/Bilingual BIPOC MHT		- Already underway
4	0.00	Independent contractors: Execute contracts and begin specified work.	Executed contracts (if required) and start of contract work.	Effective management of grant and implementation of project.  -In process; some executed
5	1.00	IT: Purchase equipment as specified in grant, configure, and distribute.	IT equipment delivered, onsite, and distributed.	Staff and volunteers have the IT equipment they need to implement the project.  -Replacing about 60 computers (ARPA paying for a small portion and FLPPS is paying for another). Working to finalize their list.
6	0.00	Increase number of individuals served by SJNC and increase community awareness of agency.	Provide services, interventions, outreach, etc. to population served.	<ul style="list-style-type: none"> <li>• Serve 63 unique individuals for 250 visits through the mental health program</li> <li>• Serve 275 unique individuals for 825 visits through the medical services and health access program.</li> <li>• Serve 10 unique individuals for 60 visits through the narrative therapy group.</li> <li>• Serve 20 unique individuals for 40 visits through the processing/support groups for direct care staff/providers.</li> <li>• Conduct outreach, engagement, and promotion to 125 individuals in order to</li> </ul>

					increase community awareness of SJNC.
3	1	6.00	Construction: Construction starts and progresses.	Construction update and photos.	Construction complete in 4th quarter.
	2	0.00	Medical and Outreach Van: Wrapping/branding of vehicle planned, vendor identified, and engaged.	Plan for branding of vehicle.	Branding can be completed immediately after retrofitting completed.
	3	0.00	Staff: Evaluate organizational needs and hire TBD flex/patient care position and hire if appropriate.	Onboarded staff and updated staffing report.	Providing services as outlined in proposal.
	4	0.00	Increase number of individuals served by SJNC and increase community awareness of agency.	Provide services, interventions, outreach, etc. to population served.	<ul style="list-style-type: none"> <li>• Serve 63 unique individuals for 250 visits through the mental health program</li> <li>• Serve 275 unique individuals for 825 visits through the medical services and health access program.</li> <li>• Serve 0 unique individuals for 0 visits through the narrative therapy group.</li> <li>• Serve 20 unique individuals for 40 visits through the processing/support groups for direct care staff/providers.</li> <li>• Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</li> </ul>
4	1	11.00	Medical and Outreach Van: Vehicle obtained	Retrofitted and branded mobile medical van.	Able to start outreach/engagement at the end of 2023 via

				from vendor, transported to retrofitter, retrofitting completed, and van wrapped.		medical and outreach van.
		2	6.00	Construction: Construction completes and punch list items finished.	Renovated building as scoped.	Open house for revamped SJNC site.
		3	2.00	Independent Contractors: Year #1 utilization	Paid invoices and completed programs	Grant being managed effectively.
		4	16.00	Staff: Year #1 staffing compliment.	Time cards for staff.	Services being provided as outlined in proposal.
		5	0.00	Increase number of individuals served by SJNC and increase community awareness of agency.	Provide services, interventions, outreach, etc. to population served.	<ul style="list-style-type: none"> <li>• Serve 63 unique individuals for 250 visits through the mental health program</li> <li>• Serve 275 unique individuals for 825 visits through the medical services and health access program.</li> <li>• Serve 10 unique individuals for 60 visits through the narrative therapy group.</li> <li>• Serve 20 unique individuals for 40 visits through the processing/support groups for direct care staff/providers.</li> <li>• Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</li> </ul>
2024	1	1	5.00	Medical and Outreach Van: Begin outreach/engagement with vehicle.	Completed outreach/engagement visits.	Staff and supports in place to complete outreach/engagement as described in project scope.

	2	0.00	Increase number of individuals served by SJNC and increase community awareness of agency.	Provide services, interventions, outreach, etc. to population served.	<ul style="list-style-type: none"> <li>• Serve 78 unique individuals for 313 visits through the mental health program</li> <li>• Serve 344 unique individuals for 1031 visits through the medical services and health access program.</li> <li>• Serve 0 unique individuals for 0 visits through the narrative therapy group.</li> <li>• Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers.</li> <li>• Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</li> </ul>	
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4	1	16.00	Staff: Year #2 staffing compliment.	Time cards for staff.		Services being provided as outlined in proposal.
	2	1.00	Independent Contractors: Year #2 utilization	Paid invoices.		Effectively managed grant.
	3	0.00	Increase number of individuals served by SJNC and increase community awareness of agency.	Provide services, interventions, outreach, etc. to population served.		<ul style="list-style-type: none"> <li>• Serve 78 unique individuals for 313 visits through the mental health program</li> <li>• Serve 344 unique individuals for 1031 visits through the medical services and health access program.</li> <li>• Serve 10 unique individuals for</li> </ul>

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2025	1	1	0.00	Increase number of individuals served by SJNC and increase community awareness of agency.	Provide services, interventions, outreach, etc. to population served.	<ul style="list-style-type: none"> <li>• Serve 98 unique individuals for 391 visits through the mental health program</li> <li>• Serve 430 unique individuals for 1791 visits through the medical services and health access program</li> <li>• Serve 0 unique individuals for 0 visits through the narrative therapy group</li> <li>• Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers</li> <li>• Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</li> </ul>
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4	1	16.00	Staff: Year #3 staffing compliment.	Time cards for staff.	Services being provided as outlined in proposal.

		2	1.00	Independent Contractors: Year #3 utilization	Paid invoices.	Effectively managed grant.
		3	0.00	Increase number of individuals served by SJNC and increase community awareness of agency.	Provide services, interventions, outreach, etc. to population served.	<ul style="list-style-type: none"> <li>• Serve 98 unique individuals for 391 visits through the mental health program</li> <li>• Serve 430 unique individuals for 1791 visits through the medical services and health access program.</li> <li>• Serve 10 unique individuals for 60 visits through the narrative therapy group.</li> <li>• Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers.</li> <li>• Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</li> </ul>
2026	1	1	0.00	Increase number of individuals served by SJNC and increase community awareness of agency.	Provide services, interventions, outreach, etc. to population served.	<p>Quarter #1</p> <ul style="list-style-type: none"> <li>• Serve 122 unique individuals for 488 visits through the mental health program</li> <li>• Serve 537 unique individuals for 1611 visits through the medical services and health access program.</li> <li>• Serve 0 unique individuals for 0 visits through the narrative therapy group.</li> <li>• Serve 25 unique individuals for 50 visits through the processing/support</li> </ul>

					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	Increase number of individuals served by SJNC and increase community awareness of agency.	Provide services, interventions, outreach, etc. to population served.	<ul style="list-style-type: none"> <li>• Serve 122 unique individuals for 488 visits through the mental health program</li> <li>• Serve 537 unique individuals for 1611 visits through the medical services and health access program.</li> <li>• Serve 10 unique individuals for 60 visits through the narrative therapy group.</li> <li>• Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers.</li> <li>• Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</li> </ul>
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					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.
4	1	15.00	Staff: Year #4 staffing compliment.	Time cards for staff.	Services being provided as outlined in proposal.
	2	1.00	Independent Contractors: Year #2 utilization	Paid invoices.	Effectively managed grant.
	3	0.00	Increase number of individuals served by SJNC and increase community awareness of agency.	Provide services, interventions, outreach, etc. to population served.	<ul style="list-style-type: none"> <li>• Serve 122 unique individuals for 488 visits through the mental health program</li> <li>• Serve 537 unique individuals for 1611 visits through the medical services and health access program.</li> <li>• Serve 10 unique individuals for 60 visits through the narrative therapy group.</li> <li>• Serve 25 unique individuals for 50 visits through the processing/support groups for direct care staff/providers.</li> <li>• Conduct outreach, engagement, and promotion to 125 individuals in order to increase community awareness of SJNC.</li> </ul>

## 8/23/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
62	Compliance	8/23/23

### *Project*

Healthcare Transformation through Education, Outreach, and Engagement - St. Joseph's Neighborhood Center

### *Notes*

### Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.00	yes	0	<p><b>Action:</b> IT: Required specs outlined and quotes obtained.</p> <p><b>Deliverable:</b> Spec sheet and quote.</p> <p><b>Measurement:</b> Prepared to purchase in 2nd quarter.</p> <p><b>Comments:</b> Competitive quotes have been obtained for IT equipment, replacements, and conference room upgrades. However, we have paused on the purchase of this equipment at this time. We have been fortunate to receive an unexpected grant from the Finger Lakes Performing Provider System (FLPPS) that may cover some of the expenses that we budgeted for in the ARPA grant. The Director of Finance and the Executive Director are actively working together to determine exactly what funds will be available, to ensure that no “double dipping” occurs, and to be able to summarize the potential implication for the ARPA grant. A follow up with the Monroe County ARPA team will be requested as soon as we are ready to present our proposal. In addition, given unanticipated construction that will be required in the 2nd floor conference room as a result of the Limited Use Lift Apparatus (LULA) replacement, it did not make practical sense to purchase new teleconferencing equipment until the scope of the conference room revisions were completely defined and any unanticipated factors were accounted for.</p> <p>May be an issue with FLPPS funding for LULA. Were planning to order the replacement computers through FLPPS, but a hold was put on that by FLPPS. Grant is for \$140k.  <a href="#">View Edit</a></p>
		2	0.00	yes	0	<p><b>Action:</b> Independent contractors: Identify independent contractors for finance, mental health, DEI trainings, and marketing..</p> <p><b>Deliverable:</b> Vendors selected.</p> <p><b>Measurement:</b> Contractors in place to provide required support as outlined in project.</p> <p><b>Comments:</b> Finance—For the past 8 years, SJNC has maintained a contract relationship with Nob Hill Books/Laurie Colasurdo. The organization had planned to continue to utilize these services on a contract basis. Fortunately, however, due to growth, strategic</p>



alignment, and infrastructure needs, the organization was able to hire Colasurdo as the Director of Finance on a part time basis in April and she converted to a full time employee status in July.

Mental Health—SJNC executed a Independent contractor agreement with Maria Rosario, LMHT in February 2023. Rosario is bilingual/bicultural and has begun to see patients referred by the health center thus creating more mental health access.

DEI Trainings—The organization has completed a plethora of research in this area and moved forward with the following contracts: JK Executives (Jill Knittle and Alyssa Whitfield/WBE)—DiSC training, team building, team dynamics, diversity, communication). HR Works— Supervision and Legalities 101, working with diverse work force, diversity in the workplace. Twin Star Diversity (Lauren Wadsworth and Stephanie Pinder-Amaker/WBE)—Diversity and culture assessment, facilitated workshop. Vicki Reynolds—working with diverse populations, self-care for the clinician, drug user health, and workshop.

[Vicki Reynolds Workshop Invoice July 2023.pdf](#)  
[Vicki Reynolds Workshop Invoice July 2023.pdf](#)  
[Twin Star Consulting SJNC Proposal Spring 2023 Sahrle LPW Signed.pdf](#)

[SJNC HR Works Professional Development Management Academy Fully Executed May 2023.pdf](#)  
[St.Joseph's Neighborhood Ctr Proposal JK Executives Executed 051623.pdf](#)  
[Maria Rosario Independent Contractor Agreement Fully Executed February 2023.pdf](#)

Workshop with Vicki Reynolds held on 8/22- 15-20 agencies presented.

Kickoff for Twin Star will happen in September.

Professional Development this fall/ winter.

DISC Training has occurred (2 sessions).

Maria (ind. Contractor)- not as many Spanish speaking clients as they had initially thought. Taking more clients in-house. Expecting the demand to increase. Likely will

				<p>not spend budgeted \$24k this year. Currently planning to roll over into 2024.</p> <p><a href="#">View Edit</a></p>
3	0.00	yes	0	<p><b>Action:</b> Medical and Outreach Van: 2 site visits to local CBOs with mobile vans and determine desired configuration</p> <p><b>Deliverable:</b> Pictures of site visits and requirements list developed.</p> <p><b>Measurement:</b> Ability to move forward with mobile van.</p> <p><b>Comments:</b> Site visits and research has been completed. As discussed recently with County Executive Bello during our onsite press conference, and with the ARPA oversight team during our quarterly meeting, we anticipate that we will need to complete a budget modification or no-cost extension for this grant as some components that we anticipated completing in 2023 will likely extend into 2024. Root causes included the following:</p> <ul style="list-style-type: none"> <li>a. An extremely competitive job market coupled with challenges of recruiting staff, and some unanticipated resignations led to some delays in spending ARPA dollars that were allocated towards staffing.</li> <li>b. These staffing shortages then had a domino effect and contributed to coverage needs within the organization and challenges implementing other components of the project. I.e.: The Director of Analytics, Technology, and Operations has two staff members. Both left unexpectedly at the beginning of the year. The Executive Director was also without an Administrative Assistant and a Director of Finance. As a result, the Director and Executive Director had to cover those positions and were not able to focus on moving Capital Improvements the Medical Outreach and Engagement (MOE) components of the project forward as fast as they would have anticipated/preferred. Thankfully, all of those positions with the exception of the Administrative Assistant position have been filled and are fully staffed.</li> </ul> <p>Unfortunately, the wait time on Sprinter Vehicles per VanBortle Ford is approximately 6 months at this point. SJNC has a project kick off for the MOE scheduled for later this month to determine how to move forward.</p> <p>Will definitely have to be purchased in 2024 (unless it could be donated?). Supply chain issue.</p> <p><a href="#">View Edit</a></p>

		4	1.00	no	0	<p><b>Action:</b> Construction: Complete architectural designs and develop project plan for construction.</p> <p><b>Deliverable:</b> Architectural documents and bids for construction.</p> <p><b>Measurement:</b> Agreed upon plan for moving forward with capital improvements.</p> <p><b>Comments:</b> We are pleased to report, that we are actively working with an architect (Rozzi Architects/ a WBE that is currently appealing its registration with NYS) and DGA Builders (a construction management company that will bid MWBEs). However, the lead times in construction continue to be lengthy. The Limited Use Lift Apparatus (LULA) that we are purchasing may take as many as 20 weeks to obtain/secure onsite. Therefore, some of our capital improvements that were ambitiously planned for 2023 may extend in 2024. The delay in the ARPA contract execution exacerbated this problem as we did not want to spend any dollars before they were guaranteed. The project team met two weeks ago to finalize the scope of the project. An engineer is scheduled to visit SJNC on Monday 08/07/23. The architect team is working to finalize their drawings. And the construction company is finishing their high level estimates and beginning to obtain bids.</p> <p>In addition, we have been fortunate to receive an unexpected grant from the Finger Lakes Performing Provider System (FLPPS) that will cover some of the expenses that we budgeted for in the ARPA grant. The actual cost of the LULA device for example. In addition, a long delayed Dormitory Authority of the State of New York (DASNY) grant for the Center may now be realized as well. This grant included some components of the ARPA project as well. The Director of Finance and the Executive Director are actively working together to determine exactly what funds will be available, to ensure that no “double dipping” occurs, and to be able to summarize the potential implication for the ARPA grant. A follow up with the Monroe County ARPA team will be requested as soon as we are ready to present our proposal.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
		5	0.00	yes	0	<p><b>Action:</b> Staff: Hire 4 new staff members for the project</p> <p><b>Deliverable:</b> Staff onboarded and updated staffing plan provided to Monroe County</p>

				<p><b>Measurement:</b> Majority of direct care staff are onboard and provided services.</p> <p><b>Comments:</b> SJNC hired a Community Health Worker—Damon Butler—to complete outreach/engagement in the Community. He began employment in late July 2023. SJNC included a Patient Care/Flex position in its 2023 budget. However, the organization’s Volunteer Coordinator left somewhat unexpectedly in April 2023. Therefore, the organization elected to convert this position into a full time Volunteer Coordinator. This position will have an exponential impact given the vital importance of volunteers at SJNC. The Volunteer Coordinator is scheduled to start on Monday 08/14/23.</p> <p>Elissa Fleming, and existing employee, transitioned from an Administrative Assistant position to the Community Outreach and Engagement Coordinator funded via this project in 2022.</p> <p>Beth Weigand a former volunteer, accepted a part-time Charge Nurse position with the agency in December 2022.</p> <p>Still working to fill a few positions including the administrative assistant (starting September 6<sup>th</sup>. BIPOC Specialist also starting September 6<sup>th</sup>. Made an offer to a Care Coordinator on 8/22- waiting for reply. Also filling a Patient Care Coordinator and part time admin position).</p> <p><a href="#">View Edit</a></p>
6	0.00	yes	1,058	<p><b>Action:</b> Increase number of individuals served by SJNC and increase community awareness of agency.</p> <p><b>Deliverable:</b> Provide services, interventions, outreach, etc. to population served.</p> <p><b>Measurement:</b> • 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.</p> <p><b>Comments:</b> • Program variances are noted through the first 6 months of the year. Given staffing challenges, we are proud to report that the we have exceeded the vast</p>

					<p>majority of our projections. For example, in Quarter 1, we projected that we would provide 250 visits for Mental Health, but we actually provided 605, thus representing 355 additional encounters! Another area of significant over production was in the area of Outreach, Engagement, and Promotion where we anticipated 125 encounters, but actually provided 619, thus representing 494 additional encounters.</p> <ul style="list-style-type: none"> <li>• Participation in our Processing Group for Service Providers were below projections in both quarters, however, we believe this is due to the need to further promote the service as it is new offering at the Neighborhood Center.</li> <li>• The following charts summarize our projections vs. actuals and the respective variances for each.</li> </ul> <p style="text-align: center;">Quarter 1</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Service</th> <th>Projected</th> <th>Actual</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Mental health program—Unique Individuals</td> <td>63</td> <td>125</td> <td>62</td> </tr> <tr> <td>Mental health program—Services</td> <td>250</td> <td>605</td> <td>355</td> </tr> <tr> <td>Medical and other Non Mental health services—Unique Individuals</td> <td>275</td> <td>418</td> <td>143</td> </tr> <tr> <td>Medical and other Non Mental health services—Services</td> <td>825</td> <td>1146</td> <td>321</td> </tr> <tr> <td>Narrative Therapy Group—Individuals</td> <td>0</td> <td>8</td> <td>8</td> </tr> <tr> <td>Narrative Therapy Group—Services</td> <td>0</td> <td>40</td> <td>40</td> </tr> <tr> <td>Processing Groups for Providers--Individuals</td> <td>20</td> <td>13</td> <td>(7)</td> </tr> <tr> <td>Processing Groups for Providers--Services</td> <td>40</td> <td>13</td> <td>(27)</td> </tr> <tr> <td>Outreach, Engagement, &amp; Promotion</td> <td>125</td> <td>619</td> <td>494</td> </tr> </tbody> </table> <p>483 were supposed to be served. Actually served 1,058 individuals (per Action Item Sheet), but only 605 recorded in the Quarterly Data Report. This should not be the number of encounters but the number of unique individuals served. Where does the 1,058 number come from (cannot get these numbers to add up).</p> <p style="text-align: center;"><a href="#">View Edit</a></p>	Service	Projected	Actual	Variance	Mental health program—Unique Individuals	63	125	62	Mental health program—Services	250	605	355	Medical and other Non Mental health services—Unique Individuals	275	418	143	Medical and other Non Mental health services—Services	825	1146	321	Narrative Therapy Group—Individuals	0	8	8	Narrative Therapy Group—Services	0	40	40	Processing Groups for Providers--Individuals	20	13	(7)	Processing Groups for Providers--Services	40	13	(27)	Outreach, Engagement, & Promotion	125	619	494
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2	1	0.00	no	0	<p><b>Action:</b> Construction: Competitive bids obtained, subcontractors selected, and contracts signed.</p> <p><b>Deliverable:</b> Signed contract.</p> <p><b>Measurement:</b> Able to start construction in 3rd quarter of 2023.</p> <p><b>Comments:</b> As stated above, we are actively working with an architect (Rozzi Architects/ a WBE that is currently appealing its registration with NYS) and DGA Builders (a construction management company that will bid MWBEs). However, the lead times in construction</p>																																								



				<p>continue to be lengthy. The Limited Use Lift Apparatus (LULA) that we are purchasing may take as many as 20 weeks to obtain/secure onsite. Therefore, some of our capital improvements that were ambitiously planned for 2023 may extend in 2024. The delay in the ARPA contract execution exacerbated this problem as we did not want to spend any dollars before they were guaranteed.</p> <p>The project team met two weeks ago to finalize the scope of the project. An engineer is scheduled to visit SJNC on Monday 08/07/23. The architect team is working to finalize their drawings. And the construction company is finishing their high level estimates and beginning to obtain bids.</p> <p>In addition, we have been fortunate to receive an unexpected grant from the Finger Lakes Performing Provider System (FLPPS) that will cover some of the expenses that we budgeted for in the ARPA grant. The actual cost of the LULA device for example. In addition, a long delayed Dormitory Authority of the State of New York (DASNY) grant for the Center may now be realized as well. This grant included some components of the ARPA project as well. The Director of Finance and the Executive Director are actively working together to determine exactly what funds will be available, to ensure that no “double dipping” occurs, and to be able to summarize the potential implication for the ARPA grant. A follow up with the Monroe County ARPA team will be requested as soon as we are ready to present our proposal.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
2	2.00	no	0	<p><b>Action:</b> Medical and Outreach Van: Purchase vehicle, finalize retrofit, and contract with retrofitter.</p> <p><b>Deliverable:</b> Vehicle purchase, executed contract with retrofitter including specifications.</p> <p><b>Measurement:</b> Able to start outreach and engagement activities with mobile outreach/medical van.</p> <p><b>Comments:</b> As discussed recently with County Executive Bello during our onsite press conference, and with the ARPA oversight team during our quarterly meeting, we anticipate that we will need to complete a budget modification or no-cost extension for this grant as some components that we anticipated completing in 2023 will likely extend into 2024. Root causes included the following:</p> <p>a. An extremely competitive job market coupled with</p>

				<p>challenges of recruiting staff, and some unanticipated resignations led to some delays in spending ARPA dollars that were allocated towards staffing.</p> <p>b. These staffing shortages then had a domino effect and contributed to coverage needs within the organization and challenges implementing other components of the project. I.e.: The Director of Analytics, Technology, and Operations has two staff members. Both left unexpectedly at the beginning of the year. The Executive Director was also without an Administrative Assistant and a Director of Finance. As a result, the Director and Executive Director had to cover those positions and were not able to focus on moving Capital Improvements the Medical Outreach and Engagement (MOE) components of the project forward as fast as they would have anticipated/preferred. Thankfully, all of those positions with the exception of the Administrative Assistant position have been filled and are fully staffed. Unfortunately, the wait time on Sprinter Vehicles per VanBortle Ford is approximately 6 months at this point. SJNC has a project kick off for the MOE scheduled for later this month to determine how to move forward.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
3	0.00	yes	0	<p><b>Action:</b> Staff: Hire 2 additional staff--Grants Administrator and Bicultural/Bilingual BIPOC MHT</p> <p><b>Deliverable:</b> Staff onboarded and updated staffing plan provided to Monroe County</p> <p><b>Measurement:</b> Fully staffed for project.</p> <p><b>Comments:</b> The TBH Grants Administrator position was converted to a Director of Finance and Grants Administration. The organization hired a former Contractor, Laurie Colasurdo as the Director of Finance and Grants Administration on a part time basis in April and she converted to a full time employee status in July. The Mental Health Provider—BIPOC Specialist position has been filled with a former intern—Dina Johnson—who will begin employment with SJNC on Tuesday 09/05/23.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
4	0.00	yes	0	<p><b>Action:</b> Independent contractors: Execute contracts and begin specified work.</p> <p><b>Deliverable:</b> Executed contracts (if required) and start of contract work.</p> <p><b>Measurement:</b> Effective management of grant and implementation of project.</p>

				<p><b>Comments:</b> Finance—For the past 8 years, SJNC has maintained a contract relationship with Nob Hill Books/Laurie Colasurdo. The organization had planned to continue to utilize these services on a contract basis.</p> <p>Fortunately, however, due to growth, strategic alignment, and infrastructure needs, the organization was able to hire Colasurdo as the Director of Finance and Grants Administration on a part time basis in April and she converted to a full time employee status in July.</p> <p>Mental Health—SJNC executed a Independent contractor agreement with Maria Rosario, LMHT in February 2023. Rosario is bilingual/bicultural and has begun to see patients referred by the health center thus creating more mental health access.</p> <p>DEI Trainings—The organization has completed a plethora of research in this area and moved forward with the following contracts: JK Executives (Jill Knittle and Alyssa Whitfield/WBE)—DiSC training, team building, team dynamics, diversity, communication). HR Works—Supervision and Legalities 101, working with diverse work force, diversity in the workplace. Twin Start Diversity (Lauren Wadsworth and Stephanie Pinder-Amaker/WBE)—Diversity and culture assessment, facilitated workshop. Vicki Reynolds—working with diverse populations, self-care for the clinician, drug user health, and workshop.</p> <p>Marketing—SJNC obtained competitive quotes and followed the required procurement process for the marketing work to be completed—social media presence, website redesign, brand refresh, etc. The Director of Development and Communications recently completed our internal procurement process and we have selected a vendor. Additional documentation will be provided in subsequent reports.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
5	1.00	no	0	<p><b>Action:</b> IT: Purchase equipment as specified in grant, configure, and distribute..</p> <p><b>Deliverable:</b> IT equipment delivered, onsite, and distributed.</p> <p><b>Measurement:</b> Staff and volunteers have the IT equipment they need to implement the project.</p> <p><b>Comments:</b> Competitive quotes have been obtained for IT equipment, replacements, and conference room upgrades. However, we have paused on the purchase of this equipment at this time. We have been fortunate to receive an unexpected grant from the Finger Lakes</p>



				<p>Performing Provider System (FLPPS) that may cover some of the expenses that we budgeted for in the ARPA grant. The Director of Finance and the Executive Director are actively working together to determine exactly what funds will be available, to ensure that no “double dipping” occurs, and to be able to summarize the potential implication for the ARPA grant. A follow up with the Monroe County ARPA team will be requested as soon as we are ready to present our proposal. In addition, given unanticipated construction that will be required in the 2nd floor conference room as a result of the Limited Use Lift Apparatus (LULA) replacement, it did not make practical sense to purchase new teleconferencing equipment until the scope of the conference room revisions were completely defined and any unanticipated factors were accounted for.</p> <p style="text-align: right;"><a href="#">View Edit</a></p>
6	0.00	yes	2,584	<p><b>Action:</b> Increase number of individuals served by SJNC and increase community awareness of agency.</p> <p><b>Deliverable:</b> Provide services, interventions, outreach, etc. to population served.</p> <p><b>Measurement:</b> • 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.</p> <p><b>Comments:</b> • Program variances are noted through the first 6 months of the year. Given staffing challenges, we are proud to report that the we have exceeded the vast majority of our projections. For example, in Quarter 2, we projected 825 medical and non-mental health services, but actually provided 1229, thus representing an excess of 404 encounters! Once again in Quarter 2, an area of significant over production was in the area of Outreach, Engagement, and Promotion where we anticipated 125 encounters, but actually provided 1966, thus representing 1841 additional encounters.</p> <p>• Participation in our Processing Group for Service Providers were below projections in both quarters, however, we believe this is due to the need to further promote the service as it is new offering at the</p>

				<p>Neighborhood Center.</p> <ul style="list-style-type: none"> <li>The following chart summarize our projections vs. actuals and the respective variances for each.</li> </ul> <p>Quarter 2</p> <p>Service Projected Actual Variance</p> <p>Mental health program—Unique Individuals 63 123 60</p> <p>Mental health program—Services 250 528 278</p> <p>Medical and other Non Mental health services—Unique Individuals 275 482 207</p> <p>Medical and other Non Mental health services—Services 825 1229 404</p> <p>Narrative Therapy Group—Individuals 10 8 (2)</p> <p>Narrative Therapy Group—Services 60 32 (28)</p> <p>Processing Groups for Providers--Individuals 20 5 (15)</p> <p>Processing Groups for Providers--Services 40 5 (35)</p> <p>Outreach, Engagement, &amp; Promotion 125 1966 1841</p> <p>Only 605 unique individuals included in Quarterly Data Report. 493 promised this quarter (so the sheet should have at least 976). If we subtract outreach, then 726 total.</p> <p><a href="#">View Edit</a></p>
3	1	6.00		<p><b>Action:</b> Construction: Construction starts and progresses.</p> <p><b>Deliverable:</b> Construction update and photos.</p> <p><b>Measurement:</b> Construction complete in 4th quarter.</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p>
	2	0.00		<p><b>Action:</b> Medical and Outreach Van: Wrapping/branding of vehicle planned, vendor identified, and engaged.</p> <p><b>Deliverable:</b> Plan for branding of vehicle.</p> <p><b>Measurement:</b> Branding can be completed immediately after retrofitting completed.</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p>
	3	0.00		<p><b>Action:</b> Staff: Evaluate organizational needs and hire TBD flex/patient care position and hire if appropriate.</p> <p><b>Deliverable:</b> Onboarded staff and updated staffing report.</p> <p><b>Measurement:</b> Providing services as outlined in proposal.</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p>
	4	0.00		<p><b>Action:</b> Increase number of individuals served by SJNC and increase community awareness of agency.</p>

				<p><b>Deliverable:</b> Provide services, interventions, outreach, etc. to population served.</p> <p><b>Measurement:</b> • 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.</p> <p><b>Comments:</b> <a href="#">View</a> <a href="#">Edit</a></p>
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## 9/27/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
63	Compliance	9/27/23

### *Project*

Healthcare Transformation through Education, Outreach, and Engagement - St. Joseph's Neighborhood Center

### *Notes*

### Documents

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**Action Item Sheet**

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.00	yes	0	<p><b>Action:</b> IT: Required specs outlined and quotes obtained.</p> <p><b>Deliverable:</b> Spec sheet and quote.</p> <p><b>Measurement:</b> Prepared to purchase in 2nd quarter.</p> <p><b>Comments:</b> Competitive quotes have been obtained for IT equipment replacements, and conference room upgrades. However, we have paused on the purchase of this equipment at this time. We have been fortunate to receive an unexpected grant from the Finger Lakes Performing Provider System (FLPPS) that may cover some of the expenses that we budgeted for in the ARPA grant. The Director of Finance and the Executive Director are actively working together to determine exactly what funds will be available, to ensure that no “double dipping” occurs, and to be able to summarize the potential implication for the ARPA grant. A follow up with the Monroe County ARPA team will be requested as soon as we are ready to present our proposal. In addition, given unanticipated construction that will be required in the 2nd floor conference room as a result of the Limited Use Lift Apparatus (LULA) replacement, it did not make practical sense to purchase new teleconferencing equipment until the scope of the conference room revisions were completely defined and any unanticipated factors were accounted for.</p> <p>May be an issue with FLPPS funding for LULA. Were planning to order the replacement computers through FLPPS, but a hold was put on that by FLPPS. Grant is for \$140k.  <a href="#">View Edit</a></p>
		2	0.00	yes	0	<p><b>Action:</b> Independent contractors: Identify independent contractors for finance, mental health, DEI trainings, and marketing..</p> <p><b>Deliverable:</b> Vendors selected.</p> <p><b>Measurement:</b> Contractors in place to provide required support as outlined in project.</p> <p><b>Comments:</b> Finance—For the past 8 years, SJNC has maintained a contract relationship with Nob Hill Books/Laurie Colasurdo. The organization had planned to continue to utilize these services on a contract basis. Fortunately, however, due to growth, strategic</p>

alignment, and infrastructure needs, the organization was able to hire Colasurdo as the Director of Finance on a part time basis in April and she converted to a full time employee status in July.

Mental Health—SJNC executed a Independent contractor agreement with Maria Rosario, LMHT in February 2023. Rosario is bilingual/bicultural and has begun to see patients referred by the health center thus creating more mental health access.

DEI Trainings—The organization has completed a plethora of research in this area and moved forward with the following contracts: JK Executives (Jill Knittle and Alyssa Whitfield/WBE)—DiSC training, team building, team dynamics, diversity, communication). HR Works— Supervision and Legalities 101, working with diverse work force, diversity in the workplace. Twin Start Diversity (Lauren Wadsworth and Stephanie Pinder-Amaker/WBE)—Diversity and culture assessment, facilitated workshop. Vicki Reynolds—working with diverse populations, self-care for the clinician, drug user health, and workshop.

[Vicki Reynolds Workshop Invoice July 2023.pdf](#)  
[Vicki Reynolds Workshop Invoice July 2023.pdf](#)  
[Twin Star Consulting SJNC Proposal Spring 2023 Sahrle LPW Signed.pdf](#)

[SJNC HR Works Professional Development Management Academy Fully Executed May 2023.pdf](#)  
[St.Joseph's Neighborhood Ctr Proposal JK Executives Executed 051623.pdf](#)  
[Maria Rosario Independent Contractor Agreement Fully Executed February 2023.pdf](#)

Workshop with Vicki Reynolds held on 8/22- 15-20 agencies presented.

Kickoff for Twin Star will happen in September.

Professional Development this fall/ winter.

DISC Training has occurred (2 sessions).

Maria (ind. Contractor)- not as many Spanish speaking clients as they had initially thought. Taking more clients in-house. Expecting the demand to increase. Likely will

					not spend budgeted \$24k this year. Currently planning to roll over into 2024. <a href="#">View Edit</a>
3	0.00	yes	0		<p><b>Action:</b> Medical and Outreach Van: 2 site visits to local CBOs with mobile vans and determine desired configuration</p> <p><b>Deliverable:</b> Pictures of site visits and requirements list developed.</p> <p><b>Measurement:</b> Ability to move forward with mobile van.</p> <p><b>Comments:</b> Site visits and research has been completed. As discussed recently with County Executive Bello during our onsite press conference, and with the ARPA oversight team during our quarterly meeting, we anticipate that we will need to complete a budget modification or no-cost extension for this grant as some components that we anticipated completing in 2023 will likely extend into 2024. Root causes included the following:</p> <ul style="list-style-type: none"> <li>a. An extremely competitive job market coupled with challenges of recruiting staff, and some unanticipated resignations led to some delays in spending ARPA dollars that were allocated towards staffing.</li> <li>b. These staffing shortages then had a domino effect and contributed to coverage needs within the organization and challenges implementing other components of the project. I.e.: The Director of Analytics, Technology, and Operations has two staff members. Both left unexpectedly at the beginning of the year. The Executive Director was also without an Administrative Assistant and a Director of Finance. As a result, the Director and Executive Director had to cover those positions and were not able to focus on moving Capital Improvements the Medical Outreach and Engagement (MOE) components of the project forward as fast as they would have anticipated/preferred. Thankfully, all of those positions with the exception of the Administrative Assistant position have been filled and are fully staffed. Unfortunately, the wait time on Sprinter Vehicles per VanBortle Ford is approximately 6 months at this point. SJNC has a project kick off for the MOE scheduled for later this month to determine how to move forward.</li> </ul> <p>Will definitely have to be purchased in 2024 (unless it could be donated?). Supply chain issue. <a href="#">View Edit</a></p>



	4	1.00	no	0	<p><b>Action:</b> Construction: Complete architectural designs and develop project plan for construction.</p> <p><b>Deliverable:</b> Architectural documents and bids for construction.</p> <p><b>Measurement:</b> Agreed upon plan for moving forward with capital improvements.</p> <p><b>Comments:</b> We are pleased to report, that we are actively working with an architect (Rozzi Architects/ a WBE that is currently appealing its registration with NYS) and DGA Builders (a construction management company that will bid MWBEs). However, the lead times in construction continue to be lengthy. The Limited Use Lift Apparatus (LULA) that we are purchasing may take as many as 20 weeks to obtain/secure onsite. Therefore, some of our capital improvements that were ambitiously planned for 2023 may extend in 2024. The delay in the ARPA contract execution exacerbated this problem as we did not want to spend any dollars before they were guaranteed. The project team met two weeks ago to finalize the scope of the project. An engineer is scheduled to visit SJNC on Monday 08/07/23. The architect team is working to finalize their drawings. And the construction company is finishing their high level estimates and beginning to obtain bids.</p> <p>In addition, we have been fortunate to receive an unexpected grant from the Finger Lakes Performing Provider System (FLPPS) that will cover some of the expenses that we budgeted for in the ARPA grant. The actual cost of the LULA device for example. In addition, a long delayed Dormitory Authority of the State of New York (DASNY) grant for the Center may now be realized as well. This grant included some components of the ARPA project as well. The Director of Finance and the Executive Director are actively working together to determine exactly what funds will be available, to ensure that no “double dipping” occurs, and to be able to summarize the potential implication for the ARPA grant. A follow up with the Monroe County ARPA team will be requested as soon as we are ready to present our proposal.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
	5	0.00	yes	0	<p><b>Action:</b> Staff: Hire 4 new staff members for the project</p> <p><b>Deliverable:</b> Staff onboarded and updated staffing plan provided to Monroe County</p>



				<p><b>Measurement:</b> Majority of direct care staff are onboard and provided services.</p> <p><b>Comments:</b> SJNC hired a Community Health Worker—Damon Butler—to complete outreach/engagement in the Community. He began employment in late July 2023. SJNC included a Patient Care/Flex position in its 2023 budget. However, the organization’s Volunteer Coordinator left somewhat unexpectedly in April 2023. Therefore, the organization elected to convert this position into a full time Volunteer Coordinator. This position will have an exponential impact given the vital importance of volunteers at SJNC. The Volunteer Coordinator is scheduled to start on Monday 08/14/23.</p> <p>Elissa Fleming, an existing employee, transitioned from an Administrative Assistant position to the Community Outreach and Engagement Coordinator funded via this project in 2022.</p> <p>Beth Weigand a former volunteer, accepted a part-time Charge Nurse position with the agency in December 2022.</p> <p>Still working to fill a few positions including the administrative assistant (starting September 6<sup>th</sup>. BIPOC Specialist also starting September 6<sup>th</sup>. Made an offer to a Care Coordinator on 8/22- waiting for reply. Also filling a Patient Care Coordinator and part time admin position).</p> <p><a href="#">View Edit</a></p>
6	0.00	yes	1,058	<p><b>Action:</b> Increase number of individuals served by SJNC and increase community awareness of agency.</p> <p><b>Deliverable:</b> Provide services, interventions, outreach, etc. to population served.</p> <p><b>Measurement:</b> • 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.</p> <p><b>Comments:</b> • Program variances are noted through the first 6 months of the year. Given staffing challenges, we are proud to report that the we have exceeded the vast</p>

					<p>majority of our projections. For example, in Quarter 1, we projected that we would provide 250 visits for Mental Health, but we actually provided 605, thus representing 355 additional encounters! Another area of significant over production was in the area of Outreach, Engagement, and Promotion where we anticipated 125 encounters, but actually provided 619, thus representing 494 additional encounters.</p> <ul style="list-style-type: none"> <li>• Participation in our Processing Group for Service Providers were below projections in both quarters, however, we believe this is due to the need to further promote the service as it is new offering at the Neighborhood Center.</li> <li>• The following charts summarize our projections vs. actuals and the respective variances for each.</li> </ul> <p style="text-align: center;">Quarter 1</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Service</th> <th>Projected</th> <th>Actual</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Mental health program—Unique Individuals</td> <td>63</td> <td>125</td> <td>62</td> </tr> <tr> <td>Mental health program—Services</td> <td>250</td> <td>605</td> <td>355</td> </tr> <tr> <td>Medical and other Non Mental health services—Unique Individuals</td> <td>275</td> <td>418</td> <td>143</td> </tr> <tr> <td>Medical and other Non Mental health services—Services</td> <td>825</td> <td>1146</td> <td>321</td> </tr> <tr> <td>Narrative Therapy Group—Individuals</td> <td>0</td> <td>8</td> <td>8</td> </tr> <tr> <td>Narrative Therapy Group—Services</td> <td>0</td> <td>40</td> <td>40</td> </tr> <tr> <td>Processing Groups for Providers--Individuals</td> <td>20</td> <td>13</td> <td>(7)</td> </tr> <tr> <td>Processing Groups for Providers--Services</td> <td>40</td> <td>13</td> <td>(27)</td> </tr> <tr> <td>Outreach, Engagement, &amp; Promotion</td> <td>125</td> <td>619</td> <td>494</td> </tr> </tbody> </table> <p>483 were supposed to be served. Actually served 1,058 individuals (per Action Item Sheet), but only 605 recorded in the Quarterly Data Report. This should not be the number of encounters but the number of unique individuals served. Where does the 1,058 number come from (cannot get these numbers to add up).</p> <p style="text-align: center;"><a href="#">View Edit</a></p>	Service	Projected	Actual	Variance	Mental health program—Unique Individuals	63	125	62	Mental health program—Services	250	605	355	Medical and other Non Mental health services—Unique Individuals	275	418	143	Medical and other Non Mental health services—Services	825	1146	321	Narrative Therapy Group—Individuals	0	8	8	Narrative Therapy Group—Services	0	40	40	Processing Groups for Providers--Individuals	20	13	(7)	Processing Groups for Providers--Services	40	13	(27)	Outreach, Engagement, & Promotion	125	619	494
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2	2.00	no	0	<p><b>Action:</b> Medical and Outreach Van: Purchase vehicle, finalize retrofit, and contract with retrofitter.</p> <p><b>Deliverable:</b> Vehicle purchase, executed contract with retrofitter including specifications.</p> <p><b>Measurement:</b> Able to start outreach and engagement activities with mobile outreach/medical van.</p> <p><b>Comments:</b> As discussed recently with County Executive Bello during our onsite press conference, and with the ARPA oversight team during our quarterly meeting, we anticipate that we will need to complete a budget modification or no-cost extension for this grant as some components that we anticipated completing in 2023 will likely extend into 2024. Root causes included the following:</p> <p>a. An extremely competitive job market coupled with</p>

				<p>challenges of recruiting staff, and some unanticipated resignations led to some delays in spending ARPA dollars that were allocated towards staffing.</p> <p>b. These staffing shortages then had a domino effect and contributed to coverage needs within the organization and challenges implementing other components of the project. I.e.: The Director of Analytics, Technology, and Operations has two staff members. Both left unexpectedly at the beginning of the year. The Executive Director was also without an Administrative Assistant and a Director of Finance. As a result, the Director and Executive Director had to cover those positions and were not able to focus on moving Capital Improvements the Medical Outreach and Engagement (MOE) components of the project forward as fast as they would have anticipated/preferred. Thankfully, all of those positions with the exception of the Administrative Assistant position have been filled and are fully staffed. Unfortunately, the wait time on Sprinter Vehicles per VanBortle Ford is approximately 6 months at this point. SJNC has a project kick off for the MOE scheduled for later this month to determine how to move forward.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
3	0.00	yes	0	<p><b>Action:</b> Staff: Hire 2 additional staff--Grants Administrator and Bicultural/Bilingual BIPOC MHT</p> <p><b>Deliverable:</b> Staff onboarded and updated staffing plan provided to Monroe County</p> <p><b>Measurement:</b> Fully staffed for project.</p> <p><b>Comments:</b> The TBH Grants Administrator position was converted to a Director of Finance and Grants Administration. The organization hired a former Contractor, Laurie Colasurdo as the Director of Finance and Grants Administration on a part time basis in April and she converted to a full time employee status in July. The Mental Health Provider—BIPOC Specialist position has been filled with a former intern—Dina Johnson—who will begin employment with SJNC on Tuesday 09/05/23.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
4	0.00	yes	0	<p><b>Action:</b> Independent contractors: Execute contracts and begin specified work.</p> <p><b>Deliverable:</b> Executed contracts (if required) and start of contract work.</p> <p><b>Measurement:</b> Effective management of grant and implementation of project.</p>

				<p><b>Comments: Finance</b>—For the past 8 years, SJNC has maintained a contract relationship with Nob Hill Books/Laurie Colasurdo. The organization had planned to continue to utilize these services on a contract basis.</p> <p>Fortunately, however, due to growth, strategic alignment, and infrastructure needs, the organization was able to hire Colasurdo as the Director of Finance and Grants Administration on a part time basis in April and she converted to a full time employee status in July.</p> <p><b>Mental Health</b>—SJNC executed a Independent contractor agreement with Maria Rosario, LMHT in February 2023. Rosario is bilingual/bicultural and has begun to see patients referred by the health center thus creating more mental health access.</p> <p><b>DEI Trainings</b>—The organization has completed a plethora of research in this area and moved forward with the following contracts: JK Executives (Jill Knittle and Alyssa Whitfield/WBE)—DiSC training, team building, team dynamics, diversity, communication). HR Works— Supervision and Legalities 101, working with diverse work force, diversity in the workplace. Twin Start Diversity (Lauren Wadsworth and Stephanie Pinder-Amaker/WBE)— Diversity and culture assessment, facilitated workshop. Vicki Reynolds—working with diverse populations, self-care for the clinician, drug user health, and workshop.</p> <p><b>Marketing</b>—SJNC obtained competitive quotes and followed the required procurement process for the marketing work to be completed—social media presence, website redesign, brand refresh, etc. The Director of Development and Communications recently completed our internal procurement process and we have selected a vendor. Additional documentation will be provided in subsequent reports.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
5	1.00	no	0	<p><b>Action:</b> IT: Purchase equipment as specified in grant, configure, and distribute..</p> <p><b>Deliverable:</b> IT equipment delivered, onsite, and distributed.</p> <p><b>Measurement:</b> Staff and volunteers have the IT equipment they need to implement the project.</p> <p><b>Comments:</b> Competitive quotes have been obtained for IT equipment, replacements, and conference room upgrades. However, we have paused on the purchase of this equipment at this time. We have been fortunate to receive an unexpected grant from the Finger Lakes</p>

				<p>Performing Provider System (FLPPS) that may cover some of the expenses that we budgeted for in the ARPA grant. The Director of Finance and the Executive Director are actively working together to determine exactly what funds will be available, to ensure that no “double dipping” occurs, and to be able to summarize the potential implication for the ARPA grant. A follow up with the Monroe County ARPA team will be requested as soon as we are ready to present our proposal. In addition, given unanticipated construction that will be required in the 2nd floor conference room as a result of the Limited Use Lift Apparatus (LULA) replacement, it did not make practical sense to purchase new teleconferencing equipment until the scope of the conference room revisions were completely defined and any unanticipated factors were accounted for.</p> <p style="text-align: right;"><a href="#">View Edit</a></p>
6	0.00	yes	2,584	<p><b>Action:</b> Increase number of individuals served by SJNC and increase community awareness of agency.</p> <p><b>Deliverable:</b> Provide services, interventions, outreach, etc. to population served.</p> <p><b>Measurement:</b> • 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.</p> <p><b>Comments:</b> • Program variances are noted through the first 6 months of the year. Given staffing challenges, we are proud to report that the we have exceeded the vast majority of our projections. For example, in Quarter 2, we projected 825 medical and non-mental health services, but actually provided 1229, thus representing an excess of 404 encounters! Once again in Quarter 2, an area of significant over production was in the area of Outreach, Engagement, and Promotion where we anticipated 125 encounters, but actually provided 1966, thus representing 1841 additional encounters.</p> <p>• Participation in our Processing Group for Service Providers were below projections in both quarters, however, we believe this is due to the need to further promote the service as it is new offering at the</p>



				<p>Neighborhood Center.</p> <ul style="list-style-type: none"> <li>The following chart summarize our projections vs. actuals and the respective variances for each.</li> </ul> <p>Quarter 2</p> <p>Service Projected Actual Variance</p> <p>Mental health program—Unique Individuals 63 123 60</p> <p>Mental health program—Services 250 528 278</p> <p>Medical and other Non Mental health services—Unique Individuals 275 482 207</p> <p>Medical and other Non Mental health services—Services 825 1229 404</p> <p>Narrative Therapy Group—Individuals 10 8 (2)</p> <p>Narrative Therapy Group—Services 60 32 (28)</p> <p>Processing Groups for Providers--Individuals 20 5 (15)</p> <p>Processing Groups for Providers--Services 40 5 (35)</p> <p>Outreach, Engagement, &amp; Promotion 125 1966 1841</p> <p>Only 605 unique individuals included in Quarterly Data Report. 493 promised this quarter (so the sheet should have at least 976). If we subtract outreach, then 726 total.</p> <p><a href="#">View Edit</a></p>
3	1	6.00		<p><b>Action:</b> Construction: Construction starts and progresses.</p> <p><b>Deliverable:</b> Construction update and photos.</p> <p><b>Measurement:</b> Construction complete in 4th quarter.</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p>
	2	0.00		<p><b>Action:</b> Medical and Outreach Van: Wrapping/branding of vehicle planned, vendor identified, and engaged.</p> <p><b>Deliverable:</b> Plan for branding of vehicle.</p> <p><b>Measurement:</b> Branding can be completed immediately after retrofitting completed.</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p>
	3	0.00		<p><b>Action:</b> Staff: Evaluate organizational needs and hire TBD flex/patient care position and hire if appropriate.</p> <p><b>Deliverable:</b> Onboarded staff and updated staffing report.</p> <p><b>Measurement:</b> Providing services as outlined in proposal.</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p>
	4	0.00		<p><b>Action:</b> Increase number of individuals served by SJNC and increase community awareness of agency.</p>

						<p><b>Deliverable:</b> Provide services, interventions, outreach, etc. to population served.</p> <p><b>Measurement:</b> • 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.</p> <p><b>Comments:</b>  <a href="#">View</a> <a href="#">Edit</a></p>
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-FLPPS grant- After saying they could pay with the LULA for those funds they now said they cannot pay for the LULA with those funds- Already budgeted in the ARPA grant. May purchase in 2023 but will not be installed until 2024- there is a 20 week lead time.

-van- delayed until 2024

-hiring



# 11/29/23 - Desk Review

## General Info

**ID**    **Type**            **Date**  
 12    Desk Review        11/29/23

### Project

Healthcare Transformation through Education, Outreach, and Engagement - St. Joseph's Neighborhood Center

### Notes

## ACTION ITEMS - [View All](#)

### Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	3	1	6.00	no	0	<b>Action:</b> Construction: Construction starts and progresses. <b>Deliverable:</b> Construction update and photos. <b>Measurement:</b> Construction complete in 4th quarter.
		2	0.00	no	0	<b>Action:</b> Medical and Outreach Van: Wrapping/branding of vehicle planned, vendor identified, and engaged. <b>Deliverable:</b> Plan for branding of vehicle. <b>Measurement:</b> Branding can be completed immediately after retrofitting completed.
		3	0.00	no	0	<b>Action:</b> Staff: Evaluate organizational needs and hire TBD flex/patient care position and hire if appropriate. <b>Deliverable:</b> Onboarded staff and updated staffing report. <b>Measurement:</b> Providing services as outlined in proposal.
		4	0.00	yes	4,497	<b>Action:</b> Increase number of individuals served by SJNC and increase community awareness of agency. <b>Deliverable:</b> Provide services, interventions, outreach, etc. to population served. <b>Measurement:</b> • 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	<b>Action:</b> Medical and Outreach Van: Vehicle obtained from vendor, transported to retrofitter, retrofitting completed, and van wrapped. <b>Deliverable:</b> Retrofitted and branded mobile medical van. <b>Measurement:</b> Able to start outreach/engagement at the end of 2023 via medical and outreach van.
		2	6.00	yes	203	<b>Action:</b> Construction: Construction completes and punch list items finished. <b>Deliverable:</b> Renovated building as scoped. <b>Measurement:</b> Open house for revamped SJNC site.
		3	2.00	yes	4	<b>Action:</b> Independent Contractors: Year #1 utilization <b>Deliverable:</b> Paid invoices and completed programs <b>Measurement:</b> Grant being managed effectively.
		4	16.00	yes	13	<b>Action:</b> Staff: Year #1 staffing compliment. <b>Deliverable:</b> Time cards for staff. <b>Measurement:</b> Services being provided as outlined in proposal.
		5	0.00	yes	9,073	<b>Action:</b> Increase number of individuals served by SJNC and increase community awareness of agency. <b>Deliverable:</b> Provide services, interventions, outreach, etc. to population served. <b>Measurement:</b> • 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.

## COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

### 1. Policies/procedures

Procurement	Property	Records	Ethics
yes	yes	yes	yes

**Comments** They are in the process of formalizing policies and procedures and adding policies (such as COVID policy, recruitment, mileage etc.)

### 2. Insurance

Workers	Liability	Auto	Auto General	Umbrella
yes	yes	yes		

**Comments** Will expire in 35 days. Policies renew at the end of 2023.

### 3. Reporting

Data	Actions	Reports	Subcontracts	MWBE
yes	yes	yes	yes	yes

**Comments** 1 voucher needs to be submitted, but they are working with Dylan on this.

## GENERAL ADMINISTRATION QUESTIONS

#### 4. Leadership

**Changed** **Able to Hire**  
yes yes

**Turnover** Have added 12 new staff in 2023 (new hires and filling vacant positions).

**Filling** Yes, there has been some difficulty filling these positions given the current market. Hiring took longer than hoped/ expected.

**Payroll** Lauren Adams  
**Insurance** Lauren Adams, Jen Sahrle, Laurie Colasurdo  
**Reporting** Jen Sahrle, Laurie Colasurdo, David Pinto

**Purchasing**  
Jen Sahrle, David Pinto- handled across various departments

**Comments**

#### 5. Percentage Budget

**Comments** 30%

#### 6. Cash Flow

**Cash Flow Sufficient** Yes

**Vouchering** Yes

#### 7. Financial Management System

**Changed** yes

**Breakout** Yes; yes

**No - Explain**

**Additional Systems** No

**Admin** Laurie Colasurdo- financial system; David Pinto- data system

**Incorporating Data** Took some time to understand how the data fields should be defined, but now is somewhat straightforward

**Comments**

#### 8. Enrollment

**Comments** Initially go through the healthcare access department- they meet with the individuals and go through a screening process. Then based upon their needs they are connected with the resources they required. If ARPA- this is noted in the electronic health record, it is also determined what amount the individual is required to pay (sliding fee scale)- then they go to the front desk to schedule with various departments. They typically talk to two people who help walk them through the process.

### FEDERAL GRANT REQUIREMENTS

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#### 9. SAM

**Up to Date** Yes- also working to ensure it remains updated

**Issues** No

#### 10. Grants

**Comments** No

#### 11. Interventions

**Comments** No

#### 12. GAAP

**Comments** Yes- MMB (Mengel Metzger Barr)

#### 13. Audit

**Comments** No

#### 14. Indirect Rate

**Comments** No

### GRANTEE SPECIFIC QUESTIONS

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**Q Misc.** Could you tell us about your volunteer pipeline and the professional structure as it pertains to your ARPA project? How do you get volunteers and what happens when you need to replace volunteers? How involved are the volunteers in the ARPA program? Do they need to commit to certain hours/ duties? They have been able to add a full time volunteer coordinator. Volunteers are integral to the center and the ARPA project. In the past year they have had 286 volunteers for 6,800 shifts with 28,700 hours of service. They are continuously recruiting for volunteers. They have great relationships with local schools to do placements/ internships etc. Volunteers participate in every aspect of the program. The staff is 10% of the people that work at the center- they provide the foundation and infrastructure. The rest are volunteers.

### EVALUATION

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**Vouchers** **Documents** **Actions** **Meetings**  
2 2 2 3

**Voucher Notes** Vouchers are on time and follow up is always timely. Supporting documentation is well organized. Grantee to date has spent 44% of their year 1 budget- this should be closer to 70%. This is due to infrastructure and renovation expenses that have not been incurred in 2023.

**Documents Notes** Insurance is set to expire in 46 days, but is technically up to date in ContrackHQ. Interim reporting was delayed. Q3 data reporting was completed on time. There has been consistent follow up with the ARPA team to make edits/ adjustments to the submitted data report form so that it satisfies the reporting requirements.

**Actions Notes** Grantee has met 10/17 deliverables to date. Much of the deliverables that have not been completed are due to the infrastructure and the purchase of a van- both of which have likely been pushed to 2024. Grantee has been very communicative with the ARPA team about the reasons for these delays, but we will need to see a clear path forward to meet these deliverables in early 2024.

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

## **Documents**

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General Info

Date \* 11/29/2023

- Type \*  Desk Review
- Site Visit
- Compliance

Notes

[Empty text box for notes]

Action Items

2023 Q3 #1 Action: Construction: Construction starts and progresses.

[View](#) Deliverable: Construction update and photos.

Measure: Construction complete in 4th quarter.

Budget %: 6.00 Measure Met? yes Served: 0

Comments: As stated above, we are actively working with an architect (Rozzi Architects/ a WBE that is currently appealing its registration with NYS) and DGA Builders (a construction management company that will bid MWBEs). However, the lead times in construction continue to be lengthy. The Limited Use Lift Apparatus (LULA) that we are purchasing may take as many as 20 weeks to obtain/secure onsite. Therefore, some of our capital improvements that were ambitiously planned for 2023 will extend into 2024. The delay in the ARPA contract execution exacerbated this problem as we did not want to spend any dollars before they were guaranteed.

The project team has finalized the scope of the project and defined the following phases of the project:

- Phase 0: Roof
- Complete roof tear off
- New gutters
- Insulation to prevent ice damming
- Phase 1: LULA & Front Door
- Front door—operator/handicap accessibility, fob access, integration of safety/security measures into door frame
- Redesign of conference room on 2nd floor to accommodate LULA
- Phase 2: Waiting/Reception
- Waiting room
- Reception—Check in and check out
- Office redesign
- Med door replacement
- Server room door and fob

Phase 0–3 quotes obtained. SJNC hopes to be able to complete this project in 2023, but it will be weather dependent.

Phase 1—The architect team finalized their drawings and forwarded them to DGA to obtain bids.

Phase 2—The architect team is finalizing their drawings and will forward to DGA to obtain bids.

As mentioned previously, we were fortunate to receive an unexpected grant from the Finger Lakes Performing Provider System (FLPPS) that will cover some of the expenses that we budgeted for in the ARPA grant. While they previously indicated that the grant would pay for actual cost of the LULA device, we were just informed that this was not the case. In addition, a long delayed Dormitory Authority of the State of New York (DASNY) grant for the Center may now be realized as well. This grant included some components of the ARPA project as well. The Director of Finance and the Executive Director are actively working together to determine exactly what funds will be available, to ensure that no "double dipping" occurs, and to be able to summarize the potential implication for the ARPA grant. A follow up with the Monroe County ARPA team will be requested as soon as we are ready to present our proposal.

Admin Notes

[Empty text box for admin notes]

2023 Q3 #2 Action: Medical and Outreach Van: Wrapping/branding of vehicle planned, vendor identified, and engaged.

[View](#) Deliverable: Plan for branding of vehicle.

Measure: Branding can be completed immediately after retrofitting completed.

Budget %: 0.00 Measure Met? yes Served: 0

Comments: As described above, we anticipate that we will need to complete a budget modification or no-cost extension for this grant as some components that we anticipated completing in 2023 will likely extend into 2024. The previous section summarized the root causes for this status update. In that context, we have made the decision to defer the van to 2024 with the intent of focusing our efforts on the other capital improvement projects.

Admin Notes

[Empty text box for admin notes]

2023 Q3 #3 Action: Staff: Evaluate organizational needs and hire TBD flex/patient care position and hire if appropriate.

[View](#) Deliverable: Onboarded staff and updated staffing report.

Measure: Providing services as outlined in proposal.

Budget %: 0.00 Measure Met? yes Served: 0

Comments: As described above: SJNC included a Patient Care/Flex position in its 2023 budget. However, the organization's Volunteer Coordinator left somewhat unexpectedly in April 2023. Therefore, the organization elected to convert this position into a full time Volunteer

Coordinator. This position will have an exponential impact given the vital importance of volunteers at SJNC. The Volunteer Coordinator began employment on Monday 08/14/23 and recruited a new volunteer during her first week of employment. The Mental Health Provider—BIPOC Specialist position was filled with a former intern—Dina Johnson—who began employment with SJNC on Tuesday 09/05/23.

Admin Notes

[Redacted Admin Notes]

2023 Q3 #4 Action: Increase number of individuals served by SJNC and increase community awareness of agency.

[View](#) Deliverable: Provide services, interventions, outreach, etc. to population served.

Measure: • 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.

Budget %: 0.00 Measure Met? yes Served: 4,497

Comments: Service Projected Actual Variance

Mental health program—Unique Individuals 63 108 45

Mental health program—Services 250 422 172

Medical and other Non Mental health services—Unique Individuals 275 494 219

Medical and other Non Mental health services—Services 825 994

169

Narrative Therapy Group—Individuals 0 Not tracked

Narrative Therapy Group—Services 0 18 (18)

Processing Groups for Providers--Individuals 20 Not tracked

Processing Groups for Providers--Services 40 88 44

Outreach, Engagement, & Promotion 125 3895 3770

Intern/MH Supervision 0 77 77

Hygiene Bag Distribution 0 55 55

Unique individuals served:

602 in Intergy--Electronic Health Record

3895= Unique individuals through outreach—Minimum

4,497= unique individuals—Minimum

Admin Notes

[Redacted Admin Notes]

2023 Q4 #1 Action: Medical and Outreach Van: Vehicle obtained from vendor, transported to retrofitter, retrofitting completed, and van wrapped.

[View](#) Deliverable: Retrofitted and branded mobile medical van.

Measure: Able to start outreach/engagement at the end of 2023 via medical and outreach van.

Budget %: 11.00 Measure Met? yes Served: 0

Comments: As discussed and reported previously: We will need to complete a budget modification for this grant as some components that we anticipated completing in 2023 (capital improvement projects and the Mobile Outreach and Engagement (MOE) vehicle) will extend into 2024. Root causes included the following:

- a. An extremely competitive job market coupled with challenges of recruiting staff, and some unanticipated resignations led to some delays in spending ARPA dollars that were allocated towards staffing.
- b. These staffing shortages then had a domino effect and contributed to coverage needs within the organization and challenges implementing other components of the project. I.e.: The Director of Analytics, Technology, and Operations has two staff members. Both left unexpectedly at the beginning of the 2023 and the positions remained open for several months. The Executive Director was also without an Administrative Assistant during the first six plus months of the year and a Director of Finance (who was hired part time in April and only transitioned to full time as of 01/01/2024). As a result, the Director and Executive Director had to cover those positions and were not able to focus on moving Capital Improvements the Medical Outreach and Engagement (MOE) components of the project forward as fast as they would have anticipated/preferred. Thankfully, all of those positions have been filled and are fully staffed.

Admin Notes

[Redacted Admin Notes]

2023 Q4 #2 Action: Construction: Construction completes and punch list items finished.

[View](#) Deliverable: Renovated building as scoped.

Measure: Open house for revamped SJNC site.

Budget %: 6.00 Measure Met? yes Served: 203

Comments: SJNC hosted a health fair and Open House on Friday 12/08/23 to commemorate the organization's 30th anniversary (opening of the facility). While the planned renovations had not yet been completed, the organization was able to showcase its services, speak to the upcoming renovations, and promote its transformative approach to health care. 203 unique individuals attended. The organization has already reserved Friday 12/06/24 for another Health Fair and Open House to showcase the renovations that have been deferred to this fiscal year.

Admin Notes

[Redacted Admin Notes]

2023 Q4 #3 Action: Independent Contractors: Year #1 utilization

[View](#) Deliverable: Paid invoices and completed programs

Measure: Grant being managed effectively.

Budget %: 2.00 Measure Met? yes Served: 4

Comments: The Bilingual/Bicultural Mental Health Contractor was engaged early in 2024. Unfortunately, due to exponential growth in their private practice they were able to accept fewer referrals than anticipated. 4 unique clients were served via this mechanism. In addition, the organization was fortunate to have a bilingual (Spanish speaking) intern who was able to provide mental health services to Spanish speaking individuals—thus addressing the need identified in the original grant proposal.

Admin Notes

2023 Q4 #4 Action: Staff: Year #1 staffing compliment.

[View](#) Deliverable: Time cards for staff.

Measure: Services being provided as outlined in proposal.

Budget %: 16.00 Measure Met? yes Served: 13

Comments: An extremely competitive job market coupled with challenges of recruiting staff, and some unanticipated resignations led to some delays in spending ARPA dollars that were allocated towards staffing. However, during 2023, the organization did successfully hire 13 new employees and filled all of the open positions funded by the ARPA grant. As SJNC enters 2024, the following key positions are vacant due to a resignation and retirement at the end of the year: Manager, Clinical Services and Family Nurse Practitioner.

Admin Notes

2023 Q4 #5 Action: Increase number of individuals served by SJNC and increase community awareness of agency.

[View](#) Deliverable: Provide services, interventions, outreach, etc. to population served.

Measure: • 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.

Budget %: 0.00 Measure Met? yes Served: 9,073

Comments: SJNC far exceeded the numbers projected for the quarter and the year as a whole. The following chart outlines the number of individuals served and services provided.

Service Projected Actual Variance

Mental health program—Unique Individuals 63 124 61

Mental health program—Services 250 543 293

Medical and other Non Mental health services—Unique Individuals 275 308 33

Medical and other Non Mental health services—Services 825 891 66

Narrative Therapy Group—Individuals 0 6 6

Narrative Therapy Group—Services 0 49 49

Processing Groups for Providers--Individuals 20 Not tracked N/A

Processing Groups for Providers--Services 40 29 (11)

Outreach, Engagement, & Promotion 125 8511 8,386

Intern/MH Supervision Not projected 5 individuals/37 encounters 5 individuals/37 encounters

Hygiene Bag Distribution Not projected 269 269

4th Quarter numbers:

Unique individuals served:

562 in Intergy—Electronic Health Record

8511= Unique individuals through outreach—Minimum

9,073= unique individuals—Minimum

2023 numbers from Intergy:

Body Works: 33 individuals/116 services

CCW: 211 individuals/2104 services

HCA: 645 individuals/1030 services

Medical: 1047 individuals/2569 services

Grand Total: 1569 individuals/5,819 services

2023 numbers from Outreach/Engagement Spreadsheet:

Narrative Group: 16 individuals/131 encounters

Support Group for Providers: 17 individuals/135 encounters

Promotional Outreach 458

458 individuals/14725 encounters

Intern/MH Supervision 35 individuals/

110 encounters

Hygiene Bag Distribution 324 encounters

Total 15,425 encounters

Admin Notes

1/24/2024 - How many are listed on the data sheet? Are any of these cross listed/ receiving more than one service? There should be at least 358 unique names listed. David is currently unsure but will look into this.

COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased though this Agreement.

Y N

3. All records retention policies your agency has adopted

Y N

4. Code of Ethics

Y N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y N

Comments:

They are in the process of formalizing policies and procedures and adding policies (such as COVID policy, recruitment, mileage etc.)

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

1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y N

2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y N

3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y N

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

Comments:

Will expire in 35 days. Policies renew at the end of 2023.

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

1. Data Reporting Y N

2. Action Items Y N

3. Interim/ Annual Report Y N

4. Subcontracts in ARPA portal Y N

5. M/WBE Reporting Y N (review from Matt Burrell)

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

1 voucher needs to be submitted, but they are working with Dylan on this.

GENERAL ADMINISTRATION QUESTIONS

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

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

Have added 12 new staff in 2023 (new hires and filling vacant positions).

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

Yes, there has been some difficulty filling these positions given the current market. Hiring took longer than hoped/ expected.

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

1. Payroll:

Lauren Adams

2. Insurance:	Lauren Adams, Jen Sahrle, Laurie Colasurdo
3. Reporting/Vouchering:	Jen Sahrle, Laurie Colasurdo, David Pinto
4. Purchasing:	Jen Sahrle, David Pinto- handled across various departments

Comments:

[Empty comment box]

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

30%

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

Yes

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

Yes

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

Y  N

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

Yes; yes

2. If no, please explain.

[Empty text box]

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

No

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

Laurie Colasurdo- financial system; David Pinto- data system

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

Took some time to understand how the data fields should be defined, but now is somewhat straightforward

Comments:

[Empty comment box]

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

Initially go through the healthcare access department- they meet with the individuals and go through a screening process. Then based upon their needs they are connected with the resources they required. If ARPA- this is noted in the electronic health record. It is also determined what amount the individual is required to pay (sliding fee scale)- then they go to the front desk to schedule with various departments. They typically talk to two people who help walk them through the process.

FEDERAL GRANT REQUIREMENTS

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

Yes- also working to ensure it remains updated

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

No

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

No

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



No

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

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

Yes- MMB (Mengel Metzger Barr)

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

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

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

No

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

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

No

GRANTEE SPECIFIC QUESTIONS

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

Could you tell us about your volunteer pipeline and the professional structure as it pertains to your ARPA project? How do you get volunteers and what happens when you need to replace volunteers? How involved are the volunteers in the ARPA program? Do they need to commit to certain hours/ duties? They have been able to add a full time volunteer coordinator. Volunteers are integral to the center and the ARPA project. In the past year they have had 286 volunteers for 6,800 shifts with 28,700 hours of service. They are continuously recruiting for volunteers. They have great relationships with local schools to do placements/ internships etc. Volunteers participate in every aspect of the program. The staff is 10% of the people that work at the center- they provide the foundation and infrastructure. The rest are volunteers.

EVALUATION

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

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

Notes Vouchers are on time and follow up is always timely. Supporting documentation is well organized. Grantee to date has spent 44% of their year 1 budget- this should be closer to 70%. This is due to infrastructure and renovation expenses that have not been incurred in 2023.

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

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

Notes Insurance is set to expire in 46 days, but is technically up to date in ContrackHQ. Interim reporting was delayed. Q3 data reporting was completed on time. There has been consistent follow up with the ARPA team to make edits/ adjustments to the submitted data report form so that it satisfies the reporting requirements.

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

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

Notes Grantee has met 10/17 deliverables to date. Much of the deliverables that have not been completed are due to the infrastructure and the purchase of a van- both of which have likely been pushed to 2024. Grantee has been very communicative with the ARPA team about the reasons for these delays, but we will need to see a clear path forward to meet these deliverables in early 2024.

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

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

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

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▼ **✓ Attachments/Submit**

Documents  Upload New File(s) Documents uploaded here will be attached to this record once saved.

# 1/24/24 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
74	Compliance	1/24/24

### *Project*

Healthcare Transformation through Education, Outreach, and Engagement - St. Joseph's Neighborhood Center

### *Notes*

## Documents

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4	1	11.00	<p><b>Action:</b> Medical and Outreach Van: Vehicle obtained from vendor, transported to retrofitter, retrofitting completed, and van wrapped.</p> <p><b>Deliverable:</b> Retrofitted and branded mobile medical van.</p> <p><b>Measurement:</b> Able to start outreach/engagement at the end of 2023 via medical and outreach van.</p> <p><a href="#">View Edit</a></p>	
	2	6.00	<p><b>Action:</b> Construction: Construction completes and punch list items finished.</p> <p><b>Deliverable:</b> Renovated building as scoped.</p> <p><b>Measurement:</b> Open house for revamped SJNC site.</p> <p><a href="#">View Edit</a></p>	
	3	2.00	<p><b>Action:</b> Independent Contractors: Year #1 utilization</p> <p><b>Deliverable:</b> Paid invoices and completed programs</p> <p><b>Measurement:</b> Grant being managed effectively.</p> <p><a href="#">View Edit</a></p>	
	4	16.00	<p><b>Action:</b> Staff: Year #1 staffing compliment.</p> <p><b>Deliverable:</b> Time cards for staff.</p> <p><b>Measurement:</b> Services being provided as outlined in proposal.</p> <p><a href="#">View Edit</a></p>	
	5	0.00	<p><b>Action:</b> Increase number of individuals served by SJNC and increase community awareness of agency.</p> <p><b>Deliverable:</b> Provide services, interventions, outreach, etc. to population served.</p> <p><b>Measurement:</b> • 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.</p> <p>How many are listed on the data sheet? Are any of these cross listed/ receiving more than one service? There should be at least 358 unique names listed. David is currently unsure but will look into this.</p> <p><a href="#">View Edit</a></p>	
2024	1	1	5.00	<p><b>Action:</b> Medical and Outreach Van: Begin outreach/engagement with vehicle.</p> <p><b>Deliverable:</b> Completed outreach/engagement visits.</p> <p><b>Measurement:</b> Staff and supports in place to complete outreach/engagement as described in project scope.</p> <p>Plan to complete roof work, elevator, internal changes and then the van.- per David</p> <p><a href="#">View Edit</a></p>
	2	0.00	<p><b>Action:</b> Increase number of individuals served by SJNC and increase community awareness of agency.</p> <p><b>Deliverable:</b> Provide services, interventions, outreach, etc. to population served.</p> <p><b>Measurement:</b> • 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> <p>Going very well so far. There have been some organizational changes aimed at community outreach to increase volunteers and more participation from community members in need of services. Patient count</p>	

							<p>is increasing and the number of services is also increasing. At about pre-pandemic levels and continuing to rise. Winter months are generally slower for both patients and volunteers but there has not been significant fluctuation.</p> <p><a href="#">View</a> <a href="#">Edit</a></p>
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Annual Reporting Data Sheet, Action Items, reporting questions not complete-this was due on 1/16

## 3/27/24 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
132	Compliance	3/27/24

#### *Project*

Healthcare Transformation through Education, Outreach, and Engagement - St. Joseph's Neighborhood Center

#### *Notes*

### Documents

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2024	1	1	5.00	<p><b>Action:</b> Medical and Outreach Van: Begin outreach/engagement with vehicle.</p> <p><b>Deliverable:</b> Completed outreach/engagement visits.</p> <p><b>Measurement:</b> Staff and supports in place to complete outreach/engagement as described in project scope.</p> <p><b>Admin Notes:</b> 1/24/2024 - Plan to complete roof work, elevator, internal changes and then the van.- per David</p> <p>3/27/24: Roof work is complete. Following up with contractor- going back to retroactively address information in emails. Hoping to invoice ARPA (per contract revisions). DASNY funding- week of April 10<sup>th</sup>- renovation for elevator and front desk elevator. David is taking the lead on the project management with the van. Have been doing site visits with other agencies in the area to get some ideas put together a wishlist. Plan to put in an order for the base vehicle by the end of April. General turnaround time is a few months to get the van customized/ up and running. Very conscious of the MWBE requirements for the ARPA grant.</p>
		2	0.00	<p><b>Action:</b> Increase number of individuals served by SJNC and increase community awareness of agency.</p> <p><b>Deliverable:</b> Provide services, interventions, outreach, etc. to population served.</p> <p><b>Measurement:</b> • Serve █ unique individuals for 313 visits through the mental health program • Serve █ unique individuals for 1031 visits through the medical services and health access program. • Serve █ unique individuals for 0 visits through the narrative therapy group. • Serve █ 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> <p><b>Admin Notes:</b> 1/24/2024 - Going very well so far. There have been some organizational changes aimed at community outreach to increase volunteers and more participation from community members in need of services.</p> <p>Patient count is increasing and the number of services is also increasing. At about pre-pandemic levels and continuing to rise. Winter months are generally slower for both patients and volunteers but there has not been significant fluctuation.</p> <p>3/27/24: Through the end of March, they have served 131 with counseling and community works with 574 units of service; 319 individuals in medical and healthcare access with 622 units of service (Manager of Clinical Services retired at the end of last year- they hired for this position in March of this year); there have been narrative groups and support groups this quarter- these numbers will be provided in the quarterly report. Per Jen served 2 in the narrative support group for 28 units of service; 5 individuals in the general support group for 44 units of service; have completed outreach to 1871 individuals.</p>

# TRILLIUM



# 10/3/23 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
17	Compliance	10/3/23

### *Project*

Project ACCESS - Trillium Health

### *Notes*


## Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	1.00	no	0	<p><b>Action:</b> Increase utilization of behavioral health services</p> <p><b>Deliverable:</b> formalize a partnership with Villa of Hope and Catholic Charities to provide BHS to patients/clients based on referral</p> <p><b>Measurement:</b> MOU's in place with VOH and CC</p> <p><b>Comments:</b> MOU is in process for Catholic Charities, and will be developed for 1 to 2 other providers under exploration at this time. The Medical Case Manager for the clinic has been identified, but has not started in their position yet. Once in place, referrals to external providers for Mental Health will take place.</p> <p><a href="#">View Edit</a></p>
		2	1.00	yes		<p><b>Action:</b> Increase the number of Collaborative partnerships to provide and /or distribute food</p> <p><b>Deliverable:</b> Identify and formalize new community-based relationships to establish food distribution sites.</p> <p><b>Measurement:</b> 1 formal collaborative partnerships established.</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p>
		3	2.00	Not filled in	Not filled in	<p><b>Action:</b> Increase the number of households/individuals served through TH food pantry</p> <p><b>Deliverable:</b> Redesign current FC space to increase size of the space to be able to receive more food and serve more people</p> <p><b>Measurement:</b> Architect render 100% complete ; 40 individuals served at TH FC (temp space)</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p>
	2	1	2.00	no	14	<p><b>Action:</b> Increase utilization of behavioral health services</p> <p><b>Deliverable:</b> Refer participants to BHS (internal or external)</p> <p><b>Measurement:</b> 50 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment</p> <p><b>Comments:</b> MOU is in process for Catholic Charities, and will be developed for 1 to 2 other</p>

				<p>providers under exploration at this time. The Medical Case Manager for the clinic has been identified, but has not started in their position yet. Once in place, referrals and Case Management follow up to external providers for Mental Health will take place. To date there have been 14 internal referrals to behavioral health services.</p> <p><a href="#">View Edit</a></p>
2	1.00	no		<p><b>Action:</b> Increase Access to healthcare and supportive services</p> <p><b>Deliverable:</b> Hire 5 Medical Case Worker and 2 Community Health Workers</p> <p><b>Measurement:</b> All new staff hired</p> <p><b>Comments:</b> 3 MCM's were hired in May and June. Two outreach staff were hired in late June, early July. One more MCM is being recruited. The internal referral process and SDOH tool were successfully developed and piloted with the Supportive Services team, and is in the process of rolling out to the rest of agency (Community Services, Clinic, and Pharmacy) over the next few months. Successful access to services increase of 88 people connected to services, even though most of the team was not in place until May/June. This number should be in the action item above. recently went through an exercise to go through salary ranges.</p> <p><a href="#">View Edit</a></p>
3	1.00	yes	4	<p><b>Action:</b> Increase the number of Collaborative partnerships to provide and /or distribute food</p> <p><b>Deliverable:</b> Identify and formalize new community-based relationships to establish food distribution sites.</p> <p><b>Measurement:</b> 1 formal collaborative partnerships established.</p> <p><b>Comments:</b> We have focused on acquiring more food into our pantry to meet the increasing community demands. We have formally developed 4 partnerships to date to assist us with this goal; Headwater Food Hub, EquiCenter, South wedge Market, and NOTA Farmers Market. Additionally, we have expanded our services to 2 of our satellite offices at 170 Science Parkway, Rochester 14620 and the Mocha Center at 470 W. Main Street, Rochester 14608 to meet the needs of children and</p>

						<p>families in zip codes where the needs are the greatest.</p> <p>Going really well- biggest challenge for the food pantry is the buildout and getting the staffing up to speed. Have challenges getting the cooler and freezer in (which were not the correct dimensions).</p> <p><a href="#">View Edit</a></p>
3	1	1.00				<p><b>Action:</b> Increase Access to healthcare and supportive services</p> <p><b>Deliverable:</b> Onboard and train new staff on TH and community services</p> <p><b>Measurement:</b> All staff 100% trained</p> <p><b>Comments:</b> Not quite there. Have been able to get staff training within 4-6 weeks. Should be complete by early 4<sup>th</sup> quarter.</p> <p><a href="#">View Edit</a></p>
	2	4.00				<p><b>Action:</b> Increase the number of households/individuals served through TH food pantry</p> <p><b>Deliverable:</b> Construct new FC space to increase size of the space to be able to receive more food and serve more people</p> <p><b>Measurement:</b> Construction to begin ; 250 individuals served at TH FC (temp space)</p> <p><b>Comments:</b> Have served about 500-600 by this point. Increasing by 37% each month. Outreach may be part of the cause. There is more need because the cost of food is high. Homelessness is high so they are seeing more homeless residents. Taking on more residents because other pantries have been reducing services.</p> <p>Construction is in 2 phases- food walk in freezer and the brick and mortar wall space. Shelving shopping model. Build out is slated for January. Redesign.</p> <p><a href="#">View Edit</a></p>
3		1.00				<p><b>Action:</b> Increase utilization of behavioral health services</p> <p><b>Deliverable:</b> Refer participants to BHS (internal or external)</p> <p><b>Measurement:</b> 50 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment</p> <p><b>Comments:</b> Not going well so far. One care manager was making the referrals. Should make those numbers t=by the end of the year of by the beginning of the first quarter in 2024.</p> <p><a href="#">View Edit</a></p>

4	1.00	<p><b>Action:</b> Increase the number of Collaborative partnerships to provide and /or distribute food</p> <p><b>Deliverable:</b> Identify and formalize new community-based relationships to establish food distribution sites.</p> <p><b>Measurement:</b> 1 formal collaborative partnerships established.</p> <p><b>Comments:</b> Have a partnership in place with villa of hope and catholic charities.</p> <p><a href="#">View</a> <a href="#">Edit</a></p>
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# 3/5/24 - Desk Review

## General Info

**ID**      **Type**              **Date**  
 101      Desk Review          3/5/24

**Project**

Project ACCESS - Trillium Health

**Notes**

## ACTION ITEMS - [View All](#)

**Action Table**

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	4	1	4.00	yes	526	<b>Action:</b> Increase the number of households/individuals served through TH food pantry <b>Deliverable:</b> Construct new FC space to increase size of the space to be able to receive more food and serve more people <b>Measurement:</b> Construction - ongoing ; 250 individuals served at TH FC (temp space)
		2	3.00	yes	188	<b>Action:</b> Increase Access to healthcare and supportive services <b>Deliverable:</b> Provide transportation, case management, referrals, BHS and other supports to target population <b>Measurement:</b> 200 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care
		3	1.00	no	5	<b>Action:</b> Increase utilization of behavioral health services <b>Deliverable:</b> Refer participants to BHS (internal or external) <b>Measurement:</b> 50 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment
		4	1.00	yes	5	<b>Action:</b> Increase the number of Collaborative partnerships to provide and /or distribute food <b>Deliverable:</b> Identify and formalize new community-based relationships to establish food distribution sites. <b>Measurement:</b> 4 formal collaborative partnerships established.
2024	1	1	3.00			<b>Action:</b> Increase the number of households/individuals served through TH food pantry <b>Deliverable:</b> Construct new FC space to increase size of the space to be able to receive more food and serve more people <b>Measurement:</b> Construction complete end of Q1; 275 Individuals served at TH FC (temp space)
		2	2.00			<b>Action:</b> Increase Access to healthcare and supportive services <b>Deliverable:</b> Provide transportation, case management, referrals, BHS and other supports to target population <b>Measurement:</b> 200 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care
		3	1.00			<b>Action:</b> Increase utilization of behavioral health services <b>Deliverable:</b> Refer participants to BHS (internal or external) <b>Measurement:</b> 108 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment
		4	1.00			<b>Action:</b> Increase the number of Collaborative partnerships to provide and /or distribute food <b>Deliverable:</b> Identify and formalize new community-based relationships to establish food distribution sites. <b>Measurement:</b> 2 formal collaborative partnerships established.

## COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

**1. Policies/procedures**

<b>Procurement</b>	<b>Property</b>	<b>Records</b>	<b>Ethics</b>
no	no	no	no

**Comments**

**2. Insurance**

<b>Workers</b>	<b>Liability</b>	<b>Auto</b>	<b>Auto General</b>	<b>Umbrella</b>
yes	yes	yes	yes	yes

**Comments**

**3. Reporting**

<b>Data</b>	<b>Actions</b>	<b>Reports</b>	<b>Subcontracts</b>	<b>MWBE</b>
yes	yes	yes	yes	no

**Comments** Not currently up to date but working on getting someone who will take care of this reporting in the future.

## GENERAL ADMINISTRATION QUESTIONS

**4. Leadership**

<b>Changed</b>	<b>Able to Hire</b>
yes	yes

**Turnover** The Manager of the Food Pantry has resigned, but they are extending an offer to a new individual soon. Currently down one Care Management position (1 of 4). Actively looking to fill the position right now. Overall entity turnover is 2.5% (monthly).

**Filling** Still need to fill one position and have requested two additional positions due to the amount of work required to maintain the ARPA project.

<b>Payroll</b>	<b>Insurance</b>	<b>Reporting</b>	<b>Purchasing</b>
Senior Grant Accountant- Karen Licata	Maria Magans	Karen Licata (vouchering); Ellie Lindo (reporting)	Matteo Ragusa

**Comments**

**5. Percentage Budget**

**Comments** 2%

**6. Cash Flow**

**Cash Flow Sufficient** Yes

**Vouchering** Yes

**7. Financial Management System**

**Changed** yes

**Breakout** yes; yes

**No - Explain**

**Additional Systems** No

**Admin** Jennison Bielemeier

**Incorporating Data** None of the data elements are difficult to track in the system, but it would be easier if the template was split into a different format for their system to process.

**Comments**

**8. Enrollment**

**Comments** Anyone walking through the doors, they meet with- sit with them and complete a social determinants of health assessment- complete demographic assessment. They enroll them in programs at Trillium or refer them out to Community programs. They typically talk to one care manager for anywhere from 10 minutes to an hour depending on the person. The average timeframe is 20 minutes. Range of referrals is very individualized. For the food pantry- there is a care manager in the food pantry that is also there to help build referrals and assist individuals with care. There is an average of 400-500 distributions per month (per household). Of those, there are 15-30 (depending on day/time) that come into the pantry that the care manager will work with. Open every day except Tuesdays. Monday, Thurs 1-4. Wed, Fri 9-12 and 1-3.

**FEDERAL GRANT REQUIREMENTS**

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**9. SAM**

**Up to Date** Yes

**Issues** No

**10. Grants**

**Comments** Yes. Just received a City ARPA grant for \$999,631 for Food Pharmacy work.

**11. Interventions**

**Comments** No

**12. GAAP**

**Comments** Yes, Freed Maxick

**13. Audit**

**Comments** Yes, Freed Maxick

**14. Indirect Rate**

**Comments** No

**GRANTEE SPECIFIC QUESTIONS**

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**Q Misc.**

**EVALUATION**

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Vouchers	Documents	Actions	Meetings
1	3	2	3

**Voucher Notes** Trillium's vouchers have generally not been submitted on time. (first due 7/15, submitted 7/31. Second due 10/15, not submitted. One submitted 12/29, one submitted 1/17). Supporting documentation for the expenses have been improving; better organized and better encompassing, however none were finalized by the end of 2023. As of the January '24 submission, Trillium reported spending 52% of their year one budget. This is understandable given the program is getting up and running, and the contract was signed in June, however we will be looking for spending to be much closer to 100% in year two.

**Documents Notes** Insurance documents are up to date. All reporting has been completed on time except MWBE reporting which they are actively working on completing now. If I could, I would give them a 2.5. For now- in good faith- giving a 3. If MWBE not completed by next Desk Review, will bump down to a 2.

**Actions Notes** They have met most of the metrics/ action items but those they have not met they have a firm plan in place. The one area they are struggling is Behavioral Health Service referrals. Once this is up and running they expect a drastic increase in metrics, but the process is slow to start. They are planning to see this increase in year 2 with hiring and referrals.

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

**Documents**

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▼  **General Info**

Date \*

- Type \*  Desk Review  
 Site Visit  
 Compliance

Notes

▼  **Action Items**

2023 Q4 #1 **Action:** Increase the number of households/individuals served through TH food pantry

[View](#) **Deliverable:** Construct new FC space to increase size of the space to be able to receive more food and serve more people

**Measure:** Construction - ongoing ; 250 individuals served at TH FC (temp space)

**Budget %:** 4.00 **Measure Met?** yes **Served:** 526

**Comments:** 526 unique individuals who were first served at the food pantry after 4/1/23 were served during the fourth quarter.

In total during the fourth quarter, there were 1,495 encounters where clients were served by the food pantry.

There were 290 individuals who were brand new to the food pantry in the fourth quarter.

The walk-in cooler/freezer has been installed. Ongoing meetings are occurring with the architectural team to plan out the rest of the food cupboard build out. Estimated construction start date is late Spring/early Summer.

Admin Notes

2023 Q4 #2 **Action:** Increase Access to healthcare and supportive services

[View](#) **Deliverable:** Provide transportation, case management, referrals, BHS and other supports to target population

**Measure:** 200 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care

**Budget %:** 3.00 **Measure Met?** yes **Served:** 188

**Comments:** 188 internal referrals were completed in Quarter 4, resulting in 414 linkages to Trillium Services over Year 1, more than doubling the projected amount of 200.

Internal referrals saw a 20% increase from Quarter 3 to Quarter 4.

Despite positions being filled slower than expected, referrals have significantly increased over time. We attribute this to the diligent work of existing Medical Case Managers as well as the continued implementation of the internal referral process in several teams across the organization, effectively connecting us through a unified and streamlined method of linking patients and clients to care.

Admin Notes

2023 Q4 #3 **Action:** Increase utilization of behavioral health services

[View](#) **Deliverable:** Refer participants to BHS (internal or external)

**Measure:** 50 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment

**Budget %:** 1.00 **Measure Met?** yes **Served:** 5

**Comments:** 5 referrals were made to behavioral health services where the first appointment was attended, bringing the Year 1 total to 43.

We suspect that factors contributing to the failure to meet this performance measure include a lack of behavioral health resources and a delay in access to existing behavioral health resources in our community. Our data shows that of the 135 referrals that were made, 5 successfully made it through first appointment and 6 were declined by the patient. Over half (70) of these referrals have been sent to the BH provider with no response as of 1/12/2024, highlighting the delay in access that we have found in the community. In discussing how to improve this, we have proposed and will begin to explore other services and expand our network of behavioral health services.

Additional considerations include staffing and data collection. Staffing saw that positions were slow to fill, meaning that we were not working at 100% capacity. This was addressed with agency-wide baseline salary adjustments and increased recruitment efforts, which saw an increase in qualified applicants coming forth. We expect to see positions filled and more referrals completed and saw through in the coming months. In terms of data collection, we are working with business intelligence to analyze data system adjustments to ensure we are accurately capturing both referrals and the status of referrals in a timely manner while also ensuring that accurate information is being input on the service delivery side.

We expect these numbers to increase in Year 2.

Admin Notes



2023 Q4 #4 Action: Increase the number of Collaborative partnerships to provide and /or distribute food  
[View](#) Deliverable: Identify and formalize new community-based relationships to establish food distribution sites.

Measure: 4 formal collaborative partnerships established.

Budget %: 1.00 Measure Met? **yes** Served: 5

Comments: We have focused on acquiring more food into our pantry to meet the increasing community demands. We have formally developed 5 partnerships to date to assist us with this goal; Headwater Food Hub, EquiCenter, South Wedge Market, NOTA Farmers Market, and most recently, Volunteers of America (VOA).

Through our collaboration with VOA, we have received regular shipments of fresh produce throughout the winter for clients of our food pantry, and will continue to do so through the colder months.

Additionally, we have expanded our services to 2 of our satellite offices at 170 Science Parkway, Rochester 14620 and the Mocha Center at 470 W. Main Street, Rochester 14608 to meet the needs of children and families in zip codes where the needs are the greatest.

Admin Notes

2024 Q1 #1 Action: Increase the number of households/individuals served through TH food pantry  
[View](#) Deliverable: Construct new FC space to increase size of the space to be able to receive more food and serve more people

Measure: Construction complete end of Q1; 275 individuals served at TH FC (temp space)

Budget %: 3.00 Measure Met? **yes** Served:

Comments: (blank)

Admin Notes

2024 Q1 #2 Action: Increase Access to healthcare and supportive services  
[View](#) Deliverable: Provide transportation, case management, referrals, BHS and other supports to target population

Measure: 200 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care

Budget %: 2.00 Measure Met? **yes** Served:

Comments: (blank)

Admin Notes

2024 Q1 #3 Action: Increase utilization of behavioral health services  
[View](#) Deliverable: Refer participants to BHS (internal or external)

Measure: 108 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment

Budget %: 1.00 Measure Met? **yes** Served:

Comments: (blank)

Admin Notes

2024 Q1 #4 Action: Increase the number of Collaborative partnerships to provide and /or distribute food  
[View](#) Deliverable: Identify and formalize new community-based relationships to establish food distribution sites.

Measure: 2 formal collaborative partnerships established.

Budget %: 1.00 Measure Met? **yes** Served:

Comments: (blank)

Admin Notes

**COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE**

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y  N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased through this Agreement.

Y  N

3. All records retention policies your agency has adopted

Y  N

4. Code of Ethics

Y  N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y  N

Comments:

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

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

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

Comments:

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

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

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

Not currently up to date but working on getting someone who will take care of this reporting in the future.

▼ **GENERAL ADMINISTRATION QUESTIONS**

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

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

The Manager of the Food Pantry has resigned, but they are extending an offer to a new individual soon. Currently down one Care Management position (1 of 4). Actively looking to fill the position right now. Overall entity turnover is 2.5% (monthly).

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

Still need to fill one position and have requested two additional positions due to the amount of work required to maintain the ARPA project.

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

1. Payroll:	Senior Grant Accountant- Karen Licata
2. Insurance:	Maria Magans
3. Reporting/Vouchering:	Karen Licata (vouchering); Ellie Lindo (reporting)
4. Purchasing:	Matteo Ragusa

Comments:

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

2%

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

Yes

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

Yes

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

Y  N

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

yes; yes

2. If no, please explain.

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

No

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

Jennison Bielemeier

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

None of the data elements are difficult to track in the system, but it would be easier if the template was split into a different format for their system to process.

Comments:

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

Anyone walking through the doors, they meet with- sit with them and complete a social determinants of health assessment- complete demographic assessment. They enroll them in programs at Trillium or refer them out to Community programs. They typically talk to one care manager for anywhere from 10 minutes to an hour depending on the person. The average timeframe is 20 minutes. Range of referrals is very individualized. For the food pantry- there is a care manager in the food pantry that is also there to help build referrals and assist individuals with care. There is an average of 400-500 distributions per month (per household). Of those, there are 15-30 (depending on day/time) that come into the pantry that the care manager will work with. Open every day except Tuesdays. Monday, Thurs 1-4. Wed, Fri 9-12 and 1-3.

**FEDERAL GRANT REQUIREMENTS**

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

Yes

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

No

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

Yes, Just received a City ARPA grant for \$999,631 for Food Pharmacy work.

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

No

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

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

Yes, Freed Maxick

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

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

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

Yes, Freed Maxick

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

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

No

GRANTEE SPECIFIC QUESTIONS

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

EVALUATION

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

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

Notes Trillium's vouchers have generally not been submitted on time. (first due 7/15, submitted 7/31. Second due 10/15, not submitted. One submitted 12/29, one submitted 1/17). Supporting documentation for the expenses have been improving; better organized and better encompassing, however none were finalized by the end of 2023. As of the January '24 submission, Trillium reported spending 52% of their year one budget. This is understandable given the program is getting up and running, and the contract was signed in June, however we will be looking for spending to be much closer to 100% in year two.

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

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

Notes Insurance documents are up to date. All reporting has been completed on time except MWBE reporting which they are actively working on completing now. If I could, I would give them a 2.5. For now- in good faith- giving a 3. If MWBE not completed by next Desk Review, will bump down to a 2.

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

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

Notes They have met most of the metrics/ action items but those they have not met they have a firm plan in place. The one area they are struggling is Behavioral Health Service referrals. Once this is up and running they expect a drastic increase in metrics, but the process is slow to start. They are planning to see this increase in year 2 with hiring and referrals.

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

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

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

Attachments/Submit

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

# URBAN LEAGUE

## 8/9/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
19	Compliance	8/9/23

**Project**  
Urban League of Rochester Workforce Development Program for Under and Unemployed Individuals - Urban League of Rochester, NY, Inc.

**Notes**

### Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	1.32	no	1	<p><b>Action:</b> Hiring Staff</p> <p><b>Deliverable:</b> Staffing chart and contact information will be provided to the county</p> <p><b>Measurement:</b> A Program Director and 2 Career Advocates will be hired.</p> <p><b>Comments:</b> We hired a Program Director, and her first day was 7/10/2023. We also have extended an offer to fill one of the Career Advocate positions with an anticipated start date of 8/7/2023. We are also planning on hiring internally for our second Career Advocate position, but are waiting to fill the vacancy that he will leave prior to transitioning him to the ARPA program.</p> <p>A new position will be starting on 8/14 and they are transitioning another team member in to that position. 2<sup>nd</sup> will be filled by the end of this month.</p>
		2	0.77	yes	2	<p><b>Action:</b> MOUs signed</p> <p><b>Deliverable:</b> Signed MOUs/contracts submitted to the County</p> <p><b>Measurement:</b> All training partners have signed contracts/MOUs</p> <p><b>Comments:</b> Contracts have been executed with both training providers.</p> <p><a href="#">Urban League signed contract.pdf</a></p> <p><a href="#">RCTC-ULR Subcontract Agreement.pdf</a></p> <p><a href="#">View Edit</a></p>
		3	1.00	yes	94	<p><b>Action:</b> Enrollment Begins - ongoing through Q2 2026</p> <p><b>Deliverable:</b> Detailed intake paperwork kept on file, spreadsheet of all participants and relevant information included in report to county</p> <p><b>Measurement:</b> 75 Individuals Enrolled Annually</p> <p><b>Comments:</b> We over enrolled due to openings in different training courses. Some participants enrolled, and only decided to take two courses, leaving a discrepancy in the number of training seats available for each training that was offered, so we over enrolled to ensure that each of the training courses were at full capacity. There was a ton of interest in our program from the community, and our training offerings aligned directly with the need of local environmental construction employers.</p>

					<p>They have had to turn some people away- they have a waiting list to allow people in. For when new people can come in/ have new people come in. 25-30 phone calls a day. People only tend to take some of the trainings but not the specific trainings for lead and mold training.</p> <p><u>ARPA Updated Training Tracker.xlsx</u> <u>View Edit</u></p>
4	4.26	yes	79	<p><b>Action:</b> Participants are matched with training partners  <b>Deliverable:</b> Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion.  <b>Measurement:</b> 60 participants (80% of annual enrollment goal) will complete training program annually  <b>Comments:</b> 79 out of the 94 enrolled have completed a training program. There are 15 participants who are currently enrolled in construction training with Rochester Construction Training Center, and are expected to graduate in mid-August.</p> <p><u>View Edit</u></p>	
2	1 4.26	yes	79	<p><b>Action:</b> Participants are matched with training partners  <b>Deliverable:</b> Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion.  <b>Measurement:</b> 60 participants (80% of annual enrollment goal) will complete training program annually  <b>Comments:</b> We exceeded expectations, as some participants chose to only take advantage of one or two training classes, and we were able to slide additional participants into remaining training slots.</p> <p><u>ARPA Updated Training Tracker.xlsx</u> <u>View Edit</u></p>	
2	2.14	no	32	<p><b>Action:</b> Participants are matched with employment partners  <b>Deliverable:</b> Upon completion of training program, participants will be supported in gaining employment/improved employment.  <b>Measurement:</b> 56 individuals will be placed in employment/improved employment annually  <b>Comments:</b> We have been able to place 32 participants into unsubsidized employment with the programs various employer partners. One of the issues we face is transportation, as a majority of the current contracts our employer partners have, are at jobsites that are not accessible by public transportation, which is what a majority of our clients use to get around. Our employer partners have noted that they will give preference on</p>	



				<p>local jobs to our program participants that do face transportation barriers, so it is easier for them to to get to and from work on time each day. We do have 12 participants who have been hired by a company called QueenBee Environmental, but they are waiting for the job to start, so we have not included them in the 32 that have obtained employment.</p> <p>Currently meeting with several companies to build this pipeline. They definitely plan to meet their employment numbers by the end of the year.</p> <p><a href="#">View Edit</a></p>
3	1	4.26		<p><b>Action:</b> Participants are matched with training partners  <b>Deliverable:</b> Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion.  <b>Measurement:</b> 60 participants (80% of annual enrollment goal) will complete training program annually  <b>Comments:</b> <b>Plan to be on target with both of these goals. Things are going smoothly this quarter so far. The added staff is really helping with the administration of the project.</b></p> <p><a href="#">View Edit</a></p>
	2	2.14		<p><b>Action:</b> Participants are matched with employment partners  <b>Deliverable:</b> Upon completion of training program, participants will be supported in gaining employment/improved employment.  <b>Measurement:</b> 56 individuals will be placed in employment/improved employment annually  <b>Comments:</b></p> <p><a href="#">View Edit</a></p>
4	1	4.26		<p><b>Action:</b> Participants are matched with training partners  <b>Deliverable:</b> Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion.  <b>Measurement:</b> 60 participants (80% of annual enrollment goal) will complete training program annually  <b>Comments:</b></p> <p><a href="#">View Edit</a></p>
	2	2.14		<p><b>Action:</b> Participants are matched with employment partners  <b>Deliverable:</b> Upon completion of training program, participants will be supported in gaining employment/improved employment.</p>

						<p><b>Measurement:</b> 56 individuals will be placed in employment/improved employment annually</p> <p><b>Comments:</b> <a href="#">View</a> <a href="#">Edit</a></p>
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# 12/4/23 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
131	Compliance	12/4/23

**Project**  
Urban League of Rochester Workforce Development Program for Under and Unemployed Individuals - Urban League of Rochester, NY, Inc.

**Notes**

## Documents

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4	1	4.26	<p><b>Action:</b> Participants are matched with training partners</p> <p><b>Deliverable:</b> Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion.</p> <p><b>Measurement:</b> 60 participants (80% of annual enrollment goal) will complete training program annually</p> <p>Exceeded the annual goal within the first 2 quarters. The goal was for this to be cohort based to keep this as efficient as possible. Some participants ended up leaving part way through as they would be picked up by contractors part way through. Moving forward, they would like to make it more structured moving into year 2. They would like a bigger commitment from the participants and the employer partners to ensure that the full training is completed by participants. They currently have a waiting list that continues to grow- they get 10-15 calls per week of people that are waiting to take the trainings now. They have also had employers contact them for the trainings.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
2	2.14		<p><b>Action:</b> Participants are matched with employment partners</p> <p><b>Deliverable:</b> Upon completion of training program, participants will be supported in gaining employment/improved employment.</p> <p><b>Measurement:</b> 56 individuals will be placed in employment/improved employment annually</p> <p>Jon believes they are almost there- in Q3 they were at 46. They were recently called by a contractor who needed 6 individuals for a job. By the end of the year they should hit this target.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>

They plan to meet with the employers to discuss some additional certifications that could be obtained. They will also explain the benefit of having the individuals fully complete these trainings. Expanding on employer partnerships to diversify opportunities.

## 2/21/24 - Desk Review

### General Info

**ID**    **Type**            **Date**  
 94    Desk Review        2/21/24

**Project**  
 Urban League of Rochester Workforce Development Program for Under and Unemployed Individuals - Urban League of Rochester, NY, Inc.

**Notes**

### ACTION ITEMS - [View All](#)

#### Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	4	1	4.26	yes	10	<b>Action:</b> Participants are matched with training partners <b>Deliverable:</b> Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion. <b>Measurement:</b> 60 participants (80% of annual enrollment goal) will complete training program annually
		2	2.14	yes	57	<b>Action:</b> Participants are matched with employment partners <b>Deliverable:</b> Upon completion of training program, participants will be supported in gaining employment/improved employment. <b>Measurement:</b> 56 individuals will be placed in employment/improved employment annually
2024	1	1	1.00			<b>Action:</b> First round of follow-ups completed <b>Deliverable:</b> Each participant will be contacted and surveyed at 6 months post program completion. Exit paperwork submitted to the county. <b>Measurement:</b> 168 individuals will be placed in employment/improved employment over the entirety of the grant period
		2	0.77			<b>Action:</b> MOUs/contracts evaluated and adjusted, as needed <b>Deliverable:</b> Updated MOUs/contracts submitted to county <b>Measurement:</b> All training partners have signed contracts/MOUs
		3	4.26			<b>Action:</b> Participants are matched with training partners <b>Deliverable:</b> Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion. <b>Measurement:</b> 60 participants (80% of annual enrollment goal) will complete training program annually
		4	2.14			<b>Action:</b> Participants are matched with employment partners <b>Deliverable:</b> Upon completion of training program, participants will be supported in gaining employment/improved employment. <b>Measurement:</b> 56 individuals will be placed in employment/improved employment annually

### COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

#### 1. Policies/procedures

<b>Procurement</b>	<b>Property</b>	<b>Records</b>	<b>Ethics</b>
no	no	no	no

**Comments**

#### 2. Insurance

<b>Workers</b>	<b>Liability</b>	<b>Auto</b>	<b>Auto General</b>	<b>Umbrella</b>
yes	yes	yes	yes	yes

**Comments**

#### 3. Reporting

<b>Data</b>	<b>Actions</b>	<b>Reports</b>	<b>Subcontracts</b>	<b>MWBE</b>
yes	yes	yes	yes	yes

**Comments** No

### GENERAL ADMINISTRATION QUESTIONS

#### 4. Leadership

<b>Changed</b>	<b>Able to Hire</b>
yes	yes

**Turnover** Agency-wide perhaps 25% but none within the ARPA program (more turnover for per diem positions)

**Filling** No difficulties filling the positions

#### Payroll

HR Works/ Finance Department- CFO- Florencio DeValle      **Insurance** Finance Department- Anne Beyer, Joyce Johnson

#### Reporting

Jon Compton, Cecilia Snyder (Reporting); Joyce Johnson (vouchering)

#### Purchasing

Jon Compton to Eboni Henderson- ultimately to Gary Henry, IT/ Procurement Manager

**Comments** The structure has not changed but Tiffany Owens was promoted to Executive Vice President of Programs and Eboni Henderson was promoted to Vice President of Entrepreneurship and Wealth Building.

#### 5. Percentage Budget

**Comments** 7.06%

#### 6. Cash Flow

**Cash Flow Sufficient** Yes

**Vouchering** Yes

#### 7. Financial Management System

**Changed** yes

**Breakout** Yes; yes

**No - Explain**

**Additional Systems** No

**Admin** Finance Department

**Incorporating Data** Per Anne in an email on 2/22 after speaking with Joyce: We have not had any difficulty incorporating the data requirements. We have been able to use the system to provide all required documentation for vouchers/financial reporting required under the contract.

**Comments**

#### 8. Enrollment

**Comments** They would set up an intake appointment and then they would provide info about what they would need to bring. They would provide a packet of info, ask prescreening questions to make sure that they meet the eligibility requirements etc. Within the packet they ask demographic information, criminal background, employment info, transportations issues etc. to see what challenges they may have to engagement. Then they will schedule them for training whenever they have their next class scheduled. Usually funnels through Jon Compton. Jon will then send to Cecilia and then potentially to one of their career advocates.

### FEDERAL GRANT REQUIREMENTS

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#### 9. SAM

**Up to Date** Yes, this was renewed in December

**Issues** No

#### 10. Grants

**Comments** No additional grants, but they do have a non-competitive renewal grant in place.

#### 11. Interventions

**Comments** No

#### 12. GAAP

**Comments** Yes, Bonadio

#### 13. Audit

**Comments** Single Audit is done and going to the Board for approval next month- completed by Bonadio

#### 14. Indirect Rate

**Comments** Yes-39.3%

### GRANTEE SPECIFIC QUESTIONS

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**Q Misc.**

### EVALUATION

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**Vouchers**      **Documents**      **Actions**      **Meetings**

2

3

3

3

**Voucher Notes** The first two vouchers did not include all the documentation we needed and what documentation was provided was not well organized. However, the resubmission of those vouchers as well as the two most recent vouchers have included all supporting documentation and were very well organized. Urban league spent 69% of their year one budget. We would like to see that closer to 100%, but for year one the shortfall is understandable.

**Documents Notes** All insurance documents are currently up to date in ContrackHQ. Reporting was completed on time. Y2 budget was submitted almost on time (we appreciate the effort to get it in).

**Actions Notes** Grantee has a very high demand for services/ trainings so there were able to fulfill the metrics of their action items earlier in the year rather than in the schedule initially provided. Grantee has been in consistent communication with Monroe County about their program and the demand for services/ limitations to take on new participants. Grantee is on target to meet their contracted goals.

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

**Documents**

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▼ **General Info**

Date \*

- Type \*  Desk Review
- Site Visit
- Compliance

Notes

▼ **Action Items**

2023 Q4 #1 Action: Participants are matched with training partners

[View](#) **Deliverable:** Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion.

**Measure:** 60 participants (80% of annual enrollment goal) will complete training program annually

**Budget %:** 4.26 **Measure Met?** yes **Served:** 10

**Comments:** We had met our performance measurement in the first quarter, and still had a few training slots left due to participants not completing all of the offered trainings.

Admin Notes

2023 Q4 #2 Action: Participants are matched with employment partners

[View](#) **Deliverable:** Upon completion of training program, participants will be supported in gaining employment/improved employment.

**Measure:** 56 individuals will be placed in employment/improved employment annually

**Budget %:** 2.14 **Measure Met?** yes **Served:** 57

**Comments:** We were able to meet our year 1 goal of placing 57 individuals into employment.

Admin Notes

2024 Q1 #1 Action: First round of follow-ups completed

[View](#) **Deliverable:** Each participant will be contacted and surveyed at 6 months post program completion. Exit paperwork submitted to the county.

**Measure:** 168 individuals will be placed in employment/improved employment over the entirety of the grant period

**Budget %:** 1.00 **Measure Met?** yes **Served:**

**Comments:** (blank)

Admin Notes

2024 Q1 #2 Action: MOUs/contracts evaluated and adjusted, as needed

[View](#) **Deliverable:** Updated MOUs/contracts submitted to county

**Measure:** All training partners have signed contracts/MOUs

**Budget %:** 0.77 **Measure Met?** yes **Served:**

**Comments:** (blank)

Admin Notes

2024 Q1 #3 Action: Participants are matched with training partners

[View](#) **Deliverable:** Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion.

**Measure:** 60 participants (80% of annual enrollment goal) will complete training program annually

**Budget %:** 4.26 **Measure Met?** yes **Served:**

**Comments:** (blank)

Admin Notes

2024 Q1 #4 Action: Participants are matched with employment partners

[View](#) **Deliverable:** Upon completion of training program, participants will be supported in gaining employment/improved employment.

**Measure:** 56 individuals will be placed in employment/improved employment annually

**Budget %:** 2.14 **Measure Met?** yes **Served:**

**Comments:** (blank)

Admin Notes

▼ **COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE**

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y  N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased through this Agreement.

Y  N

3. All records retention policies your agency has adopted

Y  N

4. Code of Ethics

Y  N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y  N

Comments:

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

1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y  N

2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y  N

3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y  N

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

Comments:

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

1. Data Reporting  Y  N

2. Action Items  Y  N

3. Interim/ Annual Report  Y  N

4. Subcontracts in ARPA portal  Y  N

5. M/WBE Reporting  Y  N (review from Matt Burrell)

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

No

**GENERAL ADMINISTRATION QUESTIONS**

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

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

Agency-wide perhaps 25% but none within the ARPA program (more turnover for per diem positions)

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

No difficulties filling the positions

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

1. Payroll:	HR Works/ Finance Department- CFO- Florencio DeValle
2. Insurance:	Finance Department- Anne Beyer, Joyce Johnson
3. Reporting/Vouchering:	Jon Compton, Cecilia Snyder (Reporting); Joyce Johnson (vouchering)
4. Purchasing:	Jon Compton to Eboni Henderson- ultimately to Gary Henry, IT/ Procurement Manager

Comments:

The structure has not changed but Tiffany Owens was promoted to Executive Vice President of Programs and Eboni Henderson was promoted to Vice President of Entrepreneurship and Wealth Building.



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

7.06%

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

Yes

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

Yes

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

Y  N

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

Yes; yes

2. If no, please explain.

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

No

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

Finance Department

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

Per Anne in an email on 2/22 after speaking with Joyce: We have not had any difficulty incorporating the data requirements. We have been able to use the system to provide all required documentation for vouchers/financial reporting required under the contract.

Comments:

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

They would set up an intake appointment and then they would provide info about what they would need to bring. They would provide a packet of info, ask prescreening questions to make sure that they meet the eligibility requirements etc. Within the packet they ask demographic information, criminal background, employment info, transportations issues etc. to see what challenges they may have to engagement. Then they will schedule them for training whenever they have their next class scheduled. Usually funnels through Jon Compton. Jon will then send to Cecilia and then potentially to one of their career advocates.

FEDERAL GRANT REQUIREMENTS

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

Yes, this was renewed in December

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

No

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

No additional grants, but they do have a non-competitive renewal grant in place.

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

No

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

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

Yes, Bonadio

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

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

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

Single Audit is done and going to the Board for approval next month- completed by Bonadio

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

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

Yes-39.3%

GRANTEE SPECIFIC QUESTIONS

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

EVALUATION

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

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

Notes The first two vouchers did not include all the documentation we needed and what documentation was provided was not well organized. However, the resubmission of those vouchers as well as the two most recent vouchers have included all supporting documentation and were very well organized. Urban league spent 69% of their year one budget. We would like to see that closer to 100%, but for year one the shortfall is understandable.

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

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

Notes All insurance documents are currently up to date in ContrackHQ. Reporting was completed on time. Y2 budget was submitted almost on time (we appreciate the effort to get it in).

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

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

Notes Grantee has a very high demand for services/ trainings so there were able to fulfill the metrics of their action items earlier in the year rather than in the schedule initially provided. Grantee has been in consistent communication with Monroe County about their program and the demand for services/ limitations to take on new participants. Grantee is on target to meet their contracted goals.

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

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

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

▼ ✓ Attachments/Submit

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Documents

 Upload New File(s)

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

**VETERANS  
OUTREACH  
CENTER**

## 8/1/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
43	Compliance	8/1/23

### *Project*

Veteran Housing and Services Project (VHSP) - Veterans Outreach Center, Inc.

### *Notes*

### Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1					Empty
	2	1	1.00			<p><b>Action:</b> Equip new parking lot</p> <p><b>Deliverable:</b> Purchase and install Electric Charging Station. Provide invoices to County for reimbursement.</p> <p><b>Measurement:</b> Lower VOC's carbon footprint. Provide a charging station for VOC's new electric vehicle and prepare the shelter for the future of transportation.</p> <p><b>Comments: All went well. This is complete. Vehicle will be on site within the week.</b></p> <p><a href="#">View Edit</a></p>
	2		2.50			<p><b>Action:</b> Equip facility with means of transportation</p> <p><b>Deliverable:</b> Purchase a new electric vehicle. Provide invoices to County for reimbursement.</p> <p><b>Measurement:</b> 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.</p> <p><b>Comments: Vehicle purchased and will be on site within the week.</b></p> <p><a href="#">View Edit</a></p>
	3		0.21			<p><b>Action:</b> Increase access to transportation</p> <p><b>Deliverable:</b> Purchase Electric Scooters for residents (number TBD). Provide invoices to County for reimbursement.</p> <p><b>Measurement:</b> Provide transportation around the City of Rochester for residents. Lower VOC's carbon footprint.</p> <p><b>Comments: Purchased electric scooters. Did a disclosure statement with attorney so they will not be liable if anything happens to the veterans when using the scooters.</b></p> <p><a href="#">View Edit</a></p>
	4		51.00			<p><b>Action:</b> Add additional supportive housing beds for homeless veterans</p> <p><b>Deliverable:</b> Complete renovation and expansion of Richards House - Capital Improvement Project. Provide invoices to County for reimbursement.</p> <p><b>Measurement:</b> 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</p>

				<p>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.</p> <p><b>Comments: Renovation is complete. Expansion is going great. Taking in enrollments slowly. Have 30 vets in the house right now. Next spring they will voucher for the remaining funds.</b></p> <p><a href="#">View Edit</a></p>
5	1.50			<p><b>Action:</b> Hire Program Staff - Provide Supportive Services to Residential Clients (homeless veterans)</p> <p><b>Deliverable:</b> Staffing will support this, staffing plan will be delivered to County.</p> <p><b>Measurement:</b> 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.</p> <p><b>Comments: Some staff has been hired but they have also had seem staff departures. Don't have the ARPA staff on board. Job is posted.</b></p> <p><a href="#">View Edit</a></p>
6	1.90			<p><b>Action:</b> Increase access to technology</p> <p><b>Deliverable:</b> Purchase tablet and internet to distribute to positively discharged veterans. Provide invoices to County for reimbursement.</p> <p><b>Measurement:</b> Goal of providing 46 veterans per year with a tablet and internet. Thereby increasing the ratio of households with a computer and internet.</p> <p><b>Comments: Currently on hold until Q3. Tablets have been purchased. Have contracts for internet.</b></p> <p><a href="#">View Edit</a></p>
7	1.75			<p><b>Action:</b> Provide Supportive services including Behavioral Health, Quartermaster and Employment &amp; Training Services to Non Residential Veterans</p> <p><b>Deliverable:</b> Staffing will support this, staffing plan will be delivered to County.</p>

				<p><b>Measurement:</b> 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> <p><b>Comments:</b> Have provided way more services than they thought that they would at this point. Have started some trainings for the staff- some of them are feeling overworked and overburdened- leading to turnover.</p> <p><a href="#">View Edit</a></p>
3	1	0.30		<p><b>Action:</b> Purchase and install computers at Richards House</p> <p><b>Deliverable:</b> Close the gap between the number of homeless veterans in Monroe County and the number of shelter beds available to them.</p> <p><b>Measurement:</b> 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> <p><b>Comments:</b> Checking with IT; not sure yet</p> <p><a href="#">View Edit</a></p>
	2	1.50		<p><b>Action:</b> Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate.</p> <p><b>Deliverable:</b> Staffing will support this, staffing plan will be delivered to County.</p> <p><b>Measurement:</b> 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</p>



				<p>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> <p><b>Comments: Currently on track to make that goal- have served 52 at this point. Feel that they are on target to hit 100 by the end of the year.</b></p> <p><a href="#">View Edit</a></p>
3	1.50			<p><b>Action:</b> Provide Supportive services including Behavioral Health, Quartermaster and Employment &amp; Training Services to Non Residential Veterans</p> <p><b>Deliverable:</b> Staffing will support this, staffing plan will be delivered to County.</p> <p><b>Measurement:</b> 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> <p>Will probably continue to offer more services than initially thought.</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p>

# 11/28/23 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
22	Compliance	11/28/23

### *Project*

Veteran Housing and Services Project (VHSP) - Veterans Outreach Center, Inc.

### *Notes*

## Documents

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**Veteran's Outreach Center - Action Item Sheet Year 1**

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1					Empty
	2	1	1.00	yes	21	<p><b>Action:</b> Equip new parking lot</p> <p><b>Deliverable:</b> Purchase and install Electric Charging Station. Provide invoices to County for reimbursement.</p> <p><b>Measurement:</b> Lower VOC's carbon footprint. Provide a charging station for VOC's new electric vehicle and prepare the shelter for the future of transportation.</p> <p><b>Comments:</b> The EV Charging station was installed on budget and on time in our parking lot. During this quarter, we had 21 vets in the Richards House facility which uses that parking lot.</p> <p><a href="#">View Edit</a></p>
	2	2.50	no	0		<p><b>Action:</b> Equip facility with means of transportation</p> <p><b>Deliverable:</b> Purchase a new electric vehicle. Provide invoices to County for reimbursement.</p> <p><b>Measurement:</b> 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.</p> <p><b>Comments:</b> We had some issues with the car dealership that we had intended to buy the EV from; however, we have now purchased the car and are picking it up today. Therefore, this item will show complete in the next quarterly report.</p> <p><a href="#">View Edit</a></p>
	3	0.21	no	0		<p><b>Action:</b> Increase access to transportation</p> <p><b>Deliverable:</b> Purchase Electric Scooters for residents (number TBD). Provide invoices to County for reimbursement.</p> <p><b>Measurement:</b> Provide transportation around the City of Rochester for residents. Lower VOC's carbon footprint.</p> <p><b>Comments:</b> Our IT and facilities manager had a major motorcycle accident, so we got behind in purchasing these. He is still recovering, but he was able to buy them this quarter and we have gotten a disclosure statement completed by our attorneys so that clients can't hold us liable if they have an accident on the scooters. We will begin distributing them very soon.</p> <p><a href="#">View Edit</a></p>

4	51.00	yes	21	<p><b>Action:</b> Add additional supportive housing beds for homeless veterans</p> <p><b>Deliverable:</b> Complete renovation and expansion of Richards House - Capital Improvement Project. Provide invoices to County for reimbursement.</p> <p><b>Measurement:</b> 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.</p> <p><b>Comments:</b> The building was completed and reopened in late June. We continue enrolling new veterans each week and believe we will meet our annual goals with this facility despite the delays we had in reopening.</p> <p style="text-align: right;"><a href="#">View Edit</a></p>
5	1.50	no	0	<p><b>Action:</b> Hire Program Staff - Provide Supportive Services to Residential Clients (homeless veterans)</p> <p><b>Deliverable:</b> Staffing will support this, staffing plan will be delivered to County.</p> <p><b>Measurement:</b> 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.</p> <p><b>Comments:</b> We've had a number of staff members leave unexpectedly due to death, terminal illness and accidents; our recruiting efforts have been challenged by this short-staffed structure. However, we anticipate completing the hires this quarter. Other staff have been pinch hitting in the meantime.</p> <p style="text-align: right;"><a href="#">View Edit</a></p>
6	1.90	no	0	<p><b>Action:</b> Increase access to technology</p> <p><b>Deliverable:</b> Purchase tablet and internet to distribute to positively discharged veterans. Provide invoices to County for reimbursement.</p>

					<p><b>Measurement:</b> Goal of providing 46 veterans per year with a tablet and internet. Thereby increasing the ratio of households with a computer and internet.</p> <p><b>Comments:</b> Same issue with the IT manager and the motorcycle accident; now that he is back to work, he has made the purchase of the tablets and has been working with the internet companies to purchase the right plans for vets that will be exiting our programs. We expect to have this measure completed / in progress during the 3rd quarter.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>	
	7	1.75		682	<p><b>Action:</b> Provide Supportive services including Behavioral Health, Quartermaster and Employment &amp; Training Services to Non Residential Veterans</p> <p><b>Deliverable:</b> Staffing will support this, staffing plan will be delivered to County.</p> <p><b>Measurement:</b> 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> <p><b>Comments:</b> VOC is hitting/exceeding the metrics we said we would in terms of the performance measurements described above.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>	
	3	1	0.30	no	0	<p><b>Action:</b> Purchase and install computers at Richards House</p> <p><b>Deliverable:</b> Close the gap between the number of homeless veterans in Monroe County and the number of shelter beds available to them.</p> <p><b>Measurement:</b> 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>

					<p><b>Comments:</b> We will be purchasing these during the 4th quarter.</p> <p>Still the plan to purchase by the end of the year.</p> <p><a href="#">View Edit</a></p>
2	1.50	no	71	<p><b>Action:</b> Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate.</p> <p><b>Deliverable:</b> Staffing will support this, staffing plan will be delivered to County.</p> <p><b>Measurement:</b> 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> <p><b>Admin Notes:</b> Laura emailed me 10/24/23 and asked me to upload this for here. - DW</p> <p><b>Comments:</b> 74% positive discharge rate. The year is not over yet, so even though we have not met this measurement for the year yet, we are on track to do so.</p> <p>Still on track to meet those metrics by the end of the year. Discharge rate is around 79% at this point, though it varies. As of end of October; 76 vets. In future years, will likely be closer to 120 based on this years performance. Average length of stay is between 4 and 6 months; though participants are allowed to stay up to two years.</p> <p><a href="#">View Edit</a></p>	
3	1.50	yes		<p><b>Action:</b> Provide Supportive services including Behavioral Health, Quartermaster and Employment &amp; Training Services to Non Residential Veterans</p> <p><b>Deliverable:</b> Staffing will support this, staffing plan will be delivered to County.</p> <p><b>Measurement:</b> 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</p>	

				<p>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> <p><b>Admin Notes:</b> Laura emailed me 10/24/23 and asked me to upload this for here. - DW</p> <p><b>Comments:</b> 961 total veterans served with a total of 5505 service episodes.</p> <p>Still well exceeding set goals.  <a href="#">View Edit</a></p>
4	1	1.50		<p><b>Action:</b> Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate.</p> <p><b>Deliverable:</b> Staffing will support this, staffing plan will be delivered to County.</p> <p><b>Measurement:</b> 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> <p>See above.  <a href="#">View Edit</a></p>
	2	1.50		<p><b>Action:</b> Provide Supportive services including Behavioral Health, Quartermaster and Employment &amp; Training Services to Non Residential Veterans</p> <p><b>Deliverable:</b> Staffing will support this, staffing plan will be delivered to County.</p>

				<p><b>Measurement:</b> 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>See above. <a href="#">View Edit</a></p>
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**General Info**

**ID**    **Type**            **Date**  
 102    Desk Review        3/6/24

**Project**

Veteran Housing and Services Project (VHSP) - Veterans Outreach Center, Inc.

**Notes**

**ACTION ITEMS - [View All](#)**

**Action Table**

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	4	1	1.50	yes	94	<p><b>Action:</b> Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate.</p> <p><b>Deliverable:</b> Staffing will support this, staffing plan will be delivered to County.</p> <p><b>Measurement:</b> 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><b>Action:</b> Provide Supportive services including Behavioral Health, Quartermaster and Employment &amp; Training Services to Non Residential Veterans</p> <p><b>Deliverable:</b> Staffing will support this, staffing plan will be delivered to County.</p> <p><b>Measurement:</b> 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><b>Action:</b> Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate.</p> <p><b>Deliverable:</b> Staffing will support this, staffing plan will be delivered to County.</p> <p><b>Measurement:</b> 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><b>Action:</b> Increase access to technology</p> <p><b>Deliverable:</b> Purchase tablet and internet to distribute to positively discharged veterans. Provide invoices to County for reimbursement.</p> <p><b>Measurement:</b> 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><b>Action:</b> Provide Supportive services including Behavioral Health, Quartermaster and Employment &amp; Training Services to Non Residential Veterans</p> <p><b>Deliverable:</b> Staffing will support this, staffing plan will be delivered to County.</p> <p><b>Measurement:</b> 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>

**COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE**

**1. Policies/procedures**

**Procurement**    **Property**    **Records**    **Ethics**  
 no                    no                    no                    no

**Comments**

**2. Insurance**

**Workers**    **Liability**    **Auto**    **Auto General**    **Umbrella**  
 yes            yes            yes            yes            yes

**Comments**

**3. Reporting**

<b>Data</b>	<b>Actions</b>	<b>Reports</b>	<b>Subcontracts</b>	<b>MWBE</b>
yes	yes	yes	yes	yes

**Comments** Nothing in for February because there was zero spend, but Laura did add this (MWBE reporting).

## GENERAL ADMINISTRATION QUESTIONS

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### 4. Leadership

**Changed** **Able to Hire**  
yes yes

**Turnover** From Laura after the Desk Review: Since 3.1.23 to date, we have had 23 employees leave. We average around 47 staff, so our turnover for the period of 3.1.23 through today is 48%. That is higher than year's past. During my tenure as Executive Director (7 years), it has fluctuated between 25%-35% on average.

### Filling

<b>Payroll</b>	<b>Insurance</b>	<b>Reporting</b>	<b>Purchasing</b>
Tim Fox	Tim Fox	Laura Heltz	Laura Heltz

**Comments** Will be hiring a new Director of Programs on 3/18.

There was significant difficulty filling the positions for the ARPA project. All were filled in December, 2023.

### 5. Percentage Budget

**Comments** In 2023, 25-33% of the budget. In 2024 about 15% at most. (First year was capital expenditures).

### 6. Cash Flow

**Cash Flow Sufficient** Yes

**Vouchering** Yes

### 7. Financial Management System

**Changed** yes

**Breakout** Yes; yes

**No - Explain**

**Additional Systems** No

**Admin** Bonadio- SAGE Intaact. Have an outsourced CFO through Bonadio and they have outsourced financial system through this software.

**Incorporating Data** the ARPA excel file was not initially compatible with their system, but they have found a way to reformat and now the process is fairly straightforward.

**Comments**

### 8. Enrollment

**Comments** Residential program: admit them on the same day. Work collaboratively with the VA- they send referrals over. Get walk ins as well. ONCE apparent that residential services are needed, they go through paperwork to confirm veteran status. Then they complete an individual service plan with their residential case manager that includes the ARPA funded programs that they may be able to utilize to achieve their goals towards self- sufficiency.

Non-Residential: A veteran may receive a referral/ walk in- they meet with a non-residential case manager. They put together an ISP and then determine what programs would support that person and their goals.

Typically talk to one case manager and then are referred to other staff depending on services. That point person will stay with them which they are obtaining services through the VOC. Case managers that are non-residential so not technically carry a caseload, but if they have worked with someone in the past, the individual will usually try to seek them out again for services. Residential veterans typically stay for an average of 120 days but can stay for up to 2 years. Non-residential program participants can come in for varied amounts of time- sometimes just once and sometimes for years. Services/ files are never officially closed.

## FEDERAL GRANT REQUIREMENTS

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### 9. SAM

**Up to Date** Yes

**Issues** Yes- In February, they were saying that VOC did not have proof of their non-profit status and required a certificate of good standing dated within the last 12 months. They sent a letter (overnighted) but then SAM updated the registration before the letter was received.

### 10. Grants

**Comments** No

### 11. Interventions

**Comments** No

### 12. GAAP

**Comments** Yes, Hevron and Company CPAs

### 13. Audit

**Comments** Yes, Hevron and Company CPAs

**14. Indirect Rate**

**Comments** No

**GRANTEE SPECIFIC QUESTIONS**

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*Q Misc.*

**EVALUATION**

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**Vouchers**   **Documents**   **Actions**   **Meetings**

**3**   **1**   **2**   **3**

**Voucher Notes** Veteran's Outreach Center (VOC) has submitted all three required vouchers on time (1/16/24, 10/17/23, 7/17/23). In addition to these, VOC submitted 6 additional vouchers for a total of 9 submissions in contract year one. Vouchers submitted were well organized and contained most or all supporting documentation. If additional clarification / documentation was needed, VOC was quick to respond. Communication was always fluid and easy. VOC spent 93% of their year one budget. This is very good for year one as operational elements startup.

**Documents Notes** All insurance documents are currently up to date in ContractHQ. MWBE reporting is up to date. The ARPA data reporting (including action items), though, has been consistently late for all previous quarters. Q4 annual report and action items were completed on 3/4- they were due on 1/16. The ARPA team has had to reach out several times to get the ARPA reporting completed and has pushed deadlines repeatedly in 2023. We would like to see significant improvement in 2024.

**Actions Notes** Grantee met 6/12 action items in 2023- 50%. Most of these missed actions were in Q2 due to hiring/ supply chain issues. More recently, grantee has consistently hit their metrics regarding the number of individuals they set out to serve. Keeping this pace, Grantee should continue to hit/ exceed goals outlined in the ARPA contract.

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

**Documents**

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General Info

Date \* 03/06/2024

- Type \*  Desk Review
- Site Visit
- Compliance

Notes

[Empty text box for notes]

Action Items

2023 Q4 #1 Action: Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate.

[View](#) Deliverable: Staffing will support this, staffing plan will be delivered to County.

Measure: 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.

Budget %: 1.50 Measure Met? yes Served: 94

Comments: Our emergency and transitional housing facilities had a 69% positive discharge rate, which we believe to be due to the construction which did not finish until June of 2023. We anticipate an increased positive discharge rate in 2024.

Admin Notes

[Empty text box for admin notes]

2023 Q4 #2 Action: Provide Supportive services including Behavioral Health, Quartermaster and Employment & Training Services to Non Residential Veterans

[View](#) Deliverable: Staffing will support this, staffing plan will be delivered to County.

Measure: 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.

Budget %: 1.50 Measure Met? yes Served: 936

Comments: We served 936 Monroe County veterans outside of our residential program in 2023. As a whole, VOC served more than 1,600 veterans in our behavioral health and wellness program, more than 270 veterans in our employment and training program, more than 200 female veterans agency-wide, and more than 800 veterans utilized our Quartermaster program for food, clothing, and essential items.

Admin Notes

[Empty text box for admin notes]

2024 Q1 #1 Action: Provide supportive services and housing to 100 male veterans per year with an 80% positive discharge rate.

[View](#) Deliverable: Staffing will support this, staffing plan will be delivered to County.

Measure: 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.

Budget %: 1.10 Measure Met? yes Served:

Comments: (blank)

Admin Notes

[Empty text box for admin notes]

2024 Q1 #2 Action: Increase access to technology

[View](#) Deliverable: Purchase tablet and internet to distribute to positively discharged veterans. Provide invoices to County for reimbursement.

Measure: Goal of providing 46 veterans per year with a tablet and internet. Thereby increasing the ratio of households with a computer and internet.

Budget %: 1.90 Measure Met? yes Served:

Comments: (blank)

Admin Notes

[Empty text box for admin notes]

2024 Q1 #3 Action: Provide Supportive services including Behavioral Health, Quartermaster and Employment & Training Services to Non Residential Veterans

[View](#) Deliverable: Staffing will support this, staffing plan will be delivered to County.

Measure: 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.

Budget %: 1.24 Measure Met? yes Served:

Comments: (blank)

Admin Notes

▼ **COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE**

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y  N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased though this Agreement.

Y  N

3. All records retention policies your agency has adopted

Y  N

4. Code of Ethics

Y  N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y  N

Comments:

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

1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y  N

2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y  N

3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y  N

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

Comments:

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

1. Data Reporting  Y  N

2. Action Items  Y  N

3. Interim/ Annual Report  Y  N

4. Subcontracts in ARPA portal  Y  N

5. M/WBE Reporting  Y  N (review from Matt Burrell)

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

Nothing in for February because there was zero spend, but Laura did add this (MWBE reporting).

▼ **GENERAL ADMINISTRATION QUESTIONS**

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

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

From Laura after the Desk Review: Since 3.1.23 to date, we have had 23 employees leave. We average around 47 staff, so our turnover for the period of 3.1.23 through today is 48%. That is higher than year's past. During my tenure as Executive Director (7 years), it has fluctuated between 25%-35% on average.

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

[Empty text box]

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

1. Payroll:	Tim Fox
2. Insurance:	Tim Fox
3. Reporting/Vouchering:	Laura Heltz
4. Purchasing:	Laura Heltz

Comments:

Will be hiring a new Director of Programs on 3/18.  
There was significant difficulty filling the positions for the ARPA project. All were filled in December, 2023.

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

In 2023, 25-33% of the budget. In 2024 about 15% at most. (First year was capital expenditures).

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

Yes

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

Yes

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

Y  N

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

Yes; yes

2. If no, please explain.

[Empty text box]

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

No

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

Bonadio- SAGE Intaact. Have an outsourced CFO through Bonadio and they have outsourced financial system through this software.

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

the ARPA excel file was not initially compatible with their system, but they have found a way to reformat and now the process is fairly straightforward.

Comments:

[Empty text box]

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

Residential program: admit them on the same day. Work collaboratively with the VA- they send referrals over. Get walk ins as well. ONce apparent that residential services are needed, they go through paperwork to confirm veteran status. Then they complete an individual service plan with their residential case manager that includes the ARPA funded programs that they may be able to utilize to achieve their goals towards self- sufficiency.

Non-Residential: A veteran may receive a referral/ walk in- they meet with a non-residential case manager. They put together an ISP and then determine what programs would support that person and their goals.

Typically talk to one case manager and then are referred to other staff depending on services. That point person will stay with them which they are obtaining services through the VOC. Case managers that are non-residential so not technically carry a caseload, but if they have worked with someone in the past, the individual will usually try to seek them out again for services. Residential veterans typically stay for an average of 120 days but can stay for up to 2 years. Non-residential program participants can come in for varied amounts of time- sometimes just once and sometimes for years. Services/ files are never officially closed.

#### ▼ FEDERAL GRANT REQUIREMENTS

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

Yes

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

Yes- In February, they were saying that VOC did not have proof of their non-profit status and required a certificate of good standing dated within the last 12 months. They sent a letter (overnighted) but then SAM updated the registration before the letter was received.

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

No

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

No

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

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

Yes, Hevron and Company CPAs

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

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

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

Yes, Hevron and Company CPAs

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

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

No

#### ▼ GRANTEE SPECIFIC QUESTIONS

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

#### ▼ EVALUATION

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

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

**Notes** Veteran's Outreach Center (VOC) has submitted all three required vouchers on time (1/16/24, 10/17/23, 7/17/23). In addition to these, VOC submitted 6 additional vouchers for a total of 9 submissions in contract year one. Vouchers submitted were well organized and contained most or all supporting documentation. If additional clarification / documentation was needed, VOC was quick to respond. Communication was always fluid and easy. VOC spent 93% of their year one budget. This is very good for year one as operational elements startup.

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

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

**Notes** All insurance documents are currently up to date in ContractHQ. MWBE reporting is up to date. The ARPA data reporting (including action items), though, has been consistently late for all previous quarters. Q4 annual report and action items were completed on 3/4- they were due on 1/16. The ARPA team has had to reach out several times to get the ARPA reporting completed and has pushed deadlines repeatedly in 2023. We would like to see significant improvement in 2024.

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

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

**Notes** Grantee met 6/12 action items in 2023- 50%. Most of these missed actions were in Q2 due to hiring/ supply chain issues. More recently, grantee has consistently hit their metrics regarding the number of individuals they set out to serve. Keeping this pace, Grantee should continue to hit/ exceed goals outlined in the ARPA contract.

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

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

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

▼ ✓ **Attachments/Submit**

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



# VOLUNTEERS OF AMERICA

# 5/17/23 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
53	Compliance	5/17/23

### *Project*

VOA's Hydroponic Farm - Volunteers of America of Western New York, Inc.

### *Notes*

## Documents

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Volunteers of America - Action Table

Year	Qtr	#	%	Action	Deliverable	Measurement
2023	1	1	1.23	Appoint interim staff for operations	Interim staff began operational planning	VOA has appropriate staff in place to begin logistical operation of program  Wendy Dettmer appointed and will be permanent staff. Only Wendy for now but they will be appointing a Farm Manager. Wendy is currently the interim Program Manager and will eventually be the Vice President of Community Based Programs. Timeframe for hiring new staff is within a month-hopefully posting within 2 weeks (depends on a variance and permit for the farm).
		2	1.37	Operations	Acquired permits, engaged in trainings and admin fees for program initiation	VOA has begun the work required to prepare for the freight farm delivery  Waiting on the building permit- they have submitted the application for it.  Have completed an agricultural practice training through the Cornell Cooperative Extension.  Once the permit has been obtained, the builders are on standby to start the work.
	2	1	13.02	Prepare VOA site for delivery of Freight Farms	Site prep includes electrical, water and internet hook ups, concrete pad for base, and any additional fees as required	Site is physically prepared for delivery of Freight Farms  On hold until building permit has been obtained.

2	0.55	Program Operations	Purchase marketing supplies, and basic operating expenses	<p>begin community engagement and marketing for the farm prior to operations</p> <p>Minimal engagement right now- waiting on the variance. Honing in on a name and a logo and working on website development.</p>
3	1.35	Hire Program Staff	Hire Program Manager and Hydroponic Farm Team Member, deliver staffing plan to County	<p>fill staffing positions, fully staffed for 2 farm operations</p> <p>Working on it.</p>
3	1	4.04 Program Operations	Purchasing of farm supplies, marketing materials, staff training, occupancy costs and insurance for operations	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	Purchase Freight Farm and Delivery Vehicle	Freight Farm delivered on site to begin operations	Freight Farm is ready to be hooked up and begin operations of growing food
4	1	3.63 Increase access to healthy produce to low income individuals in Monroe County	Provide fresh produce to low income households and VOA programs	VOA produces viable produce to start operations.

## 8/22/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
54	Compliance	8/22/23

### *Project*

VOA's Hydroponic Farm - Volunteers of America of Western New York, Inc.

### *Notes*

### Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.28	yes	0	<p><b>Action:</b> Appoint Interim staff for operations</p> <p><b>Deliverable:</b> Interim staff begins operational planning</p> <p><b>Measurement:</b> VOA has appropriate staff in place to begin logistical operations for program</p> <p><b>Comments:</b> Wendy Dettmer, VP of Community Based Programs, has been acting as the interim Program Manager for the farm. VOA has hired a Program Manager who is set to start the week of 7/17/23</p> <p><a href="#">View Edit</a></p>
		2	0.37	yes	0	<p><b>Action:</b> Operations</p> <p><b>Deliverable:</b> Acquired permits, engaged in trainings and admin fees for program initiation</p> <p><b>Measurement:</b> VOA has begun the work required to prepare for the freight farm delivery</p> <p><b>Comments:</b> All permits have been received to begin site prep for farm delivery.</p> <p><a href="#">Freight Farm Building Permit.pdf</a></p> <p><a href="#">View Edit</a></p>
	2	1	13.02	no	0	<p><b>Action:</b> Prepare VOA site for delivery of Freight Farms</p> <p><b>Deliverable:</b> Site prep includes electrical, water and internet hook ups, concrete pad for base, and any additional fees as required</p> <p><b>Measurement:</b> Site is physically prepped for delivery of Freight Farms</p> <p><b>Comments:</b> Work has been scheduled to start and the estimated delivery date of the farms is September 1st. There is a backorder on some of the electrical items we need.</p> <p><a href="#">View Edit</a></p>
		2	0.55	no	0	<p><b>Action:</b> Program Operations</p> <p><b>Deliverable:</b> Purchase marketing supplies, and basic operating expenses</p> <p><b>Measurement:</b> Begin community engagement and marketing for the farm prior to operations</p> <p><b>Comments:</b> VOA has hired the program manager for the farm and will begin to make the marketing decisions related to materials to purchase and community engagement strategy. We waited on this until we were sure we were able to get the building permit and approval from the City to proceed.</p> <p><a href="#">View Edit</a></p>

	3	1.35	yes	0	<p><b>Action:</b> Hire Program Staff</p> <p><b>Deliverable:</b> Hire Program Manager and Hydroponic Farm Team Member, deliver staffing plan to County</p> <p><b>Measurement:</b> Fill staffing positions, fully staffed for 2 farm operations</p> <p><b>Comments:</b> Program Manager has been hired and is scheduled to start work on 7/17/2023. The farm team member will not begin until after the farm has been delivered and begins operations.</p> <p>*This is not technically complete since the Hydroponic Farm Team Member has not been hired</p> <p><a href="#">View Edit</a></p>
	3	1	4.04		<p><b>Action:</b> Program Operations</p> <p><b>Deliverable:</b> Purchasing of farm supplies, marketing materials, staff training, occupancy costs and insurance for operations</p> <p><b>Measurement:</b> VOA program has supplies, training and operations required to begin farm operations. Once training is complete the first crop harvest will be planted</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p>
	2	28.10			<p><b>Action:</b> Purchase Freight Farm and Delivery Vehicle</p> <p><b>Deliverable:</b> Freight Farm delivered on site to begin operations</p> <p><b>Measurement:</b> Freight Farm is ready to be hooked up and begin operations of growing food</p> <p><b>Comments:</b></p> <p><a href="#">View Edit</a></p>

# 10/24/23 - Desk Review

## General Info

**ID**    **Type**            **Date**  
 34    Desk Review        10/24/23

**Project**

VOA's Hydroponic Farm - Volunteers of America of Western New York, Inc.

**Notes**

## ACTION ITEMS - [View All](#)

**Action Table**

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	3	1	4.04	yes	0	<b>Action:</b> Program Operations <b>Deliverable:</b> Purchasing of farm supplies, marketing materials, staff training, occupancy costs and insurance for operations <b>Measurement:</b> 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	<b>Action:</b> Purchase Freight Farm and Delivery Vehicle <b>Deliverable:</b> Freight Farm delivered on site to begin operations <b>Measurement:</b> Freight Farm is ready to be hooked up and begin operations of growing food
	4	1	3.63	yes	120	<b>Action:</b> Increase access to healthy produce to low income individuals in Monroe County <b>Deliverable:</b> Provide fresh produce to low income households and VOA programs <b>Measurement:</b> VOA produces viable produce to start operations.

## COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

**1. Policies/procedures**

**Procurement    Property    Records    Ethics**

**Comments**

**2. Insurance**

**Workers    Liability    Auto    Auto General    Umbrella**

**Comments**

**3. Reporting**

**Data    Actions    Reports    Subcontracts    MWBE**

**Comments**

## GENERAL ADMINISTRATION QUESTIONS

**4. Leadership**

**Changed    Able to Hire**

**Turnover**

**Filling**

**Payroll    Insurance    Reporting    Purchasing**

**Comments**

**5. Percentage Budget**

**Comments**

**6. Cash Flow**

**Cash Flow Sufficient**

**Vouchering**

**7. Financial Management System**

**Changed**

**Breakout**

**No - Explain**

**Additional Systems**

**Admin**



**Incorporating Data**

**Comments**

**8. Enrollment**

**Comments**

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**FEDERAL GRANT REQUIREMENTS**

**9. SAM**

**Up to Date**

**Issues**

**10. Grants**

**Comments**

**11. Interventions**

**Comments**

**12. GAAP**

**Comments**

**13. Audit**

**Comments**

**14. Indirect Rate**

**Comments**

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**GRANTEE SPECIFIC QUESTIONS**

**Q Misc.**

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**EVALUATION**

<b>Vouchers</b>	<b>Documents</b>	<b>Actions</b>	<b>Meetings</b>
3	3	2	3

**Voucher Notes** Vouchering process is smooth, organized and on time. Supporting documentation is always provided and easy to read. Minimal follow up is needed. Grantee to date has spent 46% of their year 1 budget. They are slightly under the target for their year 1 expenditures.

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

**Actions Notes** Grantee has met 4/7 deliverables to date. There has been a delay in the purchase of the freight farm and hiring some of the staff for the project. They are still evaluating their need for a delivery vehicle. The farms have now been purchased and they are able to begin operations, so these action items should be underway by the end of Q4.

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

---

**Documents**

## General Info

Date \* 10/24/2023

 Type \*  Desk Review  
 Site Visit  
 Compliance

Notes

## Action Items

### 2023 Q3 #1 Action: Program Operations

[View](#) **Deliverable:** Purchasing of farm supplies, marketing materials, staff training, occupancy costs and insurance for operations

**Measure:** VOA program has supplies, training and operations required to begin farm operations. Once training is complete the first crop harvest will be planted

**Budget %:** 4.04 **Measure Met?** yes **Served:** 0

**Comments:** All the items have been purchased. Farm is scheduled to be delivered 9/19/2023

Admin Notes

10/24/23: Farms have been delivered (was delivered on 9/19-9/20)- started first crop on 10/3. Spend 4 weeks in the nursery and 4 weeks on the cultivation wall. First harvest on week of Thanksgiving. Lettuce, Collard Greens, Spring Mix. Adam is coming out on 11/15 (the walls should be green). Will be able to harvest enough for at least 80 baskets. Farms are geared towards leafy greens and herbs. Maybe tomatoes and peppers in the future. 2 people work in the farm- Wendy and a program Manager. They are actively hiring the lead farmer position.

### 2023 Q3 #2 Action: Purchase Freight Farm and Delivery Vehicle

[View](#) **Deliverable:** Freight Farm delivered on site to begin operations

**Measure:** Freight Farm is ready to be hooked up and begin operations of growing food

**Budget %:** 28.10 **Measure Met?** yes **Served:** 0

**Comments:** Farms have been purchased. Delivery vehicle has not been as we evaluate need

Admin Notes

10/24/23: They still think they will need one- they are currently borrowing one from another program. There were more program xpenses for the farm than they initially anticipated. Want to make sure there is an actual fiscal need before spending that capital. \$50-\$60k. Expenses they were not initially expecting were about \$2k.

### 2023 Q4 #1 Action: Increase access to healthy produce to low income individuals in Monroe County

[View](#) **Deliverable:** Provide fresh produce to low income households and VOA programs

**Measure:** VOA produces viable produce to start operations.

**Budget %:** 3.63 **Measure Met?** yes **Served:** 120

**Comments:** In addition to the unique individuals served, we donated food to food pantries, family shelters, and our internal RCSD UPK and Childrens Center program.

November:

125 Adults and Children in the 14608 zip code

December:

100 children in the 14608 zip code

140 Adults and Children in the 14605 zip code

50 Adults and Children in the 14607 zip code

Admin Notes

12/15/23: Helped over 200 people with produce from the farm.

Working collectively with the public market to make food accessible to people with SNAP benefits. Public Market and Trillium are going out to tour next week (also the epicenter). Looking to partner more on veteran initiatives.

## COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y  N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased through this Agreement.

Y  N

3. All records retention policies your agency has adopted

Y  N

4. Code of Ethics

Y  N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y  N

Comments:

[Empty text box for comments]

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

1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y  N

2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y  N

3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y  N

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

Comments:

[Empty text box for comments]

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

1. Data Reporting  Y  N

2. Action Items  Y  N

3. Interim/ Annual Report  Y  N

4. Subcontracts in ARPA portal  Y  N

5. M/WBE Reporting  Y  N (review from Matt Burrell)

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

[Empty text box for questions]

▼ **GENERAL ADMINISTRATION QUESTIONS**

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

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

[Empty text box for staff turnover]

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

[Empty text box for hiring difficulties]

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

1. Payroll:

2. Insurance:

3. Reporting/Vouchering:

4. Purchasing:

[Table with 4 rows for personnel responsibilities]

Comments:

[Empty text box for comments]

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

[Empty text box for budget percentage]

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

[Empty text box for cash flow]

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

[Empty text box for vouchering process]

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

Y N

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

[Text input box]

2. If no, please explain.

[Text input box]

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

[Text input box]

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

[Text input box]

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

[Text input box]

Comments:

[Text input box]

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

[Text input box]

FEDERAL GRANT REQUIREMENTS

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

[Text input box]

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

[Text input box]

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

[Text input box]

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

[Text input box]

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

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

[Text input box]

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

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

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

[Text input box]

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

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

[Text input box]

▼  **GRANTEE SPECIFIC QUESTIONS**

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

▼  **EVALUATION**

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

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

**Notes** Vouchering process is smooth, organized and on time. Supporting documentation is always provided and easy to read. Minimal follow up is needed. Grantee to date has spent 46% of their year 1 budget. They are slightly under the target for their year 1 expenditures.

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

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

**Notes** All insurance documents are currently up to date in CONTRACTHQ. The interim reporting was completed on time.

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

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

**Notes** Grantee has met 4/7 deliverables to date. There has been a delay in the purchase of the freight farm and and hiring some of the staff for the project. They are still evaluating their need for a delivery vehicle. The farms have now been purchased and they are able to begin operations, so these action items should be underway by the end of Q4.

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

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

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

▼  **Attachments/Submit**

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

# 12/15/23 - Compliance

## General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
55	Compliance	12/15/23

### *Project*

VOA's Hydroponic Farm - Volunteers of America of Western New York, Inc.

### *Notes*

## Documents

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4	1	5.00	<p><b>Action:</b> Increase access to healthy produce to low income families, engage children in educational programs</p> <p><b>Deliverable:</b> Provide fresh produce and educational opportunities</p> <p><b>Measurement:</b> 625 individuals received fresh produce, 35 children engaged in educational programs, 15 veterans engaged in agritherapy, 6 individuals participated in workforce development</p> <p><a href="#">View</a> <a href="#">Edit</a></p>
	2	16.80	<p><b>Action:</b> Site Preparation and 3rd Farm Delivery</p> <p><b>Deliverable:</b> Site prepared and 3rd Freight Farm delivered</p> <p><b>Measurement:</b> Expand operations to produce increased hydroponic produce.</p> <p><a href="#">View</a> <a href="#">Edit</a></p>

Helped over 200 people with produce from the farm.

Working collectively with the public market to make food accessible to people with SNAP benefits. Public Market and Trillium are going out to tour next week (also the epicenter). Looking to partner more on veteran initiatives.

## 2/13/24 - Desk Review

### General Info

**ID**    **Type**            **Date**  
 70    Desk Review        2/13/24

**Project**

VOA's Hydroponic Farm - Volunteers of America of Western New York, Inc.

**Notes**

### ACTION ITEMS - [View All](#)

**Action Table**

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	4	1	3.63	yes	120	<b>Action:</b> Increase access to healthy produce to low income individuals in Monroe County <b>Deliverable:</b> Provide fresh produce to low income households and VOA programs <b>Measurement:</b> VOA produces viable produce to start operations.
2024	1	1	4.11			<b>Action:</b> Increase access to healthy produce to low income families, engage children in educational programs <b>Deliverable:</b> Provide fresh produce and educational opportunities <b>Measurement:</b> 625 individuals received fresh produce, 30 children engaged in educational programs onsite

### COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

**1. Policies/procedures**

**Procurement**    **Property**        **Records**    **Ethics**  
 no                    no                    no                    no

**Comments**

**2. Insurance**

**Workers**    **Liability**    **Auto**    **Auto General**    **Umbrella**  
 yes            yes            yes            yes            yes

**Comments** Insurance is set to expire soon- the insurance docs are not sent to VOA until the day they expire. They will upload either tomorrow or the following day.

**3. Reporting**

**Data**    **Actions**    **Reports**    **Subcontracts**    **MWBE**  
 yes    yes            yes            yes            yes

**Comments** Yes- answered.

### GENERAL ADMINISTRATION QUESTIONS

**4. Leadership**

**Changed**    **Able to Hire**  
 yes            yes

**Turnover** Getting number from HR

**Filling**

**Payroll**            **Insurance**        **Reporting**        **Purchasing**  
 Maria Dewhirst    Allis Marion        Wendy Dettmer     Wendy Dettmer

**Comments** The VP of Housing resigned in January. Harjeet, the Finance Manager, will have their last day on Friday, February 16th.

**5. Percentage Budget**

**Comments** 4.4%

**6. Cash Flow**

**Cash Flow Sufficient** yes

**Vouchering** yes

**7. Financial Management System**

**Changed** yes

**Breakout** yes, yes- switching to Oracle's Net Suite

**No - Explain**

**Additional Systems** No

**Admin** Allis Marion

**Incorporating Data** Easy- they created their own system

**Comments**



**8. Enrollment**

**Comments** N/A

**FEDERAL GRANT REQUIREMENTS**

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**9. SAM**

**Up to Date** Likely yes, Wendy will double check

**Issues** No

**10. Grants**

**Comments** Several HUD grants as the subrecipient- overall combined the total is close to \$1.5 million. Wendy will look into this for exact amounts.

**11. Interventions**

**Comments** No

**12. GAAP**

**Comments** Yes,

**13. Audit**

**Comments** Yes

**14. Indirect Rate**

**Comments** No

**GRANTEE SPECIFIC QUESTIONS**

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**Q Misc.**

**EVALUATION**

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<b>Vouchers</b>	<b>Documents</b>	<b>Actions</b>	<b>Meetings</b>
2	3	2	3

**Voucher Notes** In regards to both voucher submissions and budget prediction accuracy, VOA is nearly where they are expected to be. When submitting vouchers, VOA is on time roughly 1/2 the time (2 out of 5). When they are late it is by days, not months. Vouchers are submitted with most supporting documentation and said documentation is typically well organized. If follow up is required, VOA is quick to respond and address questions. VOA spent roughly 75% of its year one budget. We would like to see this closer to 100% next year, but understand the difficulties of startup in year one.

**Documents Notes** Insurance documents expire in 2 days but are technically up to date. Documents and paperwork are always provided to Monroe County in a timely manner.

**Actions Notes** If possible, this would be rated a 2.5. Grantee has completed most but not all of their action items since our last desk review. They are still determining the need for a delivery vehicle. Programmatically, they are doing great.

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

**Documents**

---

General Info

Date \* 02/13/2024

- Type \*  Desk Review
- Site Visit
- Compliance

Notes

Empty text box for notes.

Action Items

2023 Q4 #1 Action: Increase access to healthy produce to low income individuals in Monroe County

View Deliverable: Provide fresh produce to low income households and VOA programs

Measure: VOA produces viable produce to start operations.

Budget %: 3.63 Measure Met? yes Served: 120

Comments: In addition to the unique individuals served, we donated food to food pantries, family shelters, and our internal RCSD UPK and Childrens Center program.

November:

125 Adults and Children in the 14608 zip code

December:

100 children in the 14608 zip code

140 Adults and Children in the 14605 zip code

50 Adults and Children in the 14607 zip code

Admin Notes

12/15/23: Helped over 200 people with produce from the farm. Working collectively with the public market to make food accessible to people with SNAP benefits. Public Market and Trillium are going out to tour next week (also the epicenter). Looking to partner more on veteran initiatives.

2024 Q1 #1 Action: Increase access to healthy produce to low income families, engage children in educational programs

View Deliverable: Provide fresh produce and educational opportunities

Measure: 625 individuals received fresh produce, 30 children engaged in educational programs onsite

Budget %: 4.11 Measure Met? yes Served:

Comments: (blank)

Admin Notes

Empty text box for admin notes.

COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y  N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased though this Agreement.

Y  N

3. All records retention policies your agency has adopted

Y  N

4. Code of Ethics

Y  N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y  N

Comments:

Empty text box for comments.

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

1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y  N

2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y  N

3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y  N

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

Comments:

Insurance is set to expire soon- the insurance docs are not sent to VOA until the day they expire. They will upload either tomorrow or the following day.

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

1. Data Reporting  Y  N

2. Action Items  Y  N

3. Interim/ Annual Report  Y  N

4. Subcontracts in ARPA portal  Y  N

5. M/WBE Reporting  Y  N (review from Matt Burrell)

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

Yes- answered.

GENERAL ADMINISTRATION QUESTIONS

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

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

Getting number from HR

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

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

1. Payroll:	Maria Dewhirst
2. Insurance:	Allis Marion
3. Reporting/Vouchering:	Wendy Dettmer
4. Purchasing:	Wendy Dettmer

Comments:

The VP of Housing resigned in January. Harjeet, the Finance Manager, will have their last day on Friday, February 16th.

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

4.4%

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

yes

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

yes

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

Y  N

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

yes, yes- switching to Oracle's Net Suite

2. If no, please explain.

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

No

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

Allis Marion

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

Easy- they created their own system

Comments:

[Empty comment box]

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

N/A

FEDERAL GRANT REQUIREMENTS

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

Likely yes, Wendy will double check

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

No

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

Several HUD grants as the subrecipient- overall combined the total is close to \$1.5 million. Wendy will look into this for exact amounts.

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

No

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

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

Yes,

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

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

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

Yes

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

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

No

GRANTEE SPECIFIC QUESTIONS

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

[Empty question box]

EVALUATION

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

Meets Expectations (3)

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

**Notes** In regards to both voucher submissions and budget prediction accuracy, VOA is nearly where they are expected to be. When submitting vouchers, VOA is on time roughly 1/2 the time (2 out of 5). When they are late it is by days, not months. Vouchers are submitted with most supporting documentation and said documentation is typically well organized. If follow up is required, VOA is quick to respond and address questions. VOA spent roughly 75% of its year one budget. We would like to see this closer to 100% next year, but understand the difficulties of startup in year one.

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

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

**Notes** Insurance documents expire in 2 days but are technically up to date. Documents and paperwork are always provided to Monroe County in a timely manner.

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

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

**Notes** If possible, this would be rated a 2.5. Grantee has completed most but not all of their action items since our last desk review. They are still determining the need for a delivery vehicle. Programmatically, they are doing great.

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

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

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

▼ ✓ **Attachments/Submit**

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

**WILLOW DOMESTIC  
VIOLENCE CENTER  
OF ROCHESTER**

## 6/1/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
38	Compliance	6/1/23

### *Project*

Launching a Multi-Disciplinary Family Justice Center in Monroe County - Willow Domestic Violence Center of Greater Rochester, Inc.

### *Notes*

### Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Action	Deliverable	Measurement
2023	1	1	0.50	Explore and assess community readiness for a co-located, multidisciplinary Family Justice Center (FJC) for survivors of domestic violence in Monroe County.	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.	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.  The study is wonderful. Group has talked to a ton of people. The key partners were on site for 2 days. Most of the partners were on site for the 2 days.
		2	2.00	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.	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.	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



					<p>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> <p>Having some difficulty communicating with Tree. No representatives. Based on the expenditures provided, it looks like they have started the process but they are unsure is it is 5 houses.</p>
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	2	1	0.50	<p>Explore and assess community readiness for a co-located, multidisciplinary Family Justice Center (FJC) for survivors of domestic violence in Monroe County.</p>	<p>Deliver recommendations and a strategic plan for implementation of the project to Willow's Board and community partners.</p>	<p>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> <p>Strategic planning session is on July 11<sup>th</sup> and 12<sup>th</sup>- hoping this is on CE's schedule/communications. Everything is currently in motion.</p>
	2		1.00	<p>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>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</p>	<p>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 Monroe County.</p> <p>Bought supplies for the study tour but nothing else for Willow- supplies will not be bought until they have a physical location. Not sure of</p>

			action plan to community partners and Willow's Board.	what Providence has done as of yet.
3	6.50	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.	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.	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.
3	1	1.50	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.	Deliver staffing plan to county. Willow anticipates hiring five staff by Q4: Multidisciplinary Center Director, Welcome Advocate, Case Manager, Navigator, and Mobile Advocate.	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.
	2	4.50	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.	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.	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

					<p>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	<p>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>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</p>	<p>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>

			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.	
2	5.00	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.	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.	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.
2024	1	1	3.00	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.	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.	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.
		2	4.75	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	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	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

			productive workforce.	individuals) of survivors in Monroe County each quarter.	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.
3	1.50	Improve access to and quality of support services for survivors of domestic violence in Monroe County by providing seamless wraparound services	Willow, in conjunction with our partners, will deliver counseling services and support groups, housing, emergency/health services, court	Provide 75 survivors of domestic violence a full range of trauma-informed services, including legal, medical, behavioral, and social services through coordinated	



			at Family Justice Center co-locations.	advocacy and legal services, childcare services, language translation services, and other resources/services to survivors of domestic violence.	community response during the quarter. Survivors served will be new individuals/clients coming into the FJC for services.
2	1	1.50	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.	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.	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.
2		4.75	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.	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.	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.
3	1	3.00	Monitor and evaluate project deliverables and overall DV trends in the Greater Rochester community.	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.	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.
	2	4.75	Reduce barriers to Social Determinants of Health (SDOH) for survivors of domestic violence in Monroe County by	Providence Housing will provide permanent supportive housing and rental assistance, childcare, language translation	Five new households will be served each quarter, including a mix of single person households and families – for a total of

			<p>increasing access to safe and affordable housing while improving life skills and contributing to a productive workforce.</p>	<p>services, emergency/health services, employment services, and education to five new households (ten individuals) of survivors in Monroe County each quarter.</p>	<p>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	Improve access to and quality of		Willow, in conjunction with our	Provide 125 survivors of domestic violence a

			support services for survivors of domestic violence in Monroe County by providing seamless wraparound services at Family Justice Center co-locations.	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.	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.
4	1	1.50	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.	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.	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.
	2	4.75	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.	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.	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

						<p>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>Monitor and evaluate project deliverables and overall DV trends in the Greater Rochester community.</p>	<p>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>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>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>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>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;</p>
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					20 households access reliable childcare; and 20 households obtain eligible benefits.
3	1.50	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.	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.	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.	
2	1 1.50	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.	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.	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.	
2	4.50	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	Providence Housing will provide permanent supportive housing and rental assistance, childcare, language translation services, emergency/health services, employment services, and	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	

			and contributing to a productive workforce.	education to five new households (ten individuals) of survivors in Monroe County each quarter.	<p>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	Monitor and evaluate project deliverables and overall DV trends in the Greater	Willow's Evaluation Team will meet quarterly and discuss service delivery, set and monitor measurable outcomes,	Willow will incorporate data and outcomes and allow these metrics to inform service delivery and community response



			Rochester community.	collect data and identify trends. The Evaluation Team will deliver a quarterly report to Monroe County.	going forward in the project. Feedback from survivors and community partners will weigh heavily in our evaluation.
2	4.50	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.	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.	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.
3	1.50	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.	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.	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.	
4	1 1.50	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.	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.	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.	
	2 4.50	Reduce barriers to Social Determinants of Health (SDOH) for survivors of	Providence Housing will provide permanent supportive housing and rental	Five new households will be served each quarter, including a mix of single person	

			<p>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>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>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>
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2026	1	1	3.25	Monitor and evaluate project deliverables and overall DV trends in the Greater Rochester community.	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.	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.
		2	0.75	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.	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.	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.
	3	2.00	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.	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.	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.
	2	1 1.25	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.	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	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

				survivors of domestic violence.	coming into the FJC for services.
2	0.75	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.	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.	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.
3	1	3.25	Monitor and evaluate project deliverables and overall DV trends in the Greater Rochester community.	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.	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.
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					<p>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>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>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>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>	
4	1 1.25	<p>Improve access to and quality of support services for survivors of domestic violence in Monroe County by providing seamless wraparound services</p>	<p>Willow, in conjunction with our partners, will deliver counseling services and support groups, housing, emergency/health services, court</p>	<p>Provide 200 survivors of domestic violence a full range of trauma-informed services, including legal, medical, behavioral, and social services through coordinated</p>	



			at Family Justice Center co-locations.	advocacy and legal services, childcare services, language translation services, and other resources/services to survivors of domestic violence.	community response during the quarter. Survivors served will be new individuals/clients coming into the FJC for services.
2	0.75	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.	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.	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	

						<p>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>
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## 8/17/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
39	Compliance	8/17/23

### *Project*

Launching a Multi-Disciplinary Family Justice Center in Monroe County - Willow Domestic Violence Center of Greater Rochester, Inc.

### *Notes*

### Documents

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## Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.50	yes	0	<p><b>Action:</b> Explore and assess community readiness for a co-located, multidisciplinary Family Justice Center (FJC) for survivors of domestic violence in Monroe County.</p> <p><b>Deliverable:</b> 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><b>Measurement:</b> 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> <p><b>Comments:</b> Willow and consultant, Alliance for Hope, conducted a study tour with key stakeholders, service providers, partners, and Willow's leadership team as well as survivors. Hosted community forum and met with partners/service providers, including YWCA, Providence, Monroe County Courts, U of R HEAL, Bivona Child Advocacy Center, Two (2) survivor focus groups, and more. Willow formed FJC Steering Committee comprised of staff, community partners and survivors of domestic violence.</p> <p><a href="#">Q1 Willow Action Items Supporting Documentation FINAL.pdf</a>  <a href="#">View Edit</a></p>
		2	2.00	yes	12	<p><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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</p>

					<p>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. <b>Comments:</b> Providence Housing: <b>Four households totaling 12 individuals have moved into apartments during the quarter.</b> All households have new furniture in their homes and additional safety features added. All have received individual coaching, counseling, and mentoring. Please see additional details in the Quarterly Data Report Form.</p> <p>Note on Supporting Documents: Providence Housing did not find it necessary to advertise. The need is immense and once Providence told providers about the Door of Hope Program, they had all the referrals they could handle.</p> <p><a href="#">View Edit</a></p>
2	1	0.50	yes	0	<p><b>Action:</b> Explore and assess community readiness for a co-located, multidisciplinary Family Justice Center (FJC) for survivors of domestic violence in Monroe County.</p> <p><b>Deliverable:</b> Deliver recommendations and a strategic plan for implementation of the project to Willow's Board and community partners.</p> <p><b>Measurement:</b> 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> <p><b>Comments:</b> Willow's President &amp; CEO attended 2023 National Family Justice Center conference. Alliance for Hope provided recommendations based on the study tour to Willow Executive Team, then delivered recommendations to Willow's Board of Directors at June meeting, including next steps for the strategic planning process. Willow held the inaugural FJC Steering</p>

				<p>Committee meeting in June 2023 with staff, partners and survivors of domestic violence. Willow sent invitations and agendas to community partners and service providers to participate in an intensive two-day strategic planning session held on July 11-12, 2023, at the Rochester Educational Opportunity Center.</p> <p><a href="#">Q2 Willow Action Items Supporting Documentation FINAL.pdf</a>  <a href="#">View Edit</a></p>
2	1.00	yes	0	<p><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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 Monroe County.</p> <p><b>Comments:</b> Willow launched the inaugural FJC Steering Committee meeting in June 2023. Willow invited staff, key stakeholders, community partners and service providers to an intensive two-day strategic planning session with community partners held on July 11-12, 2023.</p> <p>Providence Housing purchased office supplies and equipment. Rental assistance, security deposits, furniture, and other assistance was provided to survivors and households during the reporting period. Please see Voucher for additional details. Unique individuals served for this action item is 0 as individuals assisted with rent, security deposits, furniture, etc. will be counted on the following Q2 Action Item: "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>* Programmatic variances regarding a component of this Q2 Action Item: Due to the participation of Providence Housing in the study tour, steering committee and strategic planning sessions, Providence Housing did not present and deliver an action plan to partners and Willow Board of Directors. This component of the action item is not considered necessary.</p> <p><a href="#">Q2 Willow Action Items Supporting Documentation FINAL.pdf</a>  <a href="#">View Edit</a></p>
3	6.50	yes	27	<p><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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> <p><b>Comments:</b> Providence Housing: Ten households totaling 27 individuals have moved into apartments during the reporting period. All households have new furniture in their homes and additional safety features added. All have received individual coaching, counseling, and mentoring. 5 are receiving employment</p>

				<p>readiness training through a MWBE consultant. Please see additional details in the Quarterly Data Report Form.</p> <p>Note on Supporting Documents: Providence Housing did not find it necessary to advertise. The need is immense and once Providence told providers about the Door of Hope Program, they had all the referrals they could handle.</p> <p>Have a capacity for 10 households and for 10 singles-capacity is dependent upon the size of the household.</p> <p><a href="#">View Edit</a></p>
3	1	1.50		<p><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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> <p><b>Comments:</b> Recently hired the Director for the Family Justice Center- Martha Cole. Recently created and posted job description for FJC Navigator position and are hoping to have that filled by the end of Q3. Interviews are currently underway.</p> <p><a href="#">View Edit</a></p>
	2	4.50		<p><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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</p>



					<p><b>quarter.</b> 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> <p><b>Comments: Budgeted for 20 households per year. Could potentially have to stop taking in more people for housing needs based on budget/ capacity.</b></p> <p><a href="#">View Edit</a></p>
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# 10/26/23 - Desk Review

## General Info

**ID**    **Type**                      **Date**  
 35    Desk Review                      10/26/23

**Project**

Launching a Multi-Disciplinary Family Justice Center in Monroe County - Willow Domestic Violence Center of Greater Rochester, Inc.

**Notes**

## ACTION ITEMS - [View All](#)

**Action Table**

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	3	1	1.50	no	0	<p><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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>

## COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

**1. Policies/procedures**

**Procurement    Property    Records    Ethics**

**Comments**

**2. Insurance**

**Workers    Liability    Auto    Auto General    Umbrella**

**Comments**

### 3. Reporting

Data Actions Reports Subcontracts MWBE

Comments

## GENERAL ADMINISTRATION QUESTIONS

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### 4. Leadership

Changed Able to Hire

Turnover

Filling

Payroll Insurance Reporting Purchasing

Comments

### 5. Percentage Budget

Comments

### 6. Cash Flow

Cash Flow Sufficient

Vouchering

### 7. Financial Management System

Changed

Breakout

No - Explain

Additional Systems

Admin

Incorporating Data

Comments

### 8. Enrollment

Comments

## FEDERAL GRANT REQUIREMENTS

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### 9. SAM

Up to Date

Issues

### 10. Grants

Comments

### 11. Interventions

Comments

### 12. GAAP

Comments

### 13. Audit

Comments

### 14. Indirect Rate

Comments

## GRANTEE SPECIFIC QUESTIONS

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Q Misc.

## EVALUATION

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Vouchers Documents Actions Meetings

2

2

3

3

**Voucher Notes** Vouchers are on time, extremely well organized and rarely need any follow up. Grantee to date has spent 22% of their year 1 budget; they should be closer to 60%. This is due to lack of hiring and seems to cascade into client services that are currently not being provided/ vouchered for. They should take this into account for their year 2 budget.

**Documents Notes** All insurance documents are currently up to date in CONTRACKHQ. The interim reporting was completed on time, but revisions were required and have not yet been completed.

**Actions Notes** Grantee is currently on target with action items and deliverables. Metrics for Q1-3 have been exceeded due to demand for services.

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

**Documents**

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▼  **General Info**

Date \* 
 Type \*  Desk Review  
 Site Visit  
 Compliance

Notes

▼  **Action Items**

**2023 Q3 #1** **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.

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**Deliverable:** Deliver staffing plan to county. Willow anticipates hiring five staff by Q4: Multidisciplinary Center Director, Welcome Advocate, Case Manager, Navigator, and Mobile Advocate.

**Measure:** 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.

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

**Comments:** Willow hired two positions for the multidisciplinary Family Justice Center (FJC) as of Q3: FJC Director in July 2023 and FJC Navigator in September 2023. In mid-September, the FJC Director resigned and a new job posting is up as of September 2023. We expect to hire a new FJC Director in Q4. Please see supporting documentation for more details.

As of the soft launch of the Family Justice Center to be held on October 20, 2023, the FJC will be open and working with clients once per week until a permanent building/location has been determined. Therefore, Willow has necessarily pushed back hiring for multiple FJC positions to reflect the current pilot program. The FJC Navigator, who is a licensed social worker, will be the case manager for FJC clients until a permanent location is secured. We anticipate posting job descriptions for the Mobile Advocate and Welcome Advocate during Q4.

Admin Notes

8/17/23: Recently hired the Director for the Family Justice Center- Martha Cole. Recently created and posted job description for FJC Navigator position and are hoping to have that filled by the end of Q3. Interviews are currently underway.

**2023 Q3 #2** **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.

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**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.

**Measure:** 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.

**Budget %:** 4.50 **Measure Met?** yes **Served:** 6

**Comments:** Six (6) additional individual households have moved into apartments during the Q3 reporting period; Providence has served 46 individuals throughout Y1 thus far. All households have new furniture in their homes and additional safety features added. All have received individual coaching, counseling, and mentoring. Please see additional details in the Quarterly Data Report Form.

Admin Notes

8/17/23: Budgeted for 20 households per year. Could potentially have to stop taking in more people for housing needs based on budget/capacity.

**2023 Q4 #1** **Action:** Expand support services for survivors of domestic violence in Monroe County by providing a range of trauma-informed services at Willow and Providence.

[View !\[\]\(008bfeb2de157dcb66edb3a8218c280e\_img.jpg\)](#)

**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.

**Measure:** 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.

**Budget %:** 1.50 **Measure Met?** yes **Served:** 74

**Comments:** Between the launch of the Willow FJC pilot program on October 20th and December 31st, 2023, Willow's Hotline team screened 2,155 survivors of domestic violence for the FJC. By the end of Q4, the FJC program served 28 clients and a total of 74 individuals - survivors and their children. Willow's Executive Team, FJC staff and key partners developed a trauma-informed referral network between community partners to provide wraparound support services via the FJC program.

Together, Willow and Providence served 121 individuals during Y1 of the ARPA grant program. Please see the Annual Narrative Report for additional details.

Admin Notes

12/14/23: The FJC is operating 1 day a week. There are currently 24 active clients and 6 on the waiting list.

The Door of Hope Program is full (20 households; 46 individuals).

So a total of 70 and potentially 76. Willow is looking at ways that the ARPA funding is actually supporting the screening process so this number may in fact be larger.

2023 Q4 #2 View 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.

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.

Measure: 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.

Budget %: 5.00 Measure Met? yes Served: 46

Comments: Providence Housing DOH Program has served 20 households and 47 individuals total throughout Y1. All households have new furniture in their homes and additional safety features added. 20 of 20 received individual coaching, counseling, and mentoring. Please see the Annual Narrative Report for additional details.

Admin Notes

[Empty Admin Notes box]

COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased through this Agreement.

Y N

3. All records retention policies your agency has adopted

Y N

4. Code of Ethics

Y N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y N

Comments:

[Empty Comments box]

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

1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y N

2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y N

3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y N

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

Comments:

[Empty Comments box]

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

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

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

▼ **GENERAL ADMINISTRATION QUESTIONS**

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

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

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

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

- 1. Payroll:
- 2. Insurance:
- 3. Reporting/Vouchering:
- 4. Purchasing:


Comments:

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

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

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

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

Y  N

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

2. If no, please explain.

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

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

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

Comments:

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

▼  **FEDERAL GRANT REQUIREMENTS**

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

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

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

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

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

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

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

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

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

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

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

▼  **GRANTEE SPECIFIC QUESTIONS**

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

▼  **EVALUATION**

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

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

Notes Vouchers are on time, extremely well organized and rarely need any follow up. Grantee to date has spent 22% of their year 1 budget; they should be closer to 60%. This is due to lack of hiring and seems to cascade into client services that are currently not being provided/ vouchered for. They should take this into account for their year 2 budget.



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

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

**Notes** All insurance documents are currently up to date in CONTRACTHQ. The interim reporting was completed on time, but revisions were required and have not yet been completed.

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

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

**Notes** Grantee is currently on target with action items and deliverables. Metrics for Q1-3 have been exceeded due to demand for services.

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

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

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

▼ ✓ **Attachments/Submit**

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

## 12/14/23 - Compliance

### General Info

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<i>ID</i>	<i>Type</i>	<i>Date</i>
37	Compliance	12/14/23

#### *Project*

Launching a Multi-Disciplinary Family Justice Center in Monroe County - Willow Domestic Violence Center of Greater Rochester, Inc.

#### *Notes*

### Documents

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4	1	1.50	<p><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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> <p>The FJC is operating 1 day a week. There are currently 24 active clients and 6 on the waiting list.</p> <p>The Door of Hope Program is full (20 households; 46 individuals).</p> <p>So a total of 70 and potentially 76. Willow is looking at ways that the ARPA funding is actually supporting the screening process so this number may in fact be larger.</p> <p style="text-align: center;"><a href="#">View Edit</a></p>
2	5.00		<p><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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> <p style="text-align: center;"><a href="#">View Edit</a></p>

## 2/29/24 - Desk Review

### General Info

**ID**    **Type**            **Date**  
 99    Desk Review        2/29/24

### Project

Launching a Multi-Disciplinary Family Justice Center in Monroe County - Willow Domestic Violence Center of Greater Rochester, Inc.

### Notes

### ACTION ITEMS - [View All](#)

#### Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	4	1	1.50	yes	74	<p><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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><b>Action:</b> 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><b>Deliverable:</b> 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><b>Measurement:</b> 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>

## COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

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### 1. Policies/procedures

<b>Procurement</b>	<b>Property</b>	<b>Records</b>	<b>Ethics</b>
no	no	no	no

**Comments**

### 2. Insurance

<b>Workers</b>	<b>Liability</b>	<b>Auto</b>	<b>Auto General</b>	<b>Umbrella</b>
yes	yes	yes	yes	yes

**Comments**

### 3. Reporting

<b>Data</b>	<b>Actions</b>	<b>Reports</b>	<b>Subcontracts</b>	<b>MWBE</b>
yes	yes	yes	yes	yes

**Comments**

## GENERAL ADMINISTRATION QUESTIONS

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### 4. Leadership

<b>Changed</b>	<b>Able to Hire</b>
yes	yes

**Turnover** Willow- 23% overall- the ARPA program has had one position turnover; Providence has not had any turnover

**Filling** No difficulties filling the positions, but one individual did not continue in the position once hired

<b>Payroll</b>	<b>Insurance</b>	<b>Reporting</b>	<b>Purchasing</b>
Suzanne Nye	Suzanne Nye	Steph Sharpe; Suzanne Nye	Suzanne Nye

**Comments**

### 5. Percentage Budget

**Comments** Roughly 11%- including the ARPA award and Providence as the pass through

### 6. Cash Flow

**Cash Flow Sufficient** Yes

**Vouchering** Yes

### 7. Financial Management System

**Changed** yes

**Breakout** Yes; yes

**No - Explain**

**Additional Systems** No

**Admin** Suzanne Nye

**Incorporating Data** Fine for financial reporting

**Comments** For data: There is an internal team- Kelly, Steph and an internal admin. They also work with Elevate Data (a consultant) on an as-needed basis.

In terms of data reporting; they use Apricot. The experience has been pretty good so far. Will be looking into whether any tweaking is needed for future data reporting in the coming months.

### 8. Enrollment

**Comments** Pilot program 1 day per week has expanded. Still 1 day per week but the intake process occurs prior with navigators and the Director the moment they come in. A risk assessment is done on the phone and then appointments are ready when the individuals come in. They are now seeing 5/6 clients per day. Intake happens throughout the week.

## FEDERAL GRANT REQUIREMENTS

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### 9. SAM

**Up to Date** Yes

**Issues** No

### 10. Grants

**Comments** Yes, As of October 1 they have a Congressional Grant- \$325K

A renewal of an ICJR grant- \$43K per year over 3 years

OPDV flexible funding- \$130K for 1 year

### 11. Interventions

**Comments** No

### 12. GAAP

**Comments** Yes, Bonadio

**13. Audit**

**Comments** Yes, Bonadio

**14. Indirect Rate**

**Comments** No

**GRANTEE SPECIFIC QUESTIONS**

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*Q Misc.*

**EVALUATION**

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**Vouchers Documents Actions Meetings**

**2**

**3**

**3**

**3**

**Voucher Notes** Willow has submitted all vouchers on time. All vouchers are well organized and easy to read. Vouchers consistently contain most or all documentation. If we have questions, Willow is very quick to respond. Willow spent 66% of their year one budget. This is understandable given its the first year of the program, but we would like to see this closer to 100% in year two.

**Documents Notes** All insurance documents are currently up to date in CONTRACKHQ. The annual reporting was completed on time..

**Actions Notes** Metrics for Q4 seem on target - measurement was to serve 100 individuals and they indicate they served 24, but in the comments they indicate they served 121 with Providence. This number should be updated in the portal.

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

**Documents**

---

▼  **General Info**

Date \*

Type \*  Desk Review  
 Site Visit  
 Compliance

Notes

▼  **Action Items**

**2023 Q4 #1 Action:** Expand support services for survivors of domestic violence in Monroe County by providing a range of trauma-informed services at Willow and Providence.

[View](#)

**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.

**Measure:** 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.

**Budget %:** 1.50 **Measure Met?** yes **Served:** 74

**Comments:** Between the launch of the Willow FJC pilot program on October 20th and December 31st, 2023, Willow's Hotline team screened 2,155 survivors of domestic violence for the FJC. By the end of Q4, the FJC program served 28 clients and a total of 74 individuals - survivors and their children. Willow's Executive Team, FJC staff and key partners developed a trauma-informed referral network between community partners to provide wraparound support services via the FJC program.

Together, Willow and Providence served 121 individuals during Y1 of the ARPA grant program. Please see the Annual Narrative Report for additional details.

Admin Notes

12/14/23: The FJC is operating 1 day a week. There are currently 24 active clients and 6 on the waiting list.

The Door of Hope Program is full (20 households; 46 individuals).

So a total of 70 and potentially 76. Willow is looking at ways that the ARPA funding is actually supporting the screening process so this number may in fact be larger.

**2023 Q4 #2 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.

[View](#)

**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.

**Measure:** 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.

**Budget %:** 5.00 **Measure Met?** yes **Served:** 46

**Comments:** Providence Housing DOH Program has served 20 households and 47 individuals total throughout Y1. All households have new furniture in their homes and additional safety features added. 20 of 20 received individual coaching, counseling, and mentoring. Please see the Annual Narrative Report for additional details.

Admin Notes

**2024 Q1 #1 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.

[View](#)

**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.

**Measure:** 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.

**Budget %:** 3.00 **Measure Met?** yes **Served:**

**Comments:** (blank)

Admin Notes

2024 Q1 #2 **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.

[View \[?\]](#)

**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.

**Measure:** 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.

**Budget %:** 4.75 **Measure Met?** yes **Served:**

**Comments:** (blank)

Admin Notes

2024 Q1 #3 **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.

[View \[?\]](#)

**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.

**Measure:** 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.

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

**Comments:** (blank)

Admin Notes

▼  **COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE**

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

1. Procurement procedures on company letterhead that show compliance with the federal standards in in 2 CFR § 200.318 to § 200.327 for the acquisition of property, equipment, supplies, or services required under this Agreement. Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).

Y  N

2. Property Management Policy governing the insurance, management and disposition of property and equipment purchased through this Agreement.

Y  N

3. All records retention policies your agency has adopted

Y  N

4. Code of Ethics

Y  N

5. Personnel policy that addresses: A. Pay rates and benefits; B. Time and attendance; C. Leave; D. Nondiscrimination; E. Nepotism; F. Conflict of interest

Y  N

**Comments:**

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

1. Standard Worker's Compensation and Disability Insurance, if required by law.

Y  N

2. Professional Liability and General Liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 aggregate coverage.

Y  N

3. Automobile Liability insurance in the amount of \$1,000,000 with a minimum of \$1,000,000 each occurrence, bodily injury, and property damage. Such coverage may be fulfilled via a combination of primary and excess or umbrella liability policies.

Y  N

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

**Comments:**



[Empty text box]

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

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

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

[Empty text box]

**GENERAL ADMINISTRATION QUESTIONS**

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

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

Willow- 23% overall- the ARPA program has had one position turnover; Providence has not had any turnover

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

No difficulties filling the positions, but one individual did not continue in the position once hired

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

- 1. Payroll: Suzanne Nye
- 2. Insurance: Suzanne Nye
- 3. Reporting/Vouchering: Stepph Sharpe; Suzanne Nye
- 4. Purchasing: Suzanne Nye

Comments:

[Empty text box]

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

Roughly 11%- including the ARPA award and Providence as the pass through

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

Yes

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

Yes

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

Y  N

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

Yes; yes

2. If no, please explain.

[Empty text box]

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

No

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

Suzanne Nye

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

Fine for financial reporting

Comments:

For data: There is an internal team- Kelly, Stepph and an internal admin. They also work with Elevate Data (a consultant) on an as-needed basis.

In terms of data reporting: they use Apricot. The experience has been pretty good so far. Will be looking into whether any tweaking is needed for future data reporting in the coming months.

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

Pilot program 1 day per week has expanded. Still 1 day per week but the intake process occurs prior with navigators and the Director the moment they come in. A risk assessment is done on the phone and then appointments are ready when the individuals come in. They are now seeing 5/6 clients per day. Intake happens throughout the week.

**FEDERAL GRANT REQUIREMENTS**

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

Yes

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

No

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

Yes, As of October 1 they have a Congressional Grant- \$325K  
A renewal of an ICJR grant- \$43K per year over 3 years  
OPDV flexible funding- \$130K for 1 year

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

No

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

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

Yes, Bonadio

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

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

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

Yes, Bonadio

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

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

No

**GRANTEE SPECIFIC QUESTIONS**

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

[Empty text box for miscellaneous questions]

**EVALUATION**

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

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

**Notes** Willow has submitted all vouchers on time. All vouchers are well organized and easy to read. Vouchers consistently contain most or all documentation. If we have questions, Willow is very quick to respond. Willow spent 66% of their year one budget. This is understandable given its the first year of the program, but we would like to see this closer to 100% in year two.

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

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

**Notes** All insurance documents are currently up to date in CONTRACTHQ. The annual reporting was completed on time..

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

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

**Notes** Metrics for Q4 seem on target - measurement was to serve 100 individuals and they indicate they served 24, but in the comments they indicate they served 121 with Providence. This number should be updated in the portal.

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

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

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

▼ **Attachments/Submit**

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