

BADEN STREET

- 6/5/24 Compliance Meeting

6/5/24 - Compliance

General Info

ID	Type	Date
161	Compliance	6/5/24

Project

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

[View Action Item Sheet](#)

Notes

Documents

Documents

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	107413	<u>Action Item Sheet-Baden Street-060524.docx</u>		6/5/24 10:55AM	BeersJ

Add Note

Project Notes - Last 5 - [View All](#)

[BeersJ - 3/29/24 02:34PM](#)
 3/29/2024 - Was notified by Kim Boedicker on 3/28/2024 that the contract "is ready to go to Adam for Execution ,however can't send it there unless the insurance is correct". Emailed Shelley Long at Baden and Susan Lamanna (from Paris-Kirwan) concerning the absence of an Endorsement for their

2024	1	1	3.00	yes	1	<p>Action: Increase staffing for proposed stand-alone mental health clinic</p> <p>Deliverable: Hire Mental Health Clinic Director</p> <p>Measurement: Mental Health Clinic Director in place to open Stand alone Clinic</p> <p>Admin Notes: 2/29/2024 - Having difficulty hiring this position. Have 2 potential applicants right now that they are actively working with.</p> <p>Comments: Mental Health Director has been hired with a start date of 5/12/24.</p> <p>View Edit</p>
		2	22.00	no	0	<p>Action: Construction of addition to current SUD clinic house stand- alone clinic</p> <p>Deliverable: Begin Construction of 3,350 sq ft addition to current SUD Clinic</p> <p>Measurement: Construction timeline met: 50% complete</p> <p>Admin Notes: 2/29/2024 - This construction is pushed to June due to the late contract start date.</p> <p>Comments: Construction for the Mental Health program is scheduled for around June 2024. Due to building structural issues, it was recommended to build a separate wing on the Joseph side of the building.</p> <p>View Edit</p>
		3	1.35	no	0	<p>Action: Increase staffing for Peer Support Services program</p> <p>Deliverable: Hire peer support coordinator</p> <p>Measurement: Staff in place</p> <p>Admin Notes: 2/29/2024 - Currently Planning to wait until June to fill this position.</p> <p>Comments: Baden has placed the job post on Indeed, CCSI, and Rochester Works. We have only had 3 applicants apply and interviewed. 1 of the applicants does not live in the Rochester area, 2 others are great potential hires. We will be setting up meetings to discuss potential collaborations with Rocoverly and House of Mercy that have a Peer training program established.</p> <p>View Edit</p>
		4	1.50	no	0	<p>Action: Increase staffing for Peer Services Program</p> <p>Deliverable: Foundation staff establish processes to recruit and hire peers; begin recruitment</p> <p>Measurement: 6 peers hired and begun training by end of quarter</p> <p>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.</p> <p>Comments: We are continuing to recruit for the Peer Coordinator position. Also discussing potential assistance through the Recovery Houses of Rochester, Inc.</p> <p>View Edit</p>
		5	0.00	no	52	<p>Action: Begin the transitioning process to move current SUD MH clients to stand-alone program</p> <p>Deliverable: SUD Clinic programming will include individual counseling, screenings, medication therapy, and peer services.</p> <p>Measurement: Initial 80 clients continue to receive mental health services</p> <p>Admin Notes: 2/29/2024 - By Q2 this should be at 80.</p> <p>Comments: Clients have been identified to transferred into the Stand Alone Mental Health program and we will be starting this transition once the MH Director starts.</p> <p>View Edit</p>
		2	1	22.00		

		<p>Had a meeting with Monroe County OMH. Requested Baden Street send a letter of support to them. Then they would send a letter of support (to open the stand alone clinic). They did receive this letter last week. This is a 6 month process. They would be breaking ground and submitting the application in September- then opening the MH clinic in March (maybe sooner).</p> <p>Ave met their expectation in terms of seeing clients (they have seen 49). IN the space that they have they have been able to bring on an additional counselor and provide services. This will continue to be the process until they are officially approved by OMH.</p> <p style="text-align: center;">View Edit</p>
2	0.50	<p>Action: Increase medical staffing for stand-alone MH program Deliverable: Recruit and hire Psychiatrist/Psychiatric Nurse Practitioner; staffing plan to County Measurement: Recruit and hire Psychiatrist/Psychiatric Nurse Practitioner to serve MH clientele</p> <p>Hector reached out to a few doctors- 1 was unable to take the position. Still waiting to hear from another. The position was posted. This has not yet been filled.</p> <p style="text-align: center;">View Edit</p>
3	0.75	<p>Action: Increase clinical staffing for stand-alone MH program Deliverable: Recruit and hire additional therapist stand alone MH clinic; update staffing plans to County Measurement: Recruit and hire additional therapist</p> <p>1 has been hired. They interviewed 2 candidates. They are in the process of hiring the second right now (letter is being drafter and will go out to them shortly).</p> <p style="text-align: center;">View Edit</p>
4	0.12	<p>Action: Increase access to supportive services for clients receiving Mental Health services within Monroe County Deliverable: First cohort of peer training candidates complete credentials to begin providing support to clients who need mental health or behavioral health support Measurement: First cohort of peer training candidates training process</p> <p>They are recruiting peers. They have offered the position to 1 peer and she did accept (she has completed the training- she needs to complete the background check). Hector spoke to Dr. Butler from the House of Mercy and she has invited Hector to speak to their graduating cohort for potential candidates.</p> <p style="text-align: center;">View Edit</p>
5	0.00	<p>Action: Increase staffing for Peer Services Program Deliverable: Second cohort of peers recruited Measurement: Second cohort of peers recruited and ready to begin credentialing process</p> <p>This will be a priority this summer. They currently have 1/12 hired/ trained. They have interviewed/ contacted 11 for the position. This is posted on Indeed, CCSI, Workforce Development (RochesterWorks!). Most of the candidates are coming through Indeed. They were also connecting with other agencies via the NCP biweekly meeting.</p> <p style="text-align: center;">View Edit</p>

SUD construction was pushed to June the last time we spoke- has this started or is this scheduled to start?

Had not been actively hiring Peers- has this occurred since February?

How many clients are receiving mental health services? Baden street had predicted this would be 80 by Q2.

(answered above)

So far they have not hired:

Psychiatrist/MH Nurse Pract./ Medical Doctor

Director of Clinical Health Services (this is not technically Hector's title but they are vouching for him on this line. Once he passes an exam he will officially be moved over.

Therapist- Support SUD Clinic- have hired 1, still need to hire another

Therapist- Support Stand Alone Clinic- have hired 1, still need to hire another

Peer Support Coordinator

Peer Support Specialists

BROCKPORT

- 5/14/24 Compliance Meeting plus
PHOTOS

5/13/24 - Compliance

General Info

ID	Type	Date
139	Compliance	5/13/24

Project

Rochester Educational Opportunity Center (REOC) Mobile Welding Lab - The Research Foundation for SUNY Brockport
[View Action Item Sheet](#)

Notes

Documents

Add Note

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KarthigeyanS - 4/18/24 01:31PM
 moved deadline to 4/25

pelowf - 4/18/24 12:06PM
 rec'd pictures of mobile welding lab from Cynthia. Tyler (Communications) asked for update of when the lab will be ready. Responded that lab should be ready by early May and classes will begin in late May.

Documents

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	106815	Mobile Welding Lab 2.jpg		5/15/24 08:22AM	BeersJ
<input type="checkbox"/>	106773	Mobile Welding Lab 1.jpg		5/14/24 11:20AM	pelowf
<input type="checkbox"/>	106772	Mobile Welding Lab .jpg		5/14/24 11:19AM	pelowf
<input type="checkbox"/>	106746	Action Item Sheet- Brockport-051324.docx		5/13/24 12:28PM	BeersJ

2	1	0.00	<p>Action: Second class begins, sign MOU with Monroe County Sheriff's Office</p> <p>Deliverable: MOU discussion and signatures with Monroe County Sheriff's Office, second mobile welding class begins</p> <p>Measurement: Inmates identified for program and 10 registered third class, 80% of second class retained and placed in employment</p> <p>View Edit</p>
2	0.21		<p>Action: Consultant teaches</p> <p>Deliverable: Life Skills training to students twice a week for 10 weeks</p> <p>Measurement: Students placed in employment have life skills to retain employment</p> <p>View Edit</p>

Action items above not been completed as mobile welding lab needs to be completed first.

The lab will be completed and delivered on 5/22. The first class will begin on June 3rd. They are shooting for 12 students to be enrolled in that's class. They are still currently enrolling students. They can continue enrolling through the first week of classes.

*they will send a flyer to Cynthia to distribute through her networks.

June 20th at 10AM will be the ribbon cutting ceremony. It will be at REOC for 6 months and then will go out to other sites. They are in discussions with the public library. They need to ensure that wherever it goes, it is a safe location with adequate power.

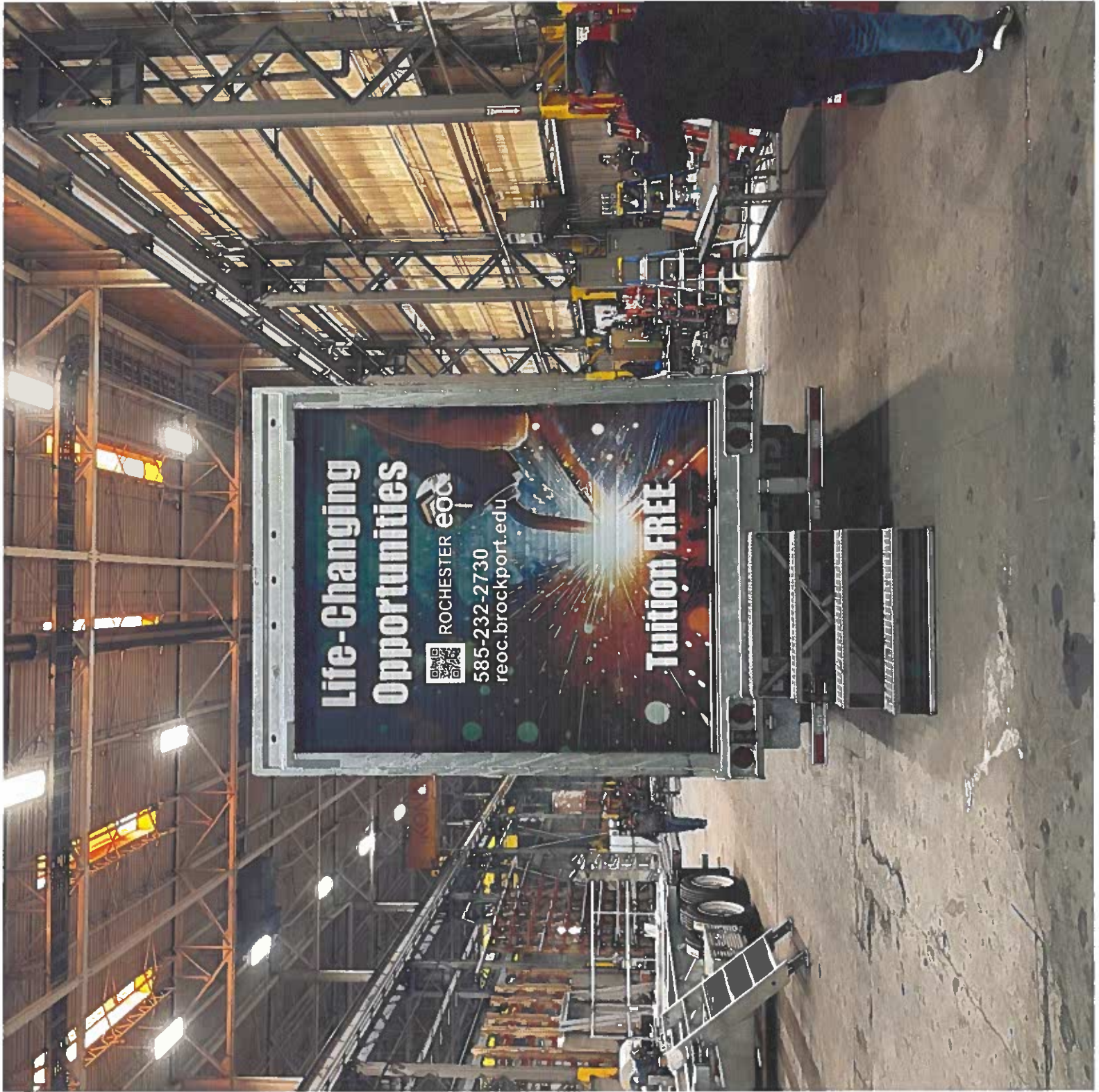
They just hired an instructor for the class and a consultant. We will start seeing invoicing come in for the supplies for the students as well.

Life-Changing Opportunities



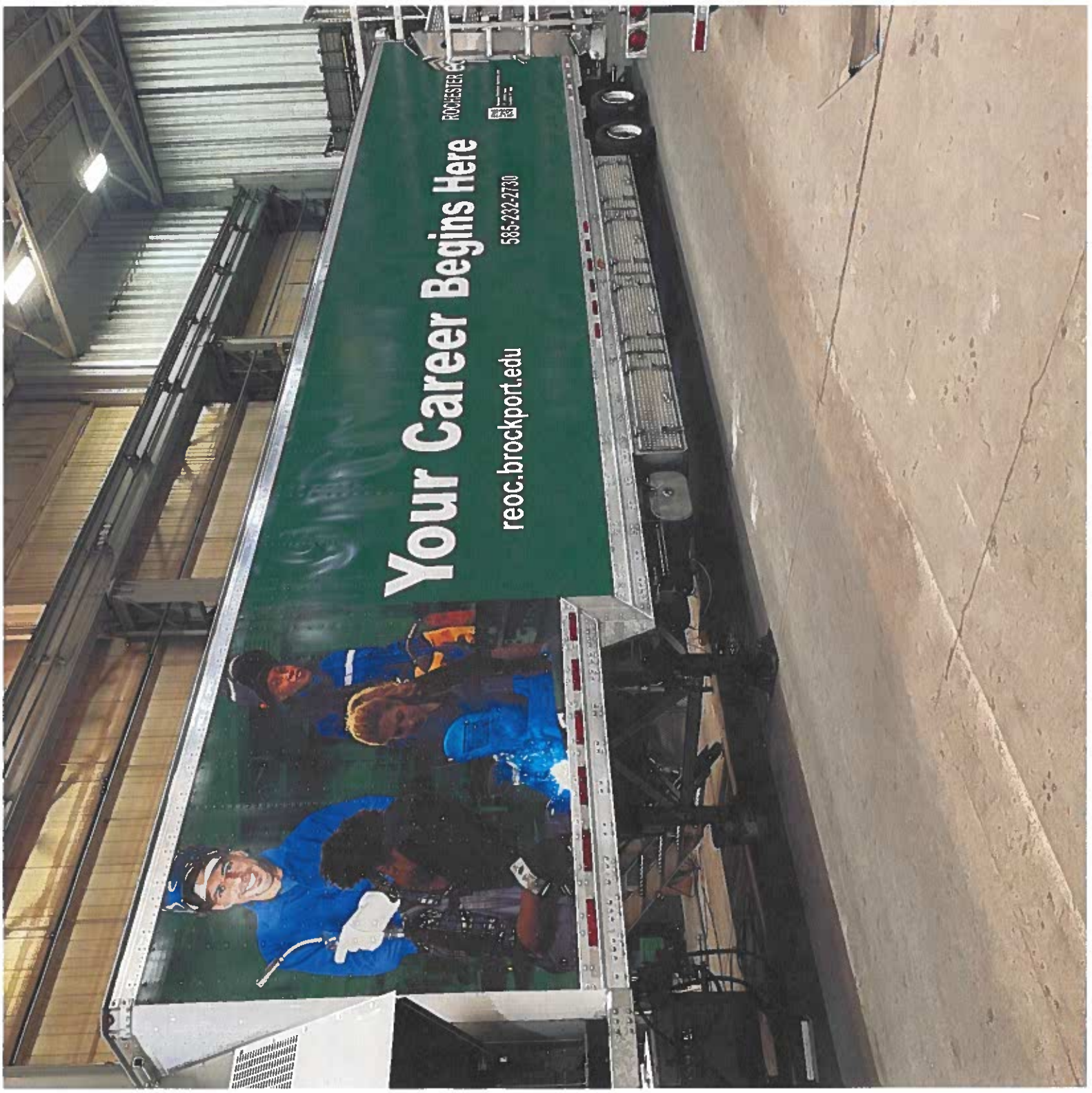
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Center for Community Alternatives

- 5/15/24 Compliance Meeting

5/15/24 - Compliance

General Info

ID	Type	Date
149	Compliance	5/15/24

Project

Promoting A Community Transformation: Nonviolence Project (PACT: Nonviolence Project) - Center for Community Alternatives
[View Action Item Sheet](#)

Notes

Documents

Documents

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	106851	CCA ARPA Action Plan Report 2024 Q1 for ESLrev.xlsx		5/15/24 08:40PM	pelowf
<input type="checkbox"/>	106850	ESL Goals Challenges and Successes FINAL 0424224.docx		5/15/24 08:40PM	pelowf
<input type="checkbox"/>	106836	Action Item Sheet-CCA-051524.docx		5/15/24 04:01PM	BeersJ

Enter New Note

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pelowf - 6/18/24 10:34AM
 Rec'd email from Christine asking for a meeting with their team to evaluate their data/ go over budget spreadsheet. Asked Ganesh to reach out and coordinate a meeting/ review with them.

WelchD - 6/14/24 11:34AM
 E-mailed alula; answered his question about teaching contract

Time Period	Action # (for each Quarter)	Action	Deliverable	Performance Measurement	Estimated % of Budget	Has the measure been met? (Y/N/A)	Actual # of Unique Individual served	Provide commentary on your progress this quarter. If you did not quite meet your performance measurement explain what factors contributed to that discrepancy. If you exceeded expectations, you can provide some further details about your successes.	
2023	1st Q	1	CCA Hire and onboard 2 Transition Advocate (FTE)	Fill all staffing positions (except the Justice Peers)	Transition Advocacy component RUIR and one of CCA positions fully staffed except the 2 Justice Peers	10%	Y	0	Francine Owen was hired as a Transition Advocate on 4/1/23 and Redaia McCullough was hired as Transition Advocate on 6/1/23. The Transition Advocacy component is fully staffed.
2023	1st Q	2	RUIR/PEER Outreach to recruit & identify Inaugural Youth Advisory Board (YAB) members	Outreach for inaugural YAB members	Identify at least 10 youth for possible inclusion to YAB	30%	Y	11	11 Youth were identified and enrolled in the YAB exceeding the target.
2023	1st Q	3	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	Engage with families who due to community violence may have unstable housing situations or need physical or emotional support	Identify 10 people (2 families) as needing safe housing due to violence	20%	Y	27	27 individuals (9 families) were identified through community partners as needing safe housing.
2023	1st Q	4	RUIR Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.	Safe housing arranged - either first month's rent provided, hotel stay or housing search support	10 people (2 families) relocated to safe housing	50%	Y	27	27 individuals (9 families) were rehoused. Some of these individuals/families also received emotional support which is described in the next action item (#5).
2023	1st Q	5	RUIR Provide emotional support to individuals and families impacted by violence in Rochester	A. Facilitate support groups for 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	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	20%	N	8	8 individuals attended the bi-monthly support group in Q1. 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.
2023	1st Q	6	TRANSITION ADVOCACY Negotiate agreement with RCSD re: scope of Transition Advocacy services: referral mechanism, etc.	Signed MOU between CCA & RCSD	Agreement in place for CCA to begin providing TA services through referrals	30%	N	0	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 student when school begins in the fall.
2023	2nd Q	1	CCA Hire and onboard 2 Justice Peer positions (FTE)	Fill both peer positions	Justice Peer component fully staffed	100%	N	0	Cry Durbin was hired as the YAB Facilitator on 4-11/23. 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 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.
2023	2nd Q	2	RUIR/PEER Inaugural Youth Advisory Board Members recruited (YAB)	Select inaugural YAB members	10 YAB youth members (primarily ages 15-25) began developing model and receiving stipends for work on Peer Justice program. 7 of 10 YAB members began attending advisory meetings and receive stipends	100%	Y	11	11 youth began participating in the YAB. 7 attended the initial meeting on June 14th where the began discussions around developing the service model. All 7 received a stipend which was paid in July. A second meeting was held on July 5th.
2023	2nd Q	3	RUIR Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families	Engage with families who due to community violence may have unstable housing situations or need physical or emotional support	Identify 15 people (3 families) as needing safe housing due to violence	60%	Y	78	78 individuals (22 families) were identified through community partners as needing safe housing.
2023	2nd Q	4	RUIR Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.	Safe housing arranged - either first month's rent provided, hotel stay or housing search support	18 people (3 families) relocated to safe housing	100%	Y	78	78 individuals (22 families) were rehoused. Some of these individuals also received emotional support which is described in the next action item (#5).
2023	2nd Q	5	RUIR Provide emotional support to individuals and families impacted by violence in the City of Rochester	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	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	50%	N	17	17 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.
2023	2nd Q	6	TRANSITION ADVOCACY Staff provide advocacy and support services for RCSD students leaving long-term suspension and/or returning to mainstream school from long-term suspension	Transition Advocates begin work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans	10 youth will create and begin implementing safe return-to-school plans with their Transition Advocate	20%	N	0	Due to the delay in getting the MOU with RCSD signed (described above from Q1), we have been unable to begin enrolling and supporting RCSD youth. While awaiting the MOU our newly hired Transition Advocates have been trained at school and community-based transition processes, developed referral processes, built relationships with referral sources and actively participated in the meetings with RCSD.
2023	3rd Q	1	RUIR/PEER Youth Advisory Board members meet regularly to develop Justice Peer model (the program with goals & activities)	Facilitate & engage the YAB in co-designing the Justice Peer model	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	100%	N	10	YAB Members meeting regularly and receiving stipends have been transforming the Justice Peer model, but it has not been finalized. YAB Advisory meetings have focused on member roles and responsibilities, personal development, training and available services in the community.
2023	3rd Q	2	RUIR/PEER Outreach to identify court-involved youth while program is being designed	Outreach conducted to identify court-involved youth, then mentoring	12 youth (primarily ages 15-20) recruited and paired for Justice Peer mentorship program, all engaging regularly with Justice Peers and completing an individual plan	100%	N	0	While the Justice Peers Mentors have not been hired yet, we have received referrals for court-involved youth that we anticipate mentoring once Justice Peer Mentors have been hired. Currently we are supporting them through our Transition Advocacy Program.
2023	3rd Q	3	RUIR Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families	Engage with families who due to community violence may have unstable housing situations or need physical or emotional support	Identify 18 people (4 families) as needing safe housing due to violence	110%	Y	60	60 individuals (16 families) were identified through community partners as needing safe housing.
2023	3rd Q	4	RUIR Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.	Safe housing arranged - either first month's rent provided, hotel stay or housing search support	18 people (4 families) relocated to safe housing	210%	Y	56	56 individuals (14 families) were rehoused. One family refused services, others have not yet received housing services at this time. Some of these individuals also received emotional support which is described in the next action item.
2023	3rd Q	5	RUIR Provide emotional support to individuals and families impacted by violence in the City of Rochester	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	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	110%	N	37	1 attended the bi-monthly support group (Part A). 37 individuals received Services listed in part B of the Performance Measurement. These are individuals/families that were served in the previous Action Item (#4 - Safe housing) who complete an intake form. These services are provided in addition to safe housing are not included in the "Unique Individuals Served" so that we would not be counting an individual/family more than once.
2023	3rd Q	6	TRANSITION ADVOCACY Staff provide advocacy and support services for RCSD students leaving long-term suspension and/or returning to mainstream school from long-term suspension	Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans	10 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal)	20%	N	9	We are finalizing our MOU with the Rochester City School District this month (October) after many delays. As described in the second Action Item for this quarter, we have received 9 referrals from a community partner for youth who have begun receiving Transition Advocacy Services in October. In the fourth quarter these youth (and others) will complete and begin implementing return-to-school plans.
2023	4th Q	1	RUIR/PEER Recruitment of new YAB members (Phase 2) recruiting youth, providing feedback on the Justice Peer model, etc.	Select YAB members for Phase 2	10 new YAB members (primarily ages 16-25) recruited and selected. 7 of 10 YAB members attend advisory meetings and receive stipends	100%	N	3	We have 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 the 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.
2023	4th Q	2	RUIR/PEER Identified court-involved youth paired with a Justice Peer, receive mentoring services	Court-involved youth are supported and mentored ongoing outreach for additional youth	13 youth (primarily ages 15-20) 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	100%	N	0	We have been interviewing for 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 excluded 9 youth mentioned in the Q3 Action Plan report, which was an error.
2023	4th Q	3	RUIR Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families	Engage with families who due to community violence may have unstable housing situations or need physical or emotional support	Identify 18 people (4 families) as needing safe housing due to violence	50%	Y	23	23 individuals (8 families) were identified through community partners as needing safe housing.
2023	4th Q	4	RUIR Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.	Safe housing arranged - either first month's rent provided, hotel stay, or housing search support	18 people (4 families) relocated to safe housing	100%	Y	22	22 individuals (5 families) from those identified above were rehoused. One household refused housing services. RUIR staff remarked that successful outreach had slowed down over the holiday season. A portion of these individuals also received emotional support which is described in the next action item.
2023	4th Q	5	RUIR Provide emotional support to individuals and families impacted by violence in Rochester	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	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	5%	N	22	A. Of those rehoused (identified above), no additional individuals participated in the bi-monthly support group that was held. B. 22 individuals who were rehoused utilized RUIR's additional emotional support services in addition to safe housing!
2023	4th Q	6	TRANSITION ADVOCACY Staff provide advocacy and support services for RCSD students leaving long-term suspension and/or returning to mainstream school from long-term suspension	Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans	10 youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal)	20%	Y	32	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" 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.
2024	1st Q	1	RUIR/PEER Ongoing work of Youth Advisory Board members recruiting youth, providing feedback on the Justice Peer model, etc.	YAB engagement, professional skill development	7 of 10 YAB attend advisory meetings and receive stipends	20%	Y	13	The program target has been met. CCA has recruited and enrolled 13 new YAB members this quarter while 4 YAB members exited the program. There are currently 18 youth that are engaged and have been participating in meetings as well as community activities that provide them with valuable experiences.

2024	1st Q	2	JUSTICE PEER Youth identified for mentoring (through outreach and referrals) paired with a Justice Peer, receive mentoring services	Court-involved youth are supported and maintained ongoing outreach for additional youth	12 youth (primarily ages 10-20) recruited and paired for Justice Peer mentoring program, all engaging regularly with Justice Peers, completing an individual plan and 75% achieving at least one goal on the plan	120%	N	4	DCA has received 8 referrals from Monroe County Detention Center and by the end of March confirmed participation from 4 youth. These 4 confirmed youth participants will be reflected in the Quarterly Data Report for 2024 Q2. A Peer Navigator was hired this quarter and he is receiving training to provide high quality support to youth in the program. Hiring quality candidates with lived experience continues to be a major challenge, but we are interviewing for a second Peer Navigator that will allow us to meet our targets in future quarters.
2024	1st Q	3	RUR Conduct community outreach in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families	Engage with families who due to opportunity violence may have unstable housing situations or need physical or emotional support	Identify 19 people (4 families) as needing safe rehousing due to violence	0.60%	Y	40	RUR exceeded its target in providing outreach to families 40 individuals (11 families) were identified through community partners as needing safe rehousing
2024	1st Q	4	RUR Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence	Safe housing arranged - either first month's rent provided, hotel stay or housing search support	19 people (4 families) relocated to safe housing 12 month follow-up surveys conducted with families who have been rehoused	110%	Y	33	RUR exceeded its targets in relocating individuals and families impacted by violence 33 individuals (10 families) were relocated to safe housing
2024	1st Q	5	RUR Provide emotional support to individuals and families impacted by violence in Rochester	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	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	0.60%	Y	65	RUR provided emotional support to 65 individuals (34 families) in previous quarters. In addition to our support group participants (Part A), we were only counting needs of households that were receiving regular check-ins and support (Part B), however we are also supporting the family members with these check-ins, so beginning this quarter, we will be counting these individuals toward the target as well.
2024	1st Q	6	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	Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans	30 youth all create and begin implementing safe return-to-school plans with their Transition Advocates (70% will achieve at least one goal)	140%	N	14	Receiving referrals from RCSD continue to be a challenge as they are not putting youth on long-term suspensions as in previous years. This is why our number dipped at below the target. DCA worked closely this quarter with the RCSD Restorative HRB to improve the referral process for youth DCA supports in mediations and youth identified as needing ongoing transition advocacy services.

ESL Foundation Report April 2024 – Center for Community Alternatives’ PACT Project

CCA’s PACT: Nonviolence Project focuses on supporting youth with criminal legal system involvement and provides physical and emotional support to victims of violence and their families. Project components include: (1) Rise Up Rochester (RUR) will offer safe housing for families needing relocation after experiencing gun violence, along with emotional supports services to those impacted by gun violence (2) “Transition Advocacy”: provides advocacy and support services for RCSD students facing long-term suspension and/or returning to mainstream school from long-term suspension, and (3) a “Justice Peer” program providing court-involved youth with mentoring and other services to be determined by a Youth Advisory Board. Below we outline CCA’s achievements and challenges on our project goals through the first quarter of 2024 (Year 2 of the project). The attached spreadsheet provides a summary of the goals and achievements inclusive of RUR (RUR is on target with its achievements.)

Transition Advocacy Program Goals/Deliverables:

CCA’s Transition Advocacy Program will provide support and advocacy for young people and their families as they face or return from long-term out of school suspension, or other long-term removal from school. The program will be staffed by two Transition Advocates, with a maximum caseload of 60 young people at one time. Our Year 1 goal was to serve 50 youth and 120 a year thereafter.

Transition Advocates will provide direct advocacy and support for families as youth face suspension hearings, and advocacy and support for young people returning to their home school. Supports will be provided in the home, community, and school settings, and Transition Advocates will work closely with RCSD staff at designated schools. Participants can also be appointed to the ongoing Youth Advisory Board.

Challenges/Successes:

The Transition Advocacy component got off to a difficult start due to long delays in signing a MoU with RCSD, which was a result of staff turnover at the school district and delays within their legal department. Projected start date August 1, 2023; MoU signed 11/13/2023.

Also, even after CCA began working with the school it became apparent that this year they have changed their discipline process from previous years; our model has had to adjust to reflect those changes. RCSD moved to a mediation procedure in lieu of superintendent hearings and long-term suspension. Originally, CCA planned to work with youth at *LyncX Academy*, but, that program was abruptly closed. Therefore, CCA has adapted its partnership with RCSD, receiving referrals from Student Support Services (the HUB at Douglass) rather than focusing on specific RCSD schools. Transition Advocates now work with family and school staff, providing advocacy and transition services for students participating in mediation who are transitioning back to school from short term suspension or transitioning back to a mainstream classroom setting.

Staffing turnover at CCA also led to some delays; however, there are now two (2) Transition Advocates in place who have a referral process with the Student Support Service HUB at

Douglass and are working directly with youth supporting them in their individualized return-to-school/classroom plans. Given current staffing and now having an established MOU, and given a partnership with the HUB, we expect to achieve our quarterly targets going forward.

Our Transition Advocates have collaborated closely with several schools within the Rochester City School District to support youth who have been suspended from school (short-term) or have received direct referrals regarding students that need support during mediations after an incident at school. The HUB, which is a part of RCSD's Student Support Services led by *RocRestorative*, has come to see CCA as a valuable resource in supporting students.

Our Transition Advocates have worked with 55 youth through March 2024 (41 through Year 1) to support them in their plans to transition back to mainstream school and the classroom after being removed due to discipline issues. Transition Advocates have worked to build relationships with youth and support them in achieving goals on their individualized plans.

Justice Peer Program Goals/Deliverables:

CCA's Justice Peer Program will provide personalized support and systems navigation from credible, trained adult mentors for young people currently entangled with the criminal legal system. The program will be staffed by two certified adult Peer Navigators, with a maximum caseload of 25 young people each, for a total of 50 annually.

Adult Peer Navigators will provide intensive one-to-one support for young people going through the criminal/family court legal systems, returning to the community from placement or incarceration, or aging out of the foster care system. The Justice Peer Program will be co-designed with guidance from the Youth Advisory Board.

Challenges/Successes:

There have been challenges in hiring for the Peer Navigator position. In appointing individuals with "lived experience" there have been issues with candidates being far enough removed socially and emotionally from the lifestyle and environment that lend to their being a trusted and knowledgeable "credible messenger" to assist youth a navigating legal, social and academic with fidelity. Broadening the definition of "lived experience" has widened the search for potential Peer Navigators. Despite the challenge we have hired one Peer Navigator, who started in mid-March, and intend to have the second position onboarded by May 1, 2024. As such, four (4) youth have been served through March 30, 2024.

Referrals sources for the Justice Peer Program have been extended to include the Rochester Office of Children and Family Services (OCFS juvenile justice involved, detained or incarcerated), RCSD, Rise Up Rochester (RUR), Monroe County Family and Youth Courts and Monroe County and Coordinated Care Services, Inc. (CCSI) Family Access and Connection Team (FACT) Team, all of which entities have youth with higher criminal legal or family court system involvement. With both Peer Navigator positions filled and established referral sources we expect to meet all our deliverable outcomes.

Justice Peer participants may also be eligible to participate as a member of YAB and/or Transition Advocacy programming based on their Advocacy/service needs.

Youth Advisory Board Goals:

In Phase One of the Youth Advisory Board (YAB) Program, CCA staff will recruit ten (10) young people with personal lived experience of the criminal/family legal system in Monroe County whose cases have been resolved. The Inaugural YAB will co-design the Justice Peer Program with CCA staff. All young people will be compensated with a stipend and food will be provided at all meetings.

Challenges/Successes:

Twenty-seven (27) Youth Advisory Board members have been recruited as of March 2024, and eighteen (18) are still active. This exceeds our goal of recruiting 20 youth over the life of the project. They were drawn from RCSD, City of Rochester-located STEP groups (dance), R-Centers, and peer referrals of youth who have criminal legal involvement, to design the Justice Peer Mentor program. The progress of our Peer Justice Program and the invaluable contributions of our Youth Advisory Board (YAB) have been a success so far in the grant term. The YAB spent part of their effort diligently reviewing the job description for our Justice Peer Program. After thorough discussions and collaborative efforts, they have recommended significant revisions, including a change in title to "Peer Navigator." This updated title better reflects the expanded scope of responsibilities and the enhanced support structure envisioned for this role. The revisions the youth recommended do not detract from any contractual deliveries or outcomes. Some of the YAB recommended activities for the Peer Navigator include the following:

- **Mentoring and Support:** Providing one-on-one mentoring and emotional support to youth in various aspects of their lives.
- **Resource Navigation:** Assisting youth in accessing and navigating available resources, including education, healthcare, housing, and social services.
- **Life Skills Development:** Offering guidance and coaching on developing essential life skills, such as budgeting, time management, communication, and conflict resolution.
- **Educational Support:** Assisting with academic planning, setting educational goals, and helping youth stay on track with their studies.
- **Career Guidance:** Providing information and advice on career options, job search strategies, resume building, and interview preparation.
- **Health and Wellness:** Promoting physical and mental health by providing information on nutrition, exercise, stress management, and accessing mental health services.

- Peer Support Groups: Facilitating or participating in peer support groups to create a sense of community and connection among youth

Additionally, the YAB has actively participated in the interview process for the Peer Navigators, ensuring that candidates align with the program's goals and values. Their insights and perspectives have been instrumental in identifying suitable candidates who can effectively serve as Peer Navigators.

As we progress, the YAB is prepared to co-facilitate and train their peers to support the Peer Navigators in their duties. Their enthusiasm, dedication, and unique insights are invaluable assets that continue to drive the success and sustainability of our Peer Navigator Program.

The YAB's commitment and leadership in shaping this program has not gone unnoticed. Their passion for fostering positive change within our community is truly inspiring, and we are confident that their contributions will lead to meaningful outcomes for all.



2	1	1.20	<p>Action: JUSTICE PEER: Ongoing work of Youth Advisory Board members: recruiting youth, providing feedback on the justice peer model, etc.</p> <p>Deliverable: YAB engagement, professional skill development</p> <p>Measurement: █ YAB attending advisory meetings and receive stipends.</p> <p>Youth Advisory Board is going very well. 20+ youth have been recruited. They recently did a trip to Albany where they were able to meet Legislators and discuss Legislation in New York. Looking to build resume skills in upcoming meetings and are working on upcoming trainings. They have been having biweekly meetings as a group. They have been discussing their needs and growth opportunities regularly. They are currently discussing a summer professional development program as well- looking to build on skills as it pertains to employment opportunities and building on what they have learned in the YAB. They are collaborating with the YAB to see what this program would look like and what they want it to be (how to use AI, how to speak professionally etc.)</p> <p style="text-align: center;">View Edit</p>
2		1.20	<p>Action: JUSTICE PEER: Youth identified for mentoring (through outreach and referrals), paired with a Justice Peer, receive mentoring services</p> <p>Deliverable: Court-involved youth are supported and mentored, ongoing outreach for additional youth</p> <p>Measurement: █ 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 style="text-align: center;">View Edit</p>
6	1.40		<p>Action: TRANSITION ADVOCACY: Staff provide advocacy and support services for RCSD students facing long-term suspension and/or returning to mainstream school from long-term suspension</p> <p>Deliverable: Transition Advocates work with youth (and caregivers) in creating and supporting the implementation of safe return-to-school plans</p> <p>Measurement: █ youth will create and begin implementing safe return-to-school plans with their Transition Advocate (70% will achieve at least one goal).</p> <p>Working with RCSD has been challenging. They are building great relationships. RCSD has changed their scope of work and has changed their disciplinary plan. They have shifted their plans in kind. They may be able to be a part of suspension hearings moving forward but are currently unsure.</p> <p>The goal for the end of the school year/ the next school year is to be able to ramp up this metric again in conjunction with RCSD.</p> <p style="text-align: center;">View Edit</p>
3	0.60		<p>Action: RUR: █ in City neighborhoods to engage at-risk community members and offer connection to victims of violence and their families</p> <p>Deliverable: Engage with families who due to community violence may have unstable housing situations or need physical or emotional support</p>

		<p>Measurement: 19 people (4 families) relocated to safe housing. 12 month follow-up surveys conducted with families who have been rehoused.</p> <p>View Edit</p>
4	1.10	<p>Action: RUR: Provide emergency safe housing for individuals and families impacted by violence, particularly gun violence.</p> <p>Deliverable: A. Safe housing arranged - either first month's rent provided, hotel stay, or housing search support. B. Interviews of previously rehoused individuals/families.</p> <p>Measurement: 19 people (4 families) relocated to safe housing. 12 month follow-up surveys conducted with families who have been rehoused.</p> <p>Have currently relocated 23 into safe housing in 2024. Since April, there have been 10 people relocated. Surveys have not yet been implemented. They will be implemented at the end of the 4th quarter in 2024. The reason for this is that it has taken longer for those that have been rehoused to find permanent housing.</p> <p>View Edit</p>
5	0.60	<p>Action: RUR: Provide emotional support to individuals and families impacted by violence in Rochester</p> <p>Deliverable: A. Provide support to violence victims and/or family members B. Provide check-ins, dispute resolutions, and provide transportation or other help in attending or testifying at a court appointment.</p> <p>Measurement: 50 individuals provided emotional support through the following activities. A. Facilitate 2 support groups serving violence victims/family members. B. Provide additional support: conduct check-ins with victims/families, conduct dispute resolution engagements sessions as needed, and assist victims in attending court appointments.</p> <p>Since January, they have had 7 events (including one on 5/14- a Mother's Day dinner- these are still support group sessions). There have been 2 in Q2. In Q1 65 were engaged. In Q2, 30 have been engaged. Check ins are completed every Monday.</p> <p>View Edit</p>

CONSUMER CREDIT COUNSELING SERVICE OF ROCHESTER

- 4/17/24 Compliance Meeting

4/17/24 - Compliance

General Info

ID	Type	Date
135	Compliance	4/17/24

Project

Driven2Success - Consumer Credit Counseling Service of Rochester

[View Action Item Sheet](#)

Notes

Documents

Documents

<input type="checkbox"/>	<input type="checkbox"/> ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	106280	<u>Action Item Sheet- CCCS-041724.docx</u>		4/17/24 12:12PM	BeersJ

Enter New Note

Add Note

Project Notes - Last 5 - [View All](#)

pelowf - 4/17/24 10:47AM
Compliance meeting

pelowf - 4/15/24 02:33PM
Received confirmation from legal that budget move is ok to move forward. Created new budget spreadsheet, created new Exhibit B and created 2nd amendment in contrackHQ- submitted for routing/

2024	1	1	4.00	no	77	<p>Action: Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents.</p> <p>Deliverable: Provide counseling, tracking and loan recommendations.</p> <p>Measurement: [redacted] counseling sessions, [redacted] consumers educated and [redacted] loans approved.</p> <p>Admin Notes: 2/13/2024 - 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. Meeting with ESL again this month. All other conversations are more introductory. 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>Comments: During this quarter we counseled [redacted] clients, educated [redacted] consumers, and had [redacted] clients approved for loans. [redacted] With this, we are getting closer and closer to the pace of approvals needed to meet our program goals. There were two challenges that we faced during this period. First, our outreach coordinator was out on paid family leave through February 1st. This created capacity challenges for conducting car-buyer education workshops. Secondly, we went through a system conversion in early March so we are working diligently on reconfiguring our program-related reports.</p> <p style="text-align: center;">View Edit</p>
		2	1.00	no	77	<p>Action: Administration, Supervision and Outreach</p> <p>Deliverable: Oversight, partnership development, promotion, & education</p> <p>Measurement: Successful operation, # of partners, # of consumers educated.</p> <p>Comments: Operations continue to be streamlined for efficient service delivery. This is becoming more and more important as demand increases. To date, we have received over 900 applications leading us to look at better ways to move candidates through the process. This included automating application follow-up emails and creating a waterfall analysis of the client journey from application to completion. Our official lending partners are Genesee Coop and Lexington FCU. Unfortunately, we were notified by Lexington FCU that they will be closing their operations in Q3. We continue to have discussions with other local lenders including CNB, ESL, Fivestar, Reliant FCU, and Visions FCU. Of these, CNB is the closest to being onboarded.</p> <p style="text-align: center;">View Edit</p>
	2	1	4.00			<p>Action: Provide access to reliable transportation to increase job access, employment retention and income rates of LMI residents.</p> <p>Deliverable: Provide counseling, tracking and loan recommendations.</p> <p>Measurement: [redacted] counseling sessions, [redacted] consumers educated and [redacted] loans approved.</p> <p>Denise is quite busy- all of her appointment slots have been filled over the past few weeks. The counseling sessions will definitely be a metric that can be accomplished this quarter. Word of mouth has definitely helped to keep appointments flowing. They are still doing outreach events (most recently 3 weeks ago- they receive 250 applications the following week). Outreach Coordinator</p>

			<p>(Andrea) has been updating a recorded version of the car buyer education curriculum. They plan to regularly send this out to applicants so that this can be completed electronically. This is the workshop piece; Denise still continues to do 1:1 meetings with program participants. They will post it on Youtube and then send participants the link. Participants will be sent a QR code with a survey (which is how they ensure that the course has been completed).</p> <p>Have created a waterfall analysis of loans submitted/ completed to ensure that they meet the necessary metrics for Monroe County by the end of the year. This analysis has helped them to identify gaps in their program/ where they need to focus their efforts in order to get more loans processed (documentation received). So far they have recommended 10 for loans and 3 have been approved.</p> <p style="text-align: center;">View Edit</p>
2	2.00		<p style="text-align: center;">Action: Administration, Supervision and Outreach Deliverable: Oversight, partnership development, promotion, & education Measurement: Successful operation, # of partners, # of consumers educated.</p> <p>Still trying to onboard lending partners. Trying to make it as low an area of entry as possible. Getting closed with CNB. Reliant Federal Credit Union is almost on board as well (Jim Dowly is the contact). They have been getting a lot of demand from partners in Wayne and Ontario County. There may be some funding opportunities in that space. In order to become a lending partner, partners need to: agree to accept and review loans, offer terms better than the open market and agree to a fee for service model. Lenders have been hesitant as they feel like they would have to change their whole structure- this has been a difficult hurdle to overcome. Chad feels that CNB and Reliant are very close to becoming official partners.</p> <p style="text-align: center;">View Edit</p>

- County potentially connecting with banks

DEAF REFUGEE ADVOCACY

- 4/25/24 Compliance Meeting

4/25/24 - Compliance

General Info

ID	Type	Date
136	Compliance	4/25/24

Project

[Deaf Refugee Advocacy Community Connections - Deaf Refugee Advocacy](#)
[View Action Item Sheet](#)

Notes

Add Note

Project Notes - Last 5
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Documents

Documents

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	106517	DRA - Meeting Notes 4-25-24.docx		4/25/24 03:21PM	BeersJ

Deaf Refugee Advocacy - Action Item Sheet '23 + '24

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	0.22	no	0	<p>Action: Admin Overhead</p> <p>Deliverable: Office Space leasing, Utilities, ISP, liability and unemployment insurance coverage</p> <p>Measurement: Background operations are fully operational and office space will be ready to service Deaf RIAs by 4/1</p> <p>Admin Notes: 4/24/2023 --Was not able to sign anything until 3/28. Space is a lease and they are currently remodeling. Ready goal is June 1.</p> <ul style="list-style-type: none"> - Utilities and liability insurance are set up. <p>Comments: Sibley office space was not ready this quarter. There was delay in the signing of the lease due to ARPA legal team's requirements to contain specific wording in large contracts. It was signed later on March 28th. Renovations did not start until 2nd quarter.</p> <p>View Edit</p>
		2	0.00	yes	16	<p>Action: Provide services and support to Deaf RIA population</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 15 new Deaf RIA individuals with holistic services.</p> <p>Admin Notes: 4/24/2023 - - Language class- 13 students this quarter</p> <ul style="list-style-type: none"> - Direct case management- serving 16 individuals so far - Peer classes- no one so far (part of that is that their location was shut down due to an accident involving an auto accident at the church). They are working with a temporary location but it is only available once a week. - No workforce development, just regular case management <p>View Edit</p>
		3	1.38	no	2	<p>Action: Search and Hire Deaf Refugee Advocacy Community Connections team</p> <p>Deliverable: Executive Director, Education Coordinator, Care Coordinator, Care Worker, Administrative Assistant; HR fees</p> <p>Measurement: Subawardee is staffed to manage project</p> <p>Admin Notes: 4/24/2023 - - In the middle of interviews. Planning to fill all 5 positions- planning to</p>

				<p>fill all 5 of them by the end of this quarter. Still have volunteers.</p> <p>Comments: For this quarter, we focused on developing the job description and posting of the positions.</p> <p>View Edit</p>
4	0.00	yes	11	<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL and English group instruction one time per week, 2) one 2 hr English individualized instruction one time/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via group ASL and English instruction), and English individualized instruction. Estimated projected nbr of individuals served: 3 to 10 Estimated projected nbr of new individuals served: 3 to 10 "</p> <p>Admin Notes: 4/24/2023 - -13 students one day a week (in a class) - 3 individual student that they are working with one on one (driving prep, math and ASL)_</p> <p>View Edit</p>
5	0.00	no	7	<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care and legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support . Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 10 to 20"</p> <p>Admin Notes: 4/24/2023- 16 direct case management</p> <p>Comments: Pro bono lawyers were not as available for appointments to provide legal services.</p> <p>View Edit</p>
6	0.00	no	0	<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p>

					<p>Deliverable: "Provide support to the Deaf RIA population by providing: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 2 to 8 Estimated projected nbr of new individuals served: 2 to 8 "</p> <p>Admin Notes: 4/24/2023-- Not currently happening because there is not currently an available space for this activity</p> <p>Comments: None because we lost our meeting space at Lake Ave Baptist Church due having to shut down because a car crashed into the building; we managed to reserve space for language classes at True North Church but none for peer to peer support activities.</p> <p>View Edit</p>
2	1	0.76	yes	7	<p>Action: Admin Overhead</p> <p>Deliverable: Office space leasing, utilities, ISP, CRM platform; language access, janitor, and bookkeeper</p> <p>Measurement: Background operations are fully operational.</p> <p>Admin Notes: 4/24/2023 - -Currently filling job postings, have a bookkeeper that is interested; has a CPA set up that will take care of auditing; Signed up for Salesforce to use as a CRM (10 free licenses)- current challenge is design and implementation (need to find an expert to assist with this). Rebecca has a contact that she can refer.</p> <p>Comments: We were able to move into our Sibley space office this quarter and set up utilities, ISP, bought Salesforce to implement tracking platform, provide language access support, and fulfill all needed positions except for caseworker.</p> <p>View Edit</p>
	2	0.00	no	8	<p>Action: Provide services and support to Deaf RIA population</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 10 new Deaf RIA individuals with holistic services.</p> <p>Comments: Challenges we had this quarter was to our need to focus on completion of moving back to Lake Ave Baptist Church and then again to our current Sibley Space, conducting the job interviews to fulfill needed</p>

				open positions, setting up the classes again and training students to travel to new spaces. View Edit
3	3.63	no	7	<p>Action: Pay Deaf Refugee Advocacy Community Connections team - continue search and hire remaining staff; Hire Contractors</p> <p>Deliverable: Fulltime Staff paid; Contractors: Marketing Communications Specialist, curriculum developer, SMEs, includes HR fees</p> <p>Measurement: Program Staff and positions fully staffed by 6/30</p> <p>Admin Notes: 8/22/2023 - Has hired a new case worker and that is going great. All positions are full. Currently looking for a full time administrative position (or 2 part time administrative positions).</p> <p>Comments: We were able to have all positions filled except for case worker; we hired a bookkeeper but within a couple of weeks the person quit because she wanted a contract with more hours.</p> <p>View Edit</p>
4	0.00	no	3	<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 4 to 14"</p> <p>Admin Notes: 8/22/2023-Will complete this metric by the end of the year.</p> <p>Comments: Same reason as previously provided.</p> <p>View Edit</p>
5	1.48	yes	8	<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care and legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA"</p>

					<p>population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Estimated projected nbr of individuals served: 16 to 26 Estimated projected nbr of new individuals served: 2 to 12"</p> <p>View Edit</p>
	6	0.08	yes	8	<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p> <p>Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 10 "</p> <p>View Edit</p>
3	1	3.47	no	14	<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p> <p>Comments: A few students want to come but are either uncomfortable using the bus (trauma based) or they reside outside the range of public transportation. We recently applied for a grant that would alleviate this situation. If obtained, it would allow us to hire private transportation company effective January 2024. This quarter, we began teaching ASL/English/Deaf Culture to a family group. This group consists of one Deaf person and two (Hearing) family members. Since the</p>

				<p>family is fluent primarily in Spanish, we are teaching ASL/English to the family. Because ARPA does not list 'family ASL/Deaf culture' until [2024 1st Quarter], we are documenting this service here in the comment section.</p> <p>ARPA Grant: [2024 1st Quarter], Providing the Deaf RIA population and their family members a minimum of one 1-hour ASL and Deaf culture family group instruction one time per week.</p> <p>View Edit</p>
2	0.00	yes	10	<p>Action: Provide services and support to Deaf RIA population and to the vulnerable American Deaf population.</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 10 new Deaf RIA individuals and to the vulnerable American Deaf population with holistic service</p> <p>View Edit</p>
3	0.00	yes	10	<p>Action: Provide services and support to Deaf RIA population and to the vulnerable American Deaf population.</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 10 new Deaf RIA individuals and to the vulnerable American Deaf population with holistic services.</p> <p>Comments: Please note this is a duplicate to previous entry.</p> <p>View Edit</p>
4	1.56	no	13	<p>Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week"</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, and citizenship prep instruction Estimated</p>

				<p>projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 15 to 25 "</p> <p>Comments: As mentioned before, we are trying to address the transportation issue to remove barrier to class attendance.</p> <p>View Edit</p>
5	1.48	yes	32	<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access;"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area."</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support. Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 23 to 32 Estimated projected nbr of new individuals served: 2 to 12"</p> <p>View Edit</p>
6	0.17	no	0	<p>Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge"</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 10 to 20 "</p> <p>Comments: We planned our first event for September but had to postpone this activity due to several students being ill. We have program planned in October.</p> <p>View Edit</p>
7	0.08	yes	32	<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p>

					<p>Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 10"</p> <p>View Edit</p>
4	1	3.19	yes	19	<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12 "</p> <p>Comments: Number of new individuals served - 6; We are also teaching two hearing family members ASL/English one hour a week. They are not included here because that program offering is not scheduled until later in the year 2024. We started it earlier with these individuals due to their interest and need.</p> <p>View Edit</p>
	2	0.00	no	54	<p>Action: Provide services and support to Deaf RIA population and to the vulnerable American Deaf population.</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 15 new Deaf RIA individuals and to the vulnerable American Deaf population with holistic services.</p> <p>Comments: We served 54 individuals but fell short on the number of new individuals (12) served this quarter. We had hoped to have more referrals. We have 3 more in the pipeline. They were supposed to meet with us in December but with the holidays and lack of transportation, they rescheduled it for January 2024.</p>


					View Edit
	3	1.43	no	10	<p>Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week"</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, and citizenship prep instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12 "</p> <p>Admin Notes: 1/5/2024 - Have a plan to get more people involved in Q1 of 2024. 2 staff members have recently turned over which has also impacted these numbers. In 2 weeks there will be new staff members joining the organization. They would like to increase the number of hours for their marketing person. They are also getting an increased number of referrals/ partners with their agency so they expect an increase in participation organically as well.</p> <p>Comments: Number of new individuals served - 3, thus we met this performance measurement aspect; We were unable to recruit greater numbers of individuals for our independent living skills activities, partly due to the holidays and the high number of people that were ill. We plan to address this by offering more one on one instruction.</p> <p style="text-align: right;">View Edit</p>
	4	1.48	yes	45	<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area."</p>

					<p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 35 to 45 Estimated projected nbr of new individuals served: 5 to 15"</p> <p>Comments: Number of new individuals served - 10; We are hoping the numbers will continue to increase as we reach out to the general Deaf population regarding our access and support to use the TogetherNow: MyWayfinder platform. The timing of our campaign was delayed due to the need for TogetherNow's legal team's approval of our video creation and promotion of this platform.</p> <p style="text-align: center;">View Edit</p>
5	0.16	no	5	<p>Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge"</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p> <p>Admin Notes: 1/5/2024 - For some of the groups they invited experts and that can be difficult to coordinate. There have been a lot of illnesses to deal with as well. There are a few regular attendee but they are trying to recruit more. They are trying to convince people the importance of learning about their health. **The deaf community are 7x more likely to have a lower health literacy rate.</p> <p>Suggested that they open the groups up to have a virtual option as well to encourage participation/ attendance. Diana liked this idea and is bringing it to the group.</p> <p>Comments: Number of new individuals served - 2. thus this aspect of the performance measurement was met.</p> <p>We were unable to recruit greater numbers of individuals for our health literacy activities, partly due to the holidays and the high number of people that were</p>	

					ill. We plan to address this by offering more one on one instruction. View Edit	
		6	0.08	yes	33	<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p> <p>Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 2 to 12"</p> <p>Admin Notes: 1/5/2023 - Peer support groups are going well. Individuals are learning a lot, supportive of one another and open to sharing.</p> <p>Comments: Number of individuals served - 4; There seems to be strong interest in this program.</p> <p>View Edit</p>
2024	1	1	2.96	yes	16	<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12 "</p> <p>Admin Notes: 2/12/2024 - Going well so far. This is only January's information and does not include numbers from February. Karen Christie has left. Debbie Willow has joined the team and is the new Education Coordinator.</p> <p>View Edit</p>
		2	0.00	yes	72	<p>Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf population.</p>

				<p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 10 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.</p> <p>Admin Notes: 2/12/2024 - There are two different things- bi weekly services and monthly services. Mental Health Checks- life changes, employment etc. There is also a group that meets every 2 weeks. We have learned with this group that they need to be proactive to provide services. If passive, individuals can fall through the cracks. They have been building more proactive outreach into the system. They have been doing more assertive outreach since January (emails, text messages etc. minimum 3 times). Working on standard outreach. Also working on procedure for what to do when outreach is unsuccessful.</p> <p>Comments: The number of new individuals served was 15. The demands have been steadily increasing. Knowledge of our program has been spreading among other human service providers, refugee resettlement providers, and the deaf community.</p> <p style="text-align: center;">View Edit</p>
3	1.33	yes	16	<p>Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week"</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, and citizenship prep instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12 "</p> <p>Admin Notes: 2/12/2024 - All is going well. Even with it being right after the holiday, attendance is good. This has significantly increased in the last half of January. The first week of January was a significant week for this population (holiday celebrations) so that impacted attendance. They will keep this in mind for the future.</p>

					View Edit
	4	1.52	yes	55	<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area."</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 10"</p> <p>Admin Notes: 2/12/2024 - Have been very proactive with regular check ins. They have notice an increase in requests for these type of services. Legal support, what to do when it comes to immigration. Health insurance questions. Taxes. Have been working with Legal Aid Society on training opportunities etc. (They will email about this).</p> <p>Comments: The number of new individuals served was 17.</p> <p style="text-align: right;">View Edit</p>
	5	0.15	yes	17	<p>Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge"</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p> <p>Admin Notes: 2/12/2024 - Plans in place for February/ March.</p> <p style="text-align: right;">View Edit</p>

		6	0.30	yes	8	<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture "</p> <p>Deliverable: "Provide to the Deaf RIA population and their family members a minimum of 1) one 1 hr ASL and Deaf culture family group instruction one time per week "</p> <p>Measurement: "Instruct members of the Deaf RIA population and their families to increase community and well-being via ASL and Deaf culture group instruction Estimated projected nbr of individuals served: 0 to 10 Estimated projected nbr of new individuals served: 0 to 10"</p> <p>Admin Notes: 2/12/2024 - Have had 2 different sets of groups set up for this. Going very well so far in 2024.-</p> <p>Comments: The number of new individuals served was 4.</p> <p>View Edit</p>
		7	0.15		10	<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 15 to 25"</p> <p>Comments: We just started offering this. Our numbers will hopefully increase with time.</p> <p>View Edit</p>
		8	0.08	yes	35	<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p> <p>Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 0 to 10"</p> <p>Comments: Number of new individuals served was 8</p> <p>View Edit</p>

	2	1	2.59	<p>General Notes for 4/25/24: Follow up on bookkeeper; they finalized a CPA yesterday woo! They're going to contract with Bonadio. She spoke with Jennifer Sarbore. They're currently in discussion to set the # of hours they're going to contract for. Two phases; one cleanup to get things on track since they haven't had a CPA for a while. Then, ongoing bookkeeping services. They'll do quickbook matching to their checkbook and ongoing questions around fringe benefits and other accounting questions of the like. They will send the contract in an e-mail.</p> <p>Follow up from last compliance meeting: incentives in class; the agreement was every 8 weeks, they'll 'graduate' and give out certificates. Its getting people to stick around for longer and gives them good milestones and a view of how they've progressed</p> <p>Follow up from last compliance meeting; one and one tutoring needs. They need another full time case worker another full time instructor to meet the demand for these and other services. Andrew; they end up meeting for two hours each week. Currently there are 78 requests/month to meet needs in these one on one meetings to offer assistance and support. Diana; two parts to this – one part is unmet needs, the other part to emphasize is the current offerings (Dhs, etc.) aren't providing quality interactions and the care are accommodations each other the folks they're working with need. For example; Andrew wanted to touch base w/ each client every two weeks and he isn't able to meet that currently based on the caseload. They're still striving for a balance between quality and quantity of interactions.</p> <p>End meeting comments; myway finder; Diana is a bit disappointed here. Very excited early on; the idea is every org. particiates/collaborates/ and shares. However, it seems DRA haven't been included in services. For example DHS and others. There's a very general phone number provided for each org. That doesn't satisfy the Deaf communitys needs. It becomes easier to reach out to DRA and go through them to get services. They're aware that myway finder is working</p>
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				<p>to make it more accessible, but at the moment it's a struggle.</p> <p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p> <p>View Edit</p> <p>Still going ok</p> <p>Excellent; still on track and still on target to meet these metrics for language learning.</p>
2	0.00			<p>Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf population.</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 15 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.</p> <p>View Edit</p> <p>New so far?</p> <p>See notes in follow up section. They don't have numbers yet for this month; the team reports number on the 5th each month for the previous month. One double edged sword; clients are getting jobs which is great! However, it means the schedule is trickier to work around to make it in for classes and services. Currently all classes are during the day; no night and weekends</p>

				<p>however, there are three tutors who have more flexible schedules outside of those times.</p>
3	2.21			<p>Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week 4) one 2 hr computer literacy group instruction 2 times per week - via a Monroe County community program that offers computer literacy resources."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, citizenship prep instruction, and computer literacy instruction. Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p> <p>View Edit</p> <p style="text-align: center;">Still ok</p> <p>Yes! Still on track here to meet metrics for the quarter; no issues.</p>
4	0.74			<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area."</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to</p>

				<p>access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 15" View Edit</p> <p>See notes form 'follow up section'. 5-10 new intakes per month. See 78 figure to apply here. Few more intakes to do in the next few weeks.</p>
5	0.13			<p>Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge"</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12" View Edit</p> <p>Things are going well here; on course to meet metrics for this quarter again.</p>
6	0.26			<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase job readiness skills; "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one hr foundational training for job readiness group instruction 1 time per week;"</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of job readiness skills Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 5 to 15" View Edit</p> <p>Things are still on track here as well. Training the team to handle this. They're capturing the clients who get jobs and record that on the data spreadsheet. Andrew is using salesforce to assist in capturing this.</p>

	7	0.04		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase economic opportunities "</p> <p>Deliverable: Partner with at least one Monroe County organization that provides job skill training and/or job placement, refer Deaf RIAs to the program, and provide needed hands-on support & advocacy for the Deaf RIA.</p> <p>Measurement: "Support and refer members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of economic opportunities Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 5 to 15"</p> <p style="text-align: center;">View Edit</p> <p>REOC – they're still in collaboration with them and are working on improving the relationship. The speedbump was finding interpretative services. MCC is also an ongoing partnership.</p> <p>They're still working with Acces-VR to find resources for clients.</p>
	8	0.74		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase engagement and quality of access to workforce/economic resource service providers. "</p> <p>Deliverable: " Provide support and advocacy accessing workforce/economic supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy "</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 5 to 15"</p> <p style="text-align: center;">View Edit</p> <p style="text-align: center;">See notes above</p>
	9	0.26		<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture "</p> <p>Deliverable: "Provide to the Deaf RIA population and their family members a minimum of 1) one 1 hr ASL and Deaf culture family group instruction one time per week "</p>

				<p>Measurement: "Instruct members of the Deaf RIA population and their families to increase community and well-being via ASL and Deaf culture group instruction Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5" View Edit</p> <p>They're still in process to reaching out to families of clients. They're improving communication between family members and increasing those touch points/connections. Some family members actually prefer the services from DRA instead of outside agencies. The families feel like they can trust them more since they've seen DRA supporting their family member.</p>
10	0.13			<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12" View Edit</p> <p>They provided a workshop to provide tools to managing stress. They discussed different healthy ways to approach stress. This is a workshop provided internally every month. They'll invite instructors/visitors from outside each month.</p>
11	0.08			<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p> <p>Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 0 to 10"</p>

					<p style="text-align: center;">View Edit</p> <p>This is going well; there's been an increase in attendance. Originally it was scheduled for Fridays, but they changed it to Tuesday and attendance is much better. 35 clients are currently signed up for the next session. Other clients will connect with each other on their own time outside of class; texting/checking in on weekends etc. They also have events for folks to get outside of their comfort zone and interact more with their peers.</p>
3	1	2.33			<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p> <p style="text-align: center;">View Edit</p>
	2	0.00			<p>Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf population.</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 10 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.</p> <p style="text-align: center;">View Edit</p>
	3	1.98			<p>Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per</p>

				<p>week 4) one 2 hr computer literacy group instruction 2 times per week - via a Monroe County community program that offers computer literacy resources."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, citizenship prep instruction, and computer literacy instruction. Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p> <p style="text-align: center;">View Edit</p>
4	0.74			<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and support to use the TogetherNow: MyWayFinder platform located in our office area."</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 15"</p> <p style="text-align: center;">View Edit</p>
5	0.12			<p>Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge"</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p> <p style="text-align: center;">View Edit</p>

	6	0.23		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase job readiness skills; "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one hr foundational training for job readiness group instruction 1 time per week;"</p> <p>Measurement: "Instruct members of the Deaf RIA populatin to increase Workforce Development & Economic Recovery - Economic Stability in the area of job readiness skills Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p> <p>View Edit</p>
	7	0.04		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase economic opportunities "</p> <p>Deliverable: Partner with at least one Monroe County organization that provides job skill training and/or job placement, refer Deaf RIAs to the program, and provide needed hands-on support & advocacy for the Deaf RIA.</p> <p>Measurement: "Support and refer members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of economic oppourtunities Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p> <p>View Edit</p>
	8	0.74		<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase engagement and quality of access to workforce/economic resource service providers. "</p> <p>Deliverable: " Provide support and advocacy accessing workforce/economic supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy "</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p> <p>View Edit</p>
	9	0.23		<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture "</p>

				<p>Deliverable: "Provide to the Deaf RIA population and their hearing family members a minimum of 1) one 1 hr ASL and deaf culture instruction one time per week"</p> <p>Measurement: "Instruct members of the Deaf RIA population and their families to increase community and well-being via ASL and Deaf culture group instruction Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p> <p>View Edit</p>
	10	0.12		<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p> <p>View Edit</p>
	11	0.08		<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population"</p> <p>Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 0 to 10"</p> <p>View Edit</p>
4	1	2.12		<p>Action: " Language, Technical, & Cultural Competencies - Language Foundation: Increase language, and cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr ASL group instruction three times per week, 2) one 1 hr ASL individualized instruction two times per week, 3) one 1 hr English individualized instruction two times/week "</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural</p>

				<p>Competencies in the Language Foundation area via ASL group instruction, individual ASL instruction, and English individualized instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p> <p>View Edit</p>
	2	0.00		<p>Action: Provide services and support to Deaf RIA (and family members) population and to the vulnerable American Deaf population.</p> <p>Deliverable: Offer support in the areas of language, health care, mental health and workforce development.</p> <p>Measurement: Served 15 new Deaf RIA individuals and family members, and vulnerable American Deaf population with holistic services.</p> <p>View Edit</p>
	3	1.80		<p>Action: " Language, Technical, & Cultural Competencies - Education & Soft Skills: Increase technical, & cultural competencies among the Deaf RIA population "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 1 hr financial literacy group instruction three times per week 2) one 2 hr independent living skills group instruction one time per month 3) one 1 hr citizenship prep group instruction one time per week 4) one 2 hr computer literacy group instruction 2 times per week - via a Monroe County community program that offers computer literacy resources."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase Language, Technical, & Cultural Competencies in the Education and Soft Skills area financial literacy instruction, independent living skills instruction, citizenship prep instruction, and computer literacy instruction. Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12"</p> <p>View Edit</p>
	4	0.74		<p>Action: "Public Health and Public Safety - Health Care Access and Quality: Increase health care, financial, legal supports and quality of that access"</p> <p>Deliverable: "Provide support and advocacy accessing health care and legal supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy Provide support and advocacy accessing health care and financial supports to the general Deaf population by providing access and</p>

				<p>support to use the TogetherNow: MyWayFinder platform located in our office area." Measurement: "Serve members of the Deaf RIA population to increase Public Health and Public Safety - Health Care Access and Quality in the area of health care and legal support Serve members of the Deaf Monroe County residents by providing assistance to access to the MyWayFinder platform Estimated projected nbr of individuals served: 45 to 55 Estimated projected nbr of new individuals served: 5 to 15" View Edit</p>
5	0.11			<p>Action: "Public Health and Public Safety - Limited understanding of allopathic medicine and differing cultural views of health care: increase health care knowledge" Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr health literacy group instruction one time per month." Measurement: "Instruct members of the Deaf RIA population to increase Public Health and Public Safety in health care knowledge via health literacy group instruction Estimated projected nbr of individuals served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12" View Edit</p>
6	0.21			<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase job readiness skills; " Deliverable: "Provide to the Deaf RIA population a minimum of 1) one hr foundational training for job readiness group instruction 1 time per week;" Measurement: "Instruct members of the Deaf RIA populatin to increase Workforce Development & Economic Recovery - Economic Stability in the area of job readiness skills Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5" View Edit</p>
7	0.04			<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase economic opportunities " Deliverable: Partner with at least one Monroe County organization that provides job skill training and/or job placement and enroll a minimum of one Deaf RIA into the program.</p>

				<p>Measurement: "Support and refer members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of economic opportunities Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p> <p>View Edit</p>
8	0.74			<p>Action: "Workforce Development & Economic Recovery - Economic Stability: Increase engagement and quality of access to workforce/economic resource service providers. "</p> <p>Deliverable: " Provide support and advocacy accessing workforce/economic supports to the Deaf RIA population by: 1) direct case management 2) referrals 3) advocacy 4) on-site advocacy "</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 10 Estimated projected nbr of new individuals served: 2"</p> <p>View Edit</p>
9	0.21			<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population and their families on ASL and Deaf culture "</p> <p>Deliverable: "Provide to the Deaf RIA population and their hearing family members a minimum of 1) one 1 hr ASL and deaf culture instruction one time per week"</p> <p>Measurement: "Serve members of the Deaf RIA population to increase Workforce Development & Economic Recovery - Economic Stability in the area of workforce/economic support Estimated projected nbr of individuals served: 5 to 15 Estimated projected nbr of new individuals served: 0 to 5"</p> <p>View Edit</p>
10	0.11			<p>Action: "Community & Well-being: Increase knowledge among the Deaf RIA population on mental health "</p> <p>Deliverable: "Provide to the Deaf RIA population a minimum of 1) one 2 hr mental health literacy group instruction one time per month."</p> <p>Measurement: "Instruct members of the Deaf RIA population to increase community and well-being in the area of mental health via health literacy group instruction Estimated projected nbr of individuals</p>

					<p>served: 15 to 25 Estimated projected nbr of new individuals served: 2 to 12" View Edit</p>
		11	0.08		<p>Action: "Community & Well-being: Increase mental health well-being support among the Deaf RIA population" Deliverable: "Provide support to the Deaf RIA population by: 1) group peer support activities/discussions 2 hrs one time per week" Measurement: "Serve members of the Deaf RIA population to increase Community & Well-being social interactions and peer support Estimated projected nbr of individuals served: 10 to 20 Estimated projected nbr of new individuals served: 0 to 10" View Edit</p>

Dress for Success

- 4/2/24 Compliance Meeting
- 5/28/2024 Compliance Meeting
- 6/27/2024 Compliance Meeting

4/2/24 - Compliance

General Info

ID	Type	Date
133	Compliance	4/2/24

Project

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

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Notes

Documents

Documents

<input type="checkbox"/>	<input type="checkbox"/> ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	105702	<u>Action Item Sheet- Dress for Success- 040224.docx</u>		4/2/24 04:11PM	BeersJ

Add Note

Project Notes - Last 5 - [View All](#)

pelowf - 6/21/24 04:17PM
Sent email to Alyssa regarding status update of resubmission of 11/15 and 12/15 vouchers.

pelowf - 6/12/24 09:26AM
rec'd document back from Alyssa but it is answers to the RFI confirming docs were sent- not the questionnaire. Resent the questionnaire and asked her to fill

2024	1	1	2.00	<p>Action: Provide DFS Clients in entry level to mid level careers access to panel discussions, workshops and networking opportunities.</p> <p>Deliverable: Host Success inSight, an informative conference and day of empowerment exclusively for DFS women in entry-level or middle skills jobs. Participants will gain insight from expert panel sessions, and receive informational interviews and mentoring opportunities, as well as style tips from the Dress for Success Boutique Team.</p> <p>Measurement: At least █ women in attendance at the Success in Sight conference.</p> <p>Admin Notes: 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>Action: Increase access to professional development, networking/mentoring by hosting a Success in Sight Cohort for women in entry level to mid level careers</p> <p>Deliverable: Provide opportunities for 25 DFS clients in entry level and mid level careers to be matched with women professionals</p> <p>Measurement: 80% Clients graduate from the cohort retain their positions or experience career mobility.</p> <p>Admin Notes: 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>Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits</p> <p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p>Measurement: █ women will access career services, digital skills training and/or virtual trainings.</p> <p>Admin Notes: 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.

5/28/24 - Compliance

General Info

ID	Type	Date
157	Compliance	5/28/24

Project

Dress for Success Rochester: Road to Success - Dress for Success Rochester
[View Action Item Sheet](#)

Notes

Documents

Documents

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	107154	Action Items- Dress For Success- 052824.docx		5/28/24 04:55PM	BeersJ

Enter New Note

Add Note

Project Notes - Last 5 - [View All](#)

pelowf - 6/21/24 04:17PM
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pelowf - 6/12/24 09:26AM
 rec'd document back from Alyssa but it is answers to the RFI confirming docs were sent- not the questionnaire. Resent the questionnaire and asked her to fill

2 1 5.20

Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits

Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women

Measurement: 125 women will access career services, digital skills training and/or virtual trainings.

So far this is going well. They have had 2 mobile visits and ROC the Block. Alyssa believes they are more than half way to their goal. They expect about 40 more participants at ROC the Block. So far they have served 70 women in Q2 and there are 2 more mobile visits on the schedule. Averages are rising for in person boutique visits- they are seeing 5 women a day at the boutique.

They recently redid their presentation (RochesterWorks, abc etc.) and they have seen an increase in referrals. They are partnering with RochesterWorks! To immediately enroll at Dress for Success. This happens at the counseling stage at RochesterWorks! The counselor will do the initial intake form with the client online. They are still working through this. They have had 2 referrals since their presentation on 5/3. This was a recommendation from Joe Morelle.

They have also been increasing their social media presence and this has resulted in more walk-ins and a doubled online community.

[View Edit](#)

6/27/24 - Compliance

General Info

ID	Type	Date
173	Compliance	6/27/24

Project

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

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Notes

Documents

Enter New Note

Add Note

Project Notes - Last 5 - [View All](#)

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rec'd document back from Alyssa but it is answers to the RFI confirming docs were sent- not the questionnaire. Resent the questionnaire and asked her to fill

Documents

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	108322	Report Review Compliance Meeting Notes; 6-27-24.docx		6/27/24 11:43AM	BeersJ

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	1.69	yes	2	<p>Action: Contract Human Resources/Employment services</p> <p>Deliverable: HR processes developed, staffing and recruitment plan completed.</p> <p>Measurement: HR process in place and recruitment begun to fill open positions in Quarter 2</p> <p>Admin Notes: 5/16/23: Have hired 1 person. Some jobs have been posted.</p> <p>Comments: 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>image_50379009.JPG</p> <p>DFS Rochester Development-Community Relations Manager.pdf</p> <p>View Edit</p>
		2	1.24	yes	40	<p>Action: Increase access to DFSR services to women by adding 1 additional shift for State St location sessions</p> <p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p>Measurement: 40 women will access career services, digital skills training and/or virtual trainings.</p> <p>Admin Notes: 5/16/23: 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).</p> <p>Comments: 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>Walkin Wednesday flyer.png</p> <p>View Edit</p>
		3	1.90	yes	2	<p>Action: Contract Marketing/Graphic design service providers to create marketing materials to increase awareness of expanded services and stakeholder engagement opportunities</p>

				<p>Deliverable: A collection of attractive, updated materials to be distributed to clients and community stakeholders through various communication channels and media</p> <p>Measurement: Marketing campaign data collection tool to assess activity in relationship to client and donor recruitment goals</p> <p>Admin Notes: 5/16/23: Marketing campaign data collection tool to assess activity in relationship to client and donor recruitment goals</p> <p>Going very well- Image 360 and concepts- both MWBE firms. Working 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>Comments: 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 website.png View Edit</p>
4	4.70	yes	0	<p>Action: Contract services for DFS office and Mobile Unit Improvements and tech updates</p> <p>Deliverable: Improved client experience and mobile safety inspection passed</p> <p>Measurement: Mobile unit stage resurfaced, office technology and interior updates completed.</p> <p>Admin Notes: 5/16/23: 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>Comments: 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. View Edit</p>
5	1.70	yes	0	<p>Action: Contract Marsherrall Partners to assess and improve client and donor database management</p> <p>Deliverable: Implementation of an updated, user friendly client/donor CRM</p> <p>Measurement: Conduct monthly reporting on stakeholder engagement and client services data/number of women served</p>

					<p>Admin Notes: 5/16/23: 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>Comments: Marsherrall did an assesment and provided recommendations to be iplemented in Q2/Q3.</p> <p>View Edit</p>
	6	1.37	no	0	<p>Action: Contract Crane Solutions for strategic planning facilitation</p> <p>Deliverable: 4 year organizational plan complete with assessment and work flow plan</p> <p>Measurement: Quarterly evaluations to track progress against plan and ARPA grant requirements</p> <p>Admin Notes: 5/16/23: Have not started the process yet. Planning to wait until all of the people are hired. Will still be accomplished in Q2.</p> <p>Comments: 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>View Edit</p>
	7	1.00	yes	30	<p>Action: Identify and recruit local community agencies to enroll in DFS Mobile Services program</p> <p>Deliverable: At least 5 partner agency agreements secured for mobile on-site visits</p> <p>Measurement: Signed partner agreements in hand and a schedule set for Q2 mobile site visits</p> <p>Admin Notes: 5/16/23: Have recruited 4 partners agencies and have a few more on deck. 8 in Monroe County- 3 events in Monroe County.</p> <p>Comments: 5 partner agencies recruited and engaged for Mobile visits safe harbors, YWCA, Ibero, REOC and Service Rodeo</p> <p>DFSEXPRESS Mobile Partner Documents.pdf</p> <p>View Edit</p>
2	1	5.10	yes	55	<p>Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and adding 1 additional shift for State St location sessions</p> <p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p>Measurement: 125 women will access career services, digital skills training and/or virtual trainings.</p> <p>Admin Notes: 5/16/23: Feeling confident that they will hit the 125 number by July.</p>

					<p>10/12/23: 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. This should not say that "yes" it has been completed.</p> <p>Comments: 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>View Edit</p>	
	2	10.40	yes	2	<p>Action: Staff open positions Deliverable: Identify candidates and conduct interviews and select best qualified Measurement: Offer letters signed and new employees on-boarded.</p> <p>Admin Notes: 5/16/23: 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.</p> <p>Comments: We hired and successfully onboarded Fund Development/Community relations Manager and A Client Services/Program Coordinator</p> <p>DFS Rochester Client Services Program Coordinator.pdf DFS Rochester Development-Community Relations Manager.pdf Kristal Weaver.png Chanel Weaver.png</p> <p>View Edit</p>	
	3	2.80	yes	1	<p>Action: Recruit DFS Mobile Driver Services Deliverable: Secure driver or service for scheduled mobile on-site visits Measurement: Successful and safe transport of mobile boutique and career center to 2 agency visits per month</p> <p>Admin Notes: 5/16/23: Driver has been secured! They were an RTS bus driver.</p> <p>Comments: A Per Diem Driver (also employed by RTS) was hired and successfully trained and made 6 vsits with the mobile boutique</p> <p>View Edit</p>	
	3	1	5.10	no	104	<p>Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p>

					<p>Measurement: 125 women will access career services, digital skills training and/or virtual trainings.</p> <p>Comments: State street construction continued to hinder our client appointments and we had several no shows. The mobile boutique continued to be an essential extension of our services. The walk in Wednesdays proved to be another access point for clients as we saw an increase on those days. We have not received our full report of online attendees for the quarter we are confident that we have more ladies who have joined those online webinars.</p> <p style="text-align: center;">Express Agency.pdf</p> <p style="text-align: center;">Dress for Success Online- Workshop september.xlsx</p> <p style="text-align: center;">Dress for Success Online- Workshops June.xlsx</p> <p style="text-align: center;">Dress for Success Online- Workshops March.xlsx</p> <p style="text-align: center;">Dress for Success Online- Workshop April.xlsx</p> <p style="text-align: center;">Dress for Success Online- Workshops July.xlsx</p> <p style="text-align: center;">Dress for Success Online- Workshops August.xlsx</p> <p style="text-align: center;">Fill a bag Walkin Wed (2).png</p> <p style="text-align: center;">View Edit</p>
4	1	1.00	yes	0	<p>Action: Execute on sustainability strategy by evaluating/ updating mobile boutique fee for service model</p> <p>Deliverable: Conduct mobile service cost analysis to ensure fees are inline with actual cost of services</p> <p>Measurement: Cost analysis tool to measure program cost effectiveness to drive 2024 mobile service plan</p> <p>Comments: This quarter progress exceeded expectations. We added a new partner agency Al Sigl center and served the disabled population. We evaluated the cost of the mobile and concluded fees are inline with costs, and that we have a cushion for unexpected 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 Boutique appointments this quarter. We will continue to tweak this model.</p> <p style="text-align: center;">offerings.pdf</p> <p style="text-align: center;">offerings 2.pdf</p> <p style="text-align: center;">DFSR Q4 Mobile Cost Evaluation.pdf</p> <p style="text-align: center;">View Edit</p>
	2	2.30	yes	75	<p>Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits</p>

					<p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p>Measurement: 75 women will access career services, digital skills training and/or virtual trainings.</p> <p>View Edit</p>
2024	1	1	2.00		<p>Action: Provide DFS Clients in entry level to mid level careers access to panel discussions, workshops and networking opportunities.</p> <p>Deliverable: Host Success inSight, an informative conference and day of empowerment exclusively for DFS women in entry-level or middle skills jobs. Participants will gain insight from expert panel sessions, and receive informational interviews and mentoring opportunities, as well as style tips from the Dress for Success Boutique Team.</p> <p>Measurement: At least 85 women in attendance at the Success in Sight conference.</p> <p>Admin Notes: 2/1/2024 - Event will take place on March 9th. Registration is currently open and registration is high right now. Alyssa is hoping for 100 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> <p>View Edit</p>
		2	1.20		<p>Action: Increase access to professional development, networking/mentoring by hosting a Success in Sight Cohort for women in entry level to mid level careers</p> <p>Deliverable: Provide opportunities for 25 DFS clients in entry level and mid level careers to be matched with women professionals</p> <p>Measurement: 80% Clients graduate from the cohort retain their positions or experience career mobility.</p>

				<p>Admin Notes: 2/1/2024 - 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.</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> <p>Cohort will be pushed back to next quarter. They're having difficulty getting settled on a start date; see admin notes to come in July 17th update for further details.</p> <p>View Edit</p>
3	2.30			<p>Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits</p> <p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p>Measurement: 75 women will access career services, digital skills training and/or virtual trainings.</p> <p>Admin Notes: 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 March.</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> <p>View Edit</p>
2	1	5.20		<p>Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits</p>

					<p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p>Measurement: 125 women will access career services, digital skills training and/or virtual trainings.</p> <p>Admin Notes: 5/28/24- So far this is going well. They have had 2 mobile visits and ROC the Block. Alyssa believes they are more than half way to their goal. They expect about 40 more participants at ROC the Block. So far they have served 70 women in Q2 and there are 2 more mobile visits on the schedule. Averages are rising for in person boutique visits- they are seeing 5 women a day at the boutique.</p> <p>They recently redid their presentation (RochesterWorks, abc etc.) and they have seen an increase in referrals.</p> <p>They are partnering with RochesterWorks! To immediately enroll at Dress for Success. This happens at the counseling stage at RochesterWorks! The counselor will do the initial intake form with the client online. They are still working through this. They have had 2 referrals since their presentation on 5/3. This was a recommendation from Joe Morelle.</p> <p>They have also been increasing their social media presence and this has resulted in more walk-ins and a doubled online community.</p> <p>View Edit</p>
3	1	5.10			<p>Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits</p> <p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p>Measurement: 125 women will access career services, digital skills training and/or virtual trainings.</p> <p>View Edit</p>
4	1	2.30	yes	75	<p>Action: Increase access to DFSR services to women by providing at least 2 mobile visits per month to community agencies and State St location client visits</p> <p>Deliverable: Provide career coaching, styling and other DFS programming to Greater Rochester/Monroe County area women</p> <p>Measurement: 75 women will access career services, digital skills training and/or virtual trainings.</p> <p>View Edit</p>

General notes from 6/27/24 Report Review Compliance Meeting

- Mentioned that the Action Item Reporting and Data reporting form the 4/15/24 deadline was still incomplete in the portal. Alyssa will go in and update that this week. I'll open up that reporting for her.
- Discussed submitting the outstanding vouchers from last year; Alyssa uploaded w/ a different summary budget sheet. I can copy paste those values onto the ARPA budget summary sheet. Alyssa will upload those two outstanding vouchers imminently.
- Pending vouchers for year two are good to go; I'll email the year two budget summary spreadsheet to Alyssa.

Foodlink

- 5/30/24 Desk Review

5/30/24 - Desk Review

General Info

ID	Type	Date
158	Desk Review	5/30/24

Project

Expanding Food Access for Monroe County Families - Foodlink, Inc.
[View Action Item Sheet](#)

Notes

ACTION ITEMS - [View All](#)

Enter New Note

🔒 Add Note

🗨 Project Notes - Last 5 - [View All](#)

pelowf - 6/24/24 09:38PM
 Sent RFI and questionnaire to FL for site visit on the 9th

pelowf - 6/4/24 01:19PM
 Rec'd confirmation that year 2 budget is approved. Created contract amendment in ContrackHQ with updated Exhibit H1.

AdellC - 4/3/24 03:24PM

https://www.monroecounty.gov/mcapp/arpa_applicant/128/arpa_compliances/view/158

1/4

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2024	1	1	5.00	yes	4,902	<p>Action: Year 1 program evaluation Deliverable: Evaluation notes, aggregate year one metrics Measurement: Evaluator and Program staff meet to discuss challenges and improvements Comments: Despite turnover and staffing changes within the Evaluation role, program staff and Foodlink leadership have completed our annual review of the grant meal program. This effort has not only helped to map out year 2 of the grant period, but also helped us prepare for our FY25 budget. In our review we have recognized that the "ice cream truck" delivery model is an effective way to distribute meals to families, filling a gap that brick and mortar meal sites can't fill. We are able to meet people where they are, without requiring their kids to trek on foot to go to the nearest meal site. We have determined that we will operate this model not only during summer months as we have the past few years, but we will also do so on extended school breaks when food access may be an issue for families.</p> <p>For the congregate multi-generational family meals, we have noted that those volumes are not growing as the sites had projected. YMCA Lewis Street had planned to be up to 40 meals per day but based on their program model they are not there yet. We have been evaluating other partners who could provide a multi-generational sit-down meal model to increase the number of families served and allow us to collect much needed data to leverage at the State and Federal level proving that these models work. We have been hesitant to make forward facing evaluation plans because at this point, we still do not have a year 2 budget. Once we have that in place, we will map out our evaluation plan for Year 2 Q2, Q3 and Q4</p> <p>View Edit</p>
		2	8.00	yes	4,902	<p>Action: Provide Meal delivery: Year 2 multi-generational family meals begin Deliverable: Community meals distributed; meal metrics Measurement: Meal metrics: 20,000 - 80/day for 50 weeks Comments: We are right on track with meal distribution, 20,000 meals per year equaling an average of 5000 meals per quarter. In Q1 Year 2 we have distributed 4,902 meals. As mentioned above, upon evaluation, we decided to add more sites to maximize our impact and get the most food out to people in need. We developed partnerships with Project Haven, Freedom Scholars and Cameron Community Ministries. These partners were identified because their model aligns with our multi-generational approach allowing us to collect data on the value of these meal models. The goal is to utilize this data to prove that these meal models feed more people and should be reimbursable through federal nutrition programs. In addition to being good program fits, some of our newer partners have been negatively impacted by the outcomes of the CRC situation leaving them in difficult financial positions, so being able to support their meal programs while they navigate financial complexities was beneficial to everyone.</p> <p>One challenge we have faced is the reporting requirements on those directly interacting with Monroe County residents. Some of our sites are intimidated by the document itself, while others just don't have the bandwidth to take the additional work on related to collecting the extensive data. It is something we continue to try and support, but since we don't have a direct relationship or interact with those served, there is much support aside from technical that we can provide.</p> <p>View Edit</p>
	2	1	6.00			<p>Action: Evaluation Review Deliverable: Evaluation notes, partner meeting minutes Measurement: Program staff are prepared for year 2 program delivery; Review evaluation and implement any design changes, potential meetings with site partners</p> <p>View Edit</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

Data	Actions	Reports	Subcontracts	MWBE
yes	yes	yes	yes	no

Comments No

GENERAL ADMINISTRATION QUESTIONS

4. Leadership

Changed	Able to Hire
yes	yes

Turnover 24.8%

Filling No difficulties filling positions, but it was difficult finding some drivers due to the nature of the field.

Payroll	Insurance
HR Manager, Lindsay Fleming-Stumpf	Business Manager, Shari Lamphron

Reporting	Purchasing
Grant Manager, Alex Cicero (reporting); Finance Coordinator, Kate Han (vouchering)	Executive Chef, Kenneth Hollenbeck

Comments There is currently a vacancy for their Chief People and Culture Officer (HR) but this is currently in the process of being filled.

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 Finance Team- a combination of Operations and Finance. Terra Keller would be the lead of this (CFO/ COO).

Incorporating Data No issues

Comments Data is not incorporated into existing systems- this is kept in a separate folder

8. Enrollment

Comments No changes since the most recent desk review

FEDERAL GRANT REQUIREMENTS

9. SAM

Up to Date Yes

Issues No

10. Grants

Comments Yes: HUD FY 22 Economic Development Initiatives Community Project Funding for \$750K; FEMA Monroe County food and shelter program Phase 40 \$50,372; USDA 2023 Urban Farms and Community Gardens NYS Dept of Ag and Markets \$50k; City of Rochester Innovative Healthy Food Models (City of Rochester ARPA)- \$573,804; NYS Dept of Health Research Inc. \$174,244; \$241,009

11. Interventions

Comments No

12. GAAP

Comments Yes, Bonadio

13. Audit

Comments Yes

14. Indirect Rate

Comments No

GRANTEE SPECIFIC QUESTIONS

Q Misc.

EVALUATION

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

Voucher Notes Foodlink has submitted all required vouchers in year one. Foodlink has also submitted vouchers for the months not required of a medium risk grantee. Foodlink has always been very communicative and responsive when the County has reached out for clarification or adjustments to supplied documents. Recently, the structure of the supporting documentation for expenses on the 'food expense' line needed to be adjusted to meet current standards; Foodlink was the first to bring up the matter and worked closely with the County to come to a resolution. Foodlink spent 75% of their year one expenses in year one. Considering the contract start date was March 1, this is acceptable. However, we will be looking for this spend to be closer to 100% in year two.

Documents Notes All insurance documents are currently up to date in CONTRACTHQ (these documents will expire in 32 days). MWBE reporting has been completed through March 2024- it does not look like this was completed in April or yet in May (this is due on the first of the month). The interim reporting was initially completed on time and revisions were completed within a week. Annual reporting was completed on time. 2023 Q3 data reporting was late but reporting since then has been timely. Generally meeting expectations but watching a few of these reporting requirements to ensure that they do not fall behind.

Actions Notes Grantee is currently on target with metrics in action items (20,000 meals per year; 5,000 meals per quarter).

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

Documents

Documents

Healthy Baby

- 6/17/24 Compliance Meeting

6/17/24 - Compliance

General Info

ID	Type	Date
166	Compliance	6/17/24

Project

Making Meaningful Community Change - Healthy Baby Network

[View Action Item Sheet](#)

Notes

Documents

Documents

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	107953	<u>Action Item Sheet- HBN-061724.docx</u>		6/17/24 04:07PM	BeersJ

Add Note

Project Notes - Last 5 - [View All](#)

pelowf - 6/18/24 11:01AM
Completed contract amendment on ContrackHQ for year 2 budget. Also included updated Exhibit H1 and H2 per Laura.

pelowf - 6/17/24 01:53PM
Had compliance meeting with Sherita- discussed vouchers, consultants, contract changes etc.

2	1	2.00	<p style="text-align: center;">Action: Recruit Pregnant women for Doula Services</p> <p>Deliverable: Pregnant prenatal women are engaged in care, assessed and assigned a Doula, and creating and executing Birth Plans</p> <p>Measurement: 22 Pregnant Women enrolled</p> <p>The doula program is going very well. They are actively enrolling. They have enrolled 15 this quarter and will likely enroll more as they close out the quarter. They have been doing a lot of mental health service referrals and continuation of service referrals. All is generally business as usual.</p> <p style="text-align: center;">View Edit</p>
2		2.00	<p style="text-align: center;">Action: Recruit Fathers for Fatherhood Reentry Plan</p> <p>Deliverable: Fathers enrolled, assessed and assigned to a CHW, and setting and accomplishing goals</p> <p>Measurement: 25 Fathers enrolled</p> <p style="text-align: center;">View Edit</p>

Jerome was not on the meeting- Jackie will reach out an obtain Fatherhood program metrics/ hiring details today and send over.

Discussed budget amendment- this will go through this week

Discussed consultants and how they will be reaching out.

Discussed scope changes and how these will be reviewed with consultants before going forward to legal. Current scope adjustments do not include any changes made to Fatherhood Program. Also include a ramp up for enrollment but also how many women served which likely double count numbers. Would like consultants to discuss before making any changes.

Discussed vouchers- HBN can current voucher as year 2 budget has been approved. Reminded them to consult voucher checklist to ensure they have all appropriate documentation and a paid stamp.

LIFESPAN

- 5/17/2024 Desk Review

5/17/24 - Desk Review

General Info

ID	Type	Date
151	Desk Review	5/17/24

Project

Improving Older Adults' Health, Safety and Economic Recovery Through Community-based Aging Services and Healthcare Integration - Lifespan of Greater Rochester

[View Action Item Sheet](#)

Notes

ACTION ITEMS - [View All](#)

➕ Add Note

● Project Notes - Last 5 - [View All](#)

[KarthigeyanS - 4/18/24 01:34PM](#)
moved deadline to 4/25

[AdellC - 4/3/24 03:16PM](#)
Received email from Annie Wells with pictures for the website that I requested on 04/02/24.

[BeersJ - 2/26/24 02:06PM](#)
2/23/24 Compliance Meeting Notes
- Met with Annie Wells, Barbara

DESK REVIEW QUESTIONS

COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

1. Have any of your company policies or procurement procedures changed since the contract start date?
Yes, we updated our procurement policy and our Code of Conduct.

Policies and procedures reference:

- a. 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 (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>). Subrecipient's documented procurement procedures must conform to the procurement standards identified in Subpart D of 2 CFR Part 200 (Procurement Standards).
- b. Property Management Policy governing the insurance, management and disposition of property and equipment purchased through this Agreement.
- c. All records retention policies your agency has adopted
- d. Code of Ethics
- e. Personnel policy that addresses
 - a. Pay rates and benefits
 - b. Time and attendance
 - c. Leave
 - d. Nondiscrimination
 - e. Nepotism
 - f. Conflict of interest

2. Are your insurance documents currently up to date in ContractHQ? Yes

Standard Worker's Compensation - 01/01/2025

Disability Insurance - 04/01/2024 (waiting for new certificates)

Liability and General Liability insurance - 09/15/2024

Automobile Liability insurance - 09/15/2024

Automobile General Liability and Umbrella endorsements - 09/15/2024

These documents include:

- a. Standard Worker's Compensation and Disability Insurance, if required by law.
- b. 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.
- c. 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.

Automobile General Liability and Umbrella endorsements are also required.

3. Is your reporting currently up to date in the ARPA Portal and ContractHQ? **Yes**

- a. Data Reporting
- b. Action Items
- c. Interim/ Annual Report
- d. Subcontracts in ARPA portal
- e. M/WBE Reporting (review from Matt Burrell)

Do you have any questions about the reporting process or what is required? Yes, Scope and budget questions. No general questions about the portal or the quarterly reporting.

GENERAL ADMINISTRATION QUESTIONS

4. Has the senior leadership structure of your organization changed since the contract start date? If so, how? **The leadership has not changed.**

- a. What has been the overall staff turnover since the contract start date?
0% - we have maintained the budgeted 3 full-time equivalents at 100% for this contract.
Agency turn over 21.5%
- b. Have you been able to hire all of the positions necessary to carry out the ARPA project?
Yes
Have you had any difficulties filling these positions? **No**
- c. Please tell us about the responsibilities of the personnel who are currently included in the ARPA budget.

The CCC Program:

- **Serves high need and medically complex, older adults, age 60 +.**
- **Has developed closed loop communication system with physician offices,**
- **Uses community-based services to address the social determinants of health,**
- **Works with family caregivers,**
- **Links people to aging services (community-based services),**
- **Helps older adults navigate health care.**

Intervention and Service components include:

- **Social Work Care Managers conduct home visits, assessment, care planning, and link patients to community-based services.**
- **LPN Healthcare Coordinators schedule and attend medical appointments, arrange for transportation, provide follow-up health literacy education, and ensure preventative health screens are completed.**
- **A combination of both: Social workers and LPNs work collaboratively with physicians to connect older adults to programs and services to address social needs. Referrals are provided by the primary care physician.**

The CCC Team assists older adults with the following:

- **Transportation** – i.e., Identifying a provider, scheduling, reminder calls.
- **Access to Care** – i.e., Coordinating health care appointments, increasing adherence to treatment plan, improving health literacy, health insurance counseling, connecting to in-home care.
- **Economic Stability** – i.e., Education about entitlement benefits and financial/legal resources. Financial benefits review and connection to programs such as: Medicare Savings Program, Home Energy Assistance, Medicaid & Medicaid Managed Long-Term Care and more.
- **Safety Concerns** – i.e., Fall risk, suspected abuse, environmental risks, need for medication management.

d. Who is currently in charge of:

- i. Payroll VP of HR: Susan Less
- ii. Insurance CEO, Anne Marie Cook and VP of HR, Susan Less
- iii. Reporting/Vouchering Finance CFO, Karl Hagen
- iv. Purchasing Finance CFO, Karl Hagen

5. What percentage of your entity's overall budget does the ARPA award comprise? 1%

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

a. Are you comfortable with the vouchering process through the ARPA portal? Yes

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? Yes

- a. 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
- 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? Karl Hagen
- e. How has your experience been with incorporating the data requirements for the ARPA project into your system? There have not been any issues

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

TITLE: Referral & Intake Process

POLICY NUMBER: 101.0

EFFECTIVE DATE: REVISION DATE(S): 3/1/24

APPROVED BY: Christine Peck

POLICY STATEMENT: It is policy of Community Care Connections (CCC) that intakes are completed in a uniform and equitable manner and that all data elements are captured by the CCC program coordinators and care managers in PeerPlace (PP).

PROCEDURE:

CCC assists clients who struggle to connect with community programs and/or successfully navigate the healthcare system. CCC staff are required to utilize the PP system to record client information and document assistance provided and service linkage. The PP software is utilized to share pertinent information between and send referrals to participating Lifespan programs. Referrals are also made to community partners, as dictated by client need, by other communication means: phone, fax, etc.

1. CCC primarily receives referrals from medical offices but will consider other professional referrals. The referral source should obtain client, or designated representative, consent for all referrals.
2. A CCC Program Coordinator receives and triages referrals received via the CCC referral phone line or the CCC HIPPA compliant online referral form. Internal referrals for LPN Healthcare Coordination may also be received via PP or email.
3. The CCC Program/Project Coordinators determine if the referral meets program requirements as outlined on the Referral Source Guide.
 - a. Age, Insurance and location requirements vary dependent of funder.
 - b. Not enrolled in an MLTC or Health Home
 - c. Not enrolled in hospice
 - d. Not living in a skilled nursing facility or adult care home
 - e. Elder Justice clients must be age 60 or over and reside in Monroe County
4. The CCC Program/Project Coordinator discusses the identified client needs with the referral source. The referral source is asked to send via secure fax the following:
 - a. Problem list
 - b. Medication list
 - c. Demographics information, including insurance information, if possible
5. Information to be captured or verified at the time of the initial referral:
 - a. Consent for program from client
 - b. Client name
 - c. Client date of birth
 - d. Client address and phone number
 - e. Person to contact to set up home visit
 - f. Reason for referral/client needs
 - g. Client's PCP (when possible for Elder Justice)
 - h. Problem list (except for Elder Justice)
 - i. Medication list (except for Elder Justice)
 - j. Health insurance information – if available
6. Assigning referrals:
 - a. The Program/Project Coordinators create a new intake in PP entering the above gathered information.
 - b. The appropriate funder is designated based on referral source and client location.
 - c. The case is assigned to a care manager based on location and care manager availability.
 - d. If there is no care manager availability, the client is placed on a waitlist.
7. Care managers accept the intake and attempt to contact the client within two (2) business days of receipt of the referral. If the care manager makes three (3) unsuccessful

attempts to contact the client, a Client Closing Letter should be mailed to the client and the intake closed. The referral source should be updated. It is acceptable for Elder Justice care managers to make joint initial visits with APS if the client cannot be reached via phone.

8. CCC care managers will inform clients during the first contact that there is no fee for CCC services.

POLICY MONITORING: The supervisors will work with the program coordinators to monitor compliance through regular supervision and case reviews.

POLICY REVIEW: This policy shall be reviewed periodically by the management team and updated / revised as needed.

FEDERAL GRANT REQUIREMENTS

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? Yes is it current, expires on 2/11/2025

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? Senator Schumer, \$400,000 7/1/2023-6/30/2024, NCOA Vaccine Supports 5/2023-4/30/2024 \$96,000, NCOA Benefits Enrollment Center \$175,000 January 2024-August 2025.

11. Have you- to date- received any monitoring interventions for any federal contracts? No

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

a. If yes, please provide the name of the audit agency. Lumsden & McCormick. This should be complete by the end of August/ early September.

13. Has your agency completed a Single Audit since your contract start date? Yes

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

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

14. Does your agency have a negotiated indirect rate with the Federal government? Yes

d. If yes, what is the rate? What Federal Agency approved/ negotiated the rate? 17.87%

GRANTEE SPECIFIC QUESTIONS

-various questions tailored to grantees based on their projects, goals, contracts, compliance meeting feedback etc.

EVALUATION

VOUCHERS AND BUDGETING

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. The organization is keeping close to their projected budget as outlined in the contract with Monroe County.

Meets expectations

Approaching expectations

Does not meet expectations

DOCUMENTS AND 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

Approaching expectations

Does not meet expectations

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

Approaching expectations

Does not meet expectations

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

Approaching expectations

Does not meet expectations

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2024	1	1	1.61	no	86	<p>Action: Increase safety and food security for 70% of older adults served through at least 1 community-based support service.</p> <p>Deliverable: Link older adults to Personal Emergency Response Systems (PERS), Minor Home Modifications to prevent falls, Community-based Food Program (SNAP), Home Delivered Meals and/or Congregate Meals.</p> <p>Measurement: 110 older adults will receive at least one of the following services: Personal Emergency Response Systems (PERS), Minor Home Modifications to prevent falls, Community-based Food Program (SNAP), Home Delivered Meals and/or Congregate Meals.</p> <p>Comments: We achieved 78% of the goal to connect 110 older adults at least 1 community based service. We connected 100% of 86 newly enrolled older adults to 103 community-based services at an average of 1.23 services per individual.</p> <p>Service Connection Breakdown, # older adults connected: PERS - 22 Community-based Food Programs - 38 Minor Home Modification - 43</p> <p>If our request to revise the scope of work as of 1.1.2024 is approved, we will have achieved our enrollment goal for Q1-24 at 96% (86 newly enrolled / 90 enrollment target)</p> <p>View Edit</p>
		2	1.61	no	86	<p>Action: Increase household income of 70% older adults served and provide access to financial benefits through at least 1 community-based support service.</p> <p>Deliverable: Assist with Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services.</p> <p>Measurement: 110 older adults will receive at least one of the following services: Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services.</p> <p>Comments: We achieved 78% of the goal to connect 110 older adults at least 1 of the following services: Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services. We connected 100% of 86 newly enrolled older adults to 155 community-based services at an average of 1.80 services per individual.</p> <p>Service Connection Breakdown, # older adults connected: Bill Paying/Budgeting - 16 MLTC- 9 HEAP - 2 SNAP - 2 Financial Benefits Counseling - 42 Health Insurance Counseling - 27 Legal Services - 18 Medicaid - 38</p> <p>If our request to revise the scope of work as of 1.1.2024 is approved, we will have achieved our Q1-2024 enrollment goal for Q1-24 at 96% (86 newly enrolled / 90 enrollment target)</p> <p>View Edit</p>
		3	1.61	yes	55	<p>Action: LPN Healthcare Coordination (LPN HCC) will support older adults served to ensure successful medical appointments attendance.</p> <p>Deliverable: Schedule transportation and attend medical appointments with older adults, facilitate telehealth.</p> <p>Measurement: 44 Older adults enrolled in LPN HCC will successfully attend medical appointments 85% of the time.</p> <p>Comments: 55 Older adults enrolled and open to LPN Healthcare Coordination in Q1-2024 successfully attended scheduled medical appointments 96% of the time.</p> <p>View Edit</p>
		4	1.61	no	55	<p>Action: Increase access to healthcare by providing 70% of older adults served access to at least 2 preventative healthcare screens, interventions and/or mental health services.</p> <p>Deliverable: Provide access to transportation, arrange pharmacy delivery, referrals to Mental Health providers, and schedule preventative health care screens and vaccinations.</p>

				<p>Measurement: 110 older adults will access healthcare screens, interventions and/or mental health services.</p> <p>Comments: We have requested to revise the target number of older adults serviced by LPN Healthcare Coordination in each quarter for this art of the program from 110 to 44. If approved, we have exceeded our target to serve 44 older adults in LPN Healthcare Coordination by 125% in Q1-2024 in this part of the program.</p> <p>100% of the 55 older adults served received an average of 2.56 healthcare screens, interventions and/or mental health services.</p> <p>Service Connection breakdown, # of older adults connected:</p> <p>Preventative Healthcare Screens - 28</p> <p>Mental Health Provider - 6</p> <p>Pharmacy Delivery - 43</p> <p>Primary Care Physician Follow-up Appointments: 64</p> <p>View Edit</p>
2	1	1.61		<p>Action: Increase access to healthcare by providing 70% of older adults served access to at least 2 preventative healthcare screens, interventions and/or mental health services.</p> <p>Deliverable: Provide access to transportation, arrange pharmacy delivery, referrals to Mental Health providers, and schedule preventative health care screens and vaccinations.</p> <p>Measurement: 110 older adults will access healthcare screens, interventions and/or mental health services.</p> <p>View Edit</p>
	2	1.61		<p>Action: LPN Healthcare Coordination (LPN HCC) will support older adults served to ensure successful medical appointments attendance.</p> <p>Deliverable: Schedule transportation and attend medical appointments with older adults, facilitate telehealth.</p> <p>Measurement: 44 Older adults enrolled in LPN HCC will successfully attend medical appointments 85% of the time.</p> <p>View Edit</p>
	3	1.61		<p>Action: Increase household income of 70% older adults served and provide access to financial benefits through at least 1 community-based support service.</p> <p>Deliverable: Assist with Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services.</p> <p>Measurement: 110 older adults will receive at least one of the following services: Medicaid enrollments, utility access, counseling (health insurance, financial benefits), bill paying/ budgeting and legal services.</p> <p>View Edit</p>
	4	1.61		<p>Action: Increase safety and food security for 70% of older adults served through at least 1 community-based support service.</p> <p>Deliverable: Link older adults to Personal Emergency Response Systems (PERS), Minor Home Modifications to prevent falls, Community-based Food Program (SNAP), Home Delivered Meals and/or Congregate Meals.</p> <p>Measurement: 110 older adults will receive at least one of the following services: Personal Emergency Response Systems (PERS), Minor Home Modifications to prevent falls, Community-based Food Program (SNAP), Home Delivered Meals and/or Congregate Meals.</p> <p>View Edit</p>

COMPANY POLICIES, INSURANCE DOCUMENTS AND COMPLIANCE

1. Policies/procedures

Procurement	Property	Records	Ethics
yes	no	no	no

Comments They updated their procurement policy and our Code of Conduct.

2. Insurance

Workers	Liability	Auto	Auto General	Umbrella
yes	yes	yes	yes	yes

Comments Standard Worker's Compensation - 01/01/2025
 Disability Insurance - 04/01/2024 (waiting for new certificates)
 Liability and General Liability insurance - 09/15/2024
 Automobile Liability insurance - 09/15/2024
 Automobile General Liability and Umbrella endorsements - 09/15/2024

3. Reporting

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

Comments No

GENERAL ADMINISTRATION QUESTIONS

4. Leadership

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

Turnover 0% - they have maintained the budgeted 3 full-time equivalents at 100% for this contract. Agency turn over 21.5%

Filling

<i>Payroll</i>	<i>Insurance</i>	<i>Reporting</i>	<i>Purchasing</i>
VP of HR: Susan Less	CEO, Anne Marie Cook and VP of HR, Susan Less	Finance CFO, Karl Hagen	Finance CFO, Karl Hagen

Comments The CCC Program:

- Serves high need and medically complex, older adults, age 60 +.
- Has developed closed loop communication system with physician offices,
- Uses community-based services to address the social determinants of health,
- Works with family caregivers,
- Links people to aging services (community-based services),
- Helps older adults navigate health care.

Intervention and Service components include:

- Social Work Care Managers conduct home visits, assessment, care planning, and link patients to community-based services.
- LPN Healthcare Coordinators schedule and attend medical appointments, arrange for transportation, provide follow-up health literacy education, and ensure preventative health screens are completed.
- A combination of both: Social workers and LPNs work collaboratively with physicians to connect older adults to programs and services to address social needs. Referrals are provided by the primary care physician.

The CCC Team assists older adults with the following:

- Transportation - i.e., Identifying a provider, scheduling, reminder calls.
- Access to Care - i.e., Coordinating health care appointments, increasing adherence to treatment plan, improving health literacy, health insurance counseling, connecting to in-home care.
- Economic Stability - i.e., Education about entitlement benefits and financial/legal resources. Financial benefits review and connection to programs such as: Medicare Savings Program, Home Energy Assistance, Medicaid & Medicaid Managed Long-Term Care and more.
- Safety Concerns - i.e., Fall risk, suspected abuse, environmental risks, need for medication management.

5. Percentage Budget

Comments 1%

6. Cash Flow

Cash Flow Sufficient Yes

Vouchering Yes

7. Financial Management System

Changed yes

Breakout Yes

No - Explain

Additional Systems No

Admin Internal Team- Karl Hagen

Incorporating Data No issues

Comments

8. Enrollment

Comments TITLE: Referral & Intake Process

POLICY NUMBER: 101.0 APPROVED BY: Christine Peck

EFFECTIVE DATE: REVISION DATE(S): 3/1/24

POLICY STATEMENT: It is policy of Community Care Connections (CCC) that intakes are completed in a uniform and equitable manner and that all data elements are captured by the CCC program coordinators and care managers in PeerPlace (PP).

PROCEDURE:

CCC assists clients who struggle to connect with community programs and/or successfully navigate the healthcare system. CCC staff are required to utilize the PP system to record client information and document assistance provided and service linkage. The PP software is utilized to share pertinent information between and send referrals to participating Lifespan programs. Referrals are also made to community partners, as dictated by client need, by other communication means: phone, fax, etc.

1. CCC primarily receives referrals from medical offices but will consider other professional referrals. The referral source should obtain client, or designated representative, consent for all referrals.
 2. A CCC Program Coordinator receives and triages referrals received via the CCC referral phone line or the CCC HIPPA compliant online referral form. Internal referrals for LPN Healthcare Coordination may also be received via PP or email.
 3. The CCC Program/Project Coordinators determine if the referral meets program requirements as outlined on the Referral Source Guide.
 - a. Age, Insurance and location requirements vary dependent of funder.
 - b. Not enrolled in an MLTC or Health Home
 - c. Not enrolled in hospice
 - d. Not living in a skilled nursing facility or adult care home
 - e. Elder Justice clients must be age 60 or over and reside in Monroe County
 4. The CCC Program/Project Coordinator discusses the identified client needs with the referral source. The referral source is asked to send via secure fax the following:
 - a. Problem list
 - b. Medication list
 - c. Demographics information, including insurance information, if possible
 5. Information to be captured or verified at the time of the initial referral:
 - a. Consent for program from client
 - b. Client name
 - c. Client date of birth
 - d. Client address and phone number
 - e. Person to contact to set up home visit
 - f. Reason for referral/client needs
 - g. Client's PCP (when possible for Elder Justice)
 - h. Problem list (except for Elder Justice)
 - i. Medication list (except for Elder Justice)
 - j. Health insurance information - if available
 6. Assigning referrals:
 - a. The Program/Project Coordinators create a new intake in PP entering the above gathered information.
 - b. The appropriate funder is designated based on referral source and client location.
 - c. The case is assigned to a care manager based on location and care manager availability.
 - d. If there is no care manager availability, the client is placed on a waitlist.
 7. Care managers accept the intake and attempt to contact the client within two (2) business days of receipt of the referral. If the care manager makes three (3) unsuccessful attempts to contact the client, a Client Closing Letter should be mailed to the client and the intake closed. The referral source should be updated. It is acceptable for Elder Justice care managers to make joint initial visits with APS if the client cannot be reached via phone.
 8. CCC care managers will inform clients during the first contact that there is no fee for CCC services.
- POLICY MONITORING:** The supervisors will work with the program coordinators to monitor compliance through regular supervision and case reviews.
- POLICY REVIEW:** This policy shall be reviewed periodically by the management team and updated / revised as needed.

FEDERAL GRANT REQUIREMENTS

9. SAM

Up to Date Yes is it current, expires on 2/11/2025

Issues No

10. Grants

Comments Senator Schumer, \$400,000 7/1/2023-6/30/2024, NCOA Vaccine Supports 5/2023-4/30/2024 \$96,000, NCOA Benefits Enrollment Center \$175,000 January 2024-August 2025.

11. Interventions

Comments No

12. GAAP

Comments Yes; Lumsden & McCormick. This should be complete by the end of August/ early September.

13. Audit

Comments Bonadio

14. Indirect Rate

Comments Yes; 17.87%

GRANTEE SPECIFIC QUESTIONS

Q Misc. N/A

EVALUATION

Vouchers	Documents	Actions	Meetings
1	3	1	3

Voucher Notes Lifespan has submitted three of four required vouchers on time. The fourth being late due to missing approval of their year two budget. As of yet, Monroe County has not reimbursed funds for lifespans incurred expenses. This is due to a lack of clear supporting documentation substantiating the amounts requested. Recently, (4/11) Lifespan resubmitted all year one expenses to comply with the guidelines listed on the voucher compliance checklist. Monroe County has not yet reviewed these, but provided the documents meet the requirements outlined on the checklist, this will be a large step in moving towards a two and three for this section.

Documents Notes Insurance documents are currently up to date in ContractHQ. There are no subcontracts for review in the ARPA portal. Grantee is consistent with follow up requests for information.

Actions Notes The action items, as currently completed in the ARPA portal, are not in compliance with the contract terms as written. Lifespan is working with the ARPA team to edit their scope to more clearly align with their project; this includes somewhat more manageable targets and clarifying how many unique, unduplicated adults will be enrolled in the program on a quarterly basis. If approved by legal, the contract will need to be amended and the action items to date will need to be revised to reflect the correct number of participants served.

Meetings Notes Lifespan has come to all scheduled compliance meetings prepared and ready to discuss outlined compliance and reporting topics.

Documents

Documents

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	106901	Lifespan DESK REVIEW QUESTIONS updated 5.13.2024- Updated.docx		5/21/24 12:07PM	petowf

MARY CARIOLA

- 5/30/2024 Compliance Meeting

2	1	2.25	<p>Action: Salaries for grant staff Deliverable: Invoice for grant staff salaries Measurement: Project remains fully staffed to provide services</p> <p>Still fully staffed in Q2 View Edit</p>
2	0.14	<p>Action: Rent/Utilities for Training Center & Grant Staff Deliverable: Invoice for rent & utilities Measurement: Space available for training and grant staff</p> <p>View Edit</p>	
3	0.55	<p>Action: Indirect Administrative Expenses Deliverable: Invoice for Cariola administrative expenses Measurement: Cariola administrative departments have provided necessary supports for grant work</p> <p>View Edit</p>	
4	0.25	<p>Action: Flexible funds for purchases to help remove barriers for participants (e.g., technology, daycare, emergency housing, food, etc.) Deliverable: Number of people who engage with Community Navigator and receipts from purchases made Measurement: Community Navigator has engaged with at least 50 individuals to provide assistance in removing barriers to education & employment</p> <p>Have crossed that threshold now in May. So far the feedback has been positive. Individual outreach has been very successful. The Community Navigator was just hired in March, but this is now picking up in Q2.</p> <p>-The biggest need that they are seeing is transportation- they are frequently handing out bud passes.</p> <p>View Edit</p>	
5	0.28	<p>Action: DEI Consultation with Tangible Development Deliverable: Outline of work completed with Tangible Development Measurement: Cariola staff continue to engage in DEI learning opportunities and initiatives to create an equitable and inclusive workplace for the advancement of all employees</p> <p>Just initiated training for DEI champions team (16 hour training)- this should run through August. After this they will run trainings for Managers.</p> <p>View Edit</p>	
6	1.77	<p>Action: Host Career Development Academy Deliverable: List of training opportunities provided during the Academy and list of participants Measurement: At least 30 individuals participate in the Career Development Academy</p> <p>This is going well- sign ups launched this morning. Enrollment will close on June 14th. This will Launch June 24th- June 27th. Last year 70 people participated in the program and they expect the same (or more). They will offer 3 tracks.</p> <p>View Edit</p>	
7	1.07	<p>Action: Create recruitment materials for programs offered through grant Deliverable: Invoice from marketing costs; products that will be used for marketing Measurement: Marketing/recruitment materials have been created to advertise programs</p>	

MCIDC

- 5/14/24 Compliance Meeting

2	1	5.00	<p>Action: Support small businesses by providing access to capital and technical assistance</p> <p>Deliverable: Solicit 8 small business owners and support them through the application and approval process.</p> <p>Measurement: 8 loans completed and \$266,664 distributed</p> <p>Increasing advertising and marketing to assist with getting word out to small businesses/ increasing loans. They did not do an announcement about the lowered rate because this is happening at the State of the County (in June). 5 loans completed in Q2. Slightly worried about meeting their metrics. They are finding that many of the applicants have significant debts/ liens and they are unable to give them loans. They are being as flexible as possible. Will follow up by the end of June to discuss where they are and future trajectory.</p>
2	1.00		<p>Action: Support MWBE businesses by providing access to capital and technical assistance</p> <p>Deliverable: Solicit 1-2 MWBE business owners and support them through the application and approval process.</p> <p>Measurement: 1-2 loans completed and \$57,000 in funds distributed to MWBE businesses</p> <p>80% of the loans are MWBEs and the majority are certified through the County</p>

This year they have funded \$380,000 in loans. They should be at \$433k.

MT. OLIVET

- 5/21/2024 Compliance Meeting
- 6/25/2024 Compliance Meeting

5/21/24 - Compliance

General Info

ID	Type	Date
152	Compliance	5/21/24

Project

Mt. Olivet Baptist Church Active Shooter Preventive Action Plan - Mt. Olivet Baptist Church

[View Action Item Sheet](#)

Notes

Documents

Enter New Note

Project Notes - Last 5 - [View All](#)

KarthigeyanS - 6/25/24 11:02AM
updated deadline to 7/5

CookS - 6/18/24 12:44PM
SJC phone call w/Mr. Cowen reviewing resubmission data submitted by Mt. Olivet. Adjusted resubmission amounts based on conversations and emailed to Mr. Cowens and cced D. Welch for review

Documents

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	106900	Mt. Olivet - Action Items - Years 1 2.docx		5/21/24 11:28AM	BeersJ

Mt. Olivet - Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1					Empty
	2	1	0.58	no	2,400	<p>Action: Light Upgrades in New Sanctuary Deliverable: Upgrade lighting in Church Measurement: Upgrade lighting in Church illuminating dark areas for increased visibility. Admin Notes: 8/23: Equipment has been selected. Will be vouchered by the end of the third quarter. Comments: This deliverable was not completed in Q2. In Q3 contractor has been selected but due to staffing issues, has been unable to start. Projected completion is now by the end of Q3 September 30, 2023.</p> <p>Completed Nov. '23. Seen during on-site.</p> <p>View Edit</p>
	2	1.20	no	2,400	<p>Action: Upgrade/Add Hardware and Layout to Audio/Visual Room Deliverable: Delivers furniture and equipment for efficient arrangement of AV room. Measurement: Efficient arrangement and layout of AV room will allow for proper placement of AV equipment such as computers, controllers, and storage media. Admin Notes: 8/23: final selection of architect underway- will be vouchered this quarter Comments: This deliverable was not completed Q2. In Q3 initial plans for layout are in progress. Completion date for this deliverable is scheduled for week of 12/1 (CW48).</p> <p>Started but not completed; the layout is complete, but the furniture and equipment needs to be purchased. Estimated completion; July '24.</p> <p>View Edit</p>	
	3	1.09	no	2,400	<p>Action: Architectural Study to Repurpose Old Sanctuary as community room and safe area. Deliverable: Delivers plans required to repurpose currently existing building into community/safe room.</p>	

					<p>Measurement: Architectural Study is to provide plans to transform current structure into multipurpose community room.</p> <p>Admin Notes: 6/5: started in Q2 8/23: 50% complete at this time. Wiring complete at security desk. Complete by end of the year.</p> <p>Comments: This deliverable did not start in Q2 but did in Q3. The process for selection of Architectural firm is in progress. Final selection is to be made during month of September. Study is to be completed on or before 12/15 (CW50) during Q4 2023.</p> <p>Not yet completed; they're using the same architect for this job as the elevator here. However she's been working on the elevator, so there's no progress on this job. Estimated completion; Elevator slated to be done by Nov. '24, so estimated completion for this job is Q1 '25.</p> <p style="text-align: center;">View Edit</p>
4	2.52	yes	2,400	<p>Action: Upgrade Security Camera System Deliverable: Delivers the ability for improved surveillance of all areas in and around church. Measurement: Upgraded security camera system provide enhance surveillance and installation of security guard monitoring station.</p> <p>Admin Notes: 8/23: contractor has been selected; will be complete by the end of the third quarter. May be vouchered by September.</p> <p>Comments: Deliverable started in Q2 and met expectation at that time.</p> <p>Not yet completed; they have the quote but not the purchases. Order needs to be placed and costs negotiated. Estimated completion; August. '24</p> <p style="text-align: center;">View Edit</p>	
5	0.72	no	2,400	<p>Action: Repair Fire and Emergency Egress Routes Deliverable: Delivers cleared egress routes to safe areas of church. Measurement: Egress paths in church that have been cleared for repair and upgrading.</p> <p>Admin Notes: 6/5: -Planning to complete by the end of June. 8/23: Should be vouchered and completed by the end of the third quarter.</p>	

				<p>Comments: During Q2 this deliverable did not start. Its starting date had to be shifted to September of this year and with completion scheduled for December 15th CW50.</p> <p>Not yet completed; they've identified the work which needs to be done, and some of the work has been completed; for example lights on exits are installed. Roughly 40% of the work is done, with 60% left to do. Work is being done alongside the elevator. Estimated completion: Dec. '24.</p> <p style="text-align: center;">View Edit</p>
6	0.60	no	2,400	<p>Action: Install Lighting Auxiliary Parking</p> <p>Deliverable: Delivers night lighting to small parking lot and church perimeter.</p> <p>Measurement: Church property including small parking lot is illuminated at night providing safety to area</p> <p>Admin Notes: 8/23: Vouchered and completed by the end of the third quarter.</p> <p>Comments: This project did not start in Q2 but it did start in Q3. The contractor for this deliverable has been selected and is in the process of procuring materials. Deliverable is scheduled to start week of 9/16 (CW38) with completion by 10/31 (CW44).</p> <p style="text-align: center;">Completed; seen during onsite.</p> <p style="text-align: center;">View Edit</p>
7	1.44	no	2,400	<p>Action: Internal/External Emergency Communication</p> <p>Deliverable: Delivers ability for communication with church public address system and security.</p> <p>Measurement: Audio system able to communicate with all areas of church and security services.</p> <p>Admin Notes: 6/5: -Started in Q2. 8/23: ongoing</p> <p>Comments: This deliverable was not started in Q2. It is schedule to start on or before 10/1 with completion the week of 11/19/23, (CW47).</p> <p>Mostly Completed; walkie talkies and microphones are purchased, but there is still work to be done on the PA system.</p> <p style="text-align: center;">View Edit</p>

	8	9.55	no	2,400	<p>Action: Harden Interior and Exterior Fixtures Deliverable: Interior and exterior fixtures upgraded to provide safe areas. Measurement: Door hardware upgrade, door material upgrade, upgrade perimeter fencing per active shooter recommendations. Admin Notes: 6/5: Planning to complete by the end of June. 8/23: Currently in progress; should be completed by the beginning of September. Comments: This deliverable did not start in Q2 but did start in Q3. The contractor for this deliverable has been selected and is in the process of procuring materials. Deliverable was started week of 8/1 (CW31) with completion by 10/31 (CW44).</p> <p style="text-align: center;">Completed; seen during on-site.</p> <p style="text-align: center;">View Edit</p>
	9	0.60	no	2,400	<p>Action: Dawn to Dusk Upgrade to Parking Lot Lights Deliverable: Delivers night lighting between Claressa and Ford Street. Measurement: Church property between Clarissa and Ford Streets is illuminated at night providing safety in region. Admin Notes: 8/23: Has not started yet- should be completed by the end of the 4th quarter. Comments: This deliverable did not start in Q2 but did start in Q3. The contractor for this deliverable has been selected and is in the process of procuring materials. Deliverable is scheduled to start week of 9/16 (CW38) with completion by 10/31 (CW44).</p> <p style="text-align: center;">Completed; seen during on-site.</p> <p style="text-align: center;">View Edit</p>
	10	2.18	yes	2,400	<p>Action: Security Guard Contract Services Deliverable: Deliver Security Guard Services during Church activities. Measurement: Security Service is staffed to provide security to church. Admin Notes: 6/5: Still on hold. Plan to start upgrades in June/ July. 8/23: hardware has all been selected- planning to purchase this quarter</p>

					<p>Comments: This deliverable started in Q2. Security guard service is provided, invoiced, and paid on a weekly basis. This deliverable has been met and is ongoing.</p> <p>Completed.</p> <p>View Edit</p>
11	2.62	yes	2,400	<p>Action: Install/Upgrade Outdated Fire Alarm System</p> <p>Deliverable: Delivers up to code fire alarm system that is in direct communication with Rochester Fire Department.</p> <p>Measurement: Fire alarm system that offers 24/7/365 monitoring with direct connection to Rochester Fire Department.</p> <p>Admin Notes: 6/5: Has not started yet but are getting a requote. Funding was delayed and quote was past initial 30 days so they need to requote. Will likely be started in June but completed before the end of Q# (high probability).</p> <p>8/23: not started, but in final discussions with supplier</p> <p>Comments: Contractor was selected in Q2 and work was started in Q3. Fire alarm system is currently in the process of being upgraded by ADT. Contractor is having supply chain issues which is causing a delay in completion of project. This deliverable is targeted for completion on or before September 30, 2023.</p> <p>Nearly completed; the fire alarm system and upgrades are completed, however the fire barrier need approval from the fire inspector in order for this to be fully completed. Hoping to complete July/August.</p> <p>View Edit</p>	
3	1	0.72	no	2,400	<p>Action: Update Triage Room</p> <p>Deliverable: Delivers lower to midlevel triage room to provide medical care when needed.</p> <p>Measurement: Triage room that offers immediate/temporary emergency medical care when needed.</p> <p>Admin Notes: 8/23: Completed in the 3rd quarter.</p> <p>Comments: This action is currently in progress at this time and should be considered 50% complete. This action is scheduled for completion in November of Q4/2023.</p> <p>View Edit</p>

	2	1.09	yes	2,400	<p>Action: Architectural Study to Repurpose Old Sanctuary as community room and safe area.</p> <p>Deliverable: Delivers plans required to repurpose currently existing building into community/safe room.</p> <p>Measurement: Architectural Study is to provide plans to transform current structure into multipurpose community room.</p> <p>Admin Notes: 8/23: ongoing</p> <p>Comments: Three architectural firms have been screened for this action. After initial screening, the number of firms that are currently being considered have been reduced to two. The final decision is to be made by end of October/2023 with this action being completed in December of Q4.</p> <p>Not completed; same status as before; hoping to be completed in Sept. '24</p> <p>View Edit</p>
	3	1.44	yes	2,400	<p>Action: Internal/External Emergency Communication</p> <p>Deliverable: Delivers ability for communication with church public address system and security.</p> <p>Measurement: Audio system able to communicate with all areas of church and security services.</p> <p>Comments: In Q3 this action item was approximately 25% complete. In October of Q4 hardware upgrades have been ordered and this action item is progressing. This action item is scheduled for completion in December of Q4.</p> <p>Completed.</p> <p>View Edit</p>
	4	1.44	yes	2,400	<p>Action: Cybersecurity Upgrades</p> <p>Deliverable: Deliver ability to monitor, large amounts of data related church camera security system.</p> <p>Measurement: Hardware and software are installed and data protected to meet needs of church and community.</p> <p>Admin Notes: 8/23: Completed by the end of the 4th quarter.</p> <p>Comments: There were no expenditures for this action item in Q3/2023, as it is not scheduled to start until Q1 of 2024.</p>

					<p>Not yet completed and not started. Aiming for Q4 of '24.</p> <p>View Edit</p>
	5	2.18	yes	2,400	<p>Action: Security Guard Contract Services Deliverable: Deliver Security Guard Services during Church Activities Measurement: Security Service is staffed to provide security to church Admin Notes: 8/23: Has not yet started- will be completed by the end of the 4th quarter. Comments: During Q3 security guard services were paid compliant with ARPA proposed expenditures.</p> <p>Completed.</p> <p>View Edit</p>
	6	2.62	yes	2,400	<p>Action: Install/Upgrade Outdated Fire Alarm System Deliverable: Delivers up to code fire alarm system that is in direct communication with Rochester Fire Department Measurement: Fire alarm system that offers 24/7/365 monitoring with direct connection to Rochester Fire Department Admin Notes: 8/23: Underway- will be vouchered in the second quarter and completed in the third quarter. Comments: This action item is 85% complete. The installer had to wait for additional smoke sensors and pull alarms which were on backorder. This action item is scheduled for completion in October of Q4.</p> <p>See notes above.</p> <p>View Edit</p>
4	1	1.09	no	2,400	<p>Action: Architectural Study to Repurpose Old Sanctuary as community room and safe area Deliverable: Delivers plans required to repurpose currently existing building into community/safe room. Measurement: Architectural Study is to provide plans to transform current structure into multipurpose community room. Admin Notes: 1/4/2024 - Not yet completed. Should be completed by the end of the second quarter in 2024. Study was delayed as they vetted architectural services and they had a later start in the year.</p>

				<p>Comments: Due to vetting and selection of the architectural firm, this project was not awarded until November of 2023 preventing its completion in 2023.</p> <p>The proposed 2023 budget for this project was \$13,640.00 with \$2,773.75 being spent in calendar year 2023. This project is currently ongoing with the remaining \$10,866.25 being spent in 2024 for its completion.</p> <p>See notes above.</p> <p>View Edit</p>
2	1.44	no	2,400	<p>Action: Internal/External Emergency Communication</p> <p>Deliverable: Delivers ability for communication with church public address system and security</p> <p>Measurement: Audio system able to communicate with all areas of church and security services.</p> <p>Admin Notes: 1/4/2024-Have spent 64% of that budget. Supply chain issues were reasons for the delay. Should be complete by the end of the first quarter in 2024.</p> <p>Comments: Due to finalization of Phase 1 of this project not occurring until October of 2023, in conjunction with supply chain issues, \$11,517.00 was spent on equipment and installation in Q4 of 2024.</p> <p>The proposed 2023 budget for this project was \$18,000.00. This project is currently ongoing with the remaining \$6,483.00 being spent in 2024 for its completion.</p> <p>See notes above.</p> <p>View Edit</p>
3	1.44	yes	2,400	<p>Action: Cybersecurity Upgrades</p> <p>Deliverable: Deliver ability to monitor, large amounts of data related church camera security system.</p> <p>Measurement: Hardware and software is installed and data protected to meet needs of church and community.</p> <p>Admin Notes: 1/4/2024 -This needs to be carried over into 2024</p> <p>Comments: The ARPA cybersecurity upgrade is scheduled to start in 2024, therefore there was no spending in Q4 of 2023 for this project. Future reports will be updated accordingly in 2024, pending activity on this project.</p>

					<p style="text-align: center;">See notes above</p> <p style="text-align: center;">View Edit</p>	
		4	2.18	yes	2,400	<p>Action: Security Guard Contract Services</p> <p>Deliverable: Deliver Security Guard Services during Church Activities</p> <p>Measurement: Security Service is staffed to provide security to church</p> <p>Admin Notes: 1/4/2024 - Carrying over \$2,400 into January- that line item should be consumer. 92% complete.</p> <p>Comments: Contracted security service project expenses for the fourth quarter of 2023 amounted to \$13,760.00. This amount was consistent with expected spending for this project for the fourth quarter.</p> <p style="text-align: center;">See notes above</p> <p style="text-align: center;">View Edit</p>
2024	1	1	0.99			<p>Action: Repair Fire and Emergency Egress Routes</p> <p>Deliverable: Delivers cleared egress routes to safe areas of church.</p> <p>Measurement: Egress paths from proposed repurposed community room that have been updated to code offering clear passage to safe area.</p> <p>Admin Notes: 2/15/2024 - This is underway and work has been started (some was started back in 2023). The majority of this will be completed by the end of Q1 but some may carry over into Q2. There is an area from the old sanctuary to the basement that will likely be carried over. The egress routes to elevator are also still being worked through.</p> <p style="text-align: center;">View Edit</p>
		2	13.78			<p>Action: Church basement to third floor elevator</p> <p>Deliverable: Delivers ability to transport people, goods, and material to all level of church.</p> <p>Measurement: Elevator will allow access to all levels of church including servicing of community room, and wheelchair accessibility.</p> <p>Admin Notes: 2/15/2024 - This is going well. 2 options are currently being considered. Have selected the architect and the construction firm. This should be completed by the end of Q4. Must finalize design and there will likely be supply chain issues.</p> <p style="text-align: center;">View Edit</p>
		3	2.18			<p>Action: Security Guard Contract Services</p>

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

						Measurement: Elevator will allow access to all levels of church including servicing of community room, and wheelchair accessibility. View Edit
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General Notes 5/21/24;

- With the December voucher, there were some discrepancies and David is working on resubmitting the expenses which were denied. He is hoping to have that in to us by today.
- No ARPA checks for the month of April, but the rest of the vouchers through now have been submitted.
- For the elevator; the final design is ready, they have their contractor. This past week, the contractor came up with a contract for them to sign. They will need to make a large down payment for this; there's a 20 week lead time. They have enough funds to make the down payment and get it going. The down payment is 80K.
- Discussed 2024 Q1 action items with David; he will complete them in the portal as they were not done as of our compliance meeting.

6/25/24 - Compliance

General Info

ID	Type	Date
172	Compliance	6/25/24

Project

[Mt. Olivet Baptist Church Active Shooter Preventive Action Plan - Mt. Olivet Baptist Church](#)
[View Action Item Sheet](#)

Notes

Documents

Documents

<input type="checkbox"/>	<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	<input checked="" type="checkbox"/>	108195	ReportReview - Mt Olivet - July24.docx		6/25/24 10:52AM	CookS

Project Notes - Last 5 - [View All](#)
[KarthigeyanS - 6/25/24 11:02AM](#)
updated deadline to 7/5
[CookS - 6/18/24 12:44PM](#)
SJC phone call w/Mr. Cowen reviewing resubmission data submitted by Mt. Olivet. Adjusted resubmission amounts based on conversations and emailed to Mr. Cowens and cced D. Welch for

2024	1	1	0.99	<p>Action: Repair Fire and Emergency Egress Routes</p> <p>Deliverable: Delivers cleared egress routes to safe areas of church.</p> <p>Measurement: Egress paths from proposed repurposed community room that have been updated to code offering clear passage to safe area.</p> <p>Admin Notes: 2/15/2024 - This is underway and work has been started (some was started back in 2023). The majority of this will be completed by the end of Q1 but some may carry over into Q2. There is an area from the old sanctuary to the basement that will likely be carried over. The egress routes to elevator are also still being worked through.</p> <p>View Edit</p> <p>SJC Notes:</p>
		2	13.78	<p>Action: Church basement to third floor elevator</p> <p>Deliverable: Delivers ability to transport people, goods, and material to all level of church.</p> <p>Measurement: Elevator will allow access to all levels of church including servicing of community room, and wheelchair accessibility.</p> <p>Admin Notes: 2/15/2024 - This is going well. 2 options are currently being considered. Have selected the architect and the construction firm. This should be completed by the end of Q4. Must finalize design and there will likely be supply chain issues.</p> <p>View Edit</p> <p>SJC Notes:</p>
		3	2.18	<p>Action: Security Guard Contract Services</p> <p>Deliverable: Deliver Security Guard Services during Church Activities</p> <p>Measurement: Security Service is staffed to provide security to church</p> <p>View Edit</p> <p>SJC Notes:</p>
		2	1	0.99
		2	13.78	<p>Action: Church basement to third floor elevator</p>

			<p>Deliverable: Delivers ability to transport people, goods, and material to all level of church.</p> <p>Measurement: Elevator will allow access to all levels of church including servicing of community room, and wheelchair accessibility.</p> <p>View Edit</p> <p>SJC Notes: Design prints stamped and signed. Waiting for permit - hopefully within next 3weeks.</p> <p>Elevator ordered - 12 to 14 week lead time</p> <p>Projected completion timeframe Nov'25.</p> <p>Expect monthly Vendor invoices (Certificate of payment) to start coming in monthly</p>
3	1	13.78	<p>Action: Church basement to third floor elevator</p> <p>Deliverable: Delivers ability to transport people, goods, and material to all level of church.</p> <p>Measurement: Elevator will allow access to all levels of church including servicing of community room, and wheelchair accessibility.</p> <p>View Edit</p> <p>SJC Notes:</p>
	2	0.99	<p>Action: Repair Fire and Emergency Egress Routes</p> <p>Deliverable: Delivers cleared egress routes to safe areas of church.</p> <p>Measurement: Egress paths from proposed repurposed community room that have been updated to code offering clear passage to safe area.</p> <p>View Edit</p> <p>SJC Notes:</p>
4	1	0.99	<p>Action: Repair Fire and Emergency Egress Routes</p> <p>Deliverable: Delivers cleared egress routes to safe areas of church.</p> <p>Measurement: Egress paths from proposed repurposed community room that have been updated to code offering clear passage to safe area.</p> <p>View Edit</p> <p>SJC Notes:</p>
	2	13.78	<p>Action: Church basement to third floor elevator</p>

				<p>Deliverable: Delivers ability to transport people, goods, and material to all level of church.</p> <p>Measurement: Elevator will allow access to all levels of church including servicing of community room, and wheelchair accessibility.</p> <p>View Edit</p> <p>SJC Notes:</p>
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General Notes 6/25/24;

- Mt. Olivet does not expect changes to Voucher Budget Line item in nears future.
- If something changes in future, we will discuss first with ARPA compliance team.
- Mt. Olivet to update Action Items for Q1

RENEW

- 5/2/2024 Desk Review

5/2/24 - Desk Review

General Info

ID **Type** **Date**
 138 Desk Review 5/2/24

Project

Rochester ENERGY Efficiency and Weatherization (RENEW) - Rochester ENERGY Efficiency & Weatherization (RENEW)
[View Action Item Sheet](#)

Notes

General Notes; They're soon (June) going to begin to get data from the ARPA projects; reductions in fuel costs and reductions in greenhouse gas emissions.

ACTION ITEMS - [View All](#)

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2024	1	1	7.30	yes	21	<p>Action: Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient</p> <p>Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation.</p> <p>Measurement: Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements.</p> <p>Comments: RENEW met our quarterly performance measures. We assisted 15 Monroe County homeowners with obtaining residential improvements to make their homes more energy efficient, healthier, and safer.</p> <p>View Edit</p>
	2	1	7.30			<p>Action: Assist up to 15 Monroe Co income-eligible homeowners make their homes more energy efficient</p> <p>Deliverable: Provide funding to improve residential energy efficiency by working with community partners to make necessary home improvements such as but not limited to furnace, hot water heater, insulation.</p> <p>Measurement: Assisted up to 15 Monroe County homeowners with obtaining energy efficient home improvements. Analyze utility bills for potential fuel cost savings and carbon emissions reductions of the up to 6 homes assisted in 2023 Q1.</p> <p>View Edit</p>

Enter New Note

[Add Note](#)

Project Notes - Last 5 - [View All](#)

pelowf - 6/21/24 09:27AM
 rec'd email from Elizabeth indicating that she is having difficulty getting emails through to the ARPA team. Replied and introduced ARPA portal folder features and offered assistance.

BeersJ - 2/6/24 03:07PM
 Emailed Elizabeth McDade again

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

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

Comments No contracts over 50K.

GENERAL ADMINISTRATION QUESTIONS

4. Leadership

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

Turnover 2 or 3 new folks have started. Elizabeth will e-mail over exact number following meeting.

Filing

<i>Payroll</i>	<i>Insurance</i>	<i>Reporting</i>	<i>Purchasing</i>
Karen Koons	Amy Vars	Elizabeth McDade	Amy Vars

Comments

5. Percentage Budget

Comments Not sure; Elizabeth will send the exact number following the meeting.

6. Cash Flow

Cash Flow Sufficient Yes

Vouchering Yes

7. Financial Management System

Changed yes

Breakout Yes

No - Explain

Additional Systems No

Admin The finance department which includes Amy Vars, Karen Koons among others. This is the internal team, though they also undergo an annual Audit through Bonadio.

Incorporating Data A drop down would make the process easier, however for the project they're working on it's not overly burdensome.

Comments

8. Enrollment

Comments The application process has not changed since the last desk review. See notes from Nov. '23 desk review for process overview.

FEDERAL GRANT REQUIREMENTS

9. SAM

Up to Date Yes

Issues No

10. Grants

Comments No, however Elizabeth wants to confirm with certainty.

11. Interventions

Comments No

12. GAAP

Comments Yes, Bonadio

13. Audit

Comments No, but it will happen this month (May '24). Their fiscal year turns over at the end of March.

14. Indirect Rate

Comments Not sure; Elizabeth will confirm and follow up after the meeting.

GRANTEE SPECIFIC QUESTIONS

Q Misc.

EVALUATION

Vouchers	Documents	Actions	Meetings
3	3	3	3

Voucher Notes 3 of 4 required vouchers in the first year of the program are considered on time. The one tardy voucher (6/15/23) was submitted the following day. Vouchers are well organized and contain all required supporting documentation with little need for follow up from the county. In year one, RENEW spent 100% of their budget before requesting and being approved for an increase in year one spending. After one voucher on 2/15/24, RENEW has spent 25% of their year two budget.

Documents Notes All insurance documents required by the ARPA contract are up to date and in good standing. Communication with RENEW is good and timely regarding updating such documents.

Actions Notes Currently, RENEW has met 6 of 6 required action items. RENEW is was required to serve 35 Monroe County Homeowners to this point in the contract and has so far served 117.

Meetings Notes RENEW has come to all scheduled compliance meetings prepared and ready to discuss outlined compliance and reporting topics.

Documents

Documents

ST. JOSEPH NEIGHBORHOOD CENTER

- 5/23/2024 Compliance Meeting

5/23/24 - Compliance

General Info

ID	Type	Date
155	Compliance	5/23/24

Project

[Healthcare Transformation through Education, Outreach, and Engagement - St. Joseph's Neighborhood Center](#)
[View Action Item Sheet](#)

Notes

Documents

Documents

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	106990	<u>Actio Item Sheet- SJNC- 052324.docx</u>		5/23/24 02:37PM	BeersJ

Enter New Note

Project Notes - Last 5 - [View All](#)

[AdellC - 4/3/24 03:10PM](#)
 Responded to Jen's email regarding the email that I sent on 04/02/24 asking for a picture representing the organization to add to our website. I provided clarity on what we are looking for.

[pelowf - 3/27/24 10:42AM](#)
 3/27/24: compliance meeting. SJNC asked to be connected to MPowell

2	1	0.00	<p>Action: Increase number of individuals served by SJNC and increase community awareness of agency.</p> <p>Deliverable: Provide services, interventions, outreach, etc. to population served.</p> <p>Measurement: • Serve █ 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 60 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 █ individuals in order to increase community awareness of SJNC.</p> <p>Doing well so far this quarter. As of March 1 they hired a new Manager of Clinical Services (full time). As of yesterday they hired a part time Nurse Practitioner. The capacity should increase going forward. They are currently switching out groups of interns (this should not impact metrics). 277 individuals have been served with 641 visits (total). 109 with 346 visits– mental health; 209 with 287 visits healthcare access; Jen will work on getting additional metrics to our team by Tuesday.</p>
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Jen reached out to Faye Pelow at 6:41 AM prior to the compliance meeting to discuss outstanding items. Per Jen, they are having difficulty functioning without an approved year 2 budget. They also mentioned that several ARPA grantees and the news have reached out to them to discuss their ARPA experience.

The ARPA team went over the year 2 budget with the AJNC team in detail. Though current budget expenses generally make sense, they do not continue through years 3 and 4 which does not make sense in terms of the sustainability of the grant. Certain expenses as well do not seem as though they are specifically for the ARPA program and may be full organizational expenses.

Per Jen, ARPA will not be the full source of funding for their expenses going forward. The reason why most of their 'other than personnel' expenses do not carry over is because they will be covered by other funders. These will be in kind and funded through donations received.

They are struggling to meet their MWBE requirements.

Trillium

- 5/26/2024 Compliance Meeting

5/1/24 - Compliance

General Info

ID	Type	Date
137	Compliance	5/1/24

Project

[Project ACCESS - Trillium Health](#)

[View Action Item Sheet](#)

Notes

Documents

Enter New Note


Add Note

Project Notes - Last 5 - [View All](#)

WelchD - 6/26/24 02:27PM
Called and sent an email to Kevser asking for a call back; questions about payroll on their 12/15/23 voucher.

pelowf - 6/4/24 01:37PM
rec'd confirmation that Year 2 budget is approved. Created contract amendment and submitted in ContractHQ

Documents

<input type="checkbox"/>  ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/> 106591	Trillium - RR Compliance Meeting Notes - 5-1-24s.docx	edit rename delete	5/1/24 11:56AM	BeersJ

Action Item Sheet

Action Table

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

	2	1.00	no	88	<p>Action: Increase Access to healthcare and supportive services</p> <p>Deliverable: Hire 5 Medical Case Worker and 2 Community Health Workers</p> <p>Measurement: All new staff hired</p> <p>Comments: 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.</p> <p>View Edit</p>
	3	1.00	yes	4	<p>Action: Increase the number of Collaborative partnerships to provide and /or distribute food</p> <p>Deliverable: Identify and formalize new community-based relationships to establish food distribution sites.</p> <p>Measurement: 1 formal collaborative partnerships established.</p> <p>Comments: 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 families in zip codes where the needs are the greatest.</p> <p>View Edit</p>
	4	3.00	yes	233	<p>Action: Increase the number of households/individuals served through TH food pantry</p> <p>Deliverable: Redesign current FC space to increase size of the space to be able to receive more food and serve more people</p> <p>Measurement: Identify and hire contractors for remodel; 175 individuals served at TH FC (temp space)</p> <p>Comments: Architect and contractors are hired, and in process of collaboration regarding the walk-in freezer/cooler installation, and the redesign of space. Walk through with all contractors set for mid-July. We have exceeded the numbers of NEW and unique individuals served in the food pantry by more than 25%.</p>

Food Cupboard ACCESS -NEW.pdf					
View Edit					
3	1	1.00	no	5	<p>Action: Increase Access to healthcare and supportive services</p> <p>Deliverable: Onboard and train new staff on TH and community services</p> <p>Measurement: All staff 100% trained</p> <p>Admin Notes: Not quite there. Have been able to get staff training within 4-6 weeks. Should be complete by early 4th quarter.</p> <p>Comments: 5 out of 7 staff have been 100% trained, including the program administrator, both outreach specialists, and 2 out of 4 case managers. The other two roles were vacant 3rd quarter, however one case manager has started as of 10/9/23 and the other will start on 10/22/23. Staff will be fully trained by the end of the 4th quarter.</p> <p style="text-align: center;">View Edit</p>
2	4.00	yes	404	<p>Action: Increase the number of households/individuals served through TH food pantry</p> <p>Deliverable: Construct new FC space to increase size of the space to be able to receive more food and serve more people</p> <p>Measurement: Construction to begin ; 250 individuals served at TH FC (temp space)</p> <p>Admin Notes: 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. 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>Comments: 404 unique individuals who were first served at the food pantry after 4/1/23 were served during the third quarter.</p> <p>In total during the third quarter, there were 1,267 encounters where clients were served by the food pantry.</p> <p>There were 259 individuals served who were brand new to the food pantry in the third quarter.</p> <p>Construction for the walk-in cooler/freezer has begun.</p>	

					<p>Anticipated completion of the cooler/freezer installation is 10/31/23. View Edit</p>
	3	1.00	no	15	<p>Action: Increase utilization of behavioral health services Deliverable: Refer participants to BHS (internal or external) Measurement: 50 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment Admin Notes: Not going well so far. One care manager was making the referrals. Should make those numbers by the end of the year of by the beginning of the first quarter in 2024. Comments: We are currently working with our BI team to verify that data meets the criteria for reporting. Once confirmed, behavioral health referrals are expected to increase drastically, and performance measures are predicted to be met. To date there have been 33 internal referrals to behavioral health services that have confirmed follow up for first appointment attended. View Edit</p>
	4	1.00	yes	4	<p>Action: Increase the number of Collaborative partnerships to provide and /or distribute food Deliverable: Identify and formalize new community-based relationships to establish food distribution sites. Measurement: 1 formal collaborative partnerships established. Admin Notes: Have a partnership in place with Villa of Hope and Catholic Charities. Comments: 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.</p> <p>Also, preliminary discussions are underway with Volunteers of America, who has expressed interest in providing Trillium Health Food Pantry with fresh produce throughout the winter months.</p> <p>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.</p>

					View Edit
4	1	4.00	yes	526	<p>Action: Increase the number of households/individuals served through TH food pantry</p> <p>Deliverable: Construct new FC space to increase size of the space to be able to receive more food and serve more people</p> <p>Measurement: Construction - ongoing ; 250 individuals served at TH FC (temp space)</p> <p>Comments: 526 unique individuals who were first served at the food pantry after 4/1/23 were served during the fourth quarter.</p> <p>In total during the fourth quarter, there were 1,495 encounters where clients were served by the food pantry.</p> <p>There were 290 individuals who were brand new to the food pantry in the fourth quarter.</p> <p>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.</p> <p style="text-align: right;">View Edit</p>
	2	3.00	yes	188	<p>Action: Increase Access to healthcare and supportive services</p> <p>Deliverable: Provide transportation, case management, referrals, BHS and other supports to target population</p> <p>Measurement: 200 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care</p> <p>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.</p> <p>Internal referrals saw a 20% increase from Quarter 3 to Quarter 4.</p> <p>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.</p>

				View Edit
3	1.00	no	5	<p>Action: Increase utilization of behavioral health services Deliverable: Refer participants to BHS (internal or external) Measurement: 50 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment Comments: 5 referrals were made to behavioral health services where the first appointment was attended, bringing the Year 1 total to 43.</p> <p>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.</p> <p>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.</p> <p>We expect these numbers to increase in Year 2.</p> <p style="text-align: right;">View Edit</p>
4	1.00	yes	5	<p>Action: Increase the number of Collaborative partnerships to provide and /or distribute food Deliverable: Identify and formalize new community-based relationships to establish food distribution sites.</p>

						<p>Measurement: 4 formal collaborative partnerships established.</p> <p>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).</p> <p>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.</p> <p>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.</p> <p>View Edit</p>
2024	1	1	3.00	yes	404	<p>General Comments; Ellie Lindo + Karrie Gates:</p> <p>They planning to build out their food pantry; everything is set up with the architects and the plans are in place. Contractors + architects are in place, its currently in their procurement department; they're in the bidding process right now. Last month 700 were served in the food pantry; 680% growth over the past 5 years.</p> <p>Case management; they're moving to an in person care model; they're able to meet peoples needs on the spot; food issues, housing issues, transportation.</p> <p>Currently they have 5K set aside for vehicle maintenance, they're using that for adding a lift to the back so there is less lifting and a safer moving operation in general.</p> <p>Previously, they would have to refer out for any mental health services, but now they're able so offer mental health services in house. This will affect the number of MOU's they'll need to create; IE there will be less than originally thought. They're able to create more mental</p>

				<p>health services with other programs IE NOT ARPA dollars.</p> <p>Action: Increase the number of households/individuals served through TH food pantry</p> <p>Deliverable: Construct new FC space to increase size of the space to be able to receive more food and serve more people</p> <p>Measurement: Construction complete end of Q1; 275 individuals served at TH FC (temp space)</p> <p>Comments: In Q1 of 2024, the food pantry served 404 unique individuals who are new to the pantry as of 4/1/2023. This is a 39% increase from the last quarter, where the food pantry served 291 unique individuals. In total, the food pantry served 727 unique individuals, and completed 1,060 food distributions.</p> <p>Construction for the food pantry build out is making progress. Specifically, the blue prints and draft cost have been finalized. The project is now going out for bid to meet MWBE requirements. Start of construction is still slated for this summer, 2024.</p> <p>View Edit</p> <p>Notes: See above, they've been able to serve many more people than originally thought.</p>
2	2.00	no	180	<p>Action: Increase Access to healthcare and supportive services</p> <p>Deliverable: Provide transportation, case management, referrals, BHS and other supports to target population</p> <p>Measurement: 200 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care</p> <p>Comments: 180 internal referrals were completed in Quarter 1 of 2024, which is consistent with the 188 that we saw in the previous quarter.</p> <p>Medical Case Managers have continued to work diligently to refer individuals and link them to care, resulting in a consistent stream of referrals. However, we are still working as an agency to unify the internal referral process to better create, execute and track these referrals across the organization. Currently, the number</p>

				<p>that we are able to track relies largely on Supportive Services, and does not include several key departments such as Clinic and Pharmacy. These referrals are happening, but it is a matter of integrating systems so that we are able to collect all of the data. As we continue to work through these systemic changes, we expect this number to increase considerably.</p> <p style="text-align: center;">View Edit</p> <p>Notes; staffing has been an issue in this regard. Up until this point, they haven't had all their medical case managers in place. A new case manager is starting tomorrow. Moving to a different model will also help to serve people immediately; teaming up with the clinic was seen the # of referrals jump significantly; 200 referrals since April 1.</p> <p>Most of the case management services for the 200 and in general are offering 1 time services in the moment to help with whatever they may need that day. This is the 'triage' model which they have always been operating on. The new model is the referrals for everyone walking into the clinic.</p> <p>Clients who receive these one time services are tracked through the clinical chart.</p> <p>Currently they have one care manager position open (pending the new person starting tomorrow). However, in the year two budget they're requesting a couple additional positions to meet the need they've seen, and obviously those aren't filled yet.</p>
3	1.00	no	23	<p>Action: Increase utilization of behavioral health services Deliverable: Refer participants to BHS (internal or external) Measurement: 108 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment Comments: 23 referrals were made to behavioral health services where the first appointment was attended in Quarter 1 of 2024.</p> <p>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</p>

behavioral health resources in our community. Our data shows that of the 124 referrals that were made, 92 (74%) have been sent to the BH provider with no response as of 4/12/2024, highlighting the delay in access that we have found in the community.

With consideration for the struggle for mental health resources in Rochester and the surrounding areas of Monroe County, Trillium Health has been working diligently to bolster its behavioral health department. This quarter, we have hired an AVP of Behavioral Health and are actively hiring for a fulltime therapist at our main clinic at 259 Monroe Ave, with plans to hire another fulltime therapist at one of our satellite locations at 170 Science Parkway. Additionally, we will see the addition of 4 more interns to be split between 259 and 170 come July. We believe the addition of these staff members and the restored ability to see a considerable number of patients onsite again (this was the case before COVID, but circumstances during the pandemic made it so that we were unable to continue at full capacity in the Behavioral Health Department) will allow us to reach these numbers very soon.

In terms of data collection, we have made strides in analyzing our data systems to better accurately capture both referrals (internally and externally) and status of referrals in a timely manner, behavioral health and otherwise. We as an agency continue to actively work on this and expect to continue making positive progress towards an efficient and accurate unified method for creating, executing and tracking referrals.

[View Edit](#)

Notes: There seems to be a few large contributing factors; 1) staffing up to be able to refer out and handling some of the mental health internally. 2) they are exploring the ways they currently track this metric; theres thinking that ther're not actually capturing all the services/ referrals they're making here. 3) part of this metric is confirming people actually attend their first meeting and get the service they're referred for. This has been an issue sinc there has been a large wait/delay for people getting services.

	4	1.00	no	1	<p>Action: Increase the number of Collaborative partnerships to provide and /or distribute food</p> <p>Deliverable: Identify and formalize new community-based relationships to establish food distribution sites.</p> <p>Measurement: 2 formal collaborative partnerships established.</p> <p>Comments: Trillium has identified and formalized 1 new partnership this quarter with Equicenter. This new partnership is specifically for a food pharmacy pilot, and Equicenter is providing the educational component of the program.</p> <p>We continue to partner with all established community relationships and plan to formalize more as we grow and expand our food services department.</p> <p>View Edit</p> <p>Notes; they're unlikely to make another for the next quarter or so for two reasons:</p> <ol style="list-style-type: none"> 1) The capacity to gather and store more food is pretty limited; they're pretty much hit their max for what can be handled (see the 400 served vs 200 estimated above. 2) 5 partnerships were made last year, vs a goal of 4, so although they didn't meet the goal of 2 this quarter, they're still at their total number overall.
	2	1	2.00		<p>Action: Increase the number of households/individuals served through TH food pantry</p> <p>Deliverable: Grand Opening of new Food Cupboard space, full operation</p> <p>Measurement: 275 individuals served through TH new FC space</p> <p>View Edit</p>
	2	2.00			<p>Action: Increase Access to healthcare and supportive services</p> <p>Deliverable: Provide transportation, case management, referrals, BHS and other supports to target population</p> <p>Measurement: 200 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care</p> <p>View Edit</p>
	3	1.00			<p>Action: Increase utilization of behavioral health services</p>

					<p>Deliverable: Refer participants to BHS (internal or external)</p> <p>Measurement: 108 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment</p> <p>View Edit</p>
	4	1.00			<p>Action: Increase the number of Collaborative partnerships to provide and /or distribute food</p> <p>Deliverable: Identify and formalize new community-based relationships to establish food distribution sites.</p> <p>Measurement: 2 formal collaborative partnerships established.</p> <p>View Edit</p>
3	1	2.00			<p>Action: Increase the number of households/individuals served through TH food pantry</p> <p>Deliverable: Provide food from TH FC to target population</p> <p>Measurement: 275 individuals served through TH new FC space</p> <p>View Edit</p>
	2	2.00			<p>Action: Increase Access to healthcare and supportive services</p> <p>Deliverable: Provide transportation, case management, referrals, BHS and other supports to target population</p> <p>Measurement: 200 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care</p> <p>View Edit</p>
	3	1.00			<p>Action: Increase utilization of behavioral health services</p> <p>Deliverable: Refer participants to BHS (internal or external)</p> <p>Measurement: 108 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment</p> <p>View Edit</p>
	4	1.00			<p>Action: Increase the number of Collaborative partnerships to provide and /or distribute food</p> <p>Deliverable: Identify and formalize new community-based relationships to establish food distribution sites.</p> <p>Measurement: 2 formal collaborative partnerships established.</p> <p>View Edit</p>
4	1	2.00			<p>Action: Increase the number of households/individuals served through TH food pantry</p>

				<p>Deliverable: Provide food from TH FC to target population</p> <p>Measurement: 275 individuals served through TH new FC space</p> <p>View Edit</p>
2	2.00			<p>Action: Increase Access to healthcare and supportive services</p> <p>Deliverable: Provide transportation, case management, referrals, BHS and other supports to target population</p> <p>Measurement: 200 individuals will receive transportation, case management, referrals, BHS and other supports to decrease barriers to care</p> <p>View Edit</p>
3	1.00			<p>Action: Increase utilization of behavioral health services</p> <p>Deliverable: Refer participants to BHS (internal or external)</p> <p>Measurement: 108 individuals referred to BHS internally at TH or externally at VOH or CC and attended first appointment</p> <p>View Edit</p>
4	1.00			<p>Action: Increase the number of Collaborative partnerships to provide and /or distribute food</p> <p>Deliverable: Identify and formalize new community-based relationships to establish food distribution sites.</p> <p>Measurement: 3 formal collaborative partnerships established.</p> <p>View Edit</p>

URBAN LEAGUE

- 5/14/24 Compliance Meeting

5/14/24 - Compliance

General Info

ID	Type	Date
140	Compliance	5/14/24

Project

Urban League of Rochester Workforce Development Program for Under and Unemployed Individuals - Urban League of Rochester, NY, Inc.

[View Action Item Sheet](#)

Notes

Documents

Documents

<input type="checkbox"/>	<input type="checkbox"/> ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	106803	Action Item Sheet- Urban League 051424.docx		5/14/24 04:04PM	BeersJ

Enter New Note

Project Notes - Last 5 - [View All](#)

KarthigeyanS - 4/18/24 01:33PM
 moved deadline to 4/25

WelchD - 3/5/24 05:13PM
 Jon asked if they could accommodate some additional construction trainings. this would amount to 17K over on line 32. this is 20% of the line and 1% of the overall budget. OK after confirming

2	1	4.26	yes	39	<p>Action: Participants are matched with training partners</p> <p>Deliverable: Participants will choose and complete their training program(s), with supports and wrap around services provided as needed for completion.</p> <p>Measurement: 60 participants (80% of annual enrollment goal) will complete training program annually</p> <p>Comments: For Y2Q2 we have enrolled 24 individuals for the environmental services cohort at Cornerstone Training Center (3 weeks long). We have enrolled 15 individuals for the Construction training at the Rochester Construction Training Center (90 days long). Both programs beginning 4/15/24.</p> <p>cornerstone orientation packet.pdf RCTC orientation packet.pdf ARPA Flyer (2).pdf Data Report Form Final Y2Q2.xlsx</p> <p>All individuals from Cornerstone graduated on May 8th. The other cohort will graduate on July 5th. Next cohort will start next Monday (up to 48)- there are 12 remaining spots. The 3rd and final cohort will start in July. Feedback has been great- all participants are showing up on time and completing the courses. Cornerstone hosted a graduation event with friends, family and the participants. They have also brought on a cohort mentor who has been in the industry for a long time. They bring in speakers as well to speak to the program participants (they have also provided some additional trainings at no costs to the participants such as lift training and disaster relief training). Once the training is complete, they meet with their career advocate to give feedback. Any negative feedback received is usually about the training schedule (8 AM-4 PM).</p> <p>View Edit</p>
2	2.14				<p>Action: Participants are matched with employment partners</p> <p>Deliverable: Upon completion of training program, participants will be supported in gaining employment/improved employment.</p> <p>Measurement: 56 individuals will be placed in employment/improved employment annually</p> <p>18/ 24 individuals were given a job in Syracuse (Syracuse University) with Environmental Protection Services. They are also meeting with another company out of Niagara Falls who are looking for 3 individuals to employ. That project will run through the first week of June.</p> <p>View Edit</p>

Participants that have gone through the program have been consistently employed throughout the year- sometimes moving from company to company based on project.

Fibertech Environmental (out of Buffalo) reached out and asked for 6 workers. They were not going to accept the project but we were able to provide the labor that they needed.

Volunteers of America

- 5/15/2024 Compliance Meeting
- 6/24/24 Compliance Meeting

5/15/24 - Compliance

General Info

ID	Type	Date
150	Compliance	5/15/24

Project

VOA's Hydroponic Farm - Volunteers of America of Western New York, Inc.

[View Action Item Sheet](#)

Notes

Documents


Documents

 ID Document (click to download, drag to sort)

 106837 [Action Item Sheet- VOA- 051524.docx](#)

Role	Created	User
	5/15/24 04:22PM	BeersJ

Enter New Note

 Add Note

Project Notes - Last 5 - [View All](#)

WelchD - 6/26/24 02:53PM
 Emailed allis and antonio; please send us an unlocked pdf for supporting documents for the 11/15/23 voucher.

WelchD - 6/24/24 12:45PM
 Sea and I spoke w/ Allis Marion (CFO) on the phone about adding 'PAID' stamps to voucher . Prior to

https://www.monroecounty.gov/mcapp/arpa_applicant/152/arpa_compliances/view/150

1/1

2	1	5.00	<p>Action: Increase access to healthy produce to low income families, engage children in educational programs</p> <p>Deliverable: Provide fresh produce and educational opportunities</p> <p>Measurement: 625 individuals received fresh produce, 35 children engaged in educational programs onsite</p> <p>Have started engaging children onsite. Metrics should be caught up on both quarters by the end of June. Over one thousand individuals have received produce in Q2. Over 3,000 since the program has started.</p> <p>View Edit</p>
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6/24/24 - Compliance

General Info

ID	Type	Date
170	Compliance	6/24/24

Project

VOA's Hydroponic Farm - Volunteers of America of Western New York, Inc.

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Notes

Documents

Documents

<input type="checkbox"/>	<input type="checkbox"/> ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	108176	<u>Action Item Sheet-VOA-062424.docx</u>		6/25/24 08:45AM	BeersJ

Enter New Note

Project Notes - Last 5 - [View All](#)

WelchD - 6/26/24 02:53PM
 Emailed allis and antonio; please send us an unlocked pdf for supporting documents for the 11/15/23 voucher.

WelchD - 6/24/24 12:45PM
 Sea and I spoke w/ Allis Marion (CFO) on the phone about adding 'PAID' stamps to voucher . Prior to this all our personal invoices did

2	1	5.00	<p>Action: Increase access to healthy produce to low income families, engage children in educational programs</p> <p>Deliverable: Provide fresh produce and educational opportunities</p> <p>Measurement: 625 individuals received fresh produce, 35 children engaged in educational programs onsite</p> <p>Admin Notes: 5/15/2024 - Have started engaging children onsite. Metrics should be caught up on both quarters by the end of June. Over one thousand individuals have received produce in Q2. Over 3,000 since the program has started</p> <p>Should definitely be able to meet metrics regarding fresh produce. They have started training in the children's center. There were 3 classrooms taught in the children's center in May. They do believe that they engaged 35 children in Q2. The program is going well- the children are excited about it. The farm manager provides the trainings. Asked follow up questions about the curriculum- Rob will upload this in the interim reporting.</p> <p style="text-align: center;">View Edit</p>
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New team: Rob Conti and Sam Moskowitz will be handling the oversight of the ARPA grant/ reporting moving forward

Antonio McIntyre Cruz will be handling the vouchering moving forward

Veterans Outreach Center

- 5/21/2024 Compliance Meeting

5/21/24 - Compliance

General Info

ID	Type	Date
154	Compliance	5/21/24

Project

[Veteran Housing and Services Project \(VHSP\) - Veterans Outreach Center, Inc.](#)
[View Action Item Sheet](#)

Notes

Documents

Add Note

Project Notes - Last 5 - [View All](#)

[pelowf - 3/6/24 03:31PM](#)
 Desk Review with VOC. Laura requested a copy of the evaluation afterwards- sent to her. Rec'd follow up about turnover rate and added to review.

[pelowf - 2/5/24 02:30PM](#)
 Year 2 Budget amendment request created/submitted in ContrackHQ

Documents

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	106934	Action Item Sheet-Veterans Outreach Center-052124.docx	edit rename delete	5/22/24 12:34PM	BeersJ

2	1	1.10	<p>Action: Provide supportive services and housing to [REDACTED] with an 80% positive discharge rate.</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: Services provided to [REDACTED] 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>29 in Q1; Capacity at Richards house has stayed around the high 20s/ low 30's . Residents describe it as the nicest homeless shelter they've ever seen.</p> <p>View Edit</p>
2		0.21	<p>Action: Increase access to transportation</p> <p>Deliverable: [REDACTED] (number TBD). Provide invoices to County for reimbursement.</p> <p>Measurement: Provide transportation around the City of Rochester for residents. Lower VOC's carbon footprint.</p> <p> Scooters have been purchased. Haylee will look into how many were purchased. Great feedback from the staff- they are being used very regularly. Very excited to have them. Scooters are checked out and brought back each time. Part of their intake is that they sign an agreement regarding the scooters. So far resident have been very compliant with this.</p> <p>View Edit</p>
3		1.20	<p>Action: Provide Supportive services including Behavioral Health, Quartermaster and Employment & Training Services to Non Residential Veterans</p> <p>Deliverable: Staffing will support this, staffing plan will be delivered to County.</p> <p>Measurement: [REDACTED] 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>960 in Q1; Definitely a higher number in Q2. Have opened their peer support drop in center this quarter as well.</p> <p>View Edit</p>

Reporting is going well- no issues. Coming up with ways to classify things in the peer support.

Have not received reimbursement for the last few months- Laura sent an email.

Willow Domestic Violence Center Of Rochester

- 5/2/2024 Compliance Meeting

5/28/24 - Compliance

General Info

ID	Type	Date
156	Compliance	5/28/24

Project

[Launching a Multi-Disciplinary Family Justice Center in Monroe County - Willow Domestic Violence Center of Greater Rochester, Inc.](#)

[View Action Item Sheet](#)

Notes

Documents

Documents

<input type="checkbox"/>	<input type="checkbox"/> ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	107153	Action Item Sheet-Willow-052824.docx		5/28/24 02:12PM	BeersJ

Project Notes - Last 5 - [View All](#)
RodgersJ - 6/10/24 03:22PM
Reached out to Willow on 6/7/24 by email to schedule their Report Review Compliance Meeting. Suzanne responded with questions regarding their contract, Dylan will follow up with her.
pelowf - 5/8/24 10:36AM
November and December vouchers
approved by ARPA team for payment

2	1	1.50	<p>Action: Improve access to and quality of support services for survivors of domestic violence in Monroe County by providing seamless wraparound services at Family Justice Center co-locations.</p> <p>Deliverable: Willow, in conjunction with our partners, will deliver counseling services and support groups, housing, emergency/health services, court advocacy and legal services, childcare services, language translation services, and other resources/services to survivors of domestic violence.</p> <p>Measurement: Provide █ 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> <p>They have served 66 participants to date in Q2- they believe that they should be able to hit their metric by the end of the quarter. The average is 2-5 new participants per week. In general things are going well- they have received good feedback from survivors. They find that the one stop shop better fits their needs. The partnership with Providence is going well and has been very helpful when finding housing placements. They have been able to provide significant financial assistance (and wrap around services) and have found that they are able to fill the needs of their clients in different ways. Right now they are operating one day a week (on Wednesdays), but there is definitely a need for this to expand. Each navigator carries about 30 cases- they are looking to add an additional day (Tuesday) that would focus on working with particular partners. They are looking to launch this new format in June.</p> <p>-The DA has hired a part-time employee for the FJC.</p> <p>View Edit</p>
2	4.75		<p>Action: Reduce barriers to Social Determinants of Health (SDOH) for survivors of domestic violence in Monroe County by increasing access to safe and affordable housing while improving life skills and contributing to a productive workforce.</p> <p>Deliverable: Providence Housing will provide permanent supportive housing and rental assistance, childcare, language translation services, emergency/health services, employment services, and education to five new households (ten individuals) of survivors in Monroe County each quarter.</p> <p>Measurement: █ new households will be served each quarter, including a mix of single person households and families – for a total of █ 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>They are currently working with 8 families (28 people)- Tree believes there may be 10, but 8 are confirmed. There is an incredible need for these services. They are noticing that it is taking longer for people who move in to access educational opportunities. When they are accessing these opportunities, they are receiving scholarships and Providence is not required to pay some of those fees as initially anticipated. They initially thought this would be immediate, but are seeing this could take up to a year.</p> <p>View Edit</p>

YMCA

- 5/14/2024 Compliance Meeting
- 6/20/2024 Compliance Meeting

5/14/24 - Compliance

General Info

ID	Type	Date
144	Compliance	5/14/24

Project

[Neighborhood Resource Centers - YMCA of Greater Rochester](#)
[View Action Item Sheet](#)

Notes

Per follow up email from George on 5/15:

- Food access - 121 unique members served
- New Americans - 23 unique members served
- Youth/Teens - 63 unique members served
- Seniors/AOA - 41 unique members served

Total served in quarter 1 (January to March 2024) 248

Documents

Documents

<input type="checkbox"/>	ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	106808	Action Item Sheet-YMCA-051424.docx		5/14/24 04:45PM	BeersJ

Enter New Note

Project Notes - Last 5 - [View All](#)

CookS - 6/24/24 09:31AM
 Per YMCA (LeFrois) We are supposed to only use Dept 68 payroll report 04224 for the May'24 Voucher Review. Apparently, YMCA uploaded the 04124 report in error.

CookS - 6/24/24 09:28AM
 Recurring theme Jan, Feb, March, April and May Vouchers - YMCA

2024	1	1	6.25	<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support.</p> <p>Deliverable: -New American health and wellness opportunities, social and emotional learning - Youth/teen focused academic, SEL enrichment programs - Expand Youth and Government and YMCA Teen Leaders Programs to urban program sites. - Youth/teen programs at neighborhood centers - Youth/Adult Sports programs</p> <p>Measurement: - 46 Youth/Teens - 35 Seniors/AOA - 7 New Americans - 35 Food Access - Demographic data collected on all populations</p> <p style="text-align: center;">View Edit</p>
	2	1	6.25	<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support.</p> <p>Deliverable: -Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Youth/Adult Sports programs -</p> <p>Measurement: - 46 Youth/Teens - 26 Seniors/AOA - 10 New Americans - 35 Food Access - Demographic data collected on all populations</p> <p>Intend to meet all of the metrics this quarter. They have expanded to some additional locations. Have turned attention to advertising and expanding food access programs this quarter. 1000 unique participants served agency-wide.</p> <p>Working with RCSD to finalize their contract this month. There will be a kick off at the end of August to start the new school year. They have been able to hire more positions and get leadership in place.</p> <p style="text-align: center;">View Edit</p>

6/20/24 - Compliance

General Info

ID	Type	Date
167	Compliance	6/20/24

Project

[Neighborhood Resource Centers - YMCA of Greater Rochester](#)
[View Action Item Sheet](#)

Notes

Documents

Documents

<input type="checkbox"/>	<input type="checkbox"/> ID	Document (click to download, drag to sort)	Role	Created	User
<input type="checkbox"/>	108034	YMCA Report Review Meeting Notes - 6-21-24.docx		6/21/24 10:23AM	BeersJ

Add Note

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CookS - 6/24/24 09:31AM
 Per YMCA (LeFrois) We are supposed to only use Dept 68 payroll report 04224 for the May'24 Voucher Review. Apparently, YMCA uploaded the 04124 report in error.

CookS - 6/24/24 09:28AM
 Recurring theme Jan, Feb, March, April and May Vouchers - YMCA
payroll expenses in ARPA/SCA

Action Item Sheet

Action Table

Year	Qtr	#	%	Met	Indiv	Action / Deliverable / Measurement
2023	1	1	6.25	yes	0	<p>Action: –Hiring of TBD positions (Director of Youth Services, Director of Urban Sports, Intake & Data Coordinator, Food Access Coordinator) - Infrastructure & Program planning – Outreach to potential partners</p> <p>Deliverable: 1.Key program leadership staff hired 2.YMCA Neighborhood Centers have a strategic plan in place.</p> <p>Measurement: -Leadership staff are hired</p> <p>Comments: For the first quarter, we did not need to serve any metric of unique individuals. We were able to hire all key leadership roles as indicated in our scope of work within the first quarter. In addition, leadership connected with several partnerships to begin the process of providing services in our neighborhood spaces or training staff to be able to support community needs through collaborations. This included OACES (ESOL classes), TogetherNow and My Way Finder, and Financial Empowerment. In addition, we solidified our Foodlink partnership to be able to support congregate meals at our centers as well as establish the food pantry at Lewis Street.</p> <p style="text-align: center;">View Edit</p>
	2	1	6.25	yes	431	<p>Action: -Hire and train 10 - 15 new youth/teen development professionals - Hire and train full time youth engagement staff associate - Hire and train full time program site coordinator - Hire and train part time food access staff</p> <p>Deliverable: -Comprehensive staffing plan</p> <p>Measurement: - 153 Youth/Teens - 150 Seniors/AOA - 5 New Americans - 100 Food Access YMCA Neighborhood Centers are fully staffed for operation</p> <p>Comments: We met performance metrics this quarter. 153 Teens required. Served 163 150 AOA/Seniors required. Served 168 5 New Americans required. Served 5 100 Food Access required. Served 100.</p> <p>We have hired in 17 youth/teen development professionals to support developmentally appropriate programming.</p> <p>We hired in 2 full time youth engagement staff associate as well as a program coordinator. All of these staff were</p>

					<p>trained over the course of approximately 14 weeks for a total of 80 hours in youth development best practices and program quality. Training also included trauma informed practices and therapeutic crisis intervention.</p> <p>Food access staff were hired in April and trained in May. Congregate meals started the week of May 15 and have already proven to be a success. Meals have experienced increase need at all three sites. The team is planning to add additional days of service for all locations.</p> <p style="text-align: center;">View Edit</p>
3	1	6.25	yes	1,065	<p>Action: -Youth/teen focused day camp programs. - Serving youth/ teens/ families/ seniors. - Youth/teen focused academic enrichment program - Food access, healthcare access, wellness programs, out of school programs, social and emotional support. Serving youth/ teens/ families/ seniors from subsidized housing.</p> <p>Deliverable: -Food access at neighborhood centers - Blood pressure self- monitoring - Peer directed support groups - Summer meals program - Youth/teen focused day camp - Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Health and wellness programs for youth/ teens/ families and seniors of subsidized housing</p> <p>Measurement: - 172 Youth/Teens - 15 Seniors/AOA - 5 New Americans - 25 Food Access - Demographic information from each program.</p> <p>Comments: We served 1065 Unique individuals this quarter. Hired leadership utilized intentional strategy to offer programs that would provide benefits and engage community members of all ages. A total of 517 youth and teens were served through day camp, summer employment programs, and sports camps. We gained 11 new seniors to program over the summer and increased socialization opportunities. Our ESOL classes started this quarter. Though slow at first, we have seen steady growth in participants. This quarter introduced 8 New Americans to the Y's work and spaces. Our food access programs expanded rapidly to extra days and times. As a result, we served 274 unique individuals through congregate meal programs. We are excited for the momentum we are seeing in our programs and at our neighborhood centers.</p> <p style="text-align: center;"> Congregate Meals 7.2023.pdf Teen Program Registration Form July 2023.pdf ESOL Classes Flyer 8.2023.pdf </p>

						View Edit
	4	1	6.25	yes	204	<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support.</p> <p>Deliverable: -New American health and wellness opportunities, social and emotional learning - Youth/teen focused academic, SEL enrichment programs. - Youth/teen programs at neighborhood centers</p> <p>Measurement: - 153 Youth/Teens - 16 Seniors/AOA - 7 New Americans - 25 Food Access - Demographic data collected on all populations</p> <p>Comments: Measurement has been met.</p> <p>View Edit</p>
2024	1	1	6.25	yes	248	<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support.</p> <p>Deliverable: -New American health and wellness opportunities, social and emotional learning - Youth/teen focused academic, SEL enrichment programs - Expand Youth and Government and YMCA Teen Leaders Programs to urban program sites. - Youth/teen programs at neighborhood centers - Youth/Adult Sports programs</p> <p>Measurement: - 46 Youth/Teens - 35 Seniors/AOA - 7 New Americans - 35 Food Access - Demographic data collected on all populations</p> <p>Comments: Unique individuals served in quarter number 1: Food access- 121, Youth and Teens - 63, New Americans - 23, Seniors/AOA - 41</p> <p>View Edit</p>
	2	1	6.25			<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support.</p> <p>Deliverable: -Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Youth/Adult Sports programs -</p> <p>Measurement: - 46 Youth/Teens - 26 Seniors/AOA - 10 New Americans - 35 Food Access - Demographic data collected on all populations</p> <p>Admin Notes: 5/14/2024- Intend to meet all of the metrics this quarter. They have expanded to some additional locations. Have turned attention to advertising and expanding food access programs this quarter. 1000 unique participants served agency-wide</p>

					<p>Working with RCSD to finalize their contract this month. There will be a kick off at the end of August to start the new school year. They have been able to hire more positions and get leadership in place.</p> <p>119 youth served this quarter; 79 aoa, 31 new Americas, 253 folks served meals.</p> <p style="text-align: center;">View Edit</p>
3	1	6.25			<p>Action: -Youth/teen focused academic enrichment program. - Youth/teen focused day camp programs. - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support.</p> <p>Deliverable: -Summer meals program - Youth/teen focused day camp - Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Youth/Adult Sports programs - Increasing congregate meals</p> <p>Measurement: - - 133 Youth/Teens - 25 Seniors/AOA - 10 New Americans - 35 Food Access - Demographic data collected on all populations - Food Access data</p> <p style="text-align: center;">View Edit</p>
4	1	6.25			<p>Action: -Youth/teen focused academic enrichment program - Serving youth/ teens/ families/ seniors. - Food access, healthcare access, wellness programs, out of school programs, social and emotional support.</p> <p>Deliverable: -Youth/teen focused academic, SEL enrichment programs - Youth/teen programs at neighborhood centers - Youth/Adult Sports programs</p> <p>Measurement: - 65 Youth/Teens - 27 Seniors/AOA - 12 New Americans - 35 Food Access - Demographic data collected on all populations</p> <p style="text-align: center;">View Edit</p>

General Meeting notes;

Unique individuals are controlled across quarters; IE the reporting is for new individuals that quarter; if someone got services in consecutive quarters, they are only counted in the first quarter.

Individuals are not controlled across programs; if someone gets meals and receives youth services, they show up in each number respectively.

Currently trying to expand the food program at new locations; hoping for RCSD and others via foodlink. Working on opening the new center at Thurston road.

The two executive directors are in place. Looking for part time help for youth during the summer. Lewis street is fully staffed. One vacancy at Thurston road. The Swan space and RCSD space will be hired in August. They're using funding for those positions to increase part-time positions to bridge the gap for service at those locations until August.