



I was glad to spend time with so many families and neighbors this weekend as we celebrated Independence Day.

While we enjoyed barbeques, fireworks, and other festivities, I hope everyone also took time to reflect on what this holiday is truly about: honoring America's foundational values of freedom, equality, and justice for all. Together, we will continue working to uphold those ideals and build a more perfect union.

Confronting Food Insecurity



Wednesday was an exciting day in my hometown of Irondequoit as I joined my good friend Debbie Evans and her team to cut the ribbon on the Irondequoit Community Cupboard's (ICC) brand-new facility! The ICC is an invaluable resource for so many in our community, and this new, expanded location will help them continue their work to reduce food insecurity and uplift local families.

My father always said, "if there's something you can do to help someone, you have an obligation to do it," and Debbie and her team embody that spirit every single day. I am deeply grateful for everything they do to support our community, and I look forward to many more years of growth and success to come!

Expanding Affordable Housing in Rochester



It was great to meet with Nick Coulter, founder of Person Centered Housing Options, and get an update on the outstanding work his organization is doing to provide safe, supportive housing for those experiencing homelessness.

Ensuring everyone has a safe and stable place to call home is one of my top priorities in Congress, and Person Centered Housing Options is a critical partner helping to make that mission a reality. To learn more about their work, visit pcho.org.

Creating High-Quality Job Opportunities in Our Community

This evening, I have the honor of speaking to the first graduating class of the Southwest Area Neighborhood Association's Security Workforce Development Program. I was proud to secure funding for

this program in Congress, helping to ensure more people are equipped with the tools and skills needed to attain rewarding careers.

By completing this program, these graduates have demonstrated their dedication to building a better and safer community for us all. I appreciate their service and have no doubt they will all go on to do great things!

Please know my office is always here to help. Visit morelle.house.gov to learn more about how we can assist you and your family.

Warmest personal regards,

Joe Morelle
New York's 25th Congressional District



FOLLOW ALONG!



WASHINGTON, DC OFFICE
570 Cannon HOB
Washington, DC 20515
Phone: (202) 225-3615

ROCHESTER OFFICE
3120 Federal Building
100 State Street
Rochester, NY 14614
Phone: (585) 232-4850
Fax: (585) 232-1954

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Brigida, Micaela

From: Olivia Kassoum-Amadou <olivia@cameronministries.org>
Sent: Monday, July 10, 2023 7:36 PM
To: Beatriz LeBron; Patricia Jackson; beyondthesanctuary20@gmail.com; Janelle Duda-Banwar; william gibbons
Cc: Kevin Aiken; Linc Spaulding; Jocelyn Basley; Ciara McGillivray; Michele Boyd; Leanne Perez; Zaviour Johnson; Adell, Cynthia; Tina Paradiso; Peo, Jose M.; Andy Carey; Jocelyn Basley; rosamarie@marvelousmindacademy.com; jonathan.hardin@cityofrochester.gov; mrjhardin@yahoo.com; Michael Durfee; C Basley; Pelow, Faye; Welch, Dylan; Josh; Neighborhood Collaborative Project Neighborhood Collaborative Project; nicole@onthegroundny.com; James Brown; Melina Golembiewski
Subject: Re: Introducing NCP Staff

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~~~~~

Welcome to each of you! See you soon and looking forward to meeting you.

Olivia

Olivia Kassoum-Amadou  
Executive Director  
Cameron Community Ministries  
48 Cameron Street  
Rochester, NY. 14606  
585-254-2697 ext. 101

“Education is for improving the lives of others and for leaving your community and world a better place than you found it.”

---

**From:** Beatriz LeBron <blebron@fathertracycenter.org>  
**Sent:** Monday, July 10, 2023 10:42:21 AM  
**To:** Patricia Jackson <pjackson@swanonline.org>; beyondthesanctuary20@gmail.com <beyondthesanctuary20@gmail.com>; Janelle Duda-Banwar <janelle@onthegroundny.com>; william gibbons <wglyv@yahoo.com>  
**Cc:** Kevin Aiken <kaiken@abcinfo.org>; Linc Spaulding <linc@peoples-pantry.org>; Jocelyn Basley <jrbasley@c3consultancy.org>; Ciara McGillivray <CMcGillivray@fathertracycenter.org>; Michele Boyd <mboyd@abcinfo.org>; Leanne Perez <lbritt@badenstreet.org>; Zaviour Johnson <z.johnson@barakahmuslimcharity.org>; Adell, Cynthia <cynthiaadell@monroecounty.gov>; Tina Paradiso <tinap@commresourcecollab.org>; Peo, Jose M. <jose.peo@cityofrochester.gov>; Andy Carey <mccollaborative1@gmail.com>; Olivia Kassoum-Amadou <olivia@cameronministries.org>; Jocelyn Basley <jrbasley@gmail.com>; rosamarie@marvelousmindacademy.com <rosamarie@marvelousmindacademy.com>; jonathan.hardin@cityofrochester.gov <jonathan.hardin@cityofrochester.gov>; mrjhardin@yahoo.com <mrjhardin@yahoo.com>; Michael Durfee <mike@peoples-pantry.org>; C Basley <cbasley@swanonline.org>; Pelow, Faye <FayePelow@monroecounty.gov>; Welch, Dylan <dylanwelch@monroecounty.gov>; Josh <jknoblock@mccollaborative.org>; Neighborhood Collaborative Project Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>; nicole@onthegroundny.com <nicole@onthegroundny.com>; James Brown <james@onthegroundny.com>; Melina Golembiewski <melina@onthegroundny.com>  
**Subject:** Re: Introducing NCP Staff

Welcome new team members!

All I wanted to share the open houses happening and offer space to vendor or table if you would like this Weds 12-2pm - I am going to do a pop up with my team here at the center - serving hamburgers and hotdogs- please let me know if you would like to vendor on Weds for the pop up- the open house will start at 3pm.

Thanks

Beatriz



## Beatriz LeBron

Executive Director

821 N. Clinton Ave  
Rochester N.Y. 14605

585.563.7008 Center  
585.944.2034 Work Cell

BLeBron@FatherTracyCenter.Org

Schedule a meeting  
<https://calendly.com/bblebron>

---

**From:** Patricia Jackson <pjackson@swanonline.org>

**Sent:** Monday, July 10, 2023 9:32 AM

**To:** beyondthesanctuary20@gmail.com <beyondthesanctuary20@gmail.com>; Janelle Duda-Banwar <janelle@ontheoundny.com>; william gibbons <wglyv@yahoo.com>

**Cc:** Kevin Aiken <kaiken@abcinfo.org>; Linc Spaulding <linc@peoples-pantry.org>; Jocelyn Basley <jrbasley@c3consultancy.org>; Beatriz LeBron <blebron@fathertracycenter.org>; Ciara McGillivray <CMcGillivray@fathertracycenter.org>; Michele Boyd <mboyd@abcinfo.org>; Leanne Perez <lbritt@badenstreet.org>; Zaviour Johnson <z.johnson@barakahmuslimcharity.org>; Adell, Cynthia <cynthiaadell@monroecounty.gov>; Tina Paradiso <tinap@commresourcecollab.org>; Peo, Jose M. <jose.peo@cityofrochester.gov>; Andy Carey <mccollaborative1@gmail.com>; Olivia Kassoum-Amadou <olivia@cameronministries.org>; Jocelyn Basley <jrbasley@gmail.com>; rosamarie@marvelousmindacademy.com <rosamarie@marvelousmindacademy.com>; jonathan.hardin@cityofrochester.gov <jonathan.hardin@cityofrochester.gov>; mrjhardin@yahoo.com <mrjhardin@yahoo.com>; Michael Durfee <mike@peoples-pantry.org>; C Basley <cbasley@swanonline.org>; Pelow, Faye <FayePelow@monroecounty.gov>; Welch, Dylan <dylanwelch@monroecounty.gov>; Josh <jknoblock@mccollaborative.org>; Neighborhood Collaborative Project Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>; nicole@ontheoundny.com <nicole@ontheoundny.com>; James Brown <james@ontheoundny.com>; Melina Golembiewski <melina@ontheoundny.com>

**Subject:** Re: Introducing NCP Staff

Welcome to all of you! Look forward to meeting and working with each of you! Pat Jackson, SWAN

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**From:** william gibbons <wglyv@yahoo.com>

**Sent:** Monday, July 10, 2023 9:28 AM

**To:** beyondthesanctuary20@gmail.com <beyondthesanctuary20@gmail.com>; Janelle Duda-Banwar <janelle@ontheoundny.com>

**Cc:** Kevin Aiken <kaiken@abcinfo.org>; Linc Spaulding <linc@peoples-pantry.org>; Jocelyn Basley <jrbasley@c3consultancy.org>; Beatriz LeBron <blebron@fathertracycenter.org>; Ciara McGillivray <cmcgillivray@fathertracycenter.org>; Michele Boyd <mboyd@abcinfo.org>; Leanne Perez <lbritt@badenstreet.org>; Zaviour Johnson <z.johnson@barakahmuslimcharity.org>; Adell, Cynthia <cynthiaadell@monroecounty.gov>; Tina Paradiso <tinap@commresourcecollab.org>; Patricia Jackson <pjackson@swanonline.org>; Peo, Jose M. <jose.peo@cityofrochester.gov>; Andy Carey <mccollaborative1@gmail.com>; Olivia Kassoum-Amadou

<olivia@cameronministries.org>; Jocelyn Basley <jrbasley@gmail.com>; rosamarie@marvelousmindacademy.com <rosamarie@marvelousmindacademy.com>; jonathan.hardin@cityofrochester.gov <jonathan.hardin@cityofrochester.gov>; mrjhardin@yahoo.com <mrjhardin@yahoo.com>; Michael Durfee <mike@peoples-pantry.org>; C Basley <cbasley@swanonline.org>; Pelow, Faye <FayePelow@monroecounty.gov>; Welch, Dylan <dylanwelch@monroecounty.gov>; Josh <jknoblock@mccollaborative.org>; Neighborhood Collaborative Project Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>; nicole@ontheoundny.com <nicole@ontheoundny.com>; James Brown <james@ontheoundny.com>; Melina Golembiewski <melina@ontheoundny.com>

**Subject:** Re: Introducing NCP Staff

Awesome!!!

[Sent from Yahoo Mail on Android](#)

On Mon, Jul 10, 2023 at 9:18 AM, Carmen Allen <beyondthesanctuary20@gmail.com> wrote:

Congratulations! What a powerhouse team.

Welcome aboard were delight to have you join this incredible group.

Carmen

Sent from my iPhone

On Jul 10, 2023, at 9:16 AM, Janelle Duda-Banwar <janelle@ontheoundny.com> wrote:

Good Morning,

I hope everyone had an excellent weekend!

I'd like to introduce you to the NCP staff who have recently joined On The Ground Research!

**Nicole Pratt:** [nicole@ontheoundny.com](mailto:nicole@ontheoundny.com)

Nicole recently graduated from RIT with her masters in Criminal Justice. She will be working full-time on the NCP as the Research Associate. Nicole will be my right-hand woman, making sure to meet with each of you regularly to help document and track this amazing work. She will also be responsible for creating and sharing short, engaging reports on the NCP's progress.

**Melina Golembiewski:** [melina@ontheoundny.com](mailto:melina@ontheoundny.com)

Melina will be working part-time this summer as the Research Assistant. Melina is currently a student at George Washington University Law School (majoring in political science) and will be providing crucial support to Nicole, so don't be surprised when Melina reaches out to you!

Last, but certainly not least, is **James Brown:** [james@ontheoundny.com](mailto:james@ontheoundny.com)

James will be working part-time as the NCP Communications Specialist. James is an award winning news and public affairs reporter/producer! James will connect with each



of you to understand your current communications infrastructure so that he can provide support to increase your agency' communications capacity. He will also focus his immediate efforts on developing and implementing an NCP communications plan. Stay tuned!

Take Care,  
Janelle

**Janelle Duda-Banwar, PhD, MSW**  
she/her



Founder & Director  
400 Andrews St | Suite 220 |  
Rochester, NY 14604 | 585.683.3638  
[www.onthegroundny.com](http://www.onthegroundny.com)

## Brigida, Micaela

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**From:** Jocelyn Basley <jrbasley@c3consultancy.org>  
**Sent:** Thursday, August 17, 2023 10:40 PM  
**To:** Adell, Cynthia; Pelow, Faye; Welch, Dylan  
**Subject:** Fwd: NCP Website and Calendar of Events

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~~~~~  
Check out our NCP website - WWW.ROCNC.P.ORG 😊

----- Forwarded message -----

From: Rosa Marie <rosamarie@marvelousmindacademy.com>
Date: Thu, Aug 17, 2023 at 4:23 PM
Subject: NCP Website and Calendar of Events
To: Jocelyn Basley <jrbasley@c3consultancy.org>
Cc: <cbasley@swanonline.org>, Jonathan Hardin <j.hardin@cameronministries.org>, <wglyv@yahoo.com>, Olivia Kassoum-Amadou <olivia@cameronministries.org>, Melina Golembiewski <melina@onthegroundny.com>, <lbritt@badenstreet.org>, James Brown <james@onthegroundny.com>, <cmcgillivray@fathertracycenter.org>, Zaviour Johnson <z.johnson@barakahmuslimcharity.org>, <beyondthesanctuary20@gmail.com>, <linc@peoples-pantry.org>, Patricia Jackson <pjackson@swanonline.org>, Mike Durfee <mike@peoples-pantry.org>, Andy C <mccollaborative1@gmail.com>, Michele Boyd <MBoyd@abcinfo.org>, <KAiken@abcinfo.org>, Josh Knoblock <jknoblock@mccollaborative.org>, <cynthiaadell@monroecounty.gov>, <blebron@fathertracycenter.org>, Tina Paradiso <tinap@commresourcecollab.org>, Roc City <roccityroadsideassistance@gmail.com>, Janelle Duda-Banwar <janelle@onthegroundny.com>, <voteforpeo@gmail.com>, <nvelazquez@fathertracycenter.org>, <j.hardin@cameronofministry.org>, nicole@onthegroundny.com <nicole@onthegroundny.com>

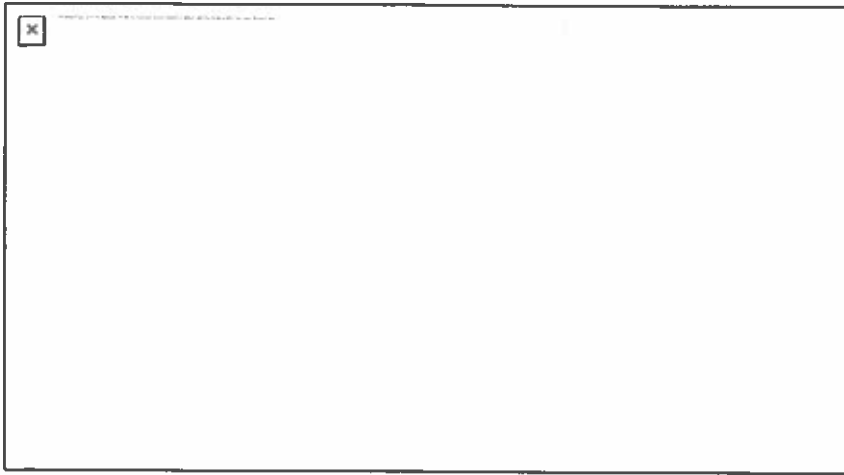
Hello Everyone!

The moment we've all been waiting for has finally arrived. WWW.ROCNC.P.ORG is finally live. The first few pages are general information about NCP, our partners, calendar of events and a client contact/intake form. The Agency Login page is where you will find the order screen for both NCP swag as well as a link to create custom orders for your agencies.

NOTE: you will need to create an account for both the agency login screen. All orders placed via www.rocncp.org go directly to Imprintable Solutions. Thank you for your patience as we continue to develop a central communication hub for all things NCP.

If you have any questions about access or information related to your agencies please contact me directly.

Kindly,
Rosa Marie, President and Mom of 2
Cell: 585-685-5572



Brigida, Micaela

From: Jocelyn Basley <jrbasley@c3consultancy.org>
Sent: Friday, August 18, 2023 6:58 PM
To: Pelow, Faye; Welch, Dylan
Cc: Rosa Marie
Subject: Fwd: SWAN'S SECOND SECURITY TRAINING COMPLETION CELEBRATION

CAUTION: This email originated from outside Monroe County systems. Exercise caution when opening attachments or clicking links, especially from unknown senders.

----- Forwarded message -----

From: Patricia Jackson <pjackson@swanonline.org>
Date: Fri, Aug 18, 2023 at 2:03 PM
Subject: SWAN'S SECOND SECURITY TRAINING COMPLETION CELEBRATION
To: Stith, Keith L. <Keith.Stith@cityofrochester.gov>, Jocelyn Basley <jrbasley@c3consultancy.org>, Andy Carey <mccollaborative1@gmail.com>, Adell, Cynthia <cynthiaadell@monroecounty.gov>, Carmen Allen <beyondthesanctuary20@gmail.com>, Tina Paradiso <tinap@commresourcecollab.org>, jknoblock@mccollaborative.org <jknoblock@mccollaborative.org>, mhymes@mccollaborative.org <mhymes@mccollaborative.org>, Janelle Duda-Banwar <janelle@onthegroundny.com>, william gibbons <wglyv@yahoo.com>, Olivia Kassoum-Amadou <olivia@cameronministries.org>, blebron@fathertracycenter.org <blebron@fathertracycenter.org>, Mike Durfee <mike@peoples-pantry.org>, Zaviour Johnson <z.johnson@barakahmuslimcharity.org>, lbritt@baddenstreet.org <lbritt@baddenstreet.org>, Michele Boyd <mboyd@abcinfo.org>
Cc: Owens Shepard <oshepard@escroc.com>, Woodrow Hammond <woodyhammond@hotmail.com>, Patricia Jackson <pjackson@swanonline.org>, daniella.veras@cityofrochester.gov <Daniella.Veras@cityofrochester.gov>, Demond Meeks <meeksd@nyassembly.gov>, Scheduler for Senator Cooney <scheduler@rocsenator.com>, Bernstein, Elena <Elena.Bernstein@mail.house.gov>

SWAN is inviting each of you to attend the Second security training 6-week completion celebration! 10 Individuals have completed the 6-week training program. Each of them will receive their Certificate of Completion as a New York State Registered Security Guard. Training was provided by Mr. Guy Herd, of Enterprise Security Consulting and Training.

The celebration will take place on Thursday, August 31, 2023 at 10am at SWAN in the gym. Refreshments will be served.

This training program is made possible through SWAN's partnership as an anchor agency in the Neighborhood Collaborative Project which was awarded an ARPA grant through the County. The program is supported, in whole or in part, by Federal Award Number SLFRPO206 awarded to Monroe County, New York by the U.S. Department of Treasury.

We would be honored if you could attend! Please RSVP your attendance by Friday, August 25, 2023 to: Pjackson@swanonline.org or by phone at: 585-436-3090.

We sincerely hope you will be able to attend and we anxiously await your response.

Brigida, Micaela

From: Janelle Duda-Banwar <janelle@onthegroundny.com>
Sent: Tuesday, September 5, 2023 10:19 AM
To: Nicole Pratt; CJ Basley; Michele Boyd; Andy Carey; Beatriz LeBron; Carmen Allen; Lydia; Austin Retzlaff; Jose Peo; Josh Knoblock; Jocelyn Basley; hdiaz@badenstreet.org; Zaviour Johnson; Rosa Marie; Tina Paradiso; Patricia Jackson; Jonathan Hardin; Kevin Aiken; Michael Durfee; Olivia Kassoum-Amadou; William (Bill) Gibbons; Mhymes; Adell, Cynthia; Brown, Tyler; Case Caico, Rebecca; Pelow, Faye; Welch, Dylan
Cc: Neighborhood Collaborative Project
Subject: NCP Partners Meeting Agenda and August Invoice Reminder
Attachments: NCP Partners Meeting Agenda 9.8.23.pdf

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~~~~~  
Good Morning All,

I hope everyone had a wonderful holiday weekend. We are looking forward to seeing you this Friday (9/8) at the NCP Partners' Meeting. Please see the agenda attached.

\*\*Also, this is a friendly reminder to submit your August receipts and invoices for reimbursement by end of day **today!**\*\*

Stay Cool,  
Janelle

**Janelle Duda-Banwar, PhD, MSW**

she/her



Founder & Director

400 Andrews St | Suite 220 |

Rochester, NY 14604 | 585.683.3638

[www.onthegroundny.com](http://www.onthegroundny.com)

## NCP Partners Meeting Agenda

Friday September 8th 11 AM - 12:30 PM

Location: Community Resource Collaborative, 100 College Avenue, Suite 130

1. Welcome, Housekeeping, Agenda Review (Jocelyn, 5 min)
2. Introductions (5 min)
3. Updates
  - a) All-City Neighborhood Walk Recap (Josh, 5 min)
  - b) Challenges and Successes (5 min)
  - c) Upcoming ARPA Awardees Networking event (9/18, 9-11 AM, Lewis St YMCA)
4. Reimbursements (Jocelyn, 5 min)
5. Partner Spotlight: Cameron Community (Olivia, 15 min)
6. Communications (Austin, 15 min )
  - a) Website
  - b) Calendar of Events
  - c) NCP logo and county logo on items
7. NCP Referral Process (Janelle, 30 min)
8. Housing Crisis Solution (Andy, 5 min)
9. Q&A, Reminders, Next Steps, Announcements

## Brigida, Micaela

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**From:** Nicole Pratt <nicole@onthegroundny.com>  
**Sent:** Tuesday, September 12, 2023 11:37 AM  
**To:** Patricia Jackson; Andy Carey; Olivia Kassoum-Amadou; Rosa Marie; hdiaz@badenstreet.org; Welch, Dylan; Janelle Duda-Banwar; Zaviour Johnson; Adell, Cynthia; Tina Paradiso; Jocelyn Basley; KAiken@abcinfo.org; Michele Boyd; blebron@fathertracycenter.org; Carmen Allen; Josh Knoblock; voteforpeo@gmail.com; William Gibbons; dvicente@fathertracycenter.org; crochet@fathertracycenter.org; nvelazquez@fathertracycenter.org; Jonathan Hardin; cbasley@swanonline.org; Rafael Rivera; Austin Retzlaff; jsharp@abcinfo.org; csantana@abcinfo.org; mhymes@mccollaborative.org; lifeonlyell@gmail.com  
**Subject:** NCP Meeting Minutes and Logo Poll  
**Attachments:** image001.jpg; NCP Partners Meeting Minutes 9.8.23.docx

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Hello everyone!

I have attached the meeting minutes from this past Friday's Partner's Meeting. Please provide your feedback on the NCP Logo [here](#), and cast your vote by the **end of the day Friday, September 15th**.

If you plan to attend next Monday's ARPA Networking event on September 18th from 9-11 AM at the Lewis St. YMCA, please email Jocelyn by the **end of the day today**.

--

Nicole Pratt, MS

she/her



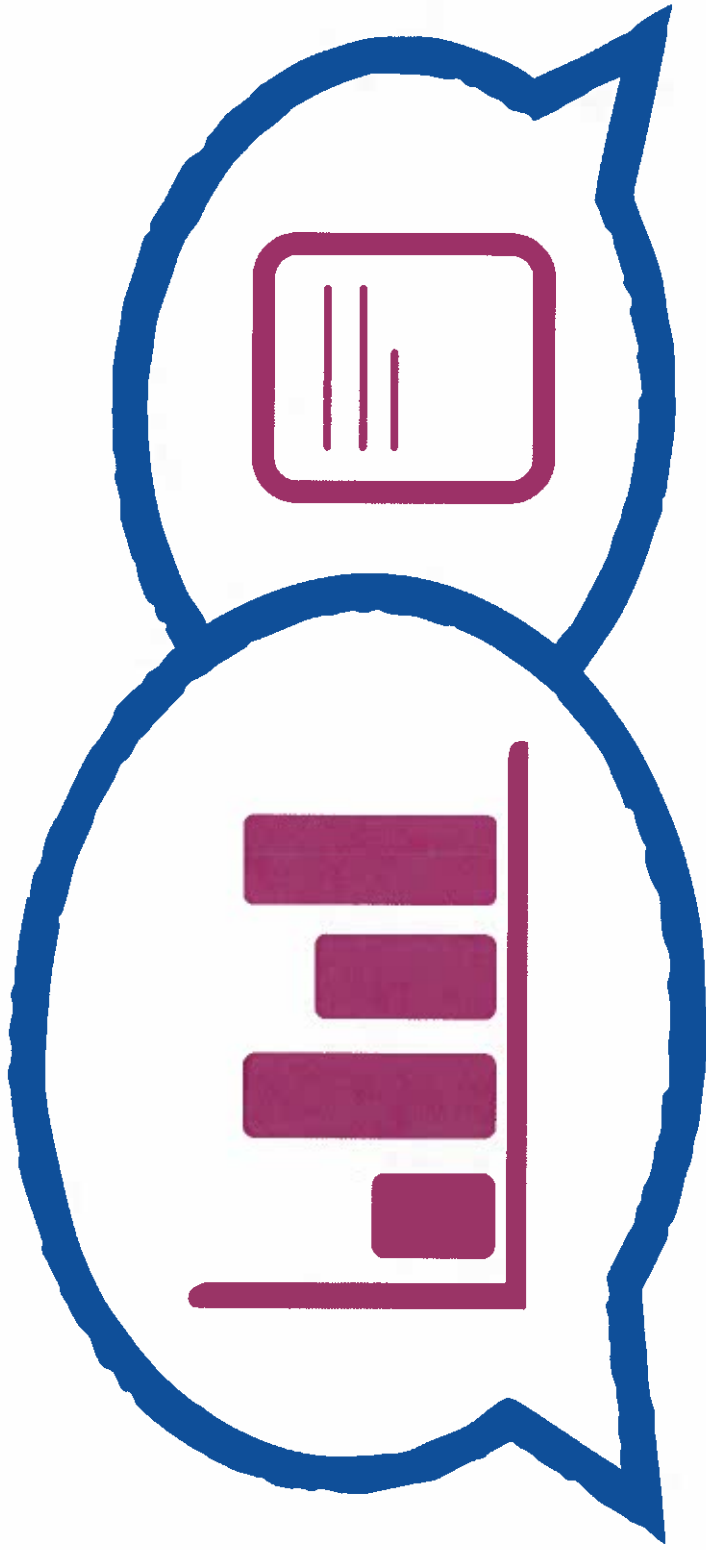
Research Associate

Neighborhood Collaborative Project

400 Andrews St | Suite 220 | Rochester, NY 14604

407-744-6314

www.onthegroundny.com



ON THE GROUND RESEARCH



NCP Partners Meeting Minutes
Friday September 8th 11 AM - 12:30 PM

Location: Community Resource Collaborative, 100 College Avenue, Suite 130

Attendees:

Name	Agency	Phone	Email
Andy Carey	MC Collaborative	802-3816	mccollaborative1@gmail.com
Olivia Kassoum-Amadou	Cameron	953-6823	olivia@cameronny.org
Rosa Marie	Marvelous Minds	685-5572	rosamarie@marvelousminds.com
Dylan Welch	Monroe County	860-840-1085	dylanwelch@monroecounty.gov
Janelle Duda-Banwar	On The Ground Research	683-3638	janelle@onthegroundny.com
Zaviour Johnson	Barakah Muslim Charity	733-9677	z.johnson@barakahmuslimcharity.org
Tina Paradiso	CRC	261-4475	tinap@commresourcecollab.org
Jocelyn Basley	NCP Lead	563-5148	irbasley@c3consultancy.org
Kevin Aiken	Action Front Center	629-0057	kaiken@abcinfo.org
Beatriz Lebron	Father Tracy Advocacy Center	743-0403	blebron@fathertracycenter.org
Carmen Allen	Beyond the Sanctuary	520-6004	beyondthesanctuary20@gmail.com
Josh Knoblock	MC Collaborative		jknoblock@mccollaborative.org
Bill Gibbons	BTS	506-6972	beyondthesanctuary20@gmail.com
Dilma Vicente	Father Tracy Advocacy Center		dvicente@fathertracycenter.org
Cindy Rochet	Father Tracy Advocacy Center	880-8938	crochet@fathertracycenter.org
Nashali Velazquez	Father Tracy Advocacy Center		nvelazquez@fathertracycenter.org
Jonathan Hardin	Cameron	953-6833	j.hardin@cameronofministry.org
CJ Basley	SWAN		cbasley@swanonline.org

Lydia Rivera	Lyell Ave Business Assoc.	524-7072	lifeonlyell@gmail.com
Nicole Pratt	On the Ground	407-744-6314	nicole@onthegroundny.com
Rafael Rivera Jr.	On the Ground		rafael@onthegroundny.com
Austin Retzlaff	On the Ground		austin@onthegroundny.com
Mike Durfee	People's Pantry		mike@peoples-pantry.org
Jonari Sharp	Action Front Center		jsharp@abcinfo.org
Devon R	Lyell Ave Bus		brosisunisal@gmail.com
Joseph Becker		576-3505	jbecker@urbinnovations.com
Carlos Santana	Action Front Center	414-3517	csantana@abcinfo.org
Marvin Hymes	MC Collaborative		mhymes@mccollaborative.org

Welcome, Housekeeping, Agenda Review	<ul style="list-style-type: none"> ● 2 potential neighborhood ambassadors joining us at this meeting ● Loving Arms Outreach (a potential satellite to Cameron), an additional representative from LABA, Officer Moses Robinson, and Dylan (Monroe County) are also here ● New Website! https://rocncp.org/ ● CJ is not the official Liaison, but the responsibility will be split between him and Pat Jackson
Introductions	<ul style="list-style-type: none"> ● Introducing new staff from all the organizations
Updates	<p>All-City Walk Recap</p> <ul style="list-style-type: none"> ● About 100 people ● Father Tracy had almost 200 backpacks given away at their back to school event <ul style="list-style-type: none"> ○ Gave out pizza, and supplies ● Cameron had a back to school event as well <ul style="list-style-type: none"> ○ Handed out school supplies and food ● Impactful weekend! ● Most people were seen on Jefferson <ul style="list-style-type: none"> ○ Josh thinks this could partially be because people were at

the anchor agencies, where they were having large events happening

- Handed out drinks, snacks, waters, and flyers for Back To School events in the area by NCP organizations
- Sign up for [Bombas Socks](#) (appears to be closed at this time, but can sign-up to receive updates and to make sure you sign-up for 2024 season).
 - Socks are a major request and we need more
- Maybe having another long walk in November to hand out winter supplies
- Smaller turnout of people walking with us than last time
 - Good and bad
 - Good: Less people for Josh to have to watch out for
 - Bad: Less representation
 - Planning around other organization's events in the future to ensure more turnout

Challenges and Successes

- Barakah
 - 550 backpacks and supplies handed out for their backpack event, 600 total (50 extra from the emergency storage)
 - Emergency storage for elementary school
 - 50 people got serviced for that
 - No challenges other than lack of supplies at the end
 - Pretty smooth, weather was also decent
- Beyond the Sanctuary
 - Had a community picnic and health fair last Sunday
 - Great turnout
 - Some healthcare organizations showed up
 - There was a civil rights bus replica of the one Rosa Parks was on
 - Announced having dance classes on Saturdays in the future
- Joseph Becker
 - Working on a mapping system where people could put in their zip code and get a list of events happening in the area

Upcoming ARPA Awardees Networking Event (9/18, 9-11 AM, Lewis St YMCA)

- **RSVP to Jocelyn** if you plan to attend
- If you're coming, bring at least 100 brochures of your organization
 - If you have ones to pass out but won't be there, send them to Jocelyn and she'll bring them
- 200 drawstring bags
 - "Play Last as Long as you Want"
 - Pulling up at 12:30 to hand them out, first come first serve

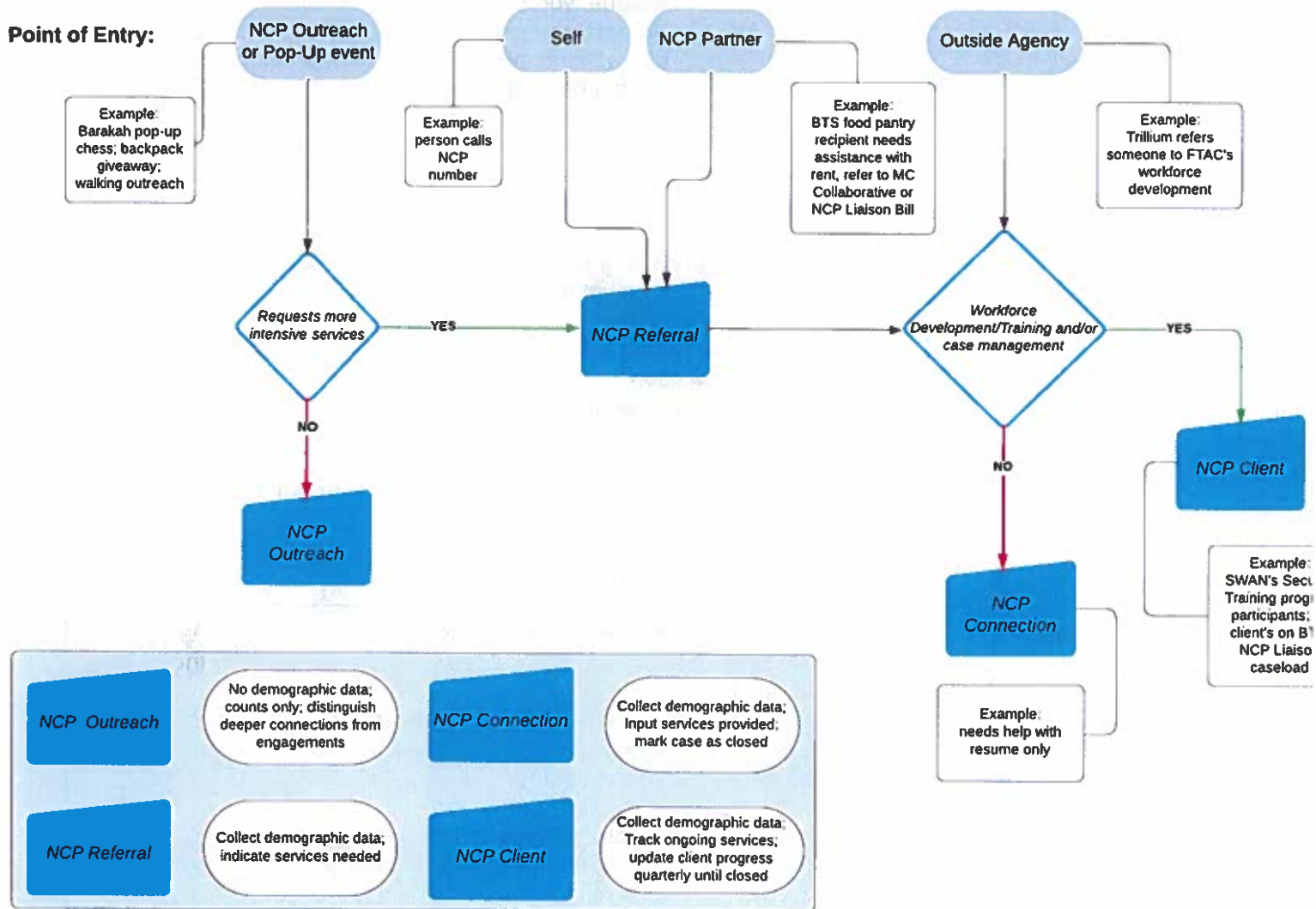
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<p>Partner Spotlight: Cameron Community</p>	<ul style="list-style-type: none"> ● Just had their 40th Anniversary in April! ● Anchor services <ul style="list-style-type: none"> ○ Hot lunch program (M-F, 12-1:30) ○ Emergency food pantry (need ID or someone who can vouch for identity), ○ Appointments are only one day out <ul style="list-style-type: none"> ■ Food is packed according to family size ○ Clothing house <ul style="list-style-type: none"> ■ A 1 day appointment to go in and shop for clothes ■ They can shop for as many family members that you have ■ Once a month ○ AT&T digital learning lab <ul style="list-style-type: none"> ■ Laptops, camcorders, etc ■ Unsheltered individuals can use the Cameron address for jobs ■ Phone line for calling people ○ Edgar J Santa Cruz Peace Garden <ul style="list-style-type: none"> ■ Community garden ■ Tomato tasting event tomorrow, 11-2 ○ After-school program <ul style="list-style-type: none"> ■ Now at Cameron, and Rochester Academy Charter School ■ 54 kids enrolled in summer camp ■ 110 kids served at Cameron ■ Extended hours to 7 PM, and serve dinner before the kids go home ○ Social worker, youth and NCP ○ Saturday Academy <ul style="list-style-type: none"> ■ STEM focused, dance lessons, boxing, etc ○ Workforce development programs <ul style="list-style-type: none"> ■ Barber apprenticeship <ul style="list-style-type: none"> ● Evening classes are starting up soon ● Mornings from 9-3 during the week ● Currently have 10 enrollees ● The instructor owns his own shop and is

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<p>NCP Referral Process</p>	<ul style="list-style-type: none"> ● The current flowchart was made based on meeting with everyone ● We are starting to identify the Referral Process ● NCP Outreach: When on walking outreach, backpack giveaways, popup events <ul style="list-style-type: none"> ○ Just want to know number of people who showed up to the

	<ul style="list-style-type: none"> event <ul style="list-style-type: none"> ○ These numbers will be reported in the County narrative ○ Deeper Engagement (deeper conversations, telling people about your organization, more than just a basic interaction where you hand out supplies) ● NCP Client: Someone who is being tracked for ongoing services <ul style="list-style-type: none"> ■ Would be tracking demographics, date of interactions, program, services provided ○ Ex: Workforce development program ● NCP Referral: anybody who calls the NCP number or shows up at an agency and mentions the NCP and asks for services OR an NCP partner refers the client to another organization ● NCP Connection: A one time service provision and not an ongoing service <ul style="list-style-type: none"> ○ Still collecting demographic data if necessary, unless we decide to count it as an outreach number ● Connection vs Client <ul style="list-style-type: none"> ○ If someone is briefly connected, it is considered just a connection ○ Client is if someone comes back after initial interaction and more information is collected, and NCP services are provided ● OTG will work with each organizations to flesh out the referral process some more ● The hope is for the neighborhood ambassadors to also work with anchors in the future
<p>Housing Crisis Solution</p>	<ul style="list-style-type: none"> ● Advocacy around the housing crisis ● Andy and other organizations created a plan to address the issues and get it done ● Hoping to find funding to come into the service platform (NCP) <ul style="list-style-type: none"> ○ NCP would help people find and maintain housing ● Plan submitted to the county <ul style="list-style-type: none"> ○ Monroe Housing Plan ○ Ideas on stemming the housing/homeless crisis <ul style="list-style-type: none"> ■ One of the ideas is to provide preservation money for helping small landlords get their certifications ■ Thinking about our (NCP's) organizations as landlords in the future <ul style="list-style-type: none"> ● Rehabilitate rundown houses and put people in them ■ Could be an income source that isn't grant based ■ Rental assistance and security deposit assistance
<p>Upcoming Events/Action Items</p>	<p>ARPA Awardees Networking Event (9/18, 9-11 AM, Lewis St YMCA)</p> <ul style="list-style-type: none"> ● If you plan on going, send your RSVP to Jocelyn by Monday, ● Submit August reimbursements! ● Complete Doodle Poll to provide logo input by end of day 9/15 ●

NCP Referral Process and Terminology



Brigida, Micaela

From: Janelle Duda-Banwar <janelle@onthegroundny.com>
Sent: Tuesday, September 5, 2023 10:19 AM
To: Nicole Pratt; CJ Basley; Michele Boyd; Andy Carey; Beatriz LeBron; Carmen Allen; Lydia; Austin Retzlaff; Jose Peo; Josh Knoblock; Jocelyn Basley; hdiaz@badenstreet.org; Zaviour Johnson; Rosa Marie; Tina Paradiso; Patricia Jackson; Jonathan Hardin; Kevin Aiken; Michael Durfee; Olivia Kassoum-Amadou; William (Bill) Gibbons; Mhymes; Adell, Cynthia; Brown, Tyler; Case Caico, Rebecca; Pelow, Faye; Welch, Dylan
Cc: Neighborhood Collaborative Project
Subject: NCP Partners Meeting Agenda and August Invoice Reminder
Attachments: NCP Partners Meeting Agenda 9.8.23.pdf

CAUTION: This email originated from outside Monroe County systems. Exercise caution when opening attachments or clicking links, especially from unknown senders.

~~~~~  
Good Morning All,

I hope everyone had a wonderful holiday weekend. We are looking forward to seeing you this Friday (9/8) at the NCP Partners' Meeting. Please see the agenda attached.

\*\*Also, this is a friendly reminder to submit your August receipts and invoices for reimbursement by end of day **today!**\*\*

Stay Cool,  
Janelle

**Janelle Duda-Banwar, PhD, MSW**

she/her



Founder & Director

400 Andrews St | Suite 220 |

Rochester, NY 14604 | 585.683.3638

[www.onthegroundny.com](http://www.onthegroundny.com)

## NCP Partners Meeting Agenda

Friday September 8th 11 AM - 12:30 PM

Location: Community Resource Collaborative, 100 College Avenue, Suite 130

1. Welcome, Housekeeping, Agenda Review (Jocelyn, 5 min)
2. Introductions (5 min)
3. Updates
  - a) All-City Neighborhood Walk Recap (Josh, 5 min)
  - b) Challenges and Successes (5 min)
  - c) Upcoming ARPA Awardees Networking event (9/18, 9-11 AM, Lewis St YMCA)
4. Reimbursements (Jocelyn, 5 min)
5. Partner Spotlight: Cameron Community (Olivia, 15 min)
6. Communications (Austin, 15 min )
  - a) Website
  - b) Calendar of Events
  - c) NCP logo and county logo on items
7. NCP Referral Process (Janelle, 30 min)
8. Housing Crisis Solution (Andy, 5 min)
9. Q&A, Reminders, Next Steps, Announcements

## Brigida, Micaela

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**From:** Welch, Dylan  
**Sent:** Thursday, September 7, 2023 4:12 PM  
**To:** neighborhoodcollaborative@gmail.com  
**Subject:** Accepted: FW: Invitation: NCP Partner Agencies' Meeting @ Every 2 months from 11am to 12:30pm on the second Friday from Fri May 12 to Fri Dec 11, 2026 (EDT) (cynthiadell@monroecounty.gov)

## Brigida, Micaela

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**From:** Welch, Dylan  
**Sent:** Friday, September 8, 2023 5:35 PM  
**To:** Adell, Cynthia; Pelow, Faye  
**Cc:** Case Caico, Rebecca; Gray, Christina; Beers, John; Karthigeyan, Sugunan  
**Subject:** NCP Bi-Monthly Meeting Documents  
**Attachments:** NCP Bi-Monthly Meeting - 9-8-23.pdf

Hi Everyone,

I attended the Bi-Monthly all-partner meeting for NCP today and figured I'd share the handout from the meeting. Of note; they're changing their logo and options for that are on page three. It looks like the new communications person is getting busy!

Also really helpful for reporting; on page 4 Janelle made a flowchart to help determine when and how to record interactions with clients. It's a work in progress, but could be a helpful framework to tweak and use with other grantees as well.

Anyways, hope everyone has a great weekend!

### **Dylan Welch**

*Planning and Development Assistant*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2043 - Office

(860)840-1085 - Mobile

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# NOTIFY NCP OF YOUR EVENTS!

For all events, please e-mail both [austin@onthegroundny.com](mailto:austin@onthegroundny.com) and [neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com) with the following info:

- Name/title of event and is NCP part of the event?
- Organizations involved with event and does the event receive ARPA funding or not
- Time, date, and meeting location of event
- Event details (1-3 sentences - for example, if it's a walk where people have to meet at the start of the event to participate, rather than something where they can show up halfway through at the meeting location, please mention those sorts of details)
- Point of contact for the event (if possible)
- Any flyers or graphics for the event (sent as attachment to the e-mail)

Option 1



Are the logos visible when the logo is reproduced at a smaller size, such as on the footer of a flyer?

Options 2a-2b



vertical variant to be used when logo needs to be small, or for assets that already say our title prominently - otherwise, use horizontal variant

Option 3



Options 4a-4b

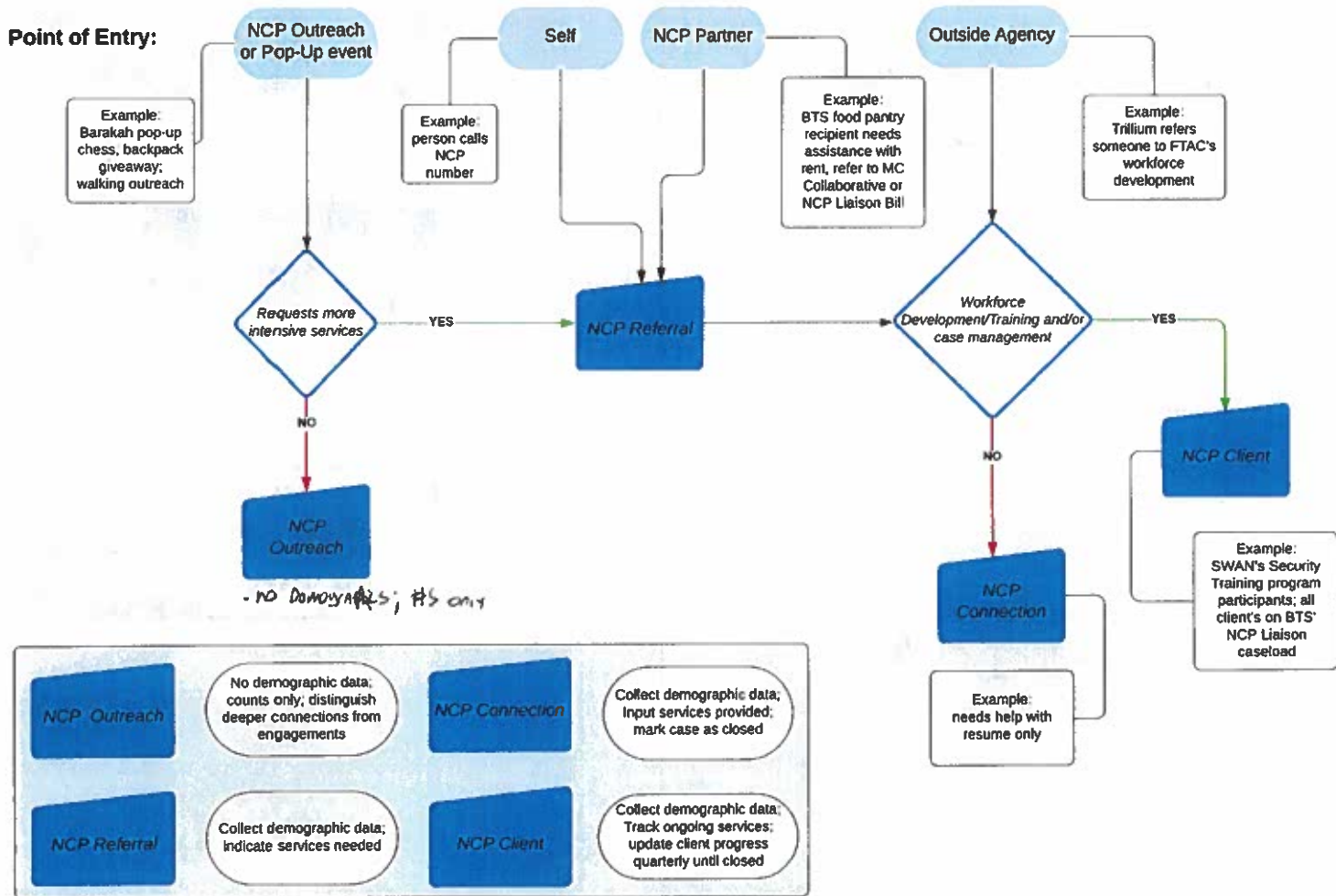


(13 circles represent 13 partner agencies, colors correspond to colors from each partner's logo)



DRAFT

## NCP Referral Process and Terminology



**Brigida, Micaela**

---

**From:** Nicole Pratt <nicole@onthegroundny.com>  
**Sent:** Tuesday, September 12, 2023 11:37 AM  
**To:** Patricia Jackson; Andy Carey; Olivia Kassoum-Amadou; Rosa Marie; hdiaz@badenstreet.org; Welch, Dylan; Janelle Duda-Banwar; Zaviour Johnson; Adell, Cynthia; Tina Paradiso; Jocelyn Basley; KAiken@abcinfo.org; Michele Boyd; blebron@fathertracycenter.org; Carmen Allen; Josh Knoblock; voteforpeo@gmail.com; William Gibbons; dvicente@fathertracycenter.org; crochet@fathertracycenter.org; nvelazquez@fathertracycenter.org; Jonathan Hardin; cbasley@swanonline.org; Rafael Rivera; Austin Retzlaff; jsharp@abcinfo.org; csantana@abcinfo.org; mhymes@mccollaborative.org; lifeonlyell@gmail.com  
**Subject:** NCP Meeting Minutes and Logo Poll  
**Attachments:** image001.jpg; NCP Partners Meeting Minutes 9.8.23.docx

CAUTION: This email originated from outside Monroe County systems. Exercise caution when opening attachments or clicking links, especially from unknown senders.

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Hello everyone!

I have attached the meeting minutes from this past Friday's Partner's Meeting. Please provide your feedback on the NCP Logo [here](#), and cast your vote by the **end of the day Friday, September 15th**.

If you plan to attend next Monday's ARPA Networking event on September 18th from 9-11 AM at the Lewis St. YMCA, please email Jocelyn by the **end of the day today**.

--

Nicole Pratt, MS

she/her



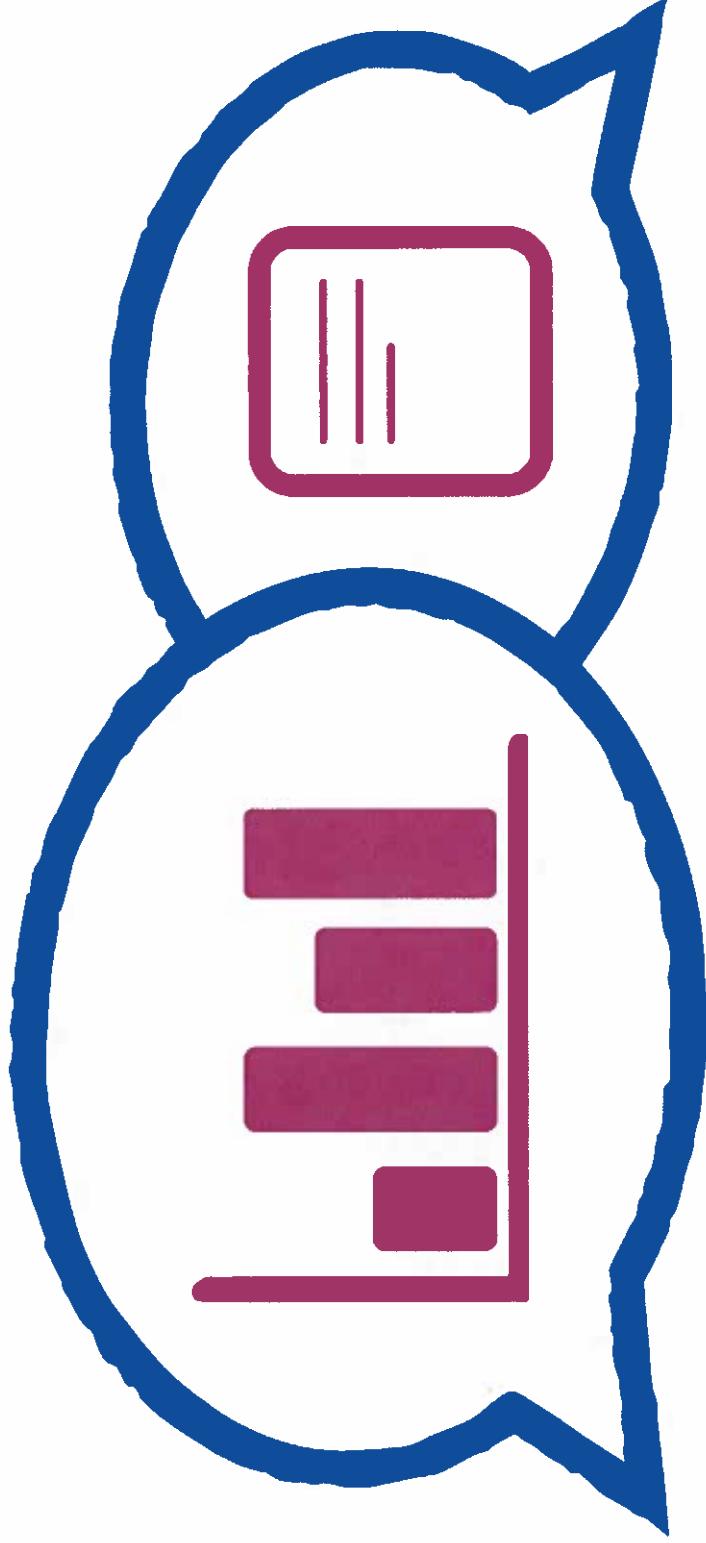
Research Associate

Neighborhood Collaborative Project

400 Andrews St | Suite 220 | Rochester, NY 14604

407-744-6314

www.onthegroundny.com



ON THE GROUND RESEARCH



NCP Partners Meeting Minutes
Friday September 8th 11 AM - 12:30 PM

Location: Community Resource Collaborative, 100 College Avenue, Suite 130

Attendees:

Name	Agency	Phone	Email
Andy Carey	MC Collaborative	802-3816	mccollaborative1@gmail.com
Olivia Kassoum-Amadou	Cameron	953-6823	olivia@cameronny.org
Rosa Marie	Marvelous Minds	685-5572	rosamarie@marvelousminds.com
Dylan Welch	Monroe County	860-840-1085	dylanwelch@monroecounty.gov
Janelle Duda-Banwar	On The Ground Research	683-3638	janelle@onthegroundny.com
Zaviour Johnson	Barakah Muslim Charity	733-9677	z.johnson@barakahmuslimcharity.org
Tina Paradiso	CRC	261-4475	tinap@commresourcecollab.org
Jocelyn Basley	NCP Lead	563-5148	jrbasley@c3consultancy.org
Kevin Aiken	Action Front Center	629-0057	kaiken@abcinfo.org
Beatriz Lebron	Father Tracy Advocacy Center	743-0403	blebron@fathertracycenter.org
Carmen Allen	Beyond the Sanctuary	520-6004	beyondthesanctuary20@gmail.com
Josh Knoblock	MC Collaborative		jknoblock@mccollaborative.org
Bill Gibbons	BTS	506-6972	beyondthesanctuary20@gmail.com
Dilma Vicente	Father Tracy Advocacy Center		dvicente@fathertracycenter.org
Cindy Rochet	Father Tracy Advocacy Center	880-8938	crochet@fathertracycenter.org
Nashali Velazquez	Father Tracy Advocacy Center		nvelazquez@fathertracycenter.org
Jonathan Hardin	Cameron	953-6833	j.hardin@cameronofministry.org
CJ Basley	SWAN		cbasley@swanonline.org

Lydia Rivera	Lyell Ave Business Assoc.	524-7072	lifeonlyell@gmail.com
Nicole Pratt	On the Ground	407-744-6314	nicole@onthegroundny.com
Rafael Rivera Jr.	On the Ground		rafael@onthegroundny.com
Austin Retzlaff	On the Ground		austin@onthegroundny.com
Mike Durfee	People's Pantry		mike@peoples-pantry.org
Jonari Sharp	Action Front Center		jsharp@abcinfo.org
Devon R	Lyell Ave Bus		brosisunisal@gmail.com
Joseph Becker		576-3505	jbecker@urbinnovations.com
Carlos Santana	Action Front Center	414-3517	csantana@abcinfo.org
Marvin Hymes	MC Collaborative		mhymes@mccollaborative.org

Welcome, Housekeeping, Agenda Review	<ul style="list-style-type: none"> ● 2 potential neighborhood ambassadors joining us at this meeting ● Loving Arms Outreach (a potential satellite to Cameron), an additional representative from LABA, Officer Moses Robinson, and Dylan (Monroe County) are also here ● New Website! https://rocncp.org/ ● CJ is not the official Liaison, but the responsibility will be split between him and Pat Jackson
Introductions	<ul style="list-style-type: none"> ● Introducing new staff from all the organizations
Updates	<p>All-City Walk Recap</p> <ul style="list-style-type: none"> ● About 100 people ● Father Tracy had almost 200 backpacks given away at their back to school event <ul style="list-style-type: none"> ○ Gave out pizza, and supplies ● Cameron had a back to school event as well <ul style="list-style-type: none"> ○ Handed out school supplies and food ● Impactful weekend! ● Most people were seen on Jefferson <ul style="list-style-type: none"> ○ Josh thinks this could partially be because people were at

the anchor agencies, where they were having large events happening

- Handed out drinks, snacks, waters, and flyers for Back To School events in the area by NCP organizations
- Sign up for [Bombas Socks](#) (appears to be closed at this time, but can sign-up to receive updates and to make sure you sign-up for 2024 season).
 - Socks are a major request and we need more
- Maybe having another long walk in November to hand out winter supplies
- Smaller turnout of people walking with us than last time
 - Good and bad
 - Good: Less people for Josh to have to watch out for
 - Bad: Less representation
 - Planning around other organization's events in the future to ensure more turnout

Challenges and Successes

- Barakah
 - 550 backpacks and supplies handed out for their backpack event, 600 total (50 extra from the emergency storage)
 - Emergency storage for elementary school
 - 50 people got serviced for that
 - No challenges other than lack of supplies at the end
 - Pretty smooth, weather was also decent
- Beyond the Sanctuary
 - Had a community picnic and health fair last Sunday
 - Great turnout
 - Some healthcare organizations showed up
 - There was a civil rights bus replica of the one Rosa Parks was on
 - Announced having dance classes on Saturdays in the future
- Joseph Becker
 - Working on a mapping system where people could put in their zip code and get a list of events happening in the area

Upcoming ARPA Awardees Networking Event (9/18, 9-11 AM, Lewis St YMCA)

- **RSVP to Jocelyn** if you plan to attend
- If you're coming, bring at least 100 brochures of your organization
 - If you have ones to pass out but won't be there, send them to Jocelyn and she'll bring them
- 200 drawstring bags
 - "Play Last as Long as you Want"
 - Pulling up at 12:30 to hand them out, first come first serve

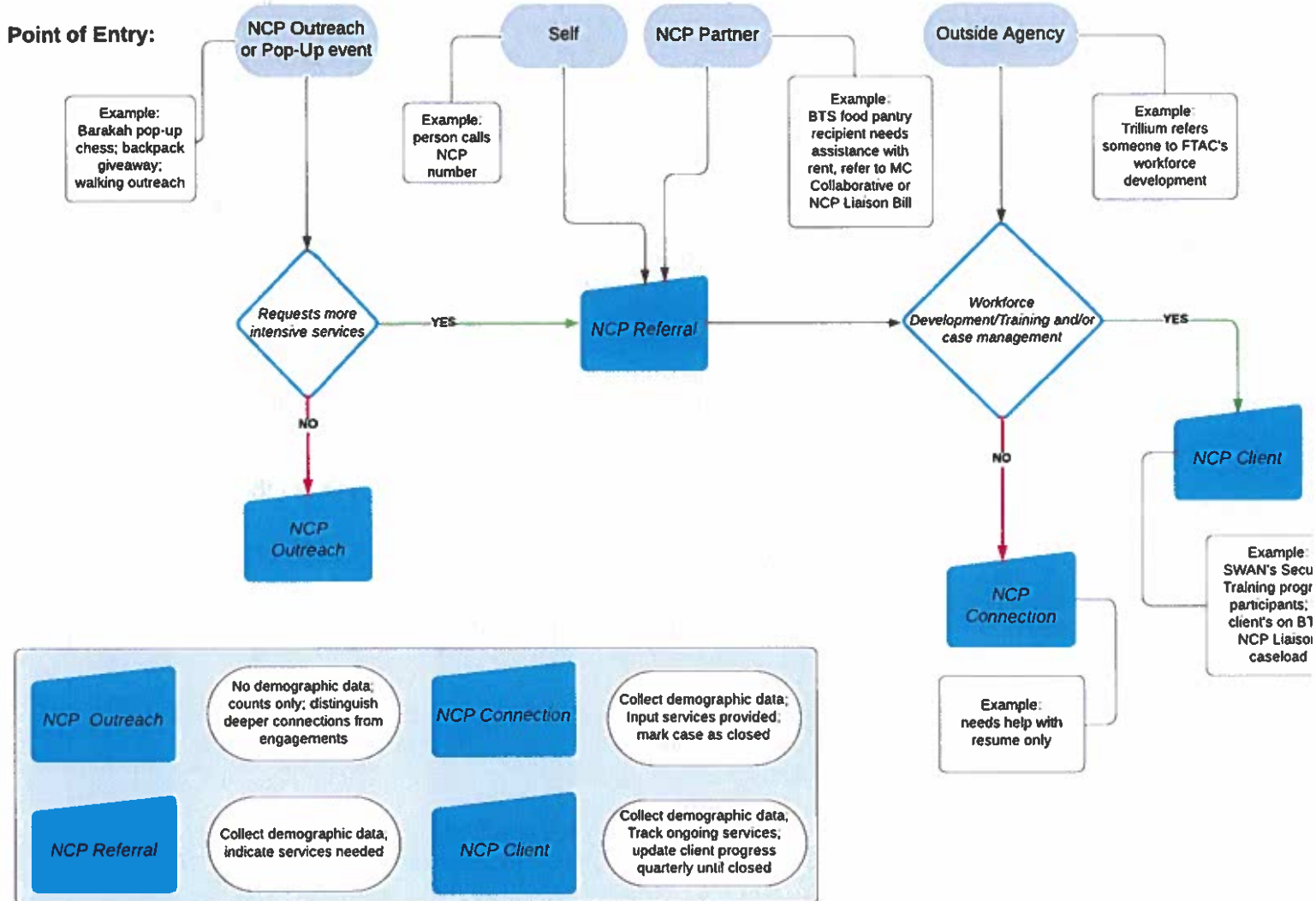
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	<ul style="list-style-type: none"> ○ Containing a pocket sized resource card <ul style="list-style-type: none"> ■ Has Information on services and organizations ● Receiving lots of calls for winter gear <ul style="list-style-type: none"> ○ 200 scarves and hats have been donated already ● Thanksgiving Dinner <ul style="list-style-type: none"> ○ Working with LABA and the Neighborhood Association ○ Having a meeting for that this week ○ Giveaways for the dinner <ul style="list-style-type: none"> ■ Not tracking the zip code ■ People can sign up to give a Thanksgiving basket ■ 300 handed out last year ● Also has brochures in Spanish and applications for their after-school program ● Referral cards for food pantry and clothing drive and a referral form for the community
<p>Communications</p> <p>austin@onthegroundny.com</p>	<p>Website</p> <ul style="list-style-type: none"> ● Updated it a bit <ul style="list-style-type: none"> ○ Changed the layout a little, and changed some pictures ● The plan is to put the link for the website on flyers ● Austin will help organizations with making their fliers!! He will help with communications needs! <p>Calendar of Events</p> <ul style="list-style-type: none"> ● Made events more public facing ● The plan is for public to be able to see events happening in the NCP ● For all events, email Austin as far in advance as possible <ul style="list-style-type: none"> ○ County wants to be informed on future events that they could attend <p>NCP Logo and County Logo on Items</p> <ul style="list-style-type: none"> ● When making your own flyers, put the county logos on them, especially if it is ARPA funded ● Concern on what happens if more organizations are added for the new logos <ul style="list-style-type: none"> ○ 2A and 2B are most accessible if more partners get added, less work on changing the logo to represent them ● 3A and 3B <ul style="list-style-type: none"> ○ Good way to see the different logos in the organization ○ Potential concern with logo scaling ○ Suggestion: Maybe the logo on the front and partners on the back? ● Having a combination of 3 and 4A and 4B <ul style="list-style-type: none"> ○ Could work with agencies to get proper scaling on logos ● <u>Doodle Poll for logo:</u>
<p>NCP Referral Process</p>	<ul style="list-style-type: none"> ● The current flowchart was made based on meeting with everyone ● We are starting to identify the Referral Process ● NCP Outreach: When on walking outreach, backpack giveaways, popup events <ul style="list-style-type: none"> ○ Just want to know number of people who showed up to the

	<ul style="list-style-type: none"> event <ul style="list-style-type: none"> o These numbers will be reported in the County narrative o Deeper Engagement (deeper conversations, telling people about your organization, more than just a basic interaction where you hand out supplies) ● NCP Client: Someone who is being tracked for ongoing services <ul style="list-style-type: none"> ■ Would be tracking demographics, date of interactions, program, services provided o Ex: Workforce development program ● NCP Referral: anybody who calls the NCP number or shows up at an agency and mentions the NCP and asks for services OR an NCP partner refers the client to another organization ● NCP Connection: A one time service provision and not an ongoing service <ul style="list-style-type: none"> o Still collecting demographic data if necessary, unless we decide to count it as an outreach number ● Connection vs Client <ul style="list-style-type: none"> o If someone is briefly connected, it is considered just a connection o Client is if someone comes back after initial interaction and more information is collected, and NCP services are provided ● OTG will work with each organizations to flesh out the referral process some more ● The hope is for the neighborhood ambassadors to also work with anchors in the future
<p>Housing Crisis Solution</p>	<ul style="list-style-type: none"> ● Advocacy around the housing crisis ● Andy and other organizations created a plan to address the issues and get it done ● Hoping to find funding to come into the service platform (NCP) <ul style="list-style-type: none"> o NCP would help people find and maintain housing ● Plan submitted to the county <ul style="list-style-type: none"> o Monroe Housing Plan o Ideas on stemming the housing/homeless crisis <ul style="list-style-type: none"> ■ One of the ideas is to provide preservation money for helping small landlords get their certifications ■ Thinking about our (NCP's) organizations as landlords in the future <ul style="list-style-type: none"> ● Rehabilitate rundown houses and put people in them ■ Could be an income source that isn't grant based ■ Rental assistance and security deposit assistance
<p>Upcoming Events/Action Items</p>	<p>ARPA Awardees Networking Event (9/18, 9-11 AM, Lewis St YMCA)</p> <ul style="list-style-type: none"> ● If you plan on going, send your RSVP to Jocelyn by Monday, ● Submit August reimbursements! ● Complete Doodle Poll to provide logo input by end of day 9/15 ●

NCP Referral Process and Terminology



Brigida, Micaela

From: Janelle Duda-Banwar <janelle@onthegroundny.com>
Sent: Tuesday, November 21, 2023 10:57 AM
To: Nicole Pratt; CJ Basley; Michele Boyd; Andy Carey; Neighborhood Collaborative Project; Beatriz LeBron; Rafael Rivera Jr.; Joseph Becker; Austin Retzlaff; Carmen Allen; Lydia; Dilma Vicente; Josh Knoblock; Jocelyn Basley; hdiaz@badenstreet.org; Zaviour Johnson; Rosa Marie; Tina Paradiso; Patricia Jackson; Jonathan Hardin; Kevin Aiken; Carlos Santana; Michael Durfee; Devon R; Olivia Kassoum-Amadou; William (Bill) Gibbons; Cindy Rochet; Adell, Cynthia; Welch, Dylan; lafcoutreachllc@gmail.com; Keri Hadcock; nomeall5@mail.naz.edu; bbenton@abcinfo.org; peacefulabodes@gmail.com
Subject: NCP Meeting Minutes and Office Hours Sign-up Info
Attachments: RHSFC ARPA Funds RFP Oct23 (1).pdf; NCP Partners Meeting Minutes 11.17.23.pdf

CAUTION: This email originated from outside Monroe County systems. Exercise caution when opening attachments or clicking links, especially from unknown senders.

~~~~~  
Good Morning,

I hope everyone is having a super holiday week! Thank you to for another productive and welcoming NCP Partners meeting last Friday! The meeting minutes are attached.

As discussed during the meeting, Jocelyn and myself will be holding office hours for the Rochester Housing Stability Fund Activities RFP (attached and due December 29th). Office hours will be held at On The Ground Research (located in the Harro East office building, 400 Andrews St) on Tuesday 12/5, 10AM - 2 PM and Wednesday 12/6, 1PM - 5 PM in 45 minute time slots. Please click [here](#) to sign-up to attend our office hours.

Have a wonderful Thanksgiving,  
Janelle

**Janelle Duda-Banwar, PhD, MSW**

she/her



Founder & Director

400 Andrews St | Suite 220 |

Rochester, NY 14604 | 585.683.3638





City of Rochester

Malik D. Evans  
Mayor

## Rochester Housing Stability Fund Activities

Issued: October 25, 2023

Proposals Due: December 29, 2023



## City of Rochester, New York

Department of Neighborhood & Business Development  
City Hall, 30 Church Street, Rm. 005-A, Rochester, NY

**City of Rochester**  
**Request for Proposals**  
**Rochester Housing Stability Fund**  
**Activities**

Proposals to be received by 4:00 PM  
12/29/23

Submit Proposals to:

**Lia Anselm**

Project Manager, Anti-Displacement Learning Network/RHSF

Associate Community Housing Planner

City of Rochester

30 Church Street, Room 005A, Rochester, NY 14614

[Lia.Anselm@cityofrochester.gov](mailto:Lia.Anselm@cityofrochester.gov)

# REQUEST FOR PROPOSALS (RFP)

Given the vital importance of, and demonstrable need for, housing quality and stable housing opportunities for vulnerable households City of Rochester, the City on behalf of the Anti-Displacement Learning Network (ADLN) team seeks a Subrecipient(s) or Grantee(s) to provide programming and services that support those goals. The City seeks innovative proposals from qualified organizations with experience in the field, including grassroots organizations that may not have an extensive formal structure in place, and may even need the assistance of a fiscal sponsor for fiduciary oversight and other administrative services. Proposals should demonstrate a Subrecipient or Grantee's ability to carry out their activities in a skillful and competent manner.

## BACKGROUND

In 2020, the NYS Attorney General's Office and Enterprise Community Partners, Inc. (Enterprise), launched the statewide ADLN to support the efforts of municipalities in New York State to reduce or prevent the housing displacement of low-income communities through targeted strategies. The ADLN was a partnership that provided peer learning and technical assistance to ten city and county teams across New York State. The teams gathered information on the drivers of housing instability and learned about best practice tools that could help to address them. The Rochester ADLN team has comprised representatives from Catholic Charities Family and Community Services, the City-Wide Tenant Union of Rochester, the Anthony L. Jordan Health Corporation, and the Volunteers of America along with City staff from Housing, Budget, and Planning, and the President of City Council.

In January 2021, the City of Rochester furthered its commitment to equitable development by accepting a grant award from the statewide ADLN. There are approximately 56,000 renter households in Rochester and there are about 8,000 evictions filed in the city each year. Legal assistance partners indicate that low-income renters who are women of color with children make up approximately three-fourths of the people that they represent in cases related to eviction/housing court. Therefore, the ADLN team identified them as a target population for its learning and assistance. Throughout 2021, 2022, and 2023 the ADLN team pursued several strategies, both short-and long-term, to combat displacement. The award from Enterprise was used to combat COVID-19-related displacement, launch a Property Ownership Readiness pilot program, and a rental unit repair program.

However, the primary vehicle selected to reduce displacement is a Housing Trust Fund (HTF), and the award from the statewide ADLN was additionally used for a consultant to provide research and recommendations on a framework for a local HTF, the Rochester Housing Stability Fund Corporation (RHSFC) specific to Rochester's needs. The RHSFC will be a fund designed to provide small scale assistance for programs that reduce displacement and improve housing and financial stability for low-income households. The fund will be overseen by a Board, which is made up of members from a wide variety of community stakeholders: residents with lived experience with housing insecurity; advocates and housing support providers; financial and development professionals; and government and public housing officials. Each year the Board will determine the priorities for the next year, and review and approve programs and services to pay for with the fund. Those programs and services will be provided through contracts with agencies and other groups.

The team particularly focused on a HTF as an innovative and flexible vehicle dedicated to promoting engagement as well as to fill gaps in housing opportunities and stability for people at risk of displacement. Moving forward, the ADLN team is looking for entities to provide programs and services for other activities developed for the Rochester Housing Stability Fund (RHSF). The programs will stabilize housing by providing lower-income households, in particular women of color



caring for children in their household, with opportunities to improve the quality of their housing and support their personal goals related to housing stability.

The City of Rochester ("City") received an award from the Coronavirus State and Local Fiscal Recovery Fund established by the American Rescue Plan Act ("ARPA"). The City engaged the community for direct input on the use of ARPA funds to transform Rochester's recovery from the pandemic, and used this input to develop a blueprint for allocation of funds. At this time the funding for the RHSF is through the City's ARPA award, and all activities must also be approved activities for that funding stream. All proposals must focus on one or more of these listed activities, listed below.

1. Tenant stabilization through short-term rental/financial assistance paid on their behalf that covers unexpected financial issues that can affect an ability to pay rent or otherwise cause housing insecurity. NOTE: The extremely successful 2021-22 COVID-related Relief Fund was viewed as a pilot for this activity.
2. Increase applicants' buying power through assistance for homeownership down payments and closing costs, combined where possible with City's Homebuyer Services programs. May include funds specifically to assist tenants to purchase their current residence either alone or as a cohort, an activity related to the overall Tenant Opportunity to Purchase (TOPA) concept.
3. Reduce housing and wealth inequities through significant financial and educational assistance for people of color, women, and city residents to become responsible local property owners, developers, and housing providers. May be combined with other programs, including the City's Homebuyer Services programs. NOTE: the 2022 Property Ownership Readiness program is a pilot for this activity, funded through a different source.
4. Agreements with legal services or non-profit service organizations for one or both of the following:
  - a. Assistance to households to navigate estate/probate issues in which the original owner has passed away without a will or with a complex title issue. Encourage owner-occupancy and/or sales to first time buyers where appropriate.
  - b. Assistance to represent tenants who are interested in purchasing a residence either individually or in a cohort, an activity related to the overall Tenant Opportunity to Purchase (TOPA) concept.
5. Property repairs or improvements for properties within QCTs or eligible due to household income levels. Category includes: updates to reduce utility costs; energy efficiency and weatherization assistance unavailable through or leveraged along with other programs; small repairs to mitigate housing insecurity that cannot be made through other programs; assistance to targeted households who successfully purchased through the City's Homebuyer Services programs.

The Subrecipient or Grantee must have all of the skills, experience and necessary equipment required to perform the proposed services, and shall have the ability to comply with all applicable State, Local, and Federal laws, rules, and regulations as required by the ARPA funding. Information relating to ARPA and the City's current ARPA spending plan can be found here: [www.cityofrochester.gov/ARPA](http://www.cityofrochester.gov/ARPA).

All assistance will be provided through sub-agreements with agencies selected through RFP process or from previous successful programming. No individual household will be eligible for assistance directly from the Rochester Housing Stability Fund Corporation. Beneficiaries are anticipated to be reviewed for eligibility first by residing within a Qualified Census Tract (QCT). The second consideration will be for households who fit appropriate income guidelines. The eligible activities are:

As a part of this RFP process each Respondent must complete an ARPA funding application, attached as **Appendix A**. This funding application will be made a part of, and considered in conjunction with, all Proposals submitted pursuant to this RFP, and serves to provide the City with the needed information to determine eligibility of proposed uses pursuant to ARPA. The selected Subrecipient(s) or Grantee(s) will be required to comply with the ARPA Final Rule, Treasury's Guidance Document, and any pertinent local, state, and federal laws, and such compliance requirements will be identified in the final Subrecipient or Grantee Professional Services Agreement. The successful Subrecipient or Grantee will be required to follow any additional rules and procedures as established and implemented by the City. Once proposals are selected and approved by City Council, the City will enter into a Professional Services Agreement (PSA) or Contract agreement with the Subrecipient or Grantee. An example PSA contract template is attached as **Appendix B**; this template only serves as an example of a City boilerplate. It is not the final agreement that the parties will execute.

## TIMELINE

| Activity                                                              | Time      | Date     |
|-----------------------------------------------------------------------|-----------|----------|
| RFP Release                                                           | 5:00 P.M. | 10/25/23 |
| Bidders' Conference (Webinar)                                         | 2:00 PM   | 11/7/23  |
| Deadline for questions                                                | 4:00 pm   | 11/13/23 |
| Response for questions submitted                                      | 8:00 am   | 11/17/23 |
| Proposals due                                                         | 4:00 pm   | 12/29/23 |
| Sub-recipient or Grantee Selections submitted to Council for approval |           | 2/15/24  |
| City Council Approval of Agreement                                    |           | 4/16/24  |
| Agreement Start Date (estimated)                                      |           | 6/1/24   |

The dates shown above may be subject to change within the City of Rochester's sole discretion and upon written notification as set forth herein.

## COMMUNICATIONS

All communications by parties who wish to indicate an intent to submit or have submitted a proposal in response to this RFP ("Respondents"), including any questions or requests for clarifications, submission of the proposal, requests for status updates about the proposal selection process and any other inquiries whatsoever concerning this RFP shall be sent, in writing (via email is preferred), to the following City staff person ("City Contact"):

**Lia Anselm**, Project Manager, AntiDisplacement Learning Network/RHSF,  
Associate Community Housing Planner

[Lia.Anselm@cityofrochester.gov](mailto:Lia.Anselm@cityofrochester.gov)

City Hall, 30 Church Street, Room 005A, Rochester, NY 14614

No contact is permitted with any other City staff member with regard to this RFP during the RFP process unless specifically authorized in writing. Prohibited contact may be grounds for disqualification.

To ensure that all Respondents have a clear understanding of the scope and requirements of this RFP, the City will hold a Zoom webinar on Tuesday, November 7, 2023, at 2:00pm, and will respond to all timely questions submitted via e-mail to the City Contact by the question deadline stated above. Please attend the zoom via the link on the City's website or by clicking

<https://cityofrochester.zoom.us/j/86520888738?pwd=bHRoTVhsbGhaWUlddFQ1bytMzIBQUT09>.

Questions and the City's responses will be sent via e-mail to all Respondents who have provided an e-mail address to the City Contact and will be posted on the City's web page for this RFP (<https://www.cityofrochester.gov/rochester-housing-stability-fund/>). The City's failure to timely respond or provide responses to any questions shall not delay or invalidate the City's right to make a decision to award an agreement pursuant to this RFP.

The City will make every reasonable effort to keep Respondents informed about the RFP process. Notifications about Timeline date changes, amendments to the RFP and other information about the RFP will be sent by e-mail to Respondents who have provided an e-mail address to the City Contact and will be posted on the City's website for this RFP. The City's failure to provide such information shall not delay or invalidate the City's right to make a decision to award an agreement pursuant to this RFP.

## **PROPOSAL CONTENT**

Please note that Proposals submitted must indicate and support at least one of the below focus areas:

1. Tenant stabilization
2. Homebuyer assistance and other ownership opportunities
3. Reduction of housing/wealth inequalities related to property ownership/management
4. Legal services or non-profit service organizations providing services related to property ownership and wealth building/preservation
5. Property repairs or improvements for properties within QCTs or eligible due to household income levels

The City encourages submission from both established organizations with a track record of housing stabilization activities as well as from smaller grassroots organizations that may not have an extensive formal structure in place, and may need the assistance of a fiscal sponsor for fiduciary oversight and other administrative services.

**Eligible:** Not-for-profit organizations (501(c)(3)); community-based organizations; for-profit organizations; governmental agencies; faith-based organizations (providing non-religious programs and services)

**Not Eligible:** Individuals; faith-based organizations for religious-based services

Special attention will be given to Respondents who clearly demonstrate that their proposed model is evidence-based and will ensure programs maintain adherence to the model being implemented. Evidence-based programs are interventions that have been determined through structured program evaluation to be effective at achieving the stated outcomes.

The proposal should include the following information in the order specified:

1. **EXPERIENCE:** A detailed, formal description of Respondent’s organization and its experience, to demonstrate competence and skill in the area of housing stabilization, including but not limited to the following:
  - a) Existing relationships with City of Rochester neighborhoods;
  - b) Credibility with the target population(s);
  - c) Description of current services provided by the organization, including specific services related to the activity category proposed;
  - d) Demonstrated ability to track, document, and report on results;
  - e) Description of intended service population;
  - f) Description of specific, verified outcomes and accomplishments achieved by Respondent in providing its current services related to housing stability; and
  - g) Experience administering grant funds, particularly government, if applicable. (Such experience is preferred but not required).
  
2. **SCOPE OF WORK:** A general description of the scope of work to be performed with the funds, including:
  - a) Identification of, and specific detailed information regarding programming and services to be provided to address the City’s/RHSF team’s need for housing stability services;
  - b) Demographics targeted by such programming including number of individuals to be served;
  - c) Description of the evidence-based model or approach to be used in the proposed programming, if applicable; and
  - d) A detailed justification to describe the need for the specific programming proposed in the manner in which your organization tends to carry out, establish, or continue such programming in connection with the Program, which may be based on historical data compiled by your organization and reports or analysis of outcomes of your organization’s current and prior projects.

3. **FUNDING TIER AND BUDGET:**

The City welcomes applications in one of three Funding Tiers, outlined here:

| <b>Annual request</b>                    | <b>City’s expectation</b>                                                                               |
|------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>Tier 1:</b><br><br>Less than \$30,000 | Small-scale neighborhood level activities. Could include organizations that work with a fiscal sponsor. |
| <b>Tier 2:</b>                           | Serve a limited geographic area or a narrow target population.                                          |

|                                  |                                                                                      |
|----------------------------------|--------------------------------------------------------------------------------------|
| \$30,000 to less than \$150,000  |                                                                                      |
| <b>Tier 3:</b>                   |                                                                                      |
| \$150,000 to less than \$350,000 | Ability to provide complex programs across a large portion of the City of Rochester. |

The City has made no predetermined decision on how many proposals will be awarded within each funding tier. Please provide a detailed, itemized budget demonstrating how funds will be spent to accomplish the tasks to be provided for the City in connection with the Project, broken down into categories and specific expenses to the extent that such information can be provided or projected. Please break out salaries/wages for individual staff by title. Specify any request for "up front" funding required for materials or equipment purchases, and a proposed phased payment schedule.

Please use this table as a guideline for your format:

| Category           | Item                     | Amount |
|--------------------|--------------------------|--------|
| Personnel          | Salaries/Wages – staff 1 | \$     |
|                    | Salaries/Wages – staff 2 | \$     |
|                    | Salaries/Wages – staff 3 | \$     |
|                    | Benefits                 | \$     |
| Other Direct Costs | Supplies (describe)      | \$     |
|                    | Materials (describe)     | \$     |
|                    | Food                     | \$     |
|                    | Communications/printing  | \$     |
|                    | Other (list)             | \$     |
| Indirect           | (not to exceed 10%)      | \$     |
|                    | <b>TOTAL</b>             | \$     |

4. **STAFF AND LEADERSHIP:** A list of all current staff and leadership personnel to be utilized for the Project, and staff positions to be created for the Project, described in a narrative and shown on an organizational chart (optional), including the title of the position, and a description of the position.
5. **REFERENCES:** Please provide two or three references from prior projects similar to that being solicited herein, including contact names, email addresses and phone numbers related to the successful completion of prior work for an organization or government body, or related to current on-going projects.
6. **ARPA FUNDING APPLICATION:** attached hereto as **Appendix A**

## TERM

ARPA funds must be obligated by December 31, 2024, and expended on eligible activities by December 31, 2026. The City prefers a one year term with the option for one renewable one year terms, so long as these deadlines can be accommodated. Failure to meet these deadlines will result in claw-back of funds by the U.S. Treasury.

## **CITY RESPONSIBILITIES**

The City's role in the Project will be determined after acceptance of the successful Proposal. However, it should be noted that by accepting money as a Subrecipient or Grantee of SLFRF funds, the Subrecipient or Grantee becomes a fiduciary to the City, and shares in compliance and reporting responsibilities. As such, the City will, at a minimum, be responsible for assisting in compliance and reporting, and will work closely with the chosen Subrecipient or Grantee, with access to financials, review and approval of work plans and reports, and site visits as necessary as a means of monitoring implementation.

## **PROPOSAL PREPARATION AND SUBMISSION PROCESS**

Proposals must be postmarked or received by the City no later than 12/29/23. Please email proposals to the contact information below.

Lia Anselm, Project Manager, AntiDisplacement Learning Network/RHSF  
Associate Community Housing Planner  
City of Rochester, 30 Church Street, Room 005A, Rochester, NY 14614  
Lia.Anselm@cityofrochester.gov

This RFP is designed to facilitate the evaluation and selection of housing/financial stability program providers that are best able to achieve the City's objectives. The proposal shall contain a table of contents. All pages shall be numbered and major sections and all attachments shall be referenced in the table of contents. In order to enable the City to effectively review the information contained in the proposals, proposals shall reference the numbered and lettered sections of the RFP. The response to each section shall be clearly indicated and addressed or an explanation provided for why the Respondent is not submitting a proposal for a specific section or requirement of the RFP.

Each proposal shall be signed by an individual authorized to enter into and execute contracts on the Respondent's behalf. Unless otherwise specified in its proposal, Respondent represents that it is capable of meeting or exceeding all requirements specified in this RFP.

Submission of a proposal shall be deemed authorization for the City to contact Respondent's references. Evaluation of proposals will be conducted by the City based on information provided in the Respondent's proposals and on such other available information that the City determines to be relevant. The evaluation of proposals may include an on-site assessment, meetings with authorized personnel, and may involve the use of a third-party consultant.

The Respondent(s) or Grantee(s) selected by the City will be required to enter into a

Professional Services Agreement (PSA) with the City (see Appendix B, the City's standard PSA form) or in the alternative, depending on the nature of proposals received by the City, the City may determine that a Grant Agreement is preferable, in its sole discretion. The establishment of a PSA or Grant Agreement is contingent upon approval by City Council for all Agreements in excess of \$20,000 or for a period of more than one year and upon the availability of funds for such an agreement. Unless otherwise stated in the proposal, the Respondent's response to this RFP shall be deemed its acceptance of the terms of this PSA, if a PSA is utilized. (Note: Attention is directed to the City's Living Wage requirements and MWBE and Workforce Utilization Goals). By submitting a response to this RFP, however, it is expressly understood by the Respondent that, while the PSA boilerplate is a standard template, this particular project is funded with SLFRF ARPA funds, and therefore the ultimate PSA or Grant Agreement to be signed by the parties will be significantly more complex, and terms may differ.

Professional Services Agreements resulting from this RFP are expected to commence on approximately June 1, 2024 for a term of at least one year, with an option to renew for an additional one-year period, but in no event will this funding source be available past December 31, 2026, when any remaining funds not spent will be due back to the U.S. Treasury. The possibility of renewal is based on Subrecipient or Grantee performance and also on availability of funds. It is also understood that all ARPA funds must be obligated by December 31, 2024.

Respondents shall provide sufficient information in their written proposals to enable the City review team to make a recommendation to the Mayor. The City reserves the right to invite any or all Respondents to an interview to discuss their proposal. Any expenses resulting from such an interview will be the sole responsibility of the Respondent. The City is under no obligation to select any of the responding Respondents or to conduct the Project described herein. The City may amend or withdraw the RFP at any time, within its sole discretion. The City shall have no liability for any costs incurred in preparing a proposal or responding to the City's requests with respect to the proposal.

The selection of a Subrecipient or Grantee is within the City's sole discretion and no reasons for rejection or acceptance of a proposal are required to be given. Although costs are an important consideration, the decision will be based on qualifications and compliance with the requirements of this RFP and not solely on cost. The City reserves the right to reject any or all proposals or to accept a proposal that does not conform to the terms set forth herein. The City further reserves the right to waive or modify minor irregularities in the proposals and negotiate with Consultants to serve the City's best interest.

## PROPOSAL EVALUATION CRITERIA

**Proposal:** The Respondent's comprehension of the needs of the City (to reduce housing displacement) as demonstrated by its description of its approach to its program proposal.

**Experience:** The Respondent's relevant experience in providing the same or similar services.

**Cost:** The total cost of the Respondent's proposal is important to the City, however, based on the evaluation of the other criteria, the City will not necessarily select the lowest bidder(s) or the organization(s) that would provide the most services.