

Brigida, Micaela

From: Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>
Sent: Thursday, April 6, 2023 10:59 AM
To: Pelow, Faye; Case Caico, Rebecca
Cc: Tina Paradiso
Subject: Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

Categories: Waiting for Laura

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~~~~~

Good morning ladies, hope your week is going well. Just circling back to see if you have any updates or responses to our earlier email in preparation for our team meeting tomorrow?

*Jocelyn Basley, Community Consultant*  
**Project Lead for the Neighborhood Collaborative Project (NCP)**

On Tue, Apr 4, 2023 at 10:02 AM Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)> wrote:

Good morning Faye and Rebecca,

Thank you for our meeting last Friday and the advancement of our ARPA contract through the County's approval process. In reviewing the final version of the contract, here are a few items that need further clarification:

**EXHIBITS:** Are all of the exhibits referenced in the contract available via the ARPA portal and if not, where might we find copies of those that aren't? For example, exhibits A and B should be our approved action plan and budget/ Would exhibit D be the documents we reviewed last Friday during our data and reporting discussions? Exhibit E is our MWBE plan from Matt, exhibit F was provided with the contract, exhibits I and L provided previously, I believe we signed off on exhibits C, J and K in the portal with our pre-award portal submission however I don't recall seeing or receiving exhibits G, H-1, H-2.

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SECTION 23: what is the definition and dollar limit for micropurchase and/or would this be applicable to NCP?

Looking forward to your response so that we can continue to move this forward!

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**Project Lead for the Neighborhood Collaborative Project (NCP)**

**Brigida, Micaela**

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**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Sent:** Wednesday, April 12, 2023 11:43 AM  
**To:** Pelow, Faye  
**Cc:** Case Caico, Rebecca; Tina Paradiso  
**Subject:** Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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Hi Jocelyn,

I understand and I am checking on this for you. I will send an update as soon as possible.

Best,

Dr. Faye Pelow

Community Development Initiatives Manager

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

From: Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>
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Thank you for this information and update. We appreciate you!

*Jocelyn Basley, Community Consultant*  
**Project Lead for the Neighborhood Collaborative Project (NCP)**

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Hi Jocelyn,

I understand and I do apologize for the delay. I did reach out to legal again early this morning on your behalf.

You will be able to include March and April's invoices on your May submission.

I can answer the first question below regarding exhibits but the other two really need to be reviewed and answered by our legal department. You can see my answer below in red- I hope it helps!

**EXHIBITS:** Are all of the exhibits referenced in the contract available via the ARPA portal and if not, where might we find copies of those that aren't? For example, exhibits A and B should be our approved action plan and budget/ Would exhibit D be the documents we reviewed last Friday during our data and reporting discussions? Exhibit E is our MWBE plan from Matt, exhibit F was provided with the contract, exhibits I and L provided previously, I believe we signed off on exhibits C, J and K in the portal with our pre-award portal submission however I don't recall seeing or receiving exhibits G, H-1, H-2.

The exhibits are all in ContractHQ in the Documents section. These should all be in your contract.

**Exhibit D** outlines the general reporting requirements. It is not as detailed as what we went over in our data reporting meeting.

**Exhibit G** is the certification that you signed and uploaded into the portal.

**Exhibit H-1** is the Monroe County Subaward Policy

**Exhibit H-2** is your Monitoring Plan

I will let you know as soon as I receive a response from legal.

Thank you!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

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Please confirm the appropriate language CRC should use in referring to each of the NCP partner agencies funded through this award? Our expectation has been partners operating through a memorandum of understanding (MOU) or partnership agreement, a document between two parties that allows each group to outline their expectations of the project and its deliverables, not subcontractors. Similarly, we did not expect the County would need to review the "agreement" between CRC and each of the NCP partner agencies funded through this award, please confirm this as well. However, we will share and review the full contract with each agency so they are aware and understand the obligations and compliance requirements set forth.

**SECTION 23:** what is the definition and dollar limit for micropurchase and/or would this be applicable to NCP?

Looking forward to your response so that we can continue to move this forward!

*Jocelyn Basley, Community Consultant*

**Project Lead for the Neighborhood Collaborative Project (NCP)**

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**Pelow, Faye**

---

**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Monday, April 17, 2023 10:27 AM  
**To:** Pelow, Faye  
**Cc:** Andy Carey; Case Caico, Rebecca; Tina Paradiso  
**Subject:** Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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~~~~~

Thank you Faye for sharing this information. Tina will complete signing the contract and our first reimbursement request later today. As always, your continued support is greatly appreciated!

Best wishes for a fabulous week!

On Mon, Apr 17, 2023 at 9:29 AM Pelow, Faye <FayePelow@monroecounty.gov> wrote:

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Hi Jocelyn,

Here are the answers to your other two questions from legal (in green):

Please confirm the appropriate language CRC should use in referring to each of the NCP partner agencies funded through this award? Our expectation has been partners operating through a memorandum of understanding (MOU) or partnership agreement, a document between two parties that allows each group to outline their expectations of the project and its deliverables, not subcontractors. Similarly, we did not expect the County would need to review the "agreement" between CRC and each of the NCP partner agencies funded through this award, please confirm this as well. However, we will share and review the full contract with each agency so they are aware and understand the obligations and compliance requirements set forth. **They should consult with counsel for CRC. CRC will be legally obligated to the County under the agreement and should consider a legally binding agreements with their sub-subrecipients.**

SECTION 23: what is the definition and dollar limit for micropurchase and/or would this be applicable to NCP? **\$10,000**

Let me know if you have any other questions- thanks!

Dr. Faye Pelow

Community Development Initiatives Manager

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

From: Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>

Sent: Friday, April 14, 2023 11:31 AM

To: Pelow, Faye <FayePelow@monroecounty.gov>

Cc: Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>; Tina Paradiso <tinap@commresourcecollab.org>; Andy Carey <mccollaborative1@gmail.com>

Subject: Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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Thank you for this information and update. We appreciate you!

*Jocelyn Basley, Community Consultant*

**Project Lead for the Neighborhood Collaborative Project (NCP)**

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Hi Jocelyn,

I understand and I do apologize for the delay. I did reach out to legal again early this morning on your behalf.

You will be able to include March and April's invoices on your May submission.

I can answer the first question below regarding exhibits but the other two really need to be reviewed and answered by our legal department. You can see my answer below in red- I hope it helps!

**EXHIBITS:** Are all of the exhibits referenced in the contract available via the ARPA portal and if not, where might we find copies of those that aren't? For example, exhibits A and B should be our approved action plan and budget/ Would exhibit D be the documents we reviewed last Friday during our data and reporting discussions? Exhibit E is our MWBE plan from Matt, exhibit F was provided with the contract, exhibits I and L provided previously, I believe we signed off on exhibits C, J and K in the portal with our pre-award portal submission however I don't recall seeing or receiving exhibits G, H-1, H-2.

The exhibits are all in ContrackHQ in the Documents section. These should all be in your contract.

**Exhibit D** outlines the general reporting requirements. It is not as detailed as what we went over in our data reporting meeting.

**Exhibit G** is the certification that you signed and uploaded into the portal.

**Exhibit H-1** is the Monroe County Subaward Policy

**Exhibit H-2** is your Monitoring Plan

I will let you know as soon as I receive a response from legal.

Thank you!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

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Rochester, NY 14614

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As you know, a big part of this grant is knowledge and capacity building for each of our partners so it's crucial for everyone to understand the in's and out's of our commitment and use of these federal funds. We don't want to be misleading or misinformed about the terms and conditions.

Please advise what can be done to move forward. Is it possible to extend the date for April's invoice submission? Or perhaps allow March expenses to be included with our May submission?

We know you are working diligently on our behalf however time is of the essence and we are excited to get started as soon as possible.

As always, thank you again for your continued support. We look forward to your response.

On Wed, Apr 12, 2023, 1:08 PM Pelow, Faye <FayePelow@monroecounty.gov> wrote:

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Dr. Faye Pelow

Community Development Initiatives Manager

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From: Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>

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To: Pelow, Faye <FayePelow@monroecounty.gov>

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Subject: Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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Hi Jocelyn,

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Best,

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

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Jocelyn Basley, Community Consultant

Project Lead for the Neighborhood Collaborative Project (NCP)

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Thank you!

Dr. Faye Pelow

Community Development Initiatives Manager

Monroe County Department of Planning & Development

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(585)753-2033 - Office

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From: Pelow, Faye

Sent: Thursday, April 6, 2023 11:02 AM

To: 'Neighborhood Collaborative Project' <neighborhoodcollaborative@gmail.com>; Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>

Cc: Tina Paradiso <tinap@commresourcecollab.org>

Subject: RE: Just a few comments, questions and clarifications re: NCP's ARPA contract

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*Jocelyn Basley, Community Consultant*

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Dr. Faye Pelow

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Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

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Thank you!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

---

**From:** Pelow, Faye

**Sent:** Thursday, April 6, 2023 11:02 AM

**To:** 'Neighborhood Collaborative Project' <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>

**Cc:** Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>

**Subject:** RE: Just a few comments, questions and clarifications re: NCP's ARPA contract

Hi Jocelyn,

We are checking in with legal on your questions. We will send you some answers as soon as we have them for you!

Thanks!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

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(585)753-2033 - Office

(585)233-2030 - Mobile

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**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>

**Sent:** Thursday, April 6, 2023 10:59 AM

**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>

**Cc:** Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>

**Subject:** Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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~~~~~

Good morning ladies, hope your week is going well. Just circling back to see if you have any updates or responses to our earlier email in preparation for our team meeting tomorrow?

Jocelyn Basley, Community Consultant

Project Lead for the Neighborhood Collaborative Project (NCP)

On Tue, Apr 4, 2023 at 10:02 AM Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com> wrote:

Good morning Faye and Rebecca,

Thank you for our meeting last Friday and the advancement of our ARPA contract through the County's approval process. In reviewing the final version of the contract, here are a few items that need further clarification:

EXHIBITS: Are all of the exhibits referenced in the contract available via the ARPA portal and if not, where might we find copies of those that aren't? For example, exhibits A and B should be our approved action plan and budget/ Would exhibit D be the documents we reviewed last Friday during our data and reporting discussions? Exhibit E is our MWBE plan from Matt, exhibit F was provided with the contract, exhibits I and L provided previously, I believe we signed off on exhibits C, J and K in the portal with our pre-award portal submission however I don't recall seeing or receiving exhibits G, H-1, H-2.

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Please confirm the appropriate language CRC should use in referring to each of the NCP partner agencies funded through this award? Our expectation has been partners operating through a memorandum of understanding (MOU) or partnership agreement, a document between two parties that allows each group to outline their expectations of the project and its deliverables, not subcontractors. Similarly, we did not expect

the County would need to review the "agreement" between CRC and each of the NCP partner agencies funded through this award, please confirm this as well. However, we will share and review the full contract with each agency so they are aware and understand the obligations and compliance requirements set forth.

SECTION 23: what is the definition and dollar limit for micropurchase and/or would this be applicable to NCP?

Looking forward to your response so that we can continue to move this forward!

Jocelyn Basley, Community Consultant

Project Lead for the Neighborhood Collaborative Project (NCP)

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Pelow, Faye

From: Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>
Sent: Tuesday, April 4, 2023 10:03 AM
To: Pelow, Faye; Case Caico, Rebecca
Cc: Tina Paradiso; Andy Carey; Dr. Janelle Duda-Banwar; Carmen Allen
Subject: Just a few comments, questions and clarifications re: NCP's ARPA contract

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**SECTION 23:** what is the definition and dollar limit for micropurchase and/or would this be applicable to NCP?

Looking forward to your response so that we can continue to move this forward!

*Jocelyn Basley, Community Consultant*  
**Project Lead for the Neighborhood Collaborative Project (NCP)**

**Brigida, Micaela**

---

**From:** Tina Paradiso <tinap@commresourcecollab.org>  
**Sent:** Monday, April 17, 2023 11:45 AM  
**To:** Pelow, Faye; Neighborhood Collaborative Project  
**Cc:** Andy Carey; Case Caico, Rebecca  
**Subject:** Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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~~~~~

Thanks for the heads up, Faye!
I am getting into the contract now.
More to follow and have a great day!
Tina

Tina Paradiso
Executive Director
Community Resource Collaborative, Inc.

On 4/17/2023 10:36 AM, Pelow, Faye wrote:

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Hi Jocelyn,

You are very welcome! One thing- when Tina signs, the contract will not be fully executed so you will not yet be able to submit your voucher. There are still a few steps of routing that the contract will need to go through before it is executed, but you are well on your way. You can view this at any time in ContrackHQ or contact me for an update. You can plan to voucher in May for expenses incurred since March 1.

Thanks!

Dr. Faye Pelow
Community Development Initiatives Manager
Monroe County Department of Planning & Development
50 West Main Street, Suite 1150
Rochester, NY 14614
(585)753-2033 - Office
(585)233-2030 - Mobile

From: Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>
Sent: Monday, April 17, 2023 10:27 AM

To: Pelow, Faye <FayePelow@monroecounty.gov>
Cc: Andy Carey <mccollaborative1@gmail.com>; Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>; Tina Paradiso <tinap@commresourcecollab.org>
Subject: Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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~~~~~  
Thank you Faye for sharing this information. Tina will complete signing the contract and our first reimbursement request later today. As always, your continued support is greatly appreciated!

Best wishes for a fabulous week!

On Mon, Apr 17, 2023 at 9:29 AM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

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Hi Jocelyn,

Here are the answers to your other two questions from legal (in green):

Please confirm the appropriate language CRC should use in referring to each of the NCP partner agencies funded through this award? Our expectation has been partners operating through a memorandum of understanding (MOU) or partnership agreement, a document between two parties that allows each group to outline their expectations of the project and its deliverables, not subcontractors. Similarly, we did not expect the County would need to review the "agreement" between CRC and each of the NCP partner agencies funded through this award, please confirm this as well. However, we will share and review the full contract with each agency so they are aware and understand the obligations and compliance requirements set forth. **They should consult with counsel for CRC. CRC will be legally obligated to the County under the agreement and should consider a legally binding agreements with their sub- recipients.**

SECTION 23: what is the definition and dollar limit for micropurchase and/or would this be applicable to NCP? **\$10,000**

Let me know if you have any other questions- thanks!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>

**Sent:** Friday, April 14, 2023 11:31 AM

**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>

**Cc:** Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>; Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Andy Carey <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>

**Subject:** Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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~~~~~

Thank you for this information and update. We appreciate you!

Jocelyn Basley, Community Consultant

Project Lead for the Neighborhood Collaborative Project (NCP)

On Fri, Apr 14, 2023 at 11:29 AM Pelow, Faye <FayePelow@monroecounty.gov> wrote:

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Hi Jocelyn,

I understand and I do apologize for the delay. I did reach out to legal again early this morning on your behalf.

You will be able to include March and April's invoices on your May submission.

I can answer the first question below regarding exhibits but the other two really need to be reviewed and answered by our legal department. You can see my answer below in red- I hope it helps!

EXHIBITS: Are all of the exhibits referenced in the contract available via the ARPA portal and if not, where might we find copies of those that aren't? For example, exhibits A and B should be our approved action plan and budget/ Would exhibit D be the documents we reviewed last Friday during our data and reporting discussions? Exhibit E is our MWBE plan from Matt, exhibit F was provided with the contract, exhibits I and L provided previously, I believe we signed off on exhibits C, J and K in the portal with our pre-award portal submission however I don't recall seeing or receiving exhibits G, H-1, H-2.

The exhibits are all in ContrackHQ in the Documents section. These should all be in your contract.

Exhibit D outlines the general reporting requirements. It is not as detailed as what we went over in our data reporting meeting.

Exhibit G is the certification that you signed and uploaded into the portal.

Exhibit H-1 is the Monroe County Subaward Policy

Exhibit H-2 is your Monitoring Plan

I will let you know as soon as I receive a response from legal.

Thank you!

Dr. Faye Pelow

Community Development Initiatives Manager

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

From: Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>
Sent: Friday, April 14, 2023 10:35 AM
To: Pelow, Faye <FayePelow@monroecounty.gov>
Cc: Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>; Tina Paradiso <tinap@commresourcecollab.org>; Andy Carey <mccollaborative1@gmail.com>
Subject: Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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~~~~~

Good morning Faye,

Wanted to check in with you before our meeting at 11am today for an update. We're prepared not only to sign our contract but to submit our first set of invoices however it's unclear if your April 17th deadline is feasible given this unexpected delay.

Unfortunately I did not anticipate that our questions and clarification request could not be easily answered. I understand our project may be unique given the number of partners but we cannot be the only project with multiple partners. In fact, I'm a bit baffled that other grantees did not have similar questions, especially regarding the exhibits and micropurchase definition.

As you know, a big part of this grant is knowledge and capacity building for each of our partners so it's crucial for everyone to understand the in's and out's of our commitment and use of these federal funds. We don't want to be misleading or misinformed about the terms and conditions.

Please advise what can be done to move forward. Is it possible to extend the date for April's invoice submission? Or perhaps allow March expenses to be included with our May submission?

We know you are working diligently on our behalf however time is of the essence and we are excited to get started as soon as possible.

As always, thank you again for your continued support. We look forward to your response.

On Wed, Apr 12, 2023, 1:08 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

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I totally understand! I will definitely reach out as soon as I have some information for you.

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>

**Sent:** Wednesday, April 12, 2023 11:43 AM

**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>

**Cc:** Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>; Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>

**Subject:** Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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~~~~~

Thank you so much, just making sure we didn't fall through the cracks!

On Wed, Apr 12, 2023 at 10:58 AM Pelow, Faye <FayePelow@monroecounty.gov> wrote:

Hi Jocelyn,

I understand and I am checking on this for you. I will send an update as soon as possible.

Best,

Dr. Faye Pelow

Community Development Initiatives Manager

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

From: Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>

Sent: Wednesday, April 12, 2023 10:42 AM

To: Pelow, Faye <FayePelow@monroecounty.gov>

Cc: Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>; Tina Paradiso <tinap@commresourcecollab.org>

Subject: Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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~~~~~  
Any updates? We are anxiously awaiting and ready to proceed in order to meet the April 17th invoice submission deadline. Please advise.

*Jocelyn Basley, Community Consultant*

**Project Lead for the Neighborhood Collaborative Project (NCP)**

On Fri, Apr 7, 2023 at 11:37 AM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

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Hi Jocelyn,

Our ARPA legal representative is out of the office today so unfortunately we will not have answers for you this morning. I just wanted to let you know as you plan for your meeting today. We will get back to you as soon as we can with answers to your questions below.

Thank you!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

---

**From:** Pelow, Faye

**Sent:** Thursday, April 6, 2023 11:02 AM

**To:** 'Neighborhood Collaborative Project' <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>

**Cc:** Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>

**Subject:** RE: Just a few comments, questions and clarifications re: NCP's ARPA contract

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Thanks!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

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Jocelyn Basley, Community Consultant

Project Lead for the Neighborhood Collaborative Project (NCP)

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SECTION 23: what is the definition and dollar limit for micropurchase and/or would this be applicable to NCP?

Looking forward to your response so that we can continue to move this forward!

Jocelyn Basley, Community Consultant

Project Lead for the Neighborhood Collaborative Project (NCP)

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--
Tina Paradiso
Executive Director
Community Resource Collaborative, Inc.

Brigida, Micaela

From: Tina Paradiso <tinap@commresourcecollab.org>
Sent: Monday, April 17, 2023 4:50 PM
To: Pelow, Faye; Neighborhood Collaborative Project
Cc: Case Caico, Rebecca; Andy Carey
Subject: Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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~~~~~  
Faye:  
Hoping all is well with you. We went ahead and signed the contract. I did make a note in the notes section. Please let me know you received and that the note was received as well. Looking forward to next steps.

Have a great day!  
Tina

On 4/17/2023 9:29 AM, Pelow, Faye wrote:

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Hi Jocelyn,

Here are the answers to your other two questions from legal (in green):

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Let me know if you have any other questions- thanks!

**Dr. Faye Pelow**  
*Community Development Initiatives Manager*  
Monroe County Department of Planning & Development  
50 West Main Street, Suite 1150

Rochester, NY 14614  
(585)753-2033 - Office  
(585)233-2030 - Mobile

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**Sent:** Friday, April 14, 2023 11:31 AM  
**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>  
**Cc:** Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>; Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Andy Carey <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>  
**Subject:** Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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~~~~~

Thank you for this information and update. We appreciate you!

Jocelyn Basley, Community Consultant
Project Lead for the Neighborhood Collaborative Project (NCP)

On Fri, Apr 14, 2023 at 11:29 AM Pelow, Faye <FayePelow@monroecounty.gov> wrote:

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Exhibit D outlines the general reporting requirements. It is not as detailed as what we went over in our data reporting meeting.

Exhibit G is the certification that you signed and uploaded into the portal.

Exhibit H-1 is the Monroe County Subaward Policy

Exhibit H-2 is your Monitoring Plan

I will let you know as soon as I receive a response from legal.

Thank you!

Dr. Faye Pelow

Community Development Initiatives Manager

Monroe County Department of Planning & Development

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Rochester, NY 14614

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From: Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>

Sent: Friday, April 14, 2023 10:35 AM

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Cc: Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>; Tina Paradiso <tinap@commresourcecollab.org>; Andy Carey <mccollaborative1@gmail.com>

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~~~~~  
Good morning Faye,

Wanted to check in with you before our meeting at 11am today for an update. We're prepared not only to sign our contract but to submit our first set of invoices however it's unclear if your April 17th deadline is feasible given this unexpected delay.

Unfortunately I did not anticipate that our questions and clarification request could not be easily answered. I understand our project may be unique given the number of partners but we cannot be the only project with multiple partners. In fact, I'm a bit baffled that other grantees did not have similar questions, especially regarding the exhibits and micropurchase definition.

As you know, a big part of this grant is knowledge and capacity building for each of our partners so it's crucial for everyone to understand the in's and out's of our commitment and use of these federal funds. We don't want to be misleading or misinformed about the terms and conditions.

Please advise what can be done to move forward. Is it possible to extend the date for April's invoice submission? Or perhaps allow March expenses to be included with our May submission?

We know you are working diligently on our behalf however time is of the essence and we are excited to get started as soon as possible.

As always, thank you again for your continued support. We look forward to your response.

On Wed, Apr 12, 2023, 1:08 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

This message was sent securely using Zix®

I totally understand! I will definitely reach out as soon as I have some information for you.

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>

**Sent:** Wednesday, April 12, 2023 11:43 AM

**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>

**Cc:** Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>; Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>

**Subject:** Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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

~~~~~

Thank you so much, just making sure we didn't fall through the cracks!

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Hi Jocelyn,

I understand and I am checking on this for you. I will send an update as soon as possible.

Best,

Dr. Faye Pelow

Community Development Initiatives Manager

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

From: Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>

Sent: Wednesday, April 12, 2023 10:42 AM

To: Pelow, Faye <FayePelow@monroecounty.gov>

Cc: Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>; Tina Paradiso <tinap@commresourcecollab.org>

Subject: Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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Any updates? We are anxiously awaiting and ready to proceed in order to meet the April 17th invoice submission deadline. Please advise.

*Jocelyn Basley, Community Consultant*

**Project Lead for the Neighborhood Collaborative Project (NCP)**

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Hi Jocelyn,

Our ARPA legal representative is out of the office today so unfortunately we will not have answers for you this morning. I just wanted to let you know as you plan for your meeting today. We will get back to you as soon as we can with answers to your questions below.

Thank you!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Pelow, Faye

**Sent:** Thursday, April 6, 2023 11:02 AM

**To:** 'Neighborhood Collaborative Project' <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>

**Cc:** Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>

**Subject:** RE: Just a few comments, questions and clarifications re: NCP's ARPA contract

Hi Jocelyn,

We are checking in with legal on your questions. We will send you some answers as soon as we have them for you!

Thanks!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>

**Sent:** Thursday, April 6, 2023 10:59 AM

**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>; Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>

**Cc:** Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>

**Subject:** Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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~~~~~

Good morning ladies, hope your week is going well. Just circling back to see if you have any updates or responses to our earlier email in preparation for our team meeting tomorrow?

Jocelyn Basley, Community Consultant

Project Lead for the Neighborhood Collaborative Project (NCP)

On Tue, Apr 4, 2023 at 10:02 AM Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com> wrote:

Good morning Faye and Rebecca,

Thank you for our meeting last Friday and the advancement of our ARPA contract through the County's approval process. In reviewing the final version of the contract, here are a few items that need further clarification:

EXHIBITS: Are all of the exhibits referenced in the contract available via the ARPA portal and if not, where might we find copies of those that aren't? For example, exhibits A and B should be our approved action plan and budget/ Would exhibit D be the documents we reviewed last Friday during our data and reporting discussions? Exhibit E is our MWBE plan from Matt, exhibit F was provided with the contract, exhibits I and L provided previously, I believe we signed off on exhibits C, J and K in the portal with our pre-award portal submission however I don't recall seeing or receiving exhibits G, H-1, H-2.

TERMINOLOGY: Clearly CRC is the Subrecipient on behalf of NCP. The contract only uses the word subcontract and subcontractor in four locations specific to a federally assisted construction project and/or in reference to the Davis-Bacon Act.

Please confirm the appropriate language CRC should use in referring to each of the NCP partner agencies funded through this award? Our expectation has been partners operating through a memorandum of understanding (MOU) or partnership agreement, a document between two parties that allows each group to outline their expectations of the project and its deliverables, not subcontractors. Similarly, we did not expect the County would need to review the "agreement" between CRC and each of the NCP partner agencies funded through this award, please confirm this as well. However, we will share and review the full contract with each agency so they are aware and understand the obligations and compliance requirements set forth.

SECTION 23: what is the definition and dollar limit for micropurchase and/or would this be applicable to NCP?

Looking forward to your response so that we can continue to move this forward!

Jocelyn Basley, Community Consultant

Project Lead for the Neighborhood Collaborative Project (NCP)

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you are not the intended recipient, you may not use, disclose, copy or disseminate this information. If you are not the intended recipient, please contact the sender immediately by reply email and destroy all copies of the original message, including attachments.

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--
Tina Paradiso
Executive Director
Community Resource Collaborative, Inc.

Brigida, Micaela

From: Tina Paradiso <tinap@commresourcecollab.org>
Sent: Tuesday, April 18, 2023 6:40 PM
To: Pelow, Faye; Neighborhood Collaborative Project
Cc: Case Caico, Rebecca; Andy Carey
Subject: Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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~~~~~  
Faye:  
Thank you! Looking forward to moving forward.

In Gratitude,  
Tina

Tina Paradiso  
Executive Director  
Community Resource Collaborative, Inc.

On 4/18/2023 3:51 PM, Pelow, Faye wrote:

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Hi Tina,

I do see that it has been signed and is moving through routing! It is currently with Finance. I do see your note that you are electing to receive the 25% advance payment. Once your contract is executed, we will start that process on our end.

Thank you!

**Dr. Faye Pelow**  
*Community Development Initiatives Manager*  
Monroe County Department of Planning & Development  
50 West Main Street, Suite 1150  
Rochester, NY 14614  
(585)753-2033 - Office  
(585)233-2030 - Mobile

**From:** Tina Paradiso <tinap@commresourcecollab.org>  
**Sent:** Monday, April 17, 2023 4:50 PM  
**To:** Pelow, Faye <FayePelow@monroecounty.gov>; Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Cc:** Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>; Andy Carey

[<mccollaborative1@gmail.com>](mailto:mccollaborative1@gmail.com)

**Subject:** Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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~~~~~  
Faye:

Hoping all is well with you. We went ahead and signed the contract. I did make a note in the notes section. Please let me know you received and that the note was received as well. Looking forward to next steps.

Have a great day!
Tina

On 4/17/2023 9:29 AM, Pelow, Faye wrote:

This message was sent securely using Zix

Hi Jocelyn,

Here are the answers to your other two questions from legal (in green):

Please confirm the appropriate language CRC should use in referring to each of the NCP partner agencies funded through this award? Our expectation has been partners operating through a memorandum of understanding (MOU) or partnership agreement, a document between two parties that allows each group to outline their expectations of the project and its deliverables, not subcontractors. Similarly, we did not expect the County would need to review the "agreement" between CRC and each of the NCP partner agencies funded through this award, please confirm this as well. However, we will share and review the full contract with each agency so they are aware and understand the obligations and compliance requirements set forth. **They should consult with counsel for CRC. CRC will be legally obligated to the County under the agreement and should consider a legally binding agreements with their sub-subrecipients.**

SECTION 23: what is the definition and dollar limit for micropurchase and/or would this be applicable to NCP? **\$10,000**

Let me know if you have any other questions- thanks!

Dr. Faye Pelow
Community Development Initiatives Manager
Monroe County Department of Planning & Development
50 West Main Street, Suite 1150
Rochester, NY 14614

(585)753-2033 - Office
(585)233-2030 - Mobile

From: Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>
Sent: Friday, April 14, 2023 11:31 AM
To: Pelow, Faye <FayePelow@monroecounty.gov>
Cc: Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>; Tina Paradiso <tinap@commresourcecollab.org>; Andy Carey <mccollaborative1@gmail.com>
Subject: Re: Just a few comments, questions and clarifications re: NCP's ARPA contract

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~~~~~

Thank you for this information and update. We appreciate you!

*Jocelyn Basley, Community Consultant*  
**Project Lead for the Neighborhood Collaborative Project (NCP)**

On Fri, Apr 14, 2023 at 11:29 AM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

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Hi Jocelyn,

I understand and I do apologize for the delay. I did reach out to legal again early this morning on your behalf.

You will be able to include March and April's invoices on your May submission.

I can answer the first question below regarding exhibits but the other two really need to be reviewed and answered by our legal department. You can see my answer below in red- I hope it helps!

**EXHIBITS:** Are all of the exhibits referenced in the contract available via the ARPA portal and if not, where might we find copies of those that aren't? For example, exhibits A and B should be our approved action plan and budget/

Would exhibit D be the documents we reviewed last Friday during our data and reporting discussions? Exhibit E is our MWBE plan from Matt, exhibit F was provided with the contract, exhibits I and L provided previously, I believe we signed off on exhibits C, J and K in the portal with our pre-award portal submission however I don't recall seeing or receiving exhibits G, H-1, H-2.

The exhibits are all in ContrackHQ in the Documents section. These should all be in your contract.

Exhibit D outlines the general reporting requirements. It is not as detailed as what we went over in our data reporting meeting.

Exhibit G is the certification that you signed and uploaded into the portal.

Exhibit H-1 is the Monroe County Subaward Policy

Exhibit H-2 is your Monitoring Plan

I will let you know as soon as I receive a response from legal.

Thank you!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>

**Sent:** Friday, April 14, 2023 10:35 AM

**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>

**Cc:** Case Caico, Rebecca <[RebeccaCaico@monroecounty.gov](mailto:RebeccaCaico@monroecounty.gov)>; Tina Paradiso

<[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Andy Carey <[mccollaborative1@gmail.com](mailto:mccollaborative1@gmail.com)>

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Community Development Initiatives Manager

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

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To: Pelow, Faye <FayePelow@monroecounty.gov>

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Monroe County Department of Planning & Development

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Project Lead for the Neighborhood Collaborative Project (NCP)

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Thank you!

Dr. Faye Pelow

Community Development Initiatives Manager

Monroe County Department of Planning & Development

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Rochester, NY 14614

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(585)233-2030 - Mobile

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Sent: Thursday, April 6, 2023 11:02 AM
To: 'Neighborhood Collaborative Project' <neighborhoodcollaborative@gmail.com>;
Case Caico, Rebecca <RebeccaCaico@monroecounty.gov>
Cc: Tina Paradiso <tinap@commresourcecollab.org>
Subject: RE: Just a few comments, questions and clarifications re: NCP's ARPA contract

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Dr. Faye Pelow

Community Development Initiatives Manager

Monroe County Department of Planning & Development

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(585)233-2030 - Mobile

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Cc: Tina Paradiso <tinap@commresourcecollab.org>
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*Jocelyn Basley, Community Consultant*

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SECTION 23: what is the definition and dollar limit for micropurchase and/or would this be applicable to NCP?

Looking forward to your response so that we can continue to move this forward!

*Jocelyn Basley, Community Consultant*

**Project Lead for the Neighborhood Collaborative Project (NCP)**

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Tina Paradiso  
Executive Director  
Community Resource Collaborative, Inc.

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--

Tina Paradiso  
Executive Director  
Community Resource Collaborative, Inc.

## Brigida, Micaela

---

**From:** Jocelyn Basley <jrbasley@c3consultancy.org>  
**Sent:** Monday, May 1, 2023 9:50 AM  
**To:** Pelow, Faye; matthew.burnell@monroecounty.gov  
**Cc:** Tina Paradiso  
**Subject:** Fwd: Contract MWBE Measures Due

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~~~~~

I believe there is a need to adjust the due dates for this report since our contract has not been fully executed by the County as of yet. We are hopeful that it may be approved in time for a May submission however it is contingent upon the County's timeline.

Please advise how you would like us to proceed and as always, thank you for your continued assistance.

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

From: Tina Paradiso <tinap@commresourcecollab.org>
Date: Mon, May 1, 2023 at 9:43 AM
Subject: Fwd: Contract MWBE Measures Due
To: Jocelyn Basley <jrbasley@c3consultancy.org>

This is for the MWBE utilization. Let me know.

----- Forwarded Message -----

Subject: Contract MWBE Measures Due
Date: Sun, 30 Apr 2023 01:30:29 -0400
From: noreply-contrackhq@monroecounty.gov
To: tinap@commresourcecollab.org

This is an automated email from Monroe County's Contract Management System (<http://contrackhq.com>).
DO NOT REPLY TO THIS EMAIL.

You are receiving this message because your email address is listed as the vendor contact email for the following Monroe County contract. MWBE measures for the previous month are now due.

Vendor: Community Resource Collaborative, Inc.
Contract: ARPA Subaward Grant Agreement - Neighborhood Collaborative Project (NCP)
Department: Planning and Development
Division: Start Date: 03/01/2023
End Date: 12/31/2026

Type: New Contract

Please visit this address to report your MWBE measures:

<http://contracthq.com/contract/10313/measures/mwbe>

If you haven't been given access to the system yet, please contact the Monroe County department liaison for this contract:

Faye Pelow

5857532033

FayePelow@monroecounty.gov

This is an automated email from Monroe County's
Contract Management System (<http://contracthq.com>).
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--

Stay safe and be well . . . Best wishes for a fabulous day!

Jocelyn Basley, Community Consultant

C3 Consultancy Services

Brigida, Micaela

From: Pelow, Faye
Sent: Monday, May 1, 2023 11:53 AM
To: Jocelyn Basley; matthew.burnell@monroecounty.gov
Cc: Tina Paradiso; Welch, Dylan
Subject: RE: Contract MWBE Measures Due

Hi Jocelyn,

Since your contract has not yet been executed there is no need to complete the MWBE reporting at this time.

Thank you!

Dr. Faye Pelow
Community Development Initiatives Manager
Monroe County Department of Planning & Development
50 West Main Street, Suite 1150
Rochester, NY 14614
(585)753-2033 - Office
(585)233-2030 - Mobile

From: Jocelyn Basley <jrbasley@c3consultancy.org>
Sent: Monday, May 1, 2023 9:50 AM
To: Pelow, Faye <FayePelow@monroecounty.gov>; matthew.burnell@monroecounty.gov
Cc: Tina Paradiso <tinap@commresourcecollab.org>
Subject: Fwd: Contract MWBE Measures Due

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~~~~~

I believe there is a need to adjust the due dates for this report since our contract has not been fully executed by the County as of yet. We are hopeful that it may be approved in time for a May submission however it is contingent upon the County's timeline.

Please advise how you would like us to proceed and as always, thank you for your continued assistance.

----- Forwarded message -----  
**From:** Tina Paradiso <tinap@commresourcecollab.org>  
**Date:** Mon, May 1, 2023 at 9:43 AM  
**Subject:** Fwd: Contract MWBE Measures Due  
**To:** Jocelyn Basley <jrbasley@c3consultancy.org>

This is for the MWBE utilization. Let me know.

----- Forwarded Message -----

**Subject:**Contract MWBE Measures Due  
**Date:**Sun, 30 Apr 2023 01:30:29 -0400  
**From:**[noreply-contrackhq@monroecounty.gov](mailto:noreply-contrackhq@monroecounty.gov)  
**To:**[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)

This is an automated email from Monroe County's Contract Management System (<http://contrackhq.com>).  
DO NOT REPLY TO THIS EMAIL.

-----

You are receiving this message because your email address is listed as the vendor contact email for the following Monroe County contract. MWBE measures for the previous month are now due.

Vendor: Community Resource Collaborative, Inc.  
Contract: ARPA Subaward Grant Agreement - Neighborhood Collaborative Project (NCP)  
Department: Planning and Development  
Division: Start Date: 03/01/2023  
End Date: 12/31/2026  
Type: New Contract

Please visit this address to report your MWBE measures:

<http://contrackhq.com/contract/10313/measures/mwbe>

If you haven't been given access to the system yet, please contact the Monroe County department liaison for this contract:

Faye Pelow  
5857532033  
[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)

-----

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--

*Stay safe and be well . . . Best wishes for a fabulous day!*  
*Jocelyn Basley, Community Consultant*  
*C3 Consultancy Services*



## Brigida, Micaela

---

**From:** Jocelyn Basley <jrbasley@c3consultancy.org>  
**Sent:** Monday, May 1, 2023 12:15 PM  
**To:** Pelow, Faye; Burrell, Matthew  
**Cc:** Tina Paradiso; Welch, Dylan  
**Subject:** Re: Contract MWBE Measures Due

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~~~~~

Appreciate this clarification Faye, we just wanted to make sure and my apologies Matt for the error with your email address. 😊

Sent from my T-Mobile 4G LTE Device
Get [Outlook for Android](#)

From: Pelow, Faye <FayePelow@monroecounty.gov>
Sent: Monday, May 1, 2023 11:53:21 AM
To: Jocelyn Basley <jrbasley@c3consultancy.org>; matthew.burnell@monroecounty.gov <matthew.burnell@monroecounty.gov>
Cc: Tina Paradiso <tinap@commresourcecollab.org>; Welch, Dylan <dylanwelch@monroecounty.gov>
Subject: RE: Contract MWBE Measures Due

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Hi Jocelyn,

Since your contract has not yet been executed there is no need to complete the MWBE reporting at this time.

Thank you!

Dr. Faye Pelow
Community Development Initiatives Manager
Monroe County Department of Planning & Development
50 West Main Street, Suite 1150
Rochester, NY 14614
(585)753-2033 - Office
(585)233-2030 - Mobile

From: Jocelyn Basley <jrbasley@c3consultancy.org>
Sent: Monday, May 1, 2023 9:50 AM
To: Pelow, Faye <FayePelow@monroecounty.gov>; matthew.burnell@monroecounty.gov
Cc: Tina Paradiso <tinap@commresourcecollab.org>
Subject: Fwd: Contract MWBE Measures Due

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I believe there is a need to adjust the due dates for this report since our contract has not been fully executed by the County as of yet. We are hopeful that it may be approved in time for a May submission however it is contingent upon the County's timeline.

Please advise how you would like us to proceed and as always, thank you for your continued assistance.

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

From: **Tina Paradiso** <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>  
Date: Mon, May 1, 2023 at 9:43 AM  
Subject: Fwd: Contract MWBE Measures Due  
To: Jocelyn Basley <[jrbasley@c3consultancy.org](mailto:jrbasley@c3consultancy.org)>

This is for the MWBE utilization. Let me know.

----- Forwarded Message -----

**Subject:**Contract MWBE Measures Due  
**Date:**Sun, 30 Apr 2023 01:30:29 -0400  
**From:**[noreply-contrackhq@monroecounty.gov](mailto:noreply-contrackhq@monroecounty.gov)  
**To:**[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)

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You are receiving this message because your email address is listed as the vendor contact email for the following Monroe County contract. MWBE measures for the previous month are now due.

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Contract: ARPA Subaward Grant Agreement - Neighborhood Collaborative Project (NCP)  
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Type: New Contract

Please visit this address to report your MWBE measures:

<http://contrackhq.com/contract/10313/measures/mwbe>

If you haven't been given access to the system yet, please contact the Monroe County department liaison for this contract:

Faye Pelow

5857532033

[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)

-----  
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*Stay safe and be well . . . Best wishes for a fabulous day!*  
*Jocelyn Basley, Community Consultant*  
*C3 Consultancy Services*

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## Delaney, Caroline

---

**From:** Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>  
**Sent:** Thursday, May 4, 2023 1:49 PM  
**To:** Pelow, Faye  
**Cc:** Tina Paradiso; Welch, Dylan  
**Subject:** Re: Congratulations and Next Steps

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~~~~~

Thank you Faye for your support and guidance throughout this process. We are excited to move forward!

As indicated previously we did request the 25% payment upfront and hope to begin using the voucher process for the upcoming May submission with a few of our partners but expect full submissions from everyone by June that include expenses incurred since March 1st.

Jocelyn Basley, Community Consultant
Project Lead for the Neighborhood Collaborative Project (NCP)

On Thu, May 4, 2023 at 10:41 AM Pelow, Faye <FayePelow@monroecounty.gov> wrote:

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Good Morning Jocelyn and Tina,

Congratulations! Your contract is officially approved and executed! It has been a long, challenging journey to get to this point and we so appreciate all of your hard work and commitment to the process. We are really looking forward to continuing our partnership with you and working together to bring transformative change to Monroe County.

Now that the contract process is complete, we have a few next steps for you and a some things to keep in mind as you begin working on your ARPA projects.

1. We have offered all of the grantees 25% of their first year budget up front. Some grantees have indicated that they may not want/ need this advanced payment. If your organization does not want 25% of your first year budget up front, please let us know by **EOD today, 5/4**. We will be working with our purchasing and finance departments next week to have this payment released to you.

2. Your contracts are dated for 3/1. We have confirmed with legal that you can voucher for any ARPA expenses incurred since March 1st.
3. Our vouchering system has been finalized in the ARPA portal and is ready for submissions.

If you have any questions, please reach out at any time.

Thank you!

Dr. Faye Pelow

Community Development Initiatives Manager

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

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Delaney, Caroline

From: Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>
Sent: Friday, May 5, 2023 10:37 AM
To: Pelow, Faye
Cc: Tina Paradiso; Welch, Dylan
Subject: Re: Congratulations and Next Steps

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~~~~~  
Good morning Faye,

As we prepare for the vouchering process, I noticed the April 17th upload submission is open and available via the ARPA portal. Can we still use this April link to submit some of the NCP March expenses or must we wait for the May link to submit since our contract was executed after April 17th?

*Jocelyn Basley, Community Consultant*  
**Project Lead for the Neighborhood Collaborative Project (NCP)**

On Thu, May 4, 2023 at 2:19 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

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Great- thank you for confirming that for us. We will work on getting the advance approved through purchasing.

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

(585)753-2033 - Office

(585)233-2030 - Mobile

**From:** Neighborhood Collaborative Project <[neighborhoodcollaborative@gmail.com](mailto:neighborhoodcollaborative@gmail.com)>  
**Sent:** Thursday, May 4, 2023 1:49 PM  
**To:** Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)>

Cc: Tina Paradiso <[tinap@commresourcecollab.org](mailto:tinap@commresourcecollab.org)>; Welch, Dylan <[dylanwelch@monroecounty.gov](mailto:dylanwelch@monroecounty.gov)>  
Subject: Re: Congratulations and Next Steps

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~~~~~  
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Jocelyn Basley, Community Consultant

Project Lead for the Neighborhood Collaborative Project (NCP)

On Thu, May 4, 2023 at 10:41 AM Pelow, Faye <FayePelow@monroecounty.gov> wrote:

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Good Morning Jocelyn and Tina,

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2. Your contracts are dated for 3/1. We have confirmed with legal that you can voucher for any ARPA expenses incurred since March 1st.
3. Our vouchering system has been finalized in the ARPA portal and is ready for submissions.

If you have any questions, please reach out at any time.

Thank you!

Dr. Faye Pelow

Community Development Initiatives Manager

Monroe County Department of Planning & Development

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Brigida, Micaela

From: Pelow, Faye
Sent: Friday, May 5, 2023 3:55 PM
To: Neighborhood Collaborative Project; Welch, Dylan
Cc: Dr. Janelle Duda-Banwar; Adell, Cynthia
Subject: RE: Introduction to Dylan Welch/ Request for Logos

Hi Jocelyn,

I was able to access the folder and save all of the logos. We will be in touch if anything additional is needed.

Thank you!

Dr. Faye Pelow

Community Development Initiatives Manager
Monroe County Department of Planning & Development
50 West Main Street, Suite 1150
Rochester, NY 14614
(585)753-2033 - Office
(585)233-2030 - Mobile

From: Neighborhood Collaborative Project <neighborhoodcollaborative@gmail.com>
Sent: Friday, May 5, 2023 3:12 PM
To: Pelow, Faye <FayePelow@monroecounty.gov>; Welch, Dylan <dylanwelch@monroecounty.gov>
Cc: Dr. Janelle Duda-Banwar <janelle@onthegroundny.com>
Subject: Re: Introduction to Dylan Welch/ Request for Logos

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~~~~~  
Good afternoon, Happy Friday and Cinco de Mayo Day!

Dylan, it's great to virtually meet you and we look forward to working with you and hopefully get to meet you in-person at our upcoming NCP All Partners meeting next Friday.

Faye, Hopefully you received the link to our NCP Google folder containing our NCP partner agency logos, if not here's the link  
again: [https://drive.google.com/drive/folders/1Nqvi1GmeXO3TKOinN9COxawuxI9qWbuU?usp=share\\_link](https://drive.google.com/drive/folders/1Nqvi1GmeXO3TKOinN9COxawuxI9qWbuU?usp=share_link).

Please let Janelle or I know if you have any problems accessing the folder or need anything else from us or one of our NCP partners.

*Jocelyn Basley, Community Consultant*  
**Project Lead for the Neighborhood Collaborative Project (NCP)**

On Mon, May 1, 2023 at 2:10 PM Pelow, Faye <[FayePelow@monroecounty.gov](mailto:FayePelow@monroecounty.gov)> wrote:

Good Afternoon All,

I hope that you all had a wonderful weekend! I wanted to take a quick moment to introduce you to the newest member of our ARPA team, Dylan Welch. Dylan previously worked at Action for a Better Community as an Adult Education Instructor and has several years of experience in financial administration and data reporting. Dylan is incredibly smart, skilled and passionate about our community- he will be an invaluable asset to our team and to all of you! Dylan will be reaching out in the coming weeks to schedule compliance meetings and will be another resource to you for ARPA-related matters. Please feel free to reach out to him at [DylanWelch@monroecounty.gov](mailto:DylanWelch@monroecounty.gov) or 585-753-2043.

We are also starting to put together some ARPA promotional materials and would like to request your logos and any logos of your subawardees. We know that several of you are starting to put together your own materials and websites as well. Attached are several versions of our logos for you to add to those materials. If you need them in a different format, please let us know.

Thank you!

**Dr. Faye Pelow**

*Community Development Initiatives Manager*

Monroe County Department of Planning & Development

50 West Main Street, Suite 1150

Rochester, NY 14614

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