



Robert P. Astorino  
County Executive

Department of Social Services

Kevin McGuire  
Commissioner

22075

**DATE:** October 31, 2011

**TO:** Board of Acquisition and Contract

**FROM:** Kevin McGuire, Commissioner  
Department of Social Services

**SUBJECT:** Resolution authorizing the County of Westchester to enter into an agreement with the Westchester Community Opportunity Program, Inc ("WestCOP") for the provision of assisting low-income households with the application process for regular and emergency heating benefits (HEAP program) for the period October 1, 2011 through September 30, 2012 in an amount not to exceed \$27,200 to be paid in accordance with an approved program budget

Transmitted herewith is a resolution requesting authority for the County of Westchester to enter into an agreement with the Westchester Community Opportunity Program, Inc. ("WestCOP") for the provision of assisting low-income households with the application process for regular and emergency heating benefits (HEAP) for the period October 1, 2011 through September 30, 2012 in an amount not to exceed \$27,200 to be paid in accordance with an approved program budget. In an effort to promote austerity, there has been no increase in the amount requested under the new agreement. WestCOP has provided this service for the past several years.

The services provided pursuant to this agreement serve a **Public Purpose** as the program is designed to assist low-income households, particularly those with the lowest incomes, who pay a high proportion of household income for home energy, primarily in meeting their immediate home energy needs.

**The Goals and Objectives** of this program are to aid the vulnerable households in Westchester County with the application process for the HEAP program. An outline of the goals and objectives is as follows:

- Provide outreach and intake sites for regular and emergency benefits
- Provide certification services
- Coordinate access or alternate hours for HEAP applicants whose employment schedule makes it difficult to apply during normal business hours
- Conduct eligibility interviews
- Obtain documentation
- Conduct certifications in accordance with federal, state and local HEAP policy and procedures
- Route all applications to Westchester County HEAP within 15 calendar days of the receipt of a signed and completed application

- Route all original applications, documentation to Westchester County HEAP
- Assist applicants with the filing of a HEAP application
- Calculation of the budget worksheet

**The Goals and Objectives are in the best interest of the County regarding fiscal responsibility** in that there is a significant cost to adding additional employees to the county workforce to process HEAP applications. By contracting with WestCOP, Westchester County is able to address the needs of the vulnerable and meet federal and state processing requirements. The program is in the best interests of the County in terms of **Public Health and Public Safety** as it is aimed at ensuring the availability of proper heating to those families and individuals who cannot afford high energy costs.

**The goals and objectives will be tracked and monitored** using Performance Measurement Indicators adopted by the Department and approved by the County Budget Office. They include, but are not limited to, the submission of a detailed billing summary that the organization is required to file before payment is made.

**The Department is able to report that the results achieved under this program** for the 2010 – 2011 contract period are as follows:

- WestCOP filed a total of 1183 applications for the 2010-11 heating season
  - 1101 were for regular HEAP benefits
  - 82 were for emergency HEAP benefits
- WestCOP submitted applications twice a week to Westchester County DSS
- All applications were submitted in a timely fashion

While many of the customers to be served under this program are actually receiving public assistance, those that are not would likely become dependent on public assistance were it not for this program. As such, this contract is exempt from the Westchester County Procurement Policy pursuant to Section 3 (a) xiv thereof, which exempts contracts with not-for-profit organizations that provide aid, care and support to persons in need of public assistance.

Accordingly, authority is requested for the County to enter into agreement with the Westchester Community Opportunity Program, Inc (“WestCOP”) to operate the above said program.

A resolution requesting the same is attached for your Honorable Board’s approval.

## RESOLUTION

Upon a communication from the Commissioner of Social Services, be it hereby

**RESOLVED**, that the County of Westchester is hereby authorized to enter into an agreement with the Westchester Community Opportunity Program, Inc ("WestCOP"). to assist low-income households with the application process for regular and emergency heating benefits through the HEAP program in Westchester County for the period October 1, 2011 through September 30, 2012 for an amount not to exceed \$27,200 to be paid in accordance with an approved program budget; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute any and all documents and to take such other actions necessary to effectuate the purposes hereof.

Account to be Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
	263	22	127L	4380	T127	\$27,200

Budget Funding Year(s): 2011 (GRANT YEAR) Start Date: 10/1/11 End Date: 9/30/12  
(must match resolution)

Funding Source

**\$27,200**  
(must match resolution)

Tax Dollars:

State Aid:

Federal Aid: 100%

Other:

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/01/2011 - JOMAR WEIRA, SECRETARY