



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**25403**

DATE: March 5, 2012

TO: Board of Acquisition & Contract

FROM: Kevin M. McGuire, Commissioner  
Department of Social Services

RE: Authority To:

a) Amend an agreement with the State of New York, acting by and through its Office of Temporary and Disability Assistance for an amount not to exceed of \$98,700 to support subsidized employment opportunities combined with paid education and training under the Transitional Jobs 2 Program for the period January 1, 2011 to September 30, 2011, in order: 1) to accept a supplemental grant allocation in the amount of \$79,565, thereby increasing the not to exceed grant allocation from \$98,700 to a new total not to exceed amount of \$178,265 and 2) to extend the end date of the grant agreement from September 30, 2011 to June 30, 2012

b) Amend an agreement with Westhab, Inc. to provide education, training and subsidized job placement services under the Transitional Jobs 2 Program for the period from January 1, 2011 through September 30, 2011 for an amount not to exceed \$98,700 made available through the above said grant agreement in order: 1) to increase the not to exceed amount by \$79,565 from an amount not to exceed of \$98,700 to a new total not to exceed amount of \$178,265: and 2) to extend the end date from September 30, 2011 to June 30, 2012.

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Through a resolution approved on March 18, 2011, your Honorable Board authorized the County of Westchester, acting by and through the Department of Social Services (the "Department"), to enter into an Agreement with the State of New York, acting by and through its Office of Temporary and Disability Assistance (OTDA"), to accept a grant in the amount of \$98,700 and to enter into a separate agreement with Westhab, Inc. for the provision of subsidized employment opportunities combined with paid

education and training under the Transitional Jobs 2 Program (the "Program") for the program period January 1, 2011 through September 30, 2011. The agreements were subsequently executed.

The Department has recently received notification from the State adding another \$79,565 in supplemental funding to the aforesaid grant and extending the end date of the grant to June 30, 2012. Accordingly, the County of Westchester, acting by and through the Department of Social Services, seeks authority from Your Honorable Board to amend an Agreement with State of New York, acting by and through its Office of Temporary and Disability Assistance (OTDA), in order: 1) to accept a supplemental grant allocation in the amount of \$79,565, thereby increasing the not to exceed grant allocation from \$98,700 to a new total not to exceed amount of \$178,265; and 2) to extend the end date of the grant agreement from September 30, 2011 to June 30, 2012.

Authority is also sought to amend an agreement with Westhab, Inc. ("Westhab") to provide education, training and subsidized job placement services under the Transitional Jobs 2 Program for the period January 1, 2011 through September 30, 2011 for an amount not to exceed \$98,700 made available through the aforesaid grant agreement in order to: 1) to increase the not to exceed amount by \$79,565 from \$98,700 to a new total not to exceed amount of \$178,265; and 2) to extend the end date of the agreement with Westhab, Inc. from September 30, 2011 to June 30, 2012. The late submission of the resolution was due to the delay in the award notification from New York State. The additional funding will be used to cover the cost associated with services to be provided by the contractor during the extended term under the terms of the agreement.

The Westhab Transitional Jobs Program is designed to place TANF eligible customers lacking in adequate job skills or work history into subsidized employment combined with a training program and/or an educational activity that would lead to unsubsidized employment with the employer. If unsubsidized employment is not achieved, then Westhab's Job Developer will continue to work with participants to help them find paid employment opportunities and also continue to provide education and training services intended to better prepare them for full time unsubsidized employment. The goal is that customers on Temporary Assistance will become gainfully employed and ultimately self sufficient.

The agreements will serve a **public purpose** in that they will create subsidized employment for TANF eligible customers with the ultimate goal of finding permanent unsubsidized employment. As customers receive increased education and training and overcome barriers to employment, they gain self sufficiency as well as gain necessary skills required to retain long-term employment, thereby promoting the general health, safety and welfare of Westchester County residents.

**The Goals and Objectives** of this program are to decrease the dependence of customers on Temporary Assistance by providing job placements for these individuals. Placing customers who are lacking adequate work history and/or experiencing other barriers to employment in subsidized employment and providing them with appropriate education and training, will help in developing positive work attitude and skills necessary to secure unsubsidized employment.

**The goals and objectives are in the best interest of the County regarding fiscal responsibility** in that the continued use of these services may enable our DSS customers to secure employment that may lead to self sufficiency, ultimately resulting in the reduction or elimination of dependence on Temporary Assistance. Furthermore, Westchester County is required to engage all TANF customers in countable

employment activities in order to meet the Federal participation rate requirements. Failure to meet these standards may result in Federal fiscal sanctions.

**The Performance Measurement Indicators Will Be Tracked** through the submission of monthly statistics and quarterly reports, as well as through direct contact with the Department's Program Office. The Department of Social Services is also required to report outcomes to New York State , OTDA. The vendor reported the following outcomes for the 2011 contract year:

- 14 customers enrolled in the program received orientation
- 14 customers enrolled in the program participated in a job readiness workshop
- 14 customers were placed in subsidized employment
- 14 customers received formal training
- 11 customers transitioned from subsidized employment to full time unsubsidized employment

I certify that my department, a) has copies of, or access to, all applicable laws, rules, regulations, grant applications and grant agreements (including any master grant agreement), as well as any guidance or instructions received from the agency making the grant (the "Grant Terms"), b) has reviewed the Grant Terms, c) is aware of and understands all of the Grant Terms, and d) can and will comply with all of the Grant Terms.

The agreement with Westhab is exempt from the procedures of the Procurement Policy pursuant to Section 3(a) (xiv) thereof.

Except as specifically modified hereby, all other terms and conditions of the original agreements shall remain in full force and effect.

Accordingly, the County of Westchester is hereby requesting authority to amend the agreements with the New York State Office of Temporary and Disability Assistance and Westhab, Inc. for the aforesaid purpose.

An appropriate resolution is attached herewith for your Honorable Board's approval.

## RESOLUTION

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

**RESOLVED**, that the County of Westchester is hereby authorized to amend an agreement with the State of New York, acting by and through its Office of Temporary and Disability Assistance for an amount not to exceed of \$98,700 to support subsidized employment opportunities combined with paid education and training under the Transitional Jobs 2 Program for the period January 1, 2011 to September 30, 2011, in order :1) to accept a supplemental grant allocation in the amount of \$79,565, thereby increasing the not to exceed grant allocation from \$98,700 to a new total not to exceed amount of \$178,265; and 2) to extend the end date of the grant agreement from September 30, 2011 to June 30, 2012; and be it further

**RESOLVED**, that the County of Westchester is hereby authorized to amend an agreement with Westhab, Inc. to provide education, training and subsidized job placement services under the Transitional Jobs 2 Program for the period January 1, 2011 through September 30, 2011 for an amount not to exceed \$98,700 made available through the above said grant agreement in order: 1) to increase the not to exceed amount by \$79,565, from an amount not to exceed \$98,700 to a new total not to exceed amount of \$178,265; and 2) to extend the end date from September 30, 2011 to June 30, 2012; and be it further

**RESOLVED**, that except as specifically modified hereby, all other terms and conditions of the original agreements shall remain in full force and effect; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

	NYS OTDA	Westhab, Inc
Original Contract Amount:	\$98,700	\$98,700
<b>This Amendment:</b>	<b><u>\$79,565</u></b>	<b><u>\$79,565</u></b>
Total	\$178,265	\$178,265

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	22	966K	4380	T966	\$79,565
263	22	966K	9853	T966	\$79,565

Budget Funding Year(s): 2010 (grant year)  
(must match resolution)

Start Date: N/A End Date: 06/30/12

Funding Source

**\$79,565 (Expense)**

**\$79,565(revenue)**

(must match resolution)

Tax Dollars:

State Aid:

Federal Aid: 100%

Other:

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APPROVED BOARD OF ACQUISITION & CONTRACT - 04/05/2010 - JOHANNY NEIRA, SECRETARY