

25470

Date: April 23, 2012

To: Honorable Board of Acquisition and Contract

From: Mae Carpenter, Commissioner
Department of Senior Programs and Services

Re: a) Authorization to amend an Agreement with the New York State Office for the Aging, to accept a grant in the amount of \$145,954 to be used by the County to provide a variety of services and resources under the Weatherization Referral And Packaging Program ("WRAP") for the program period April 1, 2011 through March 31, 2012, in order to 1) reduce the grant amount from \$145,954 to \$140,165; and 2) extend the term of the Agreement from April 1, 2011 through March 31, 2012, to April 1, 2011 through March 31, 2013; and

b) Authorization to amend an Agreement with the Family Service Society of Yonkers to operate a Minor Home Repair Program on behalf of the County under the WRAP Program in an amount not to exceed \$57,000 for the program period April 1, 2011 through March 31, 2012, in order to 1) reduce the not-to-exceed amount from \$57,000 to \$50,285; and 2) extend the term of the Agreement from April 1, 2011 through March 31, 2012, to April 1, 2011 through March 31, 2013.

By resolution approved on July 21, 2011 (the "July 21st Resolution"), your Honorable Board authorized the County, through the Department of Senior Programs & Services (the "Department"), to enter into an agreement with the New York State Office for the Aging ("NYSOFA") to accept a grant in the amount of \$145,954 to be used by the County to provide a variety of services and resources under the Weatherization Referral And Packaging Program ("WRAP") for the program period April 1, 2011 through March 31, 2012. The agreement with NYSOFA was subsequently executed.

The July 21st Resolution further authorized the County to enter into an agreement with the Family Service Society of Yonkers ("FSSY") to operate a Minor Home Repair Program on behalf of the County under the WRAP Program in an amount not to exceed \$60,000 for the program period April 1, 2011 through March 31, 2012. The agreement with FSSY was subsequently executed. It should be noted that although your Honorable Board authorized a not-to-exceed amount of \$60,000 under the agreement with FSSY, the actual agreement contained a not-to-exceed amount of only \$57,000.

The Department was recently notified by NYSOFA that it had reduced the funding amounts for the WRAP grant from \$145,954 to \$140,165. Since the State has reduced the

amount of the WRAP grant, the Department determined it would be necessary to make a corresponding reduction in the not-to-exceed amount under the agreement with FSSY from an amount not-to-exceed \$57,000 to an amount not-to-exceed \$50,285. The Department was further notified by NYSOFA that it could extend the term of both agreements by an additional year, from a term of April 1, 2011 through March 31, 2012, to April 1, 2011 through March 31, 2013.

Accordingly, the County now seeks authority from your Honorable Board to amend the agreement with NYSOFA to accept a grant in the amount of \$145,954 to be used by the County to provide a variety of services and resources under the WRAP program for the program period April 1, 2011 through March 31, 2012, in order to 1) reduce the grant amount from \$145,954 to \$140,165; and 2) extend the term of the Agreement from April 1, 2011 through March 31, 2012, to April 1, 2011 through March 31, 2013.

Authority is also requested to amend the Agreement with FSSY to operate a Minor Home Repair Program on behalf of the County under the WRAP Program in an amount not to exceed \$57,000 for the program period April 1, 2011 through March 31, 2012, in order to 1) reduce the not-to-exceed amount from \$57,000 to \$50,285; and 2) extend the term of the Agreement from April 1, 2011 through March 31, 2012, to April 1, 2011 through March 31, 2013.

Except as specifically amended hereby, all remaining terms and conditions of the Agreement with NYSOFA shall remain the same.

Except as specifically amended hereby, all remaining terms and conditions of the Agreement with FSSY shall remain the same.

These agreements will serve a public purpose by providing free weatherization services to eligible Westchester seniors who are in need of such services. Services provided and resources tapped through the WRAP Program enhance the safety, affordability, and energy efficiency of housing for low income, vulnerable, older persons by making them aware of the availability of such services. These free services enable many of our clients to remain in their homes by providing energy conserving measures that will lower the cost of their high utility bills, particularly during cold, winter months. Moreover, WRAP provides a valuable link between people and energy-related services, while targeting the neediest.

The goals and objectives of the WRAP Program are to provide what is called 'energy packaging' which brings together many different but complementary repair services to help the senior homeowner resolve energy problems, reduce energy consumption and avoid crises that might end in the senior losing the ability to remain in their home. The goals and objectives are in the best interest of the County because the services provided under WRAP can prevent a senior from becoming homeless by providing the senior with important home improvements at no cost. This will free up other funds so that the senior can pay their taxes and remain active in the community. It is also helpful for the environment because any energy savings measures are good for the environment.

The services will be tracked, monitored and evaluated through our program and through NYSOFA. Any funds that are to be spent are reviewed on a case-by-case basis through special permission forms for the type of work that will be permitted, and then signed by the proper designee's in the NYSOFA office. Quarterly reporting activities and annual on-site reviews will be conducted to determine if the contract performance goals and objectives are being met in a fiscally responsible and appropriately safe fashion, as well as regular email, and phone referrals

to the subcontractor. NYSOFA shall provide annual monitoring and evaluation services to ensure the Department is meeting its requirements to conduct proper oversight.

Because the Agreement with NYSOFA is for the acceptance of grant funds, it does not constitute a procurement and, as such, is not subject to the Westchester County Procurement Policy.

The Agreement with FSSY is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) xix thereof, which exempts contracts to provide direct services to senior citizens.

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.

For the reasons set forth above, I most respectfully recommend adoption of the attached Resolution.

MC/SJ/

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/11/2016 - SOMARY, NERA, SECRETARY

RESOLUTION

Upon communication from the Commissioner of the Westchester County Department of Senior Programs and Services, it is hereby:

RESOLVED, that the County of Westchester, is hereby authorized to amend an Agreement with the New York State Office for the Aging (“NYSOFA”), to accept a grant in the amount of \$145,954 to be used by the County to provide a variety of services and resources under the Weatherization Referral And Packaging Program (“WRAP”) for the program period April 1, 2011 through March 31, 2012, in order to 1) reduce the grant amount from \$145,954 to \$140,165; and 2) extend the term thereof from April 1, 2011 through March 31, 2012, to April 1, 2011 through March 31, 2013; and be it further

RESOLVED, that the County of Westchester is hereby authorized to amend an Agreement with the Family Service Society of Yonkers (“FSSY”) to operate a Minor Home Repair Program on behalf of the County under the WRAP Program in an amount not to exceed \$57,000 for the program period April 1, 2011 through March 31, 2012, in order to 1) reduce the not-to-exceed amount from \$57,000 to \$50,285; and 2) extend the term thereof from April 1, 2011 through March 31, 2012, to April 1, 2011 through March 31, 2013; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions set forth in the Agreement with NYSOFA shall remain the same; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions set forth in the Agreement with FSSY shall remain the same; 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.

Account to be Charged/credited	Fund	Department	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
Charged	263	85	934L	4380	T934	(\$6,715)
Credited	263	85	934L	9853	T934	(\$5,789)

Budget Funding Years: 2011-2013 Start Date 04/01/11 End Date 3/31/13
 (must match resolution)

Funding Source	Tax Dollars _____
<u>(\$5,789)</u>	State Aid _____
(must match resolution)	Federal Aid <u>(\$5,789)</u>
	Other _____