



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**29989**

Date: October 22, 2012

To: Board of Acquisition and Contract

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

Subject: Authority for the County of Westchester acting by and through its Department of Social Services, Office of Workforce Investment, to enter into three separate grant agreements with the New York State Department of Labor (“NYSDOL”) regarding its New York Youth Works Program

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Authority is requested for the County of Westchester (the “County”), acting by and through its Department of Social Services, Office of Workforce Investment (the “Department”), on behalf of the Westchester-Putnam Local Workforce Investment Board, to enter into three separate grant agreements with the New York State Department of Labor (“NYSDOL”) regarding its New York Youth Works Program (the “Program”).

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 Program’s purpose is to recruit unemployed youth from various cities within New York most impacted by the recent economic recession, and regarding the County, the cities of New Rochelle and Mount Vernon.

Recruited youth are initially certified to enter the Program, and upon certification, provided with services that include career exploration; occupational assessment; resume preparation; job matching, referral and placement; interview preparation and follow up, and workplace mentoring, as well services to prepare them to take and pass the National

Work Readiness Credential (the "NWRC") Examination; an examination establishing an individual's basic competence for entry level employment. Youth participating in the Program are also entitled to maximum stipends to cover the cost of their transition into job training and/or job placement.

Businesses are also invited to participate in the Program, and upon being certified to participate, shall receive New York State income tax credits for each Program participant youth hired by them as either a part or full time employee.

The proposed three NYSDOL grant agreements identified by corresponding NYSDOL contract number are as follows:

1. **Grant Agreement identified by NYSDOL Contract No. T014417:** for a term July 1, 2012 through December 31, 2012; for the County to receive up to \$50,000 in grant funds to pay performance based compensation to its selected service provider(s) to provide services to:
  - a. recruit and assist Program participant youth to become certified to enter the Program;
  - b. provide Program participant youth with career exploration and occupational assessment; resume preparation; job matching and referral; interview preparation and follow up, and workplace mentoring;
  - c. place Program participant youth in employment with Program participant businesses; and
  - d. pay maximum amount stipends from the grant funds to Program participating youth upon them being placed as an employee with a Program participant business to cover their costs of transition into employment (etc. daycare, clothing and transportation).

Compensation under the aforementioned proposed grant agreement shall be pursuant to performance based flat fee amounts paid to the service provider for each Program participant youth placed into employment with a Program participant business.

2. **Grant Agreement identified by Contract No. T014418:** for a term July 1, 2012 through December 31, 2012; for the County to receive up to \$42,500 in grant funds to pay performance based compensation to its selected service provider(s) to provide the services identical to that stated in 1(b) through 1(d) above, plus additional services to:
  - a. recruit Program participant youth already certified to enter the Program to then participate in the Program;
  - b. provide Program participant youth with work readiness training to allow them to pass the NWRC examination, as well as occupational skills training to perform a specific job or group thereof;
  - c. administer the NWRC examination to Program participant youth or coordinate the testing of same on their behalf; and
  - d. pay maximum amount stipends from the grant funds to Program participant youth upon them entering job training to cover their costs of

transition into job training and/or employment (etc. daycare, clothing and transportation).

Compensation under the aforementioned proposed agreement shall be pursuant to performance based flat fee amounts paid to the service provider for each Program youth participant i) that it places as an employee with a Program participant business; ii) that it provides with work readiness and/or occupational skills training; and iii) who receives a NWRC during or after completion of the service provider's work readiness training.

3. **Grant Agreement identified by NYSDOL Contract No. C014427:** for a term July 1, 2012 through June 30, 2013 and for the County to receive up to \$188,000 in grant funds to pay performance based compensation to its selected service provider(s) to provide the services identical to that stated in item (2) hereof.

### **County Indemnity of NYSDOL**

The County also shall indemnify NYSDOL pursuant to the terms of each aforementioned proposed NYSDOL grant agreement as follows:

The Contractor shall be solely liable and answerable in damages for any and all accidents and/or injuries to persons (including death) or property arising out of or related to the services to be rendered by the Contractor or its subcontractors pursuant to this Agreement. The Contractor shall defend, indemnify and hold harmless the Department and federal funding agency, and their respective officers, agents and employees from liability of any nature or kind, including costs and expenses, for or on account of any claims, suits, actions, and damages of every name or description relating to or in any way arising out of the provision of services pursuant to this Agreement.

The goals and objectives of the aforementioned proposed three grant agreements shall serve a public purpose by providing unemployed youth from economically challenged cities within the County with career advisement; employment credentialing pursuant to the NWRC examination; job training, referral and placement, and stipends to ease the financial burden of their transition into job training and/or employment.

The goals and objectives of the proposed three grant agreements are in the County's best interest regarding fiscal responsibility as said agreements shall provide funds to provide County youth with job skills and employment that shall likely reduce their need for taxpayer funded public assistance.

The goals and objectives of the proposed three grant agreements are also in the County's best interest regarding health and safety as said agreements provide youth within the County with job skills and employment placement that improves their lives and reduces negative youth behavior within the County.

Accordingly, authority is hereby requested for the County acting by and through the Department to enter into the proposed three grant agreements with NYSDOL as aforementioned.

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

KMM/AK/cji

APPROVED BOARD OF ACQUISITION & CONTRACT - 11/15/2012 - JOMARY VIEIRA, SECRETARY

## RESOLUTION

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

**RESOLVED**, that the County of Westchester (the "County") acting by and through its Department of Social Services, Office of Workforce Investment, on behalf of the Westchester-Putnam Local Workforce Investment Board, is hereby authorized to enter into three separate grant agreements with the New York State Department of Labor ("NYS DOL") regarding NYSDOL's New York Youth Works Program (the "Program"), as follows:

1. **Grant Agreement identified by NYSDOL Contract No. T014417:** for a term July 1, 2012 through December 31, 2012; for the County to receive up to \$50,000 in grant funds to pay performance based compensation to its selected service provider(s), to provide services to:
  - a. recruit and assist Program participant youth to become certified to enter the Program;
  - b. provide Program participant youth with career exploration and occupational assessment; resume preparation; job matching and referral; interview preparation and follow up, and workplace mentoring;
  - c. place Program participant youth in employment with Program participant businesses; and
  - d. pay maximum amount stipends from the grant proceeds to Program participating youth upon them being placed into employment with a Program participant business to cover their costs of transition into employment.
  
2. **Grant Agreement identified by NYSDOL Contract No. T014418:** for a term July 1, 2012 through December 31, 2012; for the County to receive up to \$42,500 in grant funds to pay performance based compensation to its selected service provider(s), to provide services to:
  - a. recruit Program participant youth already certified to enter the Program to then participate in the Program;
  - b. provide Program participant youth with career exploration and occupational assessment; resume preparation; job matching and referral; interview preparation and follow up, and workplace mentoring;
  - c. provide Program participant youth with work readiness training to allow them to pass the National Work Readiness Credential Examination, as well as occupational skills training to perform a specific job or group thereof;
  - d. administer the NWRC examination to Program participant youth or coordinate the testing of same on their behalf;
  - e. place Program participant youth in employment with Program certified businesses; and

- f. pay maximum amount stipends from the grant proceeds to Program participant youth upon them i) entering into job training and or ii) being placed into employment with a Program participant business, to cover their costs of transition into job training and/or employment.

- 3. **Grant Agreement identified by NYSDOL Contract No. C014427:** for a term July 1, 2012 through June 30, 2013; for the County to receive up to \$188,000 in grant funds to pay performance based compensation to its selected service provider(s) to the provide services identical to that stated in item (2) hereof.

: and be it further

**RESOLVED**, that the County shall indemnify NYSDOL pursuant to the terms of each above identified proposed NYSDOL grant agreement as follows:

The Contractor shall be solely liable and answerable in damages for any and all accidents and/or injuries to persons (including death) or property arising out of or related to the services to be rendered by the Contractor or its subcontractors pursuant to this Agreement. The Contractor shall defend, indemnify and hold harmless the Department and federal funding agency, and their respective officers, agents and employees from liability of any nature or kind, including costs and expenses, for or on account of any claims, suits, actions, and damages of every name or description relating to or in any way arising out of the provision of services pursuant to this Agreement.

: and be it further

**RESOLVED**, that the County Executive or his authorized designee is empowered to execute any document necessary to implement this Resolution.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Revenue	Trust Account	Dollars
275	22	345M	9854	T345	\$ 50,000
275	22	346M	9854	T346	\$ 42,500
275	22	348M	9854	T348	\$188,000

Budget Funding Year(s):2012(Grant\_Year) Start Date:7/1/12 \_\_\_ End Date: 6/30/13 \_\_\_  
(must match resolution)

Funding Source

Tax Dollars:

State Aid: 100%

\$ 280,500(must match resolution)

Federal Aid:  
Other: