

**78222**

DATE: July 28, 2020

TO: Board of Acquisition and Contract

FROM: Norma V. Drummond  
Commissioner of Planning

SUBJECT: Resolution authorizing a second amendment to the agreement between the County of Westchester and Heriberto Contreras to provide consultant services for the Westchester Census 2020 in order to increase the dollar amount from \$65,000.00 to \$145,000.00; an increase of \$80,000.00 and change the expiration date from July 31, 2020 to December 31, 2020.

On January 16, 2020, your Honorable Board approved a resolution authorizing the County of Westchester to enter into an agreement with Heriberto Contreras to provide consultant services to coordinate the 2020 Census efforts for Westchester County. The not to exceed award amount is \$50,000.00 pursuant to an approved budget. The term of the agreement is January 20, 2020 to July 31, 2020.

On May 7, 2020, your Honorable Board approved a resolution authorizing the County of Westchester to amend the agreement with Heriberto Contreras in order to increase the dollar amount from \$50,000.00 to \$65,000.00; an increase of \$15,000.00.

The parties now desire to amend the above referenced agreement in order to increase the dollar amount from \$65,000.00 to \$145,000.00; an increase of \$80,000.00 and change the expiration date from July 31, 2020 to December 31, 2020. \$50,000 of the additional funds are being provided through a grant from Westchester Community Foundation to have Heriberto Contreras continue his coordination of outreach and engagement activities for the 2020 Census and to increase his assistance at the emergency food distributions related to COVID-19. This amendment is needed as the COVID-19 restrictions inhibited our ability to conduct Census 2020 events that would allow groups of residents to complete their Census and has necessitated creative alternative activities to be implemented while Westchester residents are asked to remain home. The Census Bureau has extended the time period that households have to complete the Census until October 31, 2020, so the County's outreach activities need to continue until that date to maximize the response of households. With his bilingual skills, Heriberto Contreras is able to reach Spanish speaking households that go to emergency food distributions and

encourage them to respond to the Census. When the 2020 Census efforts are completed, Heriberto Contreras will use the balance of funding to assist with ongoing emergency food distribution efforts around the County.

The goal and objective of this agreement is to work to ensure that every county resident is counted in the 2020 Census. The County Executive has appointed members to a Complete Count Committee to marshal outreach efforts to residents through trusted community leaders. Planning Department staff are supporting this effort through hiring a Coordinator of the 2020 Census efforts for Westchester County that will ensure that Westchester's population is accurately counted.

I recommend approval of this second amendment.

NVD/cp  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/06/2020 - USM/BJJ/SECRETARY

## RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF PLANNING, BE IT HEREBY

RESOLVED: that the County of Westchester is hereby authorized to do an second amendment to the agreement with Heriberto Contreras to coordinate the 2020 Census efforts for Westchester County, in order to increase the not to exceed amount from \$65,000.00 to \$145,000.00; an increase of \$80,000.00 pursuant to an approved budget and change the expiration date from July 31, 2020 to December 31, 2020; and be it further

RESOLVED: that all the other terms and conditions of the agreement will remain the same, and it is further

RESOLVED: that the County Executive or his authorized designee be and hereby is authorized to execute any and all documents necessary and appropriate to effectuate purposes hereof.

Original Agreement	\$50,000.00
First Amendment	\$15,000.00
This Amendment	<u>\$80,000.00</u>
	\$145,000.00

AGREEMENT NUMBER: C-PL-20-487

Account to be Charged/Credited

		Major Program, Program & Phase	Object/ Sub Object	Trust Account	Dollars
Fund	Dept	Or Unit			
101	19	0100	4998		\$30,000
263	19	V018	4380	G018	\$50,000

Budget Funding Year(s) FY 2020 Start Date January 20, 2020 End Date December 31, 2020  
 (must match resolution)

Funding Source	Tax Dollars <u>\$30,000</u>
	State Aid _____
<b><u>\$80,000.00</u></b> (must match resolution)	Federal Aid _____
	Other <u>\$50,000 Westchester Community Foundation Grant</u>