



Robert P. Astorino  
County Executive

Department of Social Services

Kevin Mahon  
Commissioner

**12420**

DATE: June 21, 2010

TO: Board of Acquisition and Contract

FROM: Kevin P. Mahon, Commissioner  
Department of Social Services

SUBJECT: Resolution authorizing the County of Westchester to enter into an agreement with the **Urban League of Westchester County, Inc. (“the Urban League”)** pursuant to which the Urban League, through a program called “EPP”, will operate an employment project to place, monitor and track TANF customers on worksites, provide job skills training and place these customers into unsubsidized jobs for a term commencing on **July 1, 2010** and continuing through **June 30, 2011** for a total aggregate amount not to exceed **\$216,000** to be paid pursuant to an approved budget and subject to appropriation

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Authority is requested that the County of Westchester, acting by and through its Department of Social Services (the “Department”), to enter into an agreement with the **Urban League of Westchester County, Inc. (“the Urban League”)**, pursuant to which the Urban League, through a program called “EPP”, will operate an employment project to place, monitor and track TANF customers on worksites, provide job skills training and place these customers into unsubsidized jobs. The program will serve up to 120 TANF customers. This agreement will commence on **July 1, 2010** and continue through **June 30, 2011**. In consideration for services rendered, the Urban League will be paid a total amount not to exceed **\$216,000** pursuant to an approved budget and subject to appropriation. The Department was able to negotiate with the vendor a 10% budget reduction that was achieved as a result of cost savings in the areas of staff salaries, OTPS as well as administrative costs.

**The Public Purpose** of the program is to provide assistance to the TANF population in Westchester County in finding gainful employment and achieving self-sufficiency. This proposed agreement will allow for the continuation of a productive partnership with the Urban League to provide valuable employment services for DSS TANF customers. The Urban League

has proven to be very successful in placing TANF customers into employment positions and helping them to achieve self-sufficiency.

**The Goals and Objectives** of this program are to help TANF customers obtain and retain employment and to achieve economic growth and self-sufficiency. The program has been successful in meeting the goals and objectives under the current contract. Services were provided in the area of assessments, individualized employment plans, job readiness training, job search, and Community Work Experience and job placements.

The Urban League conducts a comprehensive assessment of each customer to identify their barriers to employment and develop an individual employment plan. Job skills training and counseling are provided to improve participants' employability. Those with little or no experience are assigned to the Community Work Experience Program (CWEP). The Urban League makes sure that participants follow up with job readiness and any employment leads. Both compliance and non compliance are monitored closely and reported to DSS. An outline of the goals and objectives is as follows:

- 120 customers to be served
- Assess skills, interests, education and employment history for all customers
- Provide individual job counseling for all customers
- Develop an Individual Employment Plan for all customers
- Place 60 customers in Unsubsidized Employment
- Provide structured job search/education/training activities for all customers

**The Goals and Objectives Are in the Best Interest of Fiscal Responsibility** in that there is a significant economic cost for individuals in receipt of Public Assistance. Each TANF recipient receives \$11,316 per year. The continued use of these support services may lead to job placement and public assistance case closures which would in turn help in reducing the County's fiscal burden. The success of these support services can create gainful employment within Westchester County which can stimulate the economy. As of April 2010, a total of 39 individuals found employment with the potential of achieving self sufficiency. If all 39 individuals remain employed, projected cost avoidance for Westchester County can be \$441,324.

**The Negative Consequence of Not Entering This Contract** is that our customers would not receive the employment related training to equip them with the necessary tools to become employed, and achieve self sufficiency. Additionally, without this program, Westchester County may not be able to meet the minimum participation standards and could face Federal fiscal sanctions.

**The Goals and Objectives** will be tracked and monitored using the Performance Measurement Indicators developed by the Department and approved by the County Budget Office. They include, but are not limited to, the submission of monthly statistics and quarterly reports and direct contact with the Department's Program Office. During the period starting 7/1/09 through 4/30/10, the Department is able to report that the vendor is on track to meeting the performance goals as indicated below:

- 190 customers served
- 39 customers were placed in jobs.

This agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) (xiv).

Accordingly, authority is requested to enter into an agreement with the Urban League of Westchester County, Inc. to operate the above said program.

APPROVED BOARD OF ACQUISITION & CONTRACT - 7-8-2010 - 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 is hereby authorized to enter into an agreement (the "Agreement") with the **Urban League of Westchester County, Inc.** ("the **Urban League**") pursuant to which the Urban League, through a program called "EPP", will operate an employment project to place, monitor and track TANF customers on worksites, provide job skills training and place these customers into unsubsidized jobs for a term commencing on **July 1, 2010** and continuing through **June 30, 2011**; and be it further

**RESOLVED**, that in consideration for services rendered under the Agreement, the County shall pay the Urban League a total amount not to exceed **\$216,000** payable in monthly installments pursuant to an approved budget; and be it further

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

Account to be Charged/Credited

2010

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	22	708K	4380	T708	\$216,000

Budget Funding Year(s): 2010 (Grant Year)  
(Must match resolution)

Start Date: 7/1/10

End Date: 6/30/11

Funding Source

**\$216,000**  
(Must match resolution)

Tax Dollars: \_\_\_\_\_

State Aid: \_\_\_\_\_

Federal Aid: 100%

Other: \_\_\_\_\_