

Robert P. Astorino  
County Executive

Department of Social Services

Grant E. Mitchell  
Acting Commissioner

15922

DATE: December 9, 2010

TO: Board of Acquisition and Contract

FROM: Grant E. Mitchell, MD, Acting Commissioner  
Department of Social Services

RE: Authority for the County of Westchester to further amend an agreement with Pace University to provide educational services for TANF eligible customers, designed to give them the knowledge and training necessary to secure employment and achieve self-sufficiency for the period September 1, 2009 through December 31, 2010 for an amount not to exceed \$826,031 by: 1) extending the end date of the agreement from December 31, 2010 to August 31, 2011; 2) increasing the not to exceed amount by \$326,626, from a total not to exceed amount of \$826,031 to a new total not to exceed amount of \$1,152,657 to be paid pursuant to an approved budget and subject to appropriation; and 3) modifying the scope of services to discontinue the provision of a twelve-month credit bearing Certificate Program in Personal Computer Applications for the Workplace Professional and a sixteen-week Administrative Assistant Module Program, and to include non-credit bearing two-month Certificate Programs in Workplace Essentials and/or Career Focus

---

On or about October 21, 2009, the County of Westchester entered into an agreement (DSS685-09) with Pace University to provide educational services for TANF eligible customers, designed to give them the knowledge and training necessary to secure employment and achieve self-sufficiency for a one (1) year term, pursuant to which Pace University will provide a twelve-month Certificate Program in Personal Computer Applications for the Workplace Professional for up to 61 TANF customers, and a 16 week Administrative Assistant Module Program to serve up to 5 TANF customers. The term of the agreement was for the period September 1, 2009 through August 31, 2010 for an amount not to exceed \$769,106. The agreement was subsequently executed.

Through a resolution approved on September 16, 2010, your Honorable Board authorized the County of Westchester to amend the aforesaid agreement for the limited purpose of extending the term thereof by four additional months to end on December 31, 2010 and by increasing the not to exceed amount by \$56,925, from a total not to exceed amount of \$769,106 to a new total not to exceed

amount of \$826,031. The First Amendment was subsequently executed.

Authority is now requested to further amend the aforesaid agreement with Pace University, by: 1) extending the end date of the agreement from December 31, 2010 to August 31, 2011; 2) increasing the not to exceed amount by \$326,626, from a total not to exceed amount of \$826,031 to a new total not to exceed amount of \$1,152,657 to be paid pursuant to an approved budget and subject to appropriation, and 3) modifying the scope of services to discontinue the provision of a twelve-month credit bearing Certificate Program in Personal Computer Applications for the Workplace Professional and a sixteen-week Administrative Assistant Module Program and to include non-credit bearing two-month Certificate Programs in Workplace Essentials and/or Career Focus. Additional funding is being requested to cover the cost associated with the services to be provided during the extended term. Pace University has agreed to provide services to a minimum of 100 and a maximum of 120 TANF customers, enabling the Department to determine the success of the program by how it improves the participation rate.

This contract serves a **public purpose** because the program offers a technical training program for TANF eligible customers, thereby equipping them with the necessary skills to become employed and, in turn, end their dependence upon temporary assistance, by becoming self sufficient.

**The goals and objectives of this program are** designed to facilitate marketable computer skills training which will lead to self sufficiency through employment and eliminate dependence on temporary assistance. Pace University offers a program called Computers Literacy Opportunity University Technology (CLOUT). Through CLOUT, program participants will be able to enroll in one or two non-credit bearing certificate programs, Workplace Essentials or Career Focus. Each certificate program will be two months in length. A participant may enter a Workplace Essentials Certificate and upon completion of the attendance and academic requirements, will receive a program level certificate. A graduate of a Workplace Essentials Certificate may apply to enter one of the Career Focus certificate programs.

**The goals and objectives are in the best interests of the County in terms of fiscal responsibility** because the attainment of employment is the intended result of this training, which would, in turn, eliminate the dependence on temporary assistance and reduce the County's financial burden in providing this assistance. There is a significant economic cost for individuals in receipt of Public Assistance. Currently, TANF Families (FA & SNA MOE) receive an average of \$10,200 per year and \$14,844 per year respectively. Continuation of the CLOUT program may lead to job placement, helping to attain self sufficiency for these individuals. This would help the economic growth of the County in the long run. In addition to this, 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 can result in federal fiscal sanctions for Westchester County. Enrolling customers in this program will help Westchester meet its participation mandates, and avoid fiscal sanctions.

Based on the **performance outcomes**, 75 customers were enrolled in the program. The vendor has reported that 23 TANF customers were awarded certificates in Computer Applications, with an additional 27 TANF customers slated to graduate in December 2010. The vendor has reported that 4 TANF customers were awarded certificates in the Administrative Assistant Module, with 1 additional TANF customer slated to graduate in December 2010. PACE also provided a non-credit bearing Computer Applications program in which an additional 9 TANF customers are slated to graduate in December 2010. Additionally, 21 TANF customers who have completed the program have successfully secured employment. There were 14 customers who have achieved job retention of 90 days or more.

Except as specifically amended hereby, all other terms and conditions of the Original Agreement as amended shall remain in full force and effect.

Accordingly, the County of Westchester, acting by and through its Department of Social Services, is requesting authority to further amend the aforesaid agreement with Pace University for the reasons stated above.

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 12-30-2010 - JOMARY VIEIRA, SECRETARY

## RESOLUTION

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

**RESOLVED**, that the County of Westchester is hereby authorized to further amend an agreement with Pace University to provide educational services for TANF eligible customers, designed to give them the knowledge and training necessary to secure employment and achieve self-sufficiency by: 1) extending the end date of the agreement from December 31, 2010 to August 31, 2011; 2) increasing the not to exceed amount by \$326,626, from a total not to exceed amount of \$826,031 to a new total not to exceed amount of \$1,152,657 to be paid pursuant to an approved budget and subject to appropriation; and 3) modifying the scope of services to discontinue the provision of a twelve-month credit bearing Certificate Program in Personal Computer Applications for the Workplace Professional and a sixteen-week Administrative Assistant Module Program and to include a non-credit bearing two-month Certificate Program in Workplace Essentials and/or Career Focus. Additional funding shall be used to cover the costs associated with the continuation of services during the extended term; and be it further

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

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions necessary to implement this Resolution.

Original Agreement	\$ 769,106
First Amendment	\$ 56,925
<b>This Amendment</b>	<b>\$ 326,626</b>
TOTAL	\$1,152,657

Agreement # 685-B-09

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	22	708k	4380	T708	\$326,626

Budget Funding Year(s): 2011(Grant Year)  
(must match resolution)

Start Date: N/A End Date: 8/31/11

Funding Source

Tax Dollars:

State Aid:

**\$326,626**

Federal Aid: 100%

(must match resolution)

Other: