



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**20509**

DATE: July 20, 2011

TO: Board of Acquisition and Contract

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

SUBJECT: Resolution authorizing the County to enter into an agreement with Pace University to provide high quality educational services for TANF eligible customers, designed to give them the knowledge, student centered education and training necessary to secure employment and achieve self-sufficiency for a one (1) year term commencing September 1, 2011 and terminating on August 31, 2012 for an amount not to exceed \$384,833 to be paid on a performance basis pursuant to an approved budget and subject to appropriation

Attached for your consideration is a resolution which, if approved by your Honorable Board, would authorize the County of Westchester, acting by and through its Department of Social Services (the "Department"), to enter into an agreement with Pace University to provide high quality educational services for TANF eligible customers, designed to give them the knowledge and student centered education and training necessary to secure employment and achieve self-sufficiency for a one (1) year term, commencing **September 1, 2011** and continuing through **August 31, 2012** for an amount not to exceed \$384,833 to be paid pursuant to an approved budget and subject to appropriation. Pace University is offering two Certificate Programs: A Basic Business Skills Program for up to 6 weeks and a Business Essentials program for 12 weeks. The annual cost of running this program is essentially the same as last year's budget.

The services provided pursuant to this agreement achieve a **public purpose** by assisting the County to improve the economic and social status of the TANF population by providing them with the necessary tools to achieve this goal.

**The goals and objectives of this program** are designed to facilitate marketable business, computer and office skills training which will promote the employment opportunities of the targeted population and help them eliminate their dependence on Temporary Assistance. Not only will such an opportunity be beneficial to the participants, but it will also benefit the children and families by enabling

them to move from dependency to self-sufficiency through employment as an Administrative Business Professional.

Pace University offers a program called Computers Literacy Opportunity University Technology (C.L.O.U.T.) and has been partnering with The Department of Social Services since 1991. Participants will be able to enroll in one or both Certificate Programs: The Basic Business Skills and Business Essentials Programs. Each Program provides an assessment, orientation and vocational education. All Business Essentials participants are also enrolled in an internship along with the academic training. Coursework is available on-line and academic support is offered in addition to the classroom instructions. Participants are awarded Certificates upon successful completion of the attendance and academic requirements.

**The goals and objectives are in the best interests of the County in terms of fiscal responsibility** as they are aimed at promoting the employment opportunities of the targeted population, effectively eliminating their dependence on Temporary Assistance. There is a significant economic cost for individuals in receipt of Temporary Assistance. Currently, Temporary Assistance to Needy Families (TANF) Program recipients cost the County \$11,520 per year. The continuation of this program may lead to more job placements and improve the economic status of the program participants and the County as well. In addition to this, Westchester County is required to engage all Temporary Assistance 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 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.

**The Department is pleased to report the following results achieved for the period from September 2010 through June 2011:**

	Fall Term 2010	Spring Term 2011
# Enrolled in Program	25	77
# Completed Program	23(92%)	69 (90%)
# Awarded Certificate	21 (84%)	62(81%)

Noteworthy are the 17 students who have reported obtaining employment, 3 of the jobs resulting from internship placement through the CLOUT Program. Some of these jobs pay salaries up to \$18.00 an hour. One participant found employment as a store manager in White Plains paying \$35,000 in annual salary with benefits.

This contract is exempt from the Westchester County Procurement Policy under Section 3(a) (xiv) which exempts contracts with not-for-profit organizations for the purposes of providing services to persons in need of public assistance.

Accordingly, the County of Westchester is hereby requesting authority to enter into an agreement with Pace University to provide the aforesaid services.

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/11/2011 - 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 with Pace University to provide high quality educational services for TANF eligible customers, designed to give them the knowledge, student centered education and training necessary to secure employment and achieve self-sufficiency for a one (1) year term commencing September 1, 2011 and terminating on August 31, 2012 for an amount not to exceed \$384,833 to be paid pursuant to an approved budget and subject to appropriations; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is empowered 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	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	22	708L	4380	T708	\$384,833

Budget Funding Year(s): 2011 (Grant Year) Start Date: 9/1/11 End Date: 8/31/12  
(must match resolution)

Funding Source	Tax Dollars:
<b><u>\$384,833</u></b>	State Aid:
(must match resolution)	Federal Aid: 100%
	Other: