

23443

DATE: December 5, 2011
TO: Board of Acquisition & Contract
FROM: Mae Carpenter, Commissioner
Department of Senior Programs and Services
RE: Authority To:

a) Enter into an Agreement with the New York State Office for the Aging (NYSOFA) to accept a grant in the amount of \$267,038 for the purpose of administering and implementing the Senior Community Service Employment Program (SCSEP) under Title V of the Older Americans Act for the program period July 1, 2011 through June 30, 2012; and

b) Enter into an Agreement with the Urban League of Westchester County, Inc. for the purpose of administering the SCSEP Program under Title V of the Older Americans Act for a total aggregate amount not to exceed \$29,230 for the program period July 1, 2011 through June 30, 2012; and

c) Enter into no-cost Agreements with various municipalities and agencies set forth below for the purpose of implementing the SCSEP Program under Title V of the Older Americans Act for the program period July 1, 2011 through June 30, 2012.

Authority is hereby requested for the County of Westchester (the "County"), acting by and through its Department of Senior Programs & Services (the "Department") to:

- a) enter into an Agreement with the New York State Office for the Aging (NYSOFA) to accept a grant in the amount of \$267,038 for the purpose of administering and implementing the SCSEP Program (the "Program") under Title V of the Older Americans Act for the program period July 1, 2011 through June 30, 2012; and
- b) enter into an Agreement with the Urban League of Westchester County, Inc. (the "Urban League") for the purpose of administering the Program for a total aggregate amount not to exceed \$29,230 for the program period July 1, 2011 through June 30, 2012; and
- c) enter into no-cost Agreements with various municipalities and agencies set forth below for the purpose of implementing the Program under Title V of the Older Americans Act for the program period July 1, 2011 through June 30, 2012.

The Urban League will administer the Program, recruit and train senior workers, recruit potential employers to hire the senior worker and perform related services. The Urban League will be

allocated a total amount not-to-exceed \$29,230 of the NYSOFA grant funds, 85% of which will be used to fund various items including staff wages and benefits, travel, etc. The remaining 15% will be used for administration services including Management of Information Systems, supervision, processing fiscal reports and payroll related processing and distribution.

The remaining \$237,808 in NYSOFA grant funds will be retained and used directly by the Department. Approximately 85% of said funds will be used for trainee wages and fringes. The individual program trainees will be paid at minimum wage directly by the Department using the aforementioned grant funds allocated by NYSOFA. The balance of the funding will be used to provide service management and area administration. The Department will also be responsible for payroll disbursement and funding allocation appropriateness.

Under the no-cost agreements with the various municipalities and agencies, the municipalities and agencies will provide a training site to train seniors in various areas of employment. The municipalities and agencies will receive the benefit of the individual program trainees at no cost to said municipalities and agencies.

The agreements will serve a public purpose by providing a community service and work-based training program for low income older workers who have multiple barriers to employment. Many of the participants would not have a job, housing or food without the opportunity to earn wages while learning a new skill. It is intended that these community service experiences serve as a bridge to other employment positions that are not supported with government funds.

The goals and objectives of the Program are to promote employment and training opportunities for older workers for the purposes of earning additional income, gaining experience, upgrading skills and improving mental and physical health through meaningful work.

These goals and objectives are in the best interest of Westchester County in terms of fiscal responsibility because by supplementing the participants' income, their dependence on public assistance decreases or becomes non-existent. Additionally, the participants work and train in various departments within Westchester County and other municipalities, thereby supplementing the workforce that provides essential and necessary services to the community.

The goals and objectives of the Program will be tracked and monitored by the Department and NYSOFA by reviewing SPARQ system reports, which contain detailed participant data that the Urban League inputs/updates at least quarterly. In addition, the Urban League will submit monthly reports to the Department. In addition, the Department and NYSOFA will conduct an annual site monitoring visit to the Urban League to review their files. The Urban League will conduct worksite visits to monitor the employees.

By Act No. 9 of 2011, the Westchester County Board of Legislators authorized the County to enter into the grant agreement, the agreement with the Urban League, and the intermunicipal agreements with the various municipalities.

The agreement with NYSOFA to accept the grant funds does not constitute a procurement and as such is not subject to the requirements of the Westchester County Procurement Policy. The agreement with the Urban League and with the private agencies set forth below are exempt from the Procurement Policy pursuant to Section 3(a)(xix) thereof. The agreement with the municipalities set forth below are exempt from the Procurement Policy pursuant to Section 3, subsections (a) (iii) and (a)(xix) thereof.

Accordingly, I recommend adoption of the proposed resolution.

RESOLUTION

Upon a communication from the Commissioner of the Westchester County Department of Senior Programs and Services, it is hereby:

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement with the New York State Office for the Aging (NYSOFA) to accept a grant in the amount of \$267,038, to administer and implement the Senior Community Services Employment Program ("SCSEP") under Title V of the Older Americans Act for the program period July 1, 2011 through June 30, 2012; and be it further

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement with the Urban League of Westchester County, Inc. (the "Urban League") for the purpose of administering the SCSEP Program under Title V of the Older Americans Act for a total aggregate amount not to exceed \$29,230 for the program period July 1, 2011 through June 30, 2012; and be it further

RESOLVED: that the County of Westchester is hereby authorized to enter into no-cost agreements with the various municipalities and agencies listed below pursuant to which the various municipalities and agencies will provide training sites to train seniors ("Program Participants") in various areas of employment in accordance with the SCSEP Program for the program period July 1, 2011 through June 30, 2012; and be it further

RESOLVED: that Program Participants will be compensated directly by the Westchester County Department of Senior Programs and Services at minimum wage with costs being paid solely with grant funds received by the County from NYSOFA with no expenditure of County funds; and be it further

RESOLVED: that the agreements with the Urban League and with the various municipalities and agencies listed below (collectively the "Contractors") are subject to County appropriations; and be it further

RESOLVED: that the agreements with the Contractors are also subject to the further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of these agreements. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate the Agreements with the Contractors or renegotiate the amount and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractors, then the Contractors shall have the right to terminate the Agreement upon reasonable prior written notice; and be it further

RESOLVED: that the County Executive or his duly authorized designee is hereby empowered to execute all documents and take all actions necessary and appropriate to effectuate the purposes of this resolution.

SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM WORKSITE SPONSORS

MOUNT VERNON, CITY OF
 WHITE PLAINS, CITY OF
 YONKERS, CITY OF

THE FIELD LIBRARY
 THE SHARING COMMUNITY
 URBAN LEAGUE OF WESTCHESTER, INC.
 NEPPERHAN COMMUNITY CENTER
 WESTCHESTER COMMUNITY OPPORTUNITY PROGRAM, INC.
 WARTBURG ADULT CARE COMMUNITY
 YONKERS FAMILY YMCA

Original Agreement \$267,038
 TOTAL \$267,038
 Agreement# N/A

Account to be
 Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	85	054L	9854	T054	\$267,038
263	85	054L	Various	T054	\$237,808
263	85	054L	4380	T054	\$29,230

Budget Funding Year(s) 2011-2012 Start Date 7/1/11 End Date 6/30/12
 (must match resolution)

Funding Source Tax Dollars _____
 State Aid \$267,038
\$267,038 Federal Aid _____
 (must match resolution) Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/29/2011 - JOMARY VIEIRA, SECRETARY