

Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

23568

**DATE:** December 8, 2011

**TO:** Board of Acquisition and Contract

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

**SUBJECT:** Resolution authorizing the County of Westchester to amend an agreement with Westhab, Inc. for the provision of various support services for the “hard-to-serve” Safety Net customers in Westchester County through a program called YRAP (Yonkers Reach Achieve and Prosper) for the period July 1, 2010 through December 31, 2011 for an amount not to exceed \$1,065,000 by: 1) extending the end date from December 31, 2011 to March 31, 2012; 2) increasing the not to exceed amount by \$177,500 to a new total not to exceed amount of \$1,242,500 to be paid pursuant to an approved budget and subject to appropriation

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By a resolution approved on June 24, 2010, your Honorable Board authorized the County of Westchester, acting by and through its Department of Social Services (the “Department”), to enter into an agreement with Westhab, Inc. for the provision of various support services for the “hard-to-serve” Safety Net customers in Westchester through a program called YRAP (Yonkers Reach Achieve and Prosper) for the period July 1, 2010 through June 30, 2011 for an amount not-to-exceed \$710,000 to be paid pursuant to an approved program budget and subject to appropriation. This agreement was subsequently executed.

By a resolution approved on June 16, 2011, your Honorable Board authorized the County of Westchester, acting by and through its Department of Social Services (the “Department”), to amend the agreement with Westhab, Inc. for the provision of various support services for the “hard-to-serve” Safety Net customers in Westchester County through a program called YRAP for the period July 1, 2010 through June 30, 2011 for an amount not to exceed \$710,000 by: 1) extending the end date from June 30, 2011 to September 30, 2011; 2) increasing the not to exceed amount by \$177,500 to a new total not to exceed amount of \$887,500 to be paid pursuant to an approved budget and subject to appropriation; and 3) modifying the scope of services to serve non exempt, employable Safety Net customers only. This amendment was subsequently executed.

By a resolution approved on October 13, 2011, your Honorable Board authorized the County of Westchester, acting by and through its Department of Social Services, to further amend the aforesaid agreement with Westhab, Inc. for the provision of various support services for the “hard-to-serve” Safety Net customers in Westchester County by: 1) extending the end date from September 30, 2011 to December 31, 2011; 2) increasing the not to exceed amount by \$177,500 to a new total not to exceed

amount of \$1,065,000 to be paid pursuant to an approved budget and subject to appropriation; and 3) modifying the scope of services to include revised performance measurement indicators and targets. This amendment was subsequently executed.

Authorization is now requested to further amend the aforesaid agreement with Westhab, Inc. for the provision of various support services for the “hard-to-serve” Safety Net customers in Westchester County through a program called YRAP by: 1) extending the end date from December 31, 2011 to March 31, 2012; 2) increasing the not to exceed amount by \$177,500 to a new total not to exceed amount of \$1,242,500 to be paid pursuant to an approved budget and subject to appropriation. The additional funding will be used to cover the cost associated with the services to be provided during the extended term. **The contract is being amended to allow time for the new vendor to get on board as a result of an RFP. The Department is requesting this transition period due to the complexities of the program design.**

The services provided pursuant to the proposed agreement serve a **Public Purpose** by assisting the County to ensure the economic well being of the “hard-to-serve” Safety Net Families population in Westchester County. Many of these customers face multiple barriers to employment that prevent them from gaining employment and achieving self-sufficiency, including domestic violence, low reading skills, poor math skills, language barriers, criminal records and lack of experience with workplace expectations.

These “hard-to-serve” families need ongoing assistance, such as basic needs, intensive job preparation services, social services and other interventions. Although they may exhibit a number of deficiencies and barriers to employment, most of these issues can be addressed through proper assessment, targeted services, industry-specific job readiness and employment services as well as intensive case management throughout the employment process. The above said skills can be learned with proper service integration and an incentive/reward system that provides positive feedback, proper goal settings and motivational support.

**The Goals and Objectives** of this program are to reduce reliance on Temporary Assistance for TANF families that have reached the federally established 60 month limit and have converted to Safety Net category. This program will end the dependence of “hard-to-serve” customers on Temporary Assistance by providing orientation, assessment, referrals, employment readiness, training, job search, job placement and retention services with an emphasis on building relationships with customers and helping them develop the confidence needed to succeed.

**The Goals and Objectives are in the best interest of the County in terms of Fiscal Responsibility** in that the continued use of these support services may lead to job placement and self sufficiency, thus promoting the economic security of these individuals. The income received from employment may end or reduce dependence on Temporary Assistance.

**The Goals and Objectives will be tracked and monitored using the Performance Measurement Indicators** adopted by the Department and approved by the County Budget Office. They include, but are not limited to, the submission of monthly statistics and reports as well as direct contact with the Department’s Program Office. The performance data for the period September 1, 2010 through October 31, 2011 is presented below:

- 758 customers served
- 170 engaged in Community Work Experience
- 23 Enrolled in Vocational Education/Job Skills Training
- 40 Job Placements

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

Except as specifically amended hereby, all other terms and conditions of the original agreement as amended shall remain the same.

Accordingly, authority is requested to amend the agreement with Westhab Inc. for the reasons stated above.

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/12/2012 - JONARY VIERA, 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 further amend an agreement with Westhab, Inc. for the provision of various support services for the “hard-to-serve” Safety Net customers in Westchester County through a program called YRAP (Yonkers Reach Achieve and Prosper) for the period from July 1, 2010 through December 31, 2011 for an amount not to exceed \$1,065,000 by: 1) extending the end date December 31, 2011 to March 31, 2012; 2) increasing the not to exceed amount by \$177,500 from a total not to exceed amount of \$1,065,000 to a new total not to exceed amount of \$1,242,500 to be paid pursuant to an approved budget and subject to appropriation; and be it further

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

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized to take such action and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Original Contract Amount:	\$710,000
First Amendment:	\$177,500
Second Amendment:	\$177,500
This Amendment:	<b><u>\$177,500</u></b>
Total	\$1,242,500

Account to be  
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
	263	22	708K	4380	T708	\$177,500

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

Start Date: N/A

End Date: **03/31/12**

Funding Source

Tax Dollars:

State Aid:

Federal Aid: 100%

**\$177,500**

(must match resolution)

Other:

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/12/2012 - JOMARY VIEIRA SECRETARY