

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

24327

DATE: January 17, 2012

TO: Board of Acquisition and Contract

FROM: Kevin McGuire, Commissioner
Department of Social Services

RE: Authority to enter into an Agreement with Single Stop USA to accept a grant in the amount of \$50,000 to be used to provide free tax preparation services at Westchester Community College for the program period January 1, 2012 through December 31, 2012

The County of Westchester (the "County"), acting by and through the Department of Social Services, Office of Workforce Investment (the "Department"), seeks authority from your Honorable Board to enter into an agreement with Single Stop USA ("SSUSA") to accept a grant (the "Grant") in the amount of \$50,000 to support a free tax preparation campaign for college students at Westchester Community College ("WCC") for the program period January 1, 2012 through December 31, 2012.

As your Honorable Board may know, since 2004, the County, in collaboration with several community partners, has offered a free tax preparation service called the Westchester County Volunteer Income Tax Assistance Program ("VITA"). VITA was designed to help low/moderate income individuals, families with children and elderly residents prepare their tax returns for free, thus enabling them to take advantage of various tax credits they may not have been aware of. Using proceeds from the Grant, the Westchester VITA program, in partnership with WCC and SSUSA, will be launching a new initiative to provide free tax preparation services to community college students and student households in need at a new site to be located on the WCC campus.

SSUSA will receive its funding through the WCC Foundation. The funding will thereafter be paid to the Department in four (4) installments over the course of 12 months. The Department will use proceeds from the grant to hire tax preparers who will provide services to WCC students at the WCC campus, pursuant to separate contracts.

The proposed agreement serves a **public purpose** by assisting eligible students and their families who work and have income that falls below the specified level to take advantage of the free tax services and received the maximum tax credits.

The **goals and objectives** of these Agreements will help the County reach its goal to prepare up to 1,000 returns for the WCC students.

The goals and objectives are in the best interests of the County in terms of **fiscal responsibility** because at no cost to the County, the students will be able to receive the maximum federal and state tax credits. Further the goal of this outreach will help each eligible resident to receive between \$626 and \$7,764 in tax credit based on the family sized, marital status, and earned income.

The goals and objectives will be **tracked and monitored** through monthly reports. The agencies will report on the number of returns filed, the amount tax refunds and the amount of EITC and other tax credits.

It should be noted that the proposed grant agreement does not constitute procurement. As such, the provisions of the Westchester County Procurement Policy do not apply.

Accordingly, I recommend adoption of the proposed annexed resolution.

KM/SNL/jpg

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/15/2012 - JOMAR MORA, SECRETARY

RESOLUTION

UPON COMMUNICATION FROM THE COMMISSIONER OF THE WESTCHESTER COUNTY DEPARTMENT OF SOCIAL SERVICES, BE IT HEREBY:

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement with Single Stop USA ("SSUSA"), to accept a grant in the amount of \$50,000 to be used to provide free tax preparation services to students and their families at Westchester Community College ("WCC") for the program period January 1, 2012 through December 31, 2012 (the "Agreement"); and be it further

RESOLVED, that the County Executive or his duly authorized designee be, and hereby is, authorized 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
275	22	174M	7340	T174	\$50,000

Budget Funding Year(s): 2012 Start Date: 1/1/12 End Date: 12/31/12
(must match resolution)

Funding Source Tax Dollars:
State Aid:
\$50,000 Federal Aid:
(must match resolution) Other: 100%