

40594

DATE: June 2, 2014

TO: Board of Acquisition and Contract

FROM: Mae Carpenter, Commissioner
Department of Senior Programs and Services

RE: Request for authority to:

1. Amend an Agreement to exercise the first of the County's five (5) options to renew an Agreement (the "Agreement") with Westchester Community Opportunity Program, Inc. to provide Supportive Services Transportation under Title III-B of the Older Americans Act for a total amount not to exceed \$6,516, comprised of \$5,864 in Federal funds and \$652.00 in Contractor matching funds, for the period January 1, 2014 through December 31, 2014; and
2. Amend the renewed Agreement to add certain provisions that are required by the New York State Office for the Aging ("NYSOFA") concerning equal access to services, non-discrimination and concentration of services on target populations, and to delete in its entirety the 2013 the Recipient Characteristics Definitions contained in Schedule "A", page 6 of the Agreement and replacing them with the revised 2014 Recipient Characteristics Definitions for the 2014 program period.

Pursuant to a resolution approved on July 11, 2013 (the "July 11th Resolution"), your Honorable Board authorized the County of Westchester (the "County") acting by and through its Department of Senior Programs and Services (the "Department"), to enter into an Agreement (the "Agreement") with Rye Interfaith Housing Corporation, Inc., Volunteer Service Bureau of Westchester Inc. d/b/a The Volunteer Center of United Way and Westchester Community Opportunity Program, Inc. (the "Contractors") for the purpose of providing Supportive Services Transportation under Title III-B of the Older Americans Act (the "Programs") in a total aggregate amount not to exceed \$29,800, comprised of \$10,662 in Federal funds, \$17,953 in County tax dollars and \$1,185 in Contractor matching funds for the period January 1, 2013 through December 31, 2013, with having the option to renew the Agreements with the Contractors for up to five (5) additional one-year periods. The Agreement was subsequently executed.

The County now seeks approval to exercise the first of its five (5) options to renew the Agreement with Westchester Community Opportunity Program, Inc. ("WESTCOP") also (the "Contractor") for a total amount not to exceed \$6,516, comprised of \$5,864 in Federal funds and \$652 in Contractor matching funds to the Program for the period January 1, 2014 through December 31, 2014. Under the Supportive Services Program, WESTCOP will provide one-way per person bus transportation to foster grandparent program volunteers. Transportation is for low-income senior volunteers to travel to and from various academic settings to tutor children who need extra help with school work and to participate in orientation/trainings. It should be noted that the service provided by the Volunteer Service Bureau is being funded under a different source for 2014, so it is not necessary to renew the

Agreement under the IIIB grant. The Agreement with Rye Interfaith Housing Corporation, Inc. will be renewed under a separate resolution.

Authority is also requested to add certain provisions to the renewal WESTCOP Agreement as required by NYSOFA concerning equal access to services, non-discrimination and concentration of services on target populations. By way of background, on July 17, 2012 NYSOFA issued its revised Equal Access and Targeting Policy (12-PI-08) clarifying the responsibilities of New York State's Aging Network Providers under federal and state laws regarding equal access to services and nondiscrimination in serving all cohorts of New York's older adults and caregivers. The program Instruction also addressed the federal and state requirements for targeting activities to reach those unserved and underserved groups that are in greatest social and/or economic need. The Area Agencies on Aging ("AAAs") were instructed that they are responsible for requiring all aging service providers under their respective planning and service area to comply with requirements for equal access (including language accessibility), nondiscrimination and concentration of services on target populations as required in the Older Americans Act (OAA), NYS regulations, other relevant laws, and NYSOFA policies. The AAAs were further instructed to include these requirements in each agreement made with such providers (OAA §306[a][4][A]) and to specify how the provider intends to meet specific objectives for satisfying the service needs of, and providing services to, low-income minority individuals, older individuals with limited English proficiency, and older individuals residing in rural areas (OAA §306[a][4][A]). Accordingly, these requirements will be added to the Amendment in the form of Appendix "A".

Authority is further requested to replace the 2013 Recipient Characteristics and Definitions on page 6 of Schedule A in the original agreement with the 2014 Recipient Characteristics and Definitions, page 6 with updated Poverty Guidelines for the 2014 program year and will be added to the Amendment in the form of Appendix "B".

The renewal of this Agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a)xix thereof. However, it is subject to the Federal Common Grant Rules. As such, an RFP was done in 2013 for the procurement of the Program services. The Federal Common Grant Rules also require grantees to conduct a price analysis prior to recommending a renewal of the Agreement. In an effort to comply with this requirement, the Department reached out to three agencies to solicit price quotations for the Program services. Based on the evaluation of the price quotes, it was determined that the current Contractor's price is reasonable. Additionally, the current Contractor ensures the efficiency of its transportation cost by combining transportation services with other volunteers subsidized under a different grant, and provides door-to-door transportation, which is a significant benefit for the many volunteers with limited walking capacity due to age, ailments or other disabilities, and for those without access to public transportation due to the location of their residence. Therefore, since the current Contractor provides the necessary flexibility regarding the needed accommodations for the senior volunteers and the price is reasonable, it is economically prudent to exercise the County's option under the current Agreement for the provision of these services from the current Contractor for 2014.

The Department believes it would be in the best interests of the County for your Honorable Board to renew the Agreement with WESTCOP because in addition to the reasons mentioned the above, WESTCOP has successfully implemented the program in the past year.

Except as specifically revised hereunder, all remaining terms and conditions of the Agreement shall remain in full force and effect.

Accordingly, I recommend adoption of the proposed resolution.

MC/SJ

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/25/2014 - JOMARY VIEIRA, SECRETARY

RESOLUTION

UPON COMMUNICATION FROM THE COMMISSIONER OF THE WESTCHESTER COUNTY DEPARTMENT OF SENIOR PROGRAMS AND SERVICES, BE IT HEREBY:

RESOLVED, that the County of Westchester (the "County") is hereby authorized to exercise the first of its five (5) options to renew an Agreement (the "Agreement") with Westchester Community Opportunity Program, Inc., ("WESTCOP") also (the "Contractor") for the purpose of providing Supportive Services Transportation under Title III-B of the Older Americans Act (the Program) whereby the Contractor will provide one-way per person bus transportation to foster grandparent program volunteers for a total amount not to exceed \$6,516, comprised of \$5,864 in Federal funds, and \$652 in Contractor matching funds, , for the period January 1, 2014 through December 31, 2014.; and be it further

RESOLVED, that the County is hereby further authorized to add certain provisions to the renewal Agreement with the Contractor as required by the New York State Office for the Aging ("NYSOFA") concerning equal access to services, non-discrimination and concentration of services on target populations; and be it further

RESOLVED, that the County is hereby further authorized to amend the Agreement with the Contractor to delete in its entirety the 2013 Recipient Characteristics Definitions contained in Schedule "A", page 6 of the Agreement and replacing them with the 2014 Recipient Characteristics Definitions for the 2013 program year; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain the same; 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.

Original Agreement: \$7,239.00
 First Amendment: \$6,516.00
 Total \$13,755.00

Account to be charged	Fund	Department	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
N/A	263	85	686P	4380	T686	\$5,864.00
	N/A	N/A	N/A	N/A	N/A	\$652.00
Budget Funding Year(s) (must match resolution)	2014		Start Date	1/1/14	End Date	12/31/14
Funding Source	Tax Dollars		\$			
	State Aid		\$0			
<u>\$6,516.00</u> (must match resolution)	Federal Aid		<u>\$5,864.00</u>			
	Other		<u>\$652.00</u>			

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