



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

44008

Date: February 24, 2015

To: Honorable Board of Acquisition and Contract

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

Re: Authority to enter into a Memorandum of Understanding with the Westchester Community Opportunity Program, Inc. (“WestCOP”) pursuant to which the County, through its Department of Social Services, Office of Workforce Investment, on behalf of the Westchester-Putnam Local Workforce Investment Board, will provide educational, technical, and vocational training services to help Westchester County’s economically disadvantaged residents who are receiving public assistance to become self-supporting and productive members of the community in accordance with the Career Pathways II Program for the period April 1, 2014 through March 31, 2015 in an amount not-to-exceed \$78,250 pursuant to an approved performance-based budget.

Authority is respectfully requested for the County of Westchester, acting by and through its Department of Social Services, Office of Workforce Investment, on behalf of the Westchester-Putnam Local Workforce Investment Board (the “Department”), to enter into a Memorandum of Understanding (“MOU”) with the Westchester Community Opportunity Program, Inc. (“WestCOP”) pursuant to which the Department will provide educational, technical, and vocational training services to help Westchester County’s economically disadvantaged residents who are receiving public assistance become self-supporting and productive members of the community in accordance with the Career Pathways II Program for the period April 1, 2014 through March 31, 2015 in an amount not-to-exceed \$78,250 pursuant to an approved performance-based budget, subject to a 15% administration fee payable to WestCOP for each milestone invoiced.

The Career Pathways II Program (the “Program”) was established by the New York State Office of Temporary and Disability Assistance (“OTDA”) to provide economically disadvantaged individuals with job readiness preparation, support and training services. OTDA,

after issuing an RFP, selected WestCOP as a grant recipient and lead agency under the Program. As grant recipient and lead agency, WestCOP was awarded a grant in the amount of \$230,000 from OTDA to be used to implement the Program. Of the total grant amount, WestCOP has allocated \$78,250 to the Department to provide various Program services. In consideration for services rendered, the Department will be reimbursed by WestCOP upon achieving specific performance-based milestones, such as training certification, job entry and retention, subject to a 15% administration fee payable to WestCOP for each milestone invoiced.

The Department is taking part in this collaborative effort to help Westchester County's economically disadvantaged residents who are receiving public assistance to become self-supporting and productive members of the community. The Department will provide program participants with educational, technical, and vocational training supported with remediation, pre-employment training, resume preparation, and referral services for TANF (below 200% of the poverty level) and WIA-eligible individuals age 16 and over, with a special focus on the 16 to 24 year old age group.

As the MOU does not involve the procurement of goods or services, the provisions of the Westchester County Procurement Policy do not apply.

The services provided pursuant to this Agreement will serve a public purpose by helping economically disadvantaged adults acquire marketable career skills that will better prepare them to compete for current jobs in the workplace.

The goals and objectives of the Agreement are to provide job readiness and career development services to eligible participants that will lead to:

- 9 will complete a Career Plan plus 60 Instructional Hours
- 8 will obtain credentials
- 8 will successfully enter employment
- 6 of the employed participants will retain employment for 60 days
- 6 of the employed participants will retain employment for 120 days

The goals and objectives are in the best interest of the County in terms of fiscal responsibility because this initiative is expected to help at least 8 TANF recipients find employment and discontinue the annual receipt of public assistance support. Further, each individual who leaves the program with a job will begin to contribute to the public cause through the payment of income and related taxes.

The goals and objectives of this agreement will be tracked and monitored through weekly staff meetings, monthly reports from the assigned staff and the related performance based invoices and incomes generated from this program.

Accordingly, I most respectfully recommend the adoption of the annexed Resolution.

KMM/AT/jpg

RESOLUTION

Upon a communication from the Commissioner of Social Services, be it hereby:

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services, Office of Workforce Investment, on behalf of the Westchester-Putnam Local Workforce Investment Board (the "Department"), is hereby authorized to enter into a Memorandum of Understanding (the "MOU") with the Westchester Community Opportunity Program, Inc. ("WestCOP") pursuant to which the Department will provide educational, technical, and vocational training services to help Westchester County's economically disadvantaged residents who are receiving public assistance to become self-supporting and productive members of the community in accordance with the Career Pathways II Program for the period April 1, 2014 through March 31, 2015; and be it further

RESOLVED, that in consideration for services rendered, the County shall be reimbursed an amount not-to-exceed \$78,250 pursuant to an approved performance-based budget, subject to a 15% administration fee payable to WestCOP for each milestone invoiced; and be it further

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

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
275	22	975P	9853	T975	\$78,250

Budget Funding Year(s):2014 (grant year) Start Date:04/01/14 End Date: 03/31/15
(must match resolution)

Funding Source Tax Dollars:
 State Aid: 100%
\$78,250 Federal Aid:
 (must match resolution) Other: