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TO: Honorable Members of the Board of Acquisition and Contract

FROM: Honorable Robert P. Astorino
Westchester County Executive

Hon. Michael B. Kaplowitz, Chairman
Westchester County Board of Legislators

Robin Schlaff
Director, Office for Women

DATE: July 15, 2015

SUBJECT: Authority to enter into an agreement with Westchester Hispanic Coalition, Inc. to provide free legal assistance and community education for immigrants, for a term commencing January 1, 2015 and continuing through December 31, 2015, for an amount not-to-exceed \$50,000

The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester, acting by and through its Office for Women, (the "County") to enter into an agreement (the "Agreement") with Westchester Hispanic Coalition, Inc. ("WHC") pursuant to which WHC will provide free legal assistance through advice and consultations, including applying for administrative relief, as well as community education for immigrants, for a term commencing January 1, 2015 and continuing through December 31, 2015, for an amount not-to-exceed \$50,000, payable quarterly pursuant to an approved budget.

WHC will subcontract with Hudson Valley Community Coalition ("HVCC") to provide clinics and educational workshops for Westchester's immigrant communities. With these services, immigrants can receive the most up to date, accurate information about potential legal relief, eligibility screenings, advice on how to avoid fraudulent service providers, and consultations on potential remedies.

WHC will also subcontract with Pace University, acting by and through its Community Law Practice ("Pace"), to provide individual screenings and/or consultations and community education for immigrants.

The proposed Agreement will serve a public purpose by increasing the stability and self-sufficiency of Latino immigrant men and women in Westchester.

The goals and objectives of the proposed Agreement are as follows:

- WHC will conduct individual screenings and/or consultations for at least 150 low-income immigrants seeking to apply for administrative relief including, but not limited to, Special Immigrant Juveniles Status, Deferred Action for Childhood Arrivals, Temporary Protective Status, work authorization renewals, and legal permanent resident status;
- HVCC and Pace will collectively provide approximately 24 community education workshops/clinics; and
- Pace will conduct approximately 300 individual screenings and/or consultations for immigrants.

The goals and objectives of the proposed Agreement will be tracked and monitored by the Office for Women.

Authority to exempt these services from the requirements of the Westchester County Procurement Policy pursuant to Section 3(a)(xxi) thereof has been requested from your Honorable Board in accordance with a separate resolution of the same date hereof.

Attached for your consideration is a proposed Resolution.

RESOLUTION

Upon a communication from the County Executive, the Chairman of the Westchester County Board of Legislators, and the Director of the Office for Women be it hereby

RESOLVED, that the County of Westchester, acting by and through its Office for Women, (the "County") is hereby authorized to enter into an agreement (the "Agreement") with Westchester Hispanic Coalition, Inc. ("WHC") pursuant to which WHC will provide free legal assistance through advice and consultations, including applying for administrative relief, as well as community education for immigrants, for a term commencing January 1, 2015 and continuing through December 31, 2015; and be it further

RESOLVED, that WHC will subcontract with Hudson Valley Community Coalition to provide clinics and educational workshops for Westchester's immigrant communities; and be it further

RESOLVED, that WHC will subcontract with Pace University, acting by and through its Community Law Practice, to provide individual screenings and/or consultations and community education for immigrants; and be it further

RESOLVED, that in consideration for services to be rendered, WHC will be paid an amount not-to-exceed \$50,000, to be paid quarterly pursuant to an approved budget; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. 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 this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute any and all documents and take any actions necessary to effectuate the purposes hereof.

Account to be charged/credited:

Fund	Dept	Major Program, Program & Phase, Or Unit	Sub-Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year(s)
101	52	2508	0010	5100	N/A	\$25,000	2015
101	52	2508	0011	5100	N/A	\$25,000	2015

Budget Funding Year(s) 2015 **Start Date:** 1/1/2015 **End Date:** 12/31/2015

(must match resolution)

Funding Source: Tax Dollars \$50,000

\$50,000

State Aid _____

(must match resolution)

Federal Aid _____

Other _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/23/2015 - SUMMARY VIEW - SECRETARY