



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

52579

DATE: August 12, 2016
TO: Board of Acquisition and Contract
FROM: Kevin M. McGuire
Commissioner
SUBJECT: Authority to:

1) enter into a Grant Agreement with Abt Associates, Inc. (“Abt”) pursuant to which the County of Westchester (the “County”), through its Department of Social Services (“DSS”), will receive an amount not-to-exceed \$126,368 in grant funds from Abt, payable in accordance with an approved payment schedule, for the County’s participation in the Job Search Assistance Strategies Evaluation study (the “JSA Study”) to determine which of two contrasting approaches for providing job search assistance to cash assistance recipients is most effective, for the program period September 1, 2016 through September 1, 2018 (the “Grant Agreement”);

2) enter into a Data Use and Security Agreement with Abt which will address the terms and conditions under which the County, through DSS, will disclose the data it collects from its cash assistance recipients to Abt under the Grant Agreement and the terms in which Abt may use the data to carry out the terms of its contract with the U.S. Department of Health and Human Services (“HHS”), for the period commencing on September 1, 2016 and continuing through October 1, 2020 (the “Data Use and Security Agreement”); and

3) amend an Agreement with Westhab, Inc. (“Westhab”) for the provision of Job Development Services to adult recipients of Temporary Assistance for the period from April 1, 2016 through March 31, 2017 in order to 1) expand the scope of services to include providing assistance to the County with the JSA Study, effective September 1, 2016; and 2) require Westhab to comply with certain confidentiality requirements in connection with the services it will provide to the County in connection with the JSA Study.

By way of background, Abt, a research and consulting company, has entered into a contract with HHS to conduct a study (the "JSA Study") to determine which of two contrasting approaches for providing job search assistance to cash assistance recipients is most effective. The JSA Study will randomly assign cash assistance recipients to one of two contrasting approaches for providing job search assistance to help move individuals from cash assistance to employment. As part of the JSA Study, Abt will be receiving and analyzing administrative data for research purposes. Specifically, Abt will be collecting STRIVE and non-STRIVE program data, cash assistance benefit and receipt data, and SNAP benefit and receipt data as well as demographic and contact information, for the purpose of researching the efficacy of job search assistance on behalf of HHS. In the sites selected to participate in the evaluation, the study will compare the employment, earnings, and other outcomes of individuals assigned to contrasting JSA approaches to determine the relative impacts of these approaches. The evaluation will also include an implementation study that will allow the impact findings to be interpreted in the context of understanding services provided, gathered directly from program staff.

Abt has asked the County, through DSS, to participate in the JSA Study by randomly referring those TANF and Safety Net Customers who choose to participate in the Study and who complete an Informed Consent agreement to one of the two job search approaches; STRIVE or non-STRIVE. In consideration for the County's participation in the Study, Abt is authorized by HHS to award up to \$126,368 in HHS grant funds to the County. Accordingly, authority is requested for the County, acting by and through DSS, to enter into a Grant Agreement with Abt, pursuant to which the County, through DSS, will receive an amount not-to-exceed \$126,368 in grant funds from Abt for its participation in the JSA Study, payable in accordance with an approved payment schedule tied to the achievement of specified performance milestones, for the program period September 1, 2016 through September 1, 2018.

Authority is further requested for the County, through DSS, to enter into a Data Use and Security Agreement with Abt which will address the terms and conditions under which the County, through DSS, will disclose the data it collects from its cash assistance recipients to Abt under the Grant Agreement and the terms in which Abt may use the data to carry out the terms of its contract with HHS, for the period commencing on September 1, 2016 and continuing through October 1, 2020.

Lastly, by resolution approved on April 7, 2016, your Honorable Board authorized the County to enter into an agreement with Westhab pursuant to which Westhab agreed to provide Job Development Services to adult recipients (age 19 and over) of Temporary Assistance for the period from April 1, 2016 through March 31, 2017 for an amount not to exceed \$1,097,200 pursuant to an approved budget, with the County reserving an option to renew the agreement for up to three (3) additional one (1) year terms (the "Westhab Agreement"). The Westhab Agreement was subsequently executed.

Since Westhab is already required under the Westhab Agreement to provide the STRIVE, Community Work Experience and Job Placement & Employment Retention programs, the County now seeks to have Westhab assist it in conducting the JSA Study. For

purposes of the JSA Study, Westhab will operate two STRIVE classes between September 1, 2016 and August 31, 2017, each with approximately 30 participants every six weeks. Specifically, Westhab will run one STRIVE class at their Mt. Vernon site every six weeks and one STRIVE class at their White Plains site every six weeks. Westhab will enroll referred TANF and Safety Net recipients into the next available STRIVE class, giving JSA Study participants priority access in order to include all such participants in the next STRIVE class starting up in their location. Since these additional services may entail access by Westhab to certain personally identifiable information ("PII") obtained from DSS customers, it will be necessary for the contract amendment to include certain confidentiality assurances from Westhab to prevent unauthorized disclosure of the PII. The Amendment to the Westhab Agreement shall become effective as of September 1, 2016

Accordingly, authority is now requested to amend the Westhab Agreement in order to 1) expand the scope of services to include providing assistance to the County with the JSA Study, effective September 1, 2016; and 2) require Westhab to comply with certain confidentiality requirements in connection with the services it will provide to the County in connection with the JSA Study. In consideration for the additional services to be rendered by Westhab under the Westhab Agreement, the County agrees to take the provision of said additional services into consideration when evaluating Westhab's performance outcomes under the Westhab Agreement. However, there shall be no additional monetary cost to the County for the provision of said additional services.

Except as otherwise specifically amended hereby, all other terms and conditions of the Westhab Agreement shall remain in full force and effect.

This program will serve a public purpose by being part of a national study and impacting federal government policy and regulations.

The goals and objectives of this program will be to identify the effectiveness of STRIVE Job Readiness versus other work activities in leading the customer to self-sufficiency.

The goals and objectives of this program are in the best interests of the County in terms of identifying best practices for future employment and training models.

The goals and objectives will be tracked and monitored by WCDSS Office of Work Activities.

As neither the Grant Agreement nor the Data Use and Security Agreement involve the procurement of goods or services, the provisions of the Westchester County Procurement Policy do not apply. The Westhab Agreement was previously procured in accordance with sections 6 and 13 of the County Procurement Policy. Since the additional services to be provided under the proposed amendment to the Westhab Agreement will be at no additional cost to the County, the provisions of the County Procurement Policy do not apply.

I certify that my department, a) has copies of, or access to, all applicable laws, rules, regulations, grant applications, and grant agreements (including any master grant agreement), as well as any guidance or instructions received from the agency making the grant (the “Grant Terms”), b) has reviewed the Grant Terms, c) is aware of and understands all of the Grant Terms, and d.) and will comply with all of the Grant Terms.

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

KMM/KK/PW/jpg

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/25/2016 - LISA MARIJAS, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (“County”), acting by and through its Department of Social Services (the “DSS”), is hereby authorized to enter into a Grant Agreement with Abt Associates, Inc. (“Abt”) pursuant to which the County will receive an amount not-to-exceed \$126,368 in federal grant funds from Abt for its participation in the Job Search Assistance Strategies Evaluation study (the “JSA Study”) to determine which of two contrasting approaches for providing job search assistance to cash assistance recipients is most effective, for the program period September 1, 2016 through September 1, 2018, payable in accordance with an approved payment schedule tied to the achievement of specified performance milestones (the “Grant Agreement”); and be it further

RESOLVED, that the County, acting by and through DSS, is hereby authorized to enter into a Data Use and Security Agreement with Abt which will address the terms and conditions under which the County, through DSS, will disclose the data it collects from its cash assistance recipients to Abt under the Grant Agreement and the terms in which Abt may use the data to carry out the terms of its contract with the U.S. Department of Health and Human Services, for the period commencing on September 1, 2016 and continuing through October 1, 2020 (the “Data Use and Security Agreement”); and be it further

RESOLVED, that the County, acting by and through DSS, is hereby authorized to amend an Agreement with Westhab, Inc. (“Westhab”) for the provision of Job Development Services to adult recipients of Temporary Assistance for the period from April 1, 2016 through March 31, 2017 in an amount not to exceed \$1,097,200, pursuant to an approved budget, with the County reserving an option to renew the agreement for up to three (3) additional one (1) year terms (the “Westhab Agreement”), in order to: 1) expand the scope of services to include providing assistance to the County with the JSA Study, effective September 1, 2016; and 2) require Westhab to comply with certain confidentiality requirements in connection with the services it will provide to the County in connection with the JSA Study; and be it further

RESOLVED, that in consideration for the additional services to be rendered by Westhab under the Westhab Agreement, the County will agree to take said additional services into consideration when evaluating Westhab’s performance outcomes under the Westhab Agreement. However, there shall be no additional monetary cost to the County for the provision of said additional services; and be it further

RESOLVED, that except as otherwise specifically amended hereby, all other terms and conditions of the Agreement with Westhab shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	22	798R	9856	T798	\$126,368

Budget Funding Year(s): 2016 Start Date: 09/01/2016 End Date: 09/01/2018
(must match resolution)

Funding Source
\$126,368
(must match resolution)

Tax Dollars:
State Aid:
Federal Aid:
Other: \$126,368

APPROVED FOR ACQUISITION & CONTRACT - 08/25/2016 - LISA MRIJAJ, SECRETARY

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/25/2016 - LISA MRIJAJ, SECRETARY

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