

**57686**

**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:** June 20, 2017

**SUBJECT:** Authority to enter into an agreement with Westchester Hispanic Coalition, Inc. to provide pro-se naturalization clinics and assist immigrants in submitting naturalization applications to United States Citizenship and Immigration Services, for a term commencing on January 1, 2017 and continuing through December 31, 2017, for an amount not-to-exceed \$20,600

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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 pro-se naturalization clinics and assist immigrants in submitting naturalization applications to United States Citizenship and Immigration Services ("USCIS"), for a term commencing on January 1, 2017 and continuing through December 31, 2017, for an amount not-to-exceed \$20,600, payable quarterly pursuant to an approved budget.

Specifically, WHC shall provide pro-se naturalization clinics where staff and volunteer attorneys fully screen for eligibility and refer applicants to trained volunteers and WHC staff who complete USCIS applications and organize supporting documentation. WHC's Intake Counselor registers clients for pro-se clinics and provides eligibility guidelines as well as list of documents needed to attend the clinics. Staff and volunteer attorneys review the application for submission before it is given to the pro-se applicant in a pre-addressed envelope to be submitted to USCIS. Clients are instructed in next steps and provided materials and resources for preparing for the English language and US civics and history exam. The WHC Intake Counselor will be available for follow-up questions and to guide applicants through the process.

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

The goals and objectives of the proposed Agreement are for WHC to assist 40 immigrants in submitting naturalization applications to USCIS through pro-se clinics.

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.

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/20/2017 - NCA MARIJAJ, SECRETARY

# RESOLUTION

Upon a communication from the Westchester 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") to enter into an agreement (the "Agreement") with Westchester Hispanic Coalition, Inc. ("WHC") pursuant to which WHC will provide pro-se naturalization clinics and assist immigrants in submitting naturalization applications to United States Citizenship and Immigration Services, for a term commencing on January 1, 2017 and continuing through December 31, 2017, for an amount not-to-exceed \$20,600, payable 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	Object/ Sub-Object	Trust Account	Dollars	Funding Year(s)
101	52	2508	5100	N/A	\$20,600	2017

**Budget Funding Year(s)** 2017      **Start Date:** 1/1/2017      **End Date:** 12/31/2017

(must match resolution)

**Funding Source:** Tax Dollars \$20,600

\$20,600

State Aid \_\_\_\_\_

(must match resolution)

Federal Aid \_\_\_\_\_

Other \_\_\_\_\_