

Robert P. Astorino
County Executive

Department of Social Services
Kevin M. McGuire, Commissioner

60074

DATE: November 30, 2017

TO: Honorable Members of the Board of Acquisition and Contract

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

SUBJECT: Authority to amend an agreement with Westchester Community Opportunity Program, Inc. ("WestCOP") to promote, coordinate, and operate the County's six (6) sites for the Volunteer Income Tax Assistance program for a term commencing on January 1, 2017 and continuing through July 31, 2017 in a total aggregate amount not to exceed \$90,000 to be paid pursuant to an approved budget, by 1) adding an option for the County to retroactively renew the Agreement for the period from August 1, 2017 through July 31, 2018 pursuant to which WestCOP would provide services under the 2018 Volunteer Income Tax Assistance program for an amount not-to-exceed \$90,000; and 2) authorizing the County to exercise said option.

By resolution approved on March 16, 2017 (the "March 16th Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into an agreement with WestCOP to promote, coordinate, and operate the County's six (6) tax sites (located in Mt. Vernon, Yonkers, Peekskill, Valhalla, White Plains and Ossining), for the 2017 Volunteer Income Tax Assistance program for a total aggregate amount not to exceed \$90,000 to be paid pursuant to an approved budget, for a term commencing on January 1, 2017 and continuing through July 31, 2017 (the "Agreement"). The Agreement was subsequently executed.

While the RFP that was issued to procure these services provided that the County would reserve an option to extend the term of the Agreement for an additional year, due to an administrative oversight, the March 16th Resolution did not authorize such an option. Nor did the Agreement itself provide for the option. Since the availability of an option was clearly contemplated by the parties, authority is now requested to amend the Agreement to add a one year option by which the County may retroactively renew the Agreement for the period from August 1, 2017 through July 31, 2018 for a total aggregate amount not to exceed \$90,000 to be paid pursuant to an approved budget. Authority is also requested for the County to exercise said

option to renew the Agreement for said period in said amount.

Except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect upon the parties.

The Agreement will serve a public purpose by giving residents the assistance they need in preparing their taxes to avail themselves of the EITC and thereby provide such residents with an income supplement to help them achieve self-sufficiency.

The goals and objectives of the proposed agreement are to prepare 3,499 Federal and State returns for the 2018 tax season (It should be noted that during the 2017 tax season, WestCOP exceeded the goal of preparing 2,650 by preparing 2,820 returns).

The goals and objectives of the proposed agreement are in the best interests of the County in terms of fiscal responsibility because EITC dollars have a significant impact on the lives of low and moderate income families by providing an income supplement to meet the immediate expense of qualifying families, to achieve economic self-sufficiency and break the cycle of poverty.

The goals and objectives of the proposed agreements will be tracked and monitored through reports to be prepared by the selected agency. The agency will report on the number of returns filed, the amount tax refunds and the amount of EITC and other tax credits.

An appropriate resolution is herewith attached for your Honorable Board's consideration.

KMM/SNL/jpg
Attachment

RESOLUTION

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

RESOLVED, that the County of Westchester (the “County”), acting by and through its Department of Social Services, is hereby authorized to amend an agreement with Westchester Community Opportunity Program, Inc. (“WestCOP”) pursuant to which WestCOP agreed to promote, coordinate, and operate the County’s six (6) tax sites (Mt. Vernon, Yonkers, Peekskill, Valhalla, White Plains and Ossining) for the 2017 Volunteer Income Tax Assistance program for a term commencing on January 1, 2017 and continuing through July 31, 2017 for a total aggregate amount not to exceed \$90,000, to be paid pursuant to an approved budget (the “Agreement”), by: 1) adding an option for the County to retroactively renew the Agreement for the period from August 1, 2017 through July 31, 2018 pursuant to which WestCOP will provide services under the 2018 Volunteer Income Tax Assistance program for an amount not-to-exceed \$90,000, payable pursuant to an approved budget; and 2) authorizing the County to exercise said renewal option for said period in said amount; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect upon the parties; and be it further

RESOLVED, that the County Executive or his duly authorized designee is empowered to execute all documents and take all actions necessary to effect the purpose of this resolution.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	22	5000	4420		\$50,000
275	22	4531	835S	T835	\$32,400
275	22	7340	418R	T418	\$7,600

Budget Funding Year(s): 2017 Start Date: 08/01/2017 End Date: 07/31/2018

(Must match resolution)

		<u>4420</u>	<u>T835</u>	<u>T418</u>
Funding Source	Tax Dollars:	42%	0%	0%
	State Aid:	23%	0%	0%
<u>\$90,000</u>	Federal Aid:	35%	100%	100%
<u>(Must match resolution)</u>	Other:			