

George Latimer
County Executive

Department of Community Mental Health

Michael Orth, M.S.W.
Commissioner

[83885]

Date: March 30, 2021

To: Honorable Members
Board of Acquisition and Contract

From: Michael Orth, M.S.W.,
Commissioner, Department of Community Mental Health

Subject: Request for authority to:

- 1) Enter into an agreement with the state of New York State Division of Criminal Justice Services, in order to (i) accept a grant in the total amount of \$132,082.00 in state funds, for the period from October 1, 2020 through September 30, 2021; and (ii) contribute \$14,684.00 in County matching funds, pursuant to an approved budget, for the Department of Community Mental Health to operate its Reentry Task Force and Enhanced Services Program.
- 2) Enter into an agreement with Family Services of Westchester, Inc., in a not-to-exceed amount of \$80,725.00, comprised of \$66,041 in state funds and \$14,684 in County matching funds, for the period from April 1, 2021 through September 30, 2021, pursuant to an approved budget, to provide various reentry support services to assist individuals returning from prison to transition back into the community, with the County having the sole option to renew the term of the agreement for up to four (4) one-year renewal terms.

Authority is requested from your Honorable Board for the County of Westchester (the "County"), acting by and through its Department of Community Mental Health ("DCMH" or "Department"), to enter into an agreement – Contract Number DCJ01-C00051GG-1090000 ("Grant Agreement") with New York State Division of Criminal Justice Services ("DCJS"), in order to (i) accept a grant in the amount of \$132,082.00 in state funds; and (ii) contribute \$14,684.00 in County matching funds, pursuant to an approved budget, for the Department to operate the Westchester Reentry Task Force and Enhanced Services Program, for the period from October 1, 2020 through September 30, 2021.

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.) can and will comply with all of the Grant Terms.

The objective of this proposed Grant Agreement is to reduce crime and recidivism by continuing a multi-agency Westchester County Reentry Task Force (“Reentry Task Force”) that promotes the general health and public safety of the citizens of Westchester by assisting individuals released from state prison to transition successfully back into their communities in Westchester. The Reentry Task Force works to accomplish this goal by identifying reentry resources as well as barriers to reentry in Westchester County. In addition, the Reentry Task Force works with government and not for profit partners in the County to link reentrants to needed services such as alcohol and substance abuse treatment, mental health treatment, housing and employment services. All individuals assisted by the Reentry Task Force are on Parole, under the supervision of the NYS Division of Corrections and Community Supervision (“DOCCS”). The Reentry Task Force shall submit quarterly reports to DCJS for its review and approval.

The proposed Grant Agreement does not constitute procurement and as such is not subject to the requirements of the Westchester County Procurement Policy.

Authority is also requested for the County to enter into an agreement (“FSW Agreement”) with Family Services of Westchester, Inc. (“FSW”), in an amount not to exceed \$80,725.00, comprised of \$66,041 in State funds and \$14,684 in County matching funds, pursuant to an approved budget, for the period from April 1, 2021 through September 30, 2021, to provide various reentry support services to assist individuals returning from prison to transition back into the community, such as Intake with returning individuals; Case Conferencing in partnership with NYS Parole; Service Planning and Coordination; Connection to the Ready, Set, Work!, employment program; Connection to Moral Reconciliation Therapy (MRT) in coordination with Westchester Independent Living Center (WILC) and other service connections as need is determined; Transportation assistance (Metrocards, etc.). Pursuant to the proposed FSW Agreement, the County will have the right, at its sole option, to renew the term of the agreement for up to four (4) one-year renewal terms. The balance of the state funds in the amount of \$66,041.00 will be used to help support the salary and fringe benefits of one position in DCMH to serve as Reentry Coordinator for the period from October 1, 2020 to March 31, 2021.

In addition, FSW has requested the utilization of the following subcontractors: 1.) Westchester Educational Opportunity Center, 26 South Broadway, Yonkers, NY 10701 for the Ready, Set, Work program, a 20 hour, evidence-based practice focused on skill-based employment readiness training; and 2.) Westchester Independent Living Center, Inc., 10 County Center Road, 2nd Floor, White Plains, NY 10607 for the Moral Reconciliation Therapy program aimed at decreasing the likelihood of someone returning to abusing substances or alcohol.

Pursuant to the FSW Agreement, **FSW** will provide reentry support services to include, among other things, linkages to health care, mental health and substance use services (including co-occurring disorders), establishing and restoring benefits eligibility, housing, employment and pre-employment assistance services, and other services provided by the Westchester County Reentry and Task Force Program. This contract will help meet the reentry needs of this returning

population in a manner that promotes the safety and best interests of the people of Westchester County.

In accordance with Section 6 of the County's Procurement Policy and Procedures, the County conducted a request for proposal ("RFP") process. On February 10, 2021, the County issued an RFP that solicited proposals from vendors to provide the aforementioned services. In response to the RFP, the Department received two (2) proposals from the following entities: (1) FSW; and (2) Westchester Independent Living Center ("WILC"). Subsequent to WILC's submission of its proposal to the County, WILC withdrew same. The Department has evaluated the FSW proposal and has determined that such proposal is advantageous to the Department. Moreover, FSW's performance under previous contracts with the County has also been found satisfactory.

The proposed FSW Agreement will serve a public purpose by assisting incarcerated individuals returning from prison to transition back into the Westchester County communities.

The goal and objective of the proposed FSW Agreement is to assist the County in providing the reentry services necessary for the County to reinsert incarcerated individuals into the Westchester County communities.

Authority is respectfully requested from your Honorable Board for the County to enter into the Grant Agreement and the FSW Agreement.

MO/TP/CMC/cmc

APPROVED BOARD OF ACQUISITION & CONTRACTS 04/08/22
ESM/PR/CAJ/SECRETARY

RESOLUTION

Upon a communication from the Commissioner of the Department of Community Mental Health, be it hereby

RESOLVED, that the County of Westchester (the "County") is hereby authorized to (i) enter into a grant agreement – Contract Number DCJ01-C00051GG-1090000 ("Grant Agreement") with New York State Division of Criminal Justice Services ("DCJS"), in order to (i) accept a grant in the amount of \$132,082.00 in state funds, and (ii) contribute \$14,684.00, pursuant to an approved budget, in County matching funds, for the Department to operate the Westchester Reentry Task Force and Enhanced Services Program, for the period from October 1, 2020 through September 30, 2021; and be it further

RESOLVED, that the County is further authorized to enter into an agreement ("FSW Agreement") with Family Services of Westchester, Inc. ("FSW"), in an amount not to exceed \$80,725.00, comprised of \$66,041.00 in state funds and \$14,684.00 in County matching funds, for the period from April 1, 2021 through September 30, 2021, pursuant to an approved budget, to provide various support services to assist individuals returning from prison to transition back into the community; and be it further

RESOLVED that FSW may use the following subcontractors: 1.) Westchester Educational Opportunity Center, 26 South Broadway, Yonkers, NY 10701 for the Ready, Set, Work program, a 20 hour, evidence-based practice focused on skill-based employment readiness training; and 2.) Westchester Independent Living Center, Inc., 10 County Center Road, 2nd Floor, White Plains, NY 10607 for the Moral Reconciliation Therapy program aimed at decreasing the likelihood of someone returning to abusing substances or alcohol; and be it further

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

RESOLVED, that the 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 the Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to FSW, then FSW shall have the right to terminate the FSW Agreement upon reasonable prior written notice; 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
263	26	836V	4380	T836	80,725
263	26	522W	Various	T522	66,041
263	26	836V	5854	T836	66,041
263	26	836V	9855	T836	14,684
263	26	522W	9854	T522	66,041

Budget Funding Year(s) 2020-2021 Start Date: 10/01/20 End Date: 09/30/2021
(must match resolution)

Funding Source Tax Dollars: \$14,684.00
State Aid: \$132,082.00
Federal Aid _____
Other _____

\$146,766.00
(must match the resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/08/2021 - USA MHAJ, SECRETARY