

CONTRACTS MANAGEMENT

INTERDEPARTMENTAL COOPERATIVE PLAN REVIEW SHEET

Cooperative Plan Number: DSS9014-22

Plan Prepared By: Department of Social Services

Partner Agency: Department of Parks, Recreation and Conservation

Program Name/Services Type: Advance through Parks

Description of Work: On the job training, employment placement and retention services

If Amendment, Additional: _____

Total Not To Exceed Amount: \$179,315.00

Plan Term: 1/1/2022-12/31/22

DSS Plan Monitor: Bryan Paler 914-995-5671

Reviewed & Approved By: _____

(Commissioner OR Deputy Commissioner)

**Name & Title of Person Executing
Plan for Partner Agency:** _____

Name/Title

Contracts Use:

(If applicable)

BAC Approval Date: N/A

Fiscal Use:

Account to be charged in DSS

Fund	Dept	Major Program, Program & Phase or Unit	Object/Sub-Object	Trust Account	Dollars
101	22	Unit4000-Sub Unit- 4000	Object-5416	-	\$179,315.00

Contract Management

Bryan Paler
Name/Title

11/04/2022
Date

General Accounting

Joy Vazhappilly, Sup-Fiscal Operations
Name/Title

11/05/201
Date

DATE: November 8, 2021

TO: Leonard G. Townes, Commissioner
Department of Social Services

Kathleen O'Connor, Commissioner
Department of Parks, Recreation & Conservation
Executive

RE: Interdepartmental Cooperative Agreement Between Westchester County Department of Social Services and Westchester County Department of Parks, Recreation & Conservation to Provide Advance-Through-Parks On-the-Job Training and Employment Placement and Retention Services for Temporary Assistance Families on Work Experience Assignments in Various County Parks

Effective January 1, 2022, the Westchester County Department of Social Services (DSS) and the Westchester County Department of Parks, Recreation and Conservation (PRC) will enter into an Interdepartmental Cooperative Agreement to provide on-the-job training and employment placement and retention services for TANF (FA) and SAFETY NET FAMILIES (SN MOE) customers on work experience assignments in various County parks. This program will be known as "Advance-Through-Parks" (ATP).

The term of this agreement is effective January 1, 2022 through December 31, 2022, in the amount not to exceed **ONE HUNDRED SEVENTY NINE THOUSAND THREE HUNDRED AND FIFTEEN (\$179,315) DOLLARS**, subject to County appropriations.

The responsibilities of the respective departments under this Interdepartmental Cooperative Agreement are as follows:

The Department of Parks, Recreation & Conservation will:

- (a) identify specific job training positions, sites, and park supervisors at the following listing of PRC job training placements:

- Parks Laborer (general maintenance)
- Cashier (Playland & other facilities)
- Custodial (night cleaning)
- Small Machine Mechanic
- Technical Service (operations)
- Clerical (office and park facility)
- Golf Course Maintenance
- Horticulture/Nursery Maintenance

DSS9014-22

Plant Nursery Laborer
Special Program/Event Workers
Gardener's Aide
Recreation Program Aides
Messengers
Facility Painters
Parking Lot Attendant
Lifeguard Training
Food Service Worker (Playland, County Center)
Housekeeper
Translator/Interpreter
Security Guard

- (b) conduct initial orientation sessions and explain program objectives for participants, including assessment strategy;
- (c) provide appropriate equipment, I.D. and uniform clothing, including gloves etc. for on-site park assignments;
- (d) conduct periodic progress reviews jointly with the Office of Work Activities;
- (e) conduct interviews with customers who are moving on to employment; survey them as to the pros and cons of the program, what worked and what did not, etc.; make modifications accordingly;
- (f) with assistance of the County Personnel Office, conduct orientation sessions as necessary on the nature and responsibilities of the public employment service system and provide information on relevant job opportunities within the County, municipal government, and private sector;
- (g) provide attendance information on a weekly basis to the Office of Work Activities staff or designated employment vendor and provide immediate notification if a customer does not report to their assignment;
- (h) provide immediate intervention and on-the-job counseling for problem situations affecting training, progress, and on-site performance;
- (i) provide this training to completion for a minimum of a combined total of 38 TANF and Safety Net Families, with at least 12 placed in full-time employment among the eight park facilities;
- (j) notify the Office of Work Activities if the number of customers falls below 38;
- (k) notify the Office of Work Activities staff or designated employment vendor immediately upon customer's employment and maintain retention services, (i.e. follow-up contact with employers and customers for 6 months);
- (l) provide DSS and the Office of Work Activities with monthly reports identifying the number of customers enrolled in the program, the number of those employed (including name and address of employer, hours, salary, and start date) and number of customers and months retained in their jobs;
- (m) as the department receiving the funds, have custody of all documentation supporting the expenditures claimed in each request for reimbursement. This documentation will be available for audit by the funding department or its auditors.

PERFORMANCE MEASUREMENT - PRC acknowledges and agrees that it shall participate in the measurement of its performance under this Agreement, as follows:

DSS9014-22

- (a) PRC Administration will submit performance reports to DSS no later than the 15th day following the end of each month. PRC shall provide the DSS and the Office of Work Activity with detailed written reports, in a form specified by the Commissioner/Director as seen in Schedule "A", outlining the progress in achieving the Targets/Outcomes set forth in the Scope of Work in order to enable DSS to assess the level and type of services provided, as well as the dedication and/or expenditure of the funding provided by DSS for those purposes to date.

A scanned copy of performance reports may be forwarded to DSS, on or before the date specified, to the attention of

Ali Tarchoun – att1@westchestergov.com

- (b) DSS and/or the Office of Work Activity reserves the right to audit the performance under this Agreement. Such audit may include requests for documentation or other information which the Commissioner may, in his/her discretion, deem necessary and appropriate to verify the information provided by PRC as required by subsection (a), above.
- (c) Program Contracts will be scored on 3 areas:
1. Program (PMI and Stats rating scale 1-10) Contract capacity, timeliness, accuracy and completeness
 2. Fiscal (billing rating scale 1-10) Budget modifications, timeliness, accuracy and completeness
 3. Meeting Targets and Objectives - pass or fail in reaching outcomes

The DSS Contracts Management & Compliance Unit provides Sr. Staff with quarterly "report cards" that rate each contract based on the above criteria. These scores are reviewed to see which vendors/agencies are meeting expectations and which ones are not. Failure to meet expectations could lead to reduction of funding or termination of the contract.

INTERDEPARTMENTAL MONTHLY BILLING PROCESS - The following process will ensure the timely processing of bills:

PRC Administration will submit all fiscal claims and reports to DSS no later than the 15th day following the end of each month. In order to meet year-end closing, invoices and supported documentation for December must be submitted no later than the 9th day of January.

Original claims and supporting documentation are to be forwarded on or before the 15th of the month and the 9th of January, to:

Ali Tarchoun – att1@westchestergov.com
112 E Post Road, 6th Floor
White Plains, NY 10601

Budget Modifications: Any changes to this agreement are subject to DSS approval. Changes include, but are not limited to, personnel changes and modification of budget line items. All notifications of changes to this Agreement shall be in writing in a format as approved by DSS.

The Department of Social Services will:

- (a) provide operational funds in the total sum of \$179,315 subject to County appropriations, for this 12-month project, transferable to the PRC upon submission by the PRC of claims accompanied by copies of payroll registers;
- (b) approve candidates to participate with preference given to those with the most time on a site;
- (c) provide the initial 38 customers and additional customers when participation falls below 38 customers;
- (d) provide customers with appropriate support allowances for items that may be needed to participate in this training and employment program;
- (e) keep and collate attendance records;
- (f) conduct periodic review of progress of ATP Program;
- (g) conduct monthly site visits;
- (h) coordinate monthly joint meetings between DSS, the Office of Work Activities and PRC staff to continue to plan, coordinate, and implement program activities. These meetings will have a joint agenda discussing current and future programs. Meetings will take place on the first Wednesday of each month either through teleconference or face to face (participants can discuss this prior to the meeting);
- (i) produce an end of program-year report at which time recommendation for refunding of program shall be made.

Subject to County Appropriations and State Budget

This Interdepartmental Cooperative Agreement is subject to County appropriations and is subject to further financial analysis of the impact of the New York State budget proposed and adopted during the term of this agreement. The department receiving the funds will have custody of all documentation supporting the expenditures claimed in each request for reimbursement. This documentation will be available for audit by the funding department or its auditors.

DSS 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 DSS finances. After such analysis, the DSS shall retain the right to either terminate this agreement or to renegotiate the amounts and rates approved herein. If DSS subsequently offers to pay a reduced amount to PRC, the contractor, then PRC shall have the right to terminate this agreement upon reasonable prior written notice.

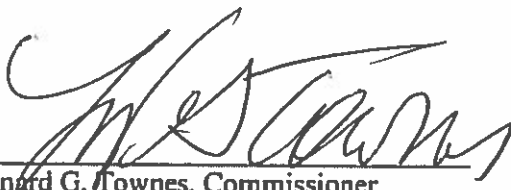
The line item budget for the period January 1, 2022 to December 31, 2022 is attached.

2022 INTERDEPARTMENTAL AGREEMENT

SIGNATURE PAGE

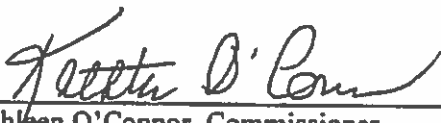
**Westchester County Department of Parks, Recreation & Conservation
and the Westchester County Department of Social Services**

Advance Through Parks

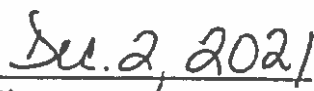


Leonard G. Townes, Commissioner
Department of Social Services

Date



Kathleen O'Connor, Commissioner
Department of Parks, Recreation & Conservation



Date

SCHEDULE "A"
SCOPE OF SERVICES

The Westchester County Department of Parks will provide the following reporting monthly report to DSS:

- Customer name, DSS case number, DSS CIN number and provider
- Assigned WCDOP Park Site
- Referral Date
- Activity Start Date
- Participation Status (Compliance, or Non-Compliance)
- Date of Non-Compliance
- Job Entry Date
- Name of Employer
- Address of Employer
- District Office

SCHEDULE "A" Cont'd
Department of Parks, Recreation & Conservation
Advance Through Parks – DSS9014-22
_____ Quarter 2022
Performance Measure Indicators (PMI) Report

Total number served YTD (unduplicated) Goal is to serve a minimum of 38	FAMILY ASSISTANCE (TANF)	SN-MOE (SAFETY NET FAMILIES)	
	Month	Month	Unduplicated Quarterly Totals
# Served-New Referrals (Target 38)			
# Engaged in Training, Job Enhancement, or Job Readiness Service/Program			
# Completed Training, Job Enhancement, or Job Readiness Service/Program			
# Engaged/Placement in Employment (Target 12)			
#Job Retention (Target 6 Months)			
#Case Closing/Non Compliance			
*****Below is for DSS Office Use Only*****			
Total number of site visits by DSS			
Were the Statistics and PMIs submitted:			
By the 15 th day following the end of the month?			
Accurately?			
Complete?			
Is the agency meeting or exceeding the contract capacity?			
Were the claims submitted:			
By the 15 th day following the end of the month or by the 9 th of January for the final month?			
Accurately?			
Complete?			
Is the agency staying within the original budget?			

MONTHLY STATISTICAL SUMMARY					
WCDOP - Advance Through Parks 2022					
	Referrals	Orientation	Compliance	Non-Compliance	Case Closing
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
TOTAL					

SCHEDULE "B"

**2022 Budget
Westchester County Parks
Advance Through Parks
1/1/2022 – 12/31/2022**

Personnel:

Salaries

<u>Name</u>	<u>Position</u>	<u>Yearly Salary</u>	<u>FTE</u>	<u>Amount</u>
William Bland	Program Administrator	\$109,265	100%	\$109,265

Fringe %	\$70,050
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Total Salaries & Fringe:	\$179,315
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OTPS (Other Than Personnel Services):

Equipment	\$0
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Supplies	\$0
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Rent	\$0
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Utilities	\$0
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Telecommunications	\$0
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Maintenance	\$0
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Travel	\$0
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Miscellaneous	\$0
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Total OTPS:	\$0
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Total Direct Costs:	Total Salaries & Fringe and OTPS:	\$179,315
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Administrative and Overhead	\$0
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A & O as a % of Direct Costs	0.00%
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Total Budget:	\$179,315
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