

109632

DATE: July 30, 2024

TO: Honorable Members of the Board of Acquisition and Contract

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

SUBJECT: Request for authority to enter into an agreement with Westchester Community Opportunity Program, Inc. to promote, coordinate, and operate the County's eight sites for the Volunteer Income Tax Assistance program, for a total aggregate amount not to exceed \$162,797.01 to be paid pursuant to an approved budget, for a term commencing retroactive to January 1, 2021 through December 31, 2023 (DSS5024-24).

Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into an agreement with Westchester Community Opportunity Program, Inc. ("WestCOP") to promote, coordinate, and operate the County's eight tax sites (located in Mt. Vernon, Yonkers, Peekskill, Valhalla, White Plains, Dobbs Ferry, and Ossining), for the Volunteer Income Tax Assistance ("VITA") program for a total aggregate amount not to exceed \$162,797.01 to be paid pursuant to an approved budget, for a term commencing retroactive to January 1, 2021 and continuing through December 31, 2023 (the "Agreement", DSS5024-24).

For a number of years now, the Department, through WestCOP, has been managing a group of volunteers who help prepare taxes for Westchester County residents under the VITA program in order to help residents take advantage of the Earned Income Tax Credit ("EITC") and other tax credits (the "Services"). The EITC is a refundable Federal/State tax credit for eligible individuals and families who work and have income that falls below the specified level. The EITC reduces the amount of tax one owes and may result in significant tax refunds for those most in need. In addition to EITC, the program helps qualified families apply for other tax credits such as the Child Tax credit, Education Credits, Elderly credits and Dependent Child Care Credits.

Due to a management oversight during the period from January 1, 2021 through December 31, 2023, WestCOP provided the Services without a contract in place. In order to be able to pay WestCOP for the Services rendered during this period, it will be necessary to enter into the aforesaid Agreement.

The proposed 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.

Authority to exempt the Agreement from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)xxi thereof, has been granted by your Honorable Board in accordance with a separate resolution of even date herewith.

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

LGT/MV/jpg/nn
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/01/2024 - RAYMOND SCUKY, SECRETARY

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 enter into an agreement (DSS5024-24) with Westchester Community Opportunity Program, Inc. ("WestCOP"), pursuant to which WestCOP will promote, coordinate, and operate the County's eight tax sites (Mt. Vernon, Yonkers, Peekskill, Valhalla, White Plains, Dobbs Ferry, and Ossining) for the Volunteer Income Tax Assistance program for a total aggregate amount not to exceed \$162,797.01, to be paid pursuant to an approved budget, for a term commencing retroactive to January 1, 2021 and continuing through December 31, 2023; and be it further

RESOLVED, that this Contract 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 is empowered to execute all documents and take all actions necessary to effect the purpose of this resolution.

APPROVED BOARD OF WESTCHESTER COUNTY CONTRACT 05/01/2024 - RAYMOND S. DUKY, SECRETARY

Account to be Charged/Credited:

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	5000:5100	4420:99		162,797.01

Budget Funding Year(s): 2021-2023

Start Date: 1/1/2021 End Date: 12/31/2023

(must match resolution)

Funding Source:

Federal		CFDA#(s)			
State		State ID#(s)			
Operating/Tax Levy	100%				
Capital					

Total NTE: \$ 162,797.01

(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/01/2024 - RAYMOND SCULKY, SECRETARY