

County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Agenda

Tuesday, June 29, 2021

5:30 PM

**Harold L. Joyce Albany County Office Building
Room 730**

Social Services Committee

PREVIOUS BUSINESS:

1. APPROVING PREVIOUS MEETING MINUTES

CURRENT BUSINESS:

2. AUTHORIZING AN AGREEMENT REGARDING TRANSPORTATION FOR CHILDREN WITH SPECIAL NEEDS TO EDUCATION AND THERAPY PROGRAMS
3. AUTHORIZING THE ACCEPTANCE OF GRANT FUNDING AND AMENDING THE 2021 DEPARTMENT OF SOCIAL SERVICES BUDGET
4. AUTHORIZING AN AGREEMENT WITH HOMELESS AND TRAVELERS AID SOCIETY REGARDING HOMELESS HOUSING EMERGENCY SERVICES
5. AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION REGARDING THE 2021 SNAP PROCESS AND TECHNOLOGY IMPROVEMENT GRANT FOR THE IMPLEMENTATION OF A CENTRALIZED CALL CENTER

County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Minutes

Tuesday, May 25, 2021

5:30 PM

Held Remotely

Social Services Committee

PREVIOUS BUSINESS:

Present: Legislator Samuel I. Fein, Legislator Frank J. Commisso, Merton D. Simpson, Mickey Cleary, Carolyn McLaughlin and Patrice Lockart

Excused: Nathan L. Bruschi, Jeff S. Perlee and Christopher H. Smith

1. APPROVING PREVIOUS MEETING MINUTES

A motion was made that the previous meeting minutes be approved. The motion carried by a unanimous vote.

CURRENT BUSINESS:**2. AUTHORIZING AGREEMENTS REGARDING THE HEALTHY FAMILIES HOME VISITING PROGRAM**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

3. AUTHORIZING AN INTERDEPARTMENTAL AGREEMENT BETWEEN THE DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES AND THE ALBANY COUNTY PROBATION DEPARTMENT

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

4. AUTHORIZING AN AGREEMENT WITH CORNELL COOPERATIVE EXTENSION REGARDING THE HOME ENERGY ASSISTANCE PROGRAM (HEAP)

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

5. AUTHORIZING AN AGREEMENT WITH MATTRESS AND RUG OUTLET AS A PROVIDER OF HOME ESTABLISHMENT FURNISHINGS

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.



COUNTY OF ALBANY
DEPARTMENT FOR CHILDREN, YOUTH AND FAMILIES
112 STATE STREET – SUITE 300
ALBANY, NEW YORK 12207
(518) 447-7324 - FAX (518) 447-7578
www.albanycounty.com

DANIEL P. MCCOY
COUNTY EXECUTIVE

DANIEL C. LYNCH
DEPUTY COUNTY EXECUTIVE

MOIRA E. MANNING
COMMISSIONER

NICOLE WARD
DEPUTY COMMISSIONER

June 2, 2021

Hon. Andrew C. Joyce, Chairman
Albany County Legislature
112 State St., Rm. 710
Albany, NY 12207

Dear Chairman Joyce:

Enclosed is our Request for Legislative Action from the Department for Children, Youth and Families for permission to enter a contractual agreement for Transportation Providers for Children with Special Needs who travel to Special Education and Therapy Programs.

The requested agreement is for six distinct transportation zones for a maximum total cost, not to exceed \$4,631,313.00, for the term of September 1, 2021 – August 31, 2022. The six zones have been awarded to Rejha Group L.L.C. and the cost of these contracts are reimbursed by NYS Ed at a rate of 59.5%

The Department respectfully requests consideration in this matter. If you have any questions or need additional information, please do not hesitate to contact me directly at 447-2014.

Sincerely,

Moira Manning, LCSW-R
Commissioner

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Arnis Zilgme, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-2520, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract Authorization with Rejha Group LLC for Transportation of Department for Children, Youth and Families Children with Special Needs

Date:	June 2, 2021
Submitted By:	Scott McNelis
Department:	Children, Youth and Families
Title:	Contract Administrator
Phone:	7306
Department Rep.	
Attending Meeting:	Moira Manning, Commissioner

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
Rejha Group L.L.C.
23 Railroad Avenue
Albany NY 12205

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$ 4,631,313.00
Scope of Services: Transportation for Children with Special Needs

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No
If Mandated Cite Authority: NYS Education Law 4410/ NYS Public Health Law Title 11-A

Is there a Fiscal Impact: Yes No
Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: AA 2960 03277
Revenue Amount: \$2,755,631

Appropriation Account and Line: AA 2960 44038
Appropriation Amount: \$ 4,631,313.00

Source of Funding - (Percentages)

Federal: Click or tap here to enter text.
State: 59.5%
County: 40.5%
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 9/1/2021 - 8/31/2022
Length of Contract: 12 Months

Impact on Pending Litigation

If yes, explain: Yes No
Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 20-248; 19-330; 18-351; 17-228; 16-277; 15-311; 14-227
Date of Adoption: 8/10/20; 8/12/19; 8/13/18; 6/12/17; 7/11/16; 8/24/15

Justification: (state briefly why legislative action is requested)

Please See Attached

Department for Children, Youth and Families
Backup Material for Transportation Renewal Contract Authorization with Rejha Group L.L.C. for Children with Special Needs Who Travel to Special Education and Therapy Programs

The Department for Children, Youth and Families is requesting that the Albany County Legislature authorize the County to enter into an agreement with Rejha Group L.L.C., for transportation services for children with special needs. Contracts for transportation services are divided into zones based on program locations. There are six unique zones. The Department is seeking authorization to exercise the first of two options to renew for all 6 zones. The total funding for all zones is not to exceed \$4,631,313.00. The contract term of all six contracts will run from September 1, 2021 to August 1, 2022.

The Department issued a Request for Proposals for Transportation Services for pre-School Aged Handicapped Children in Need of special Education—*RFP-2020-030*-- on February 17, 2021 with responses due March 26, 2021. It should be noted that Rejha Group L.L.C was the only company that submitted a proposal.

Transportation of children with special needs to special education and therapy services, as recommended by the individual education/family service plan approved by the child's school district or by the Early Intervention Official, is mandated by New York State law.

Given the varying fluctuations in the fuel market, proposing vendors need to anticipate any potential increases in fuel costs so that they are not inadvertently penalized for swings in the fuel market. This puts the County in a vulnerable situation; requiring it to pay for costs that may not actually be incurred assuming a stabilized fuel market. In order to better safeguard the County financially, the Department, with assistance from the County's Purchasing Department, have structured the bids with a fuel escalation/de-escalation clause. This language provides a safety valve for both the County and the transportation provider so that the effect on either entity's bottom line is minimized in the event(s) of changes in the fuel commodity market.

The costs associated with transportation are reimbursed by the State at a rate of 59.5% after subtracting out any reimbursement received from Medicaid. All contracts will be reviewed and approved by the County Attorney's Office as to form and content prior to execution.

Zone #1—not to exceed \$539,305.70

Rejha Group L.L.C
23 Railroad Avenue
Albany, NY 12205

Zone #4 – not to exceed \$1,001,465.74

Rejha Group L.L.C
23 Railroad Avenue
Albany, NY 12205

Zone #2 - not to exceed \$417,539.41

Rejha Group L.L.C
23 Railroad Avenue
Albany, NY 12205

Zone #5 – not to exceed \$562,925.56

Rejha Group L.L.C
23 Railroad Avenue
Albany, NY 12205

Zone #3 – not to exceed \$896,201.85

Rejha Group L.L.C
23 Railroad Avenue
Albany, NY 12205

Zone #6--not to exceed \$1,213,874.31

Rejha Group L.L.C
23 Railroad Avenue
Albany, NY 12205

2019 Transportation Payments

	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Total
December	\$29,314.04	\$18,712.11	\$61,982.46	\$57,047.72	\$32,444.88	\$85,010.45	\$284,511.66
November	\$35,618.06	\$29,772.77	\$62,479.69	\$61,409.45	\$42,109.38	\$97,357.33	\$328,746.68
October	\$46,093.96	\$38,077.27	\$71,963.69	\$81,180.30	\$46,948.21	\$120,483.12	\$404,746.55
September	\$40,473.48	\$32,174.51	\$61,377.26	\$68,804.75	\$35,305.18	\$102,292.58	\$340,427.76
August	\$30,032.52	\$25,241.16	\$41,949.48	\$47,383.45	\$29,968.44	\$60,131.40	\$234,706.45
July	\$45,048.78	\$37,861.74	\$62,924.22	\$75,079.70	\$44,952.66	\$90,197.10	\$356,064.20
June	\$37,165.65	\$23,329.51	\$58,453.80	\$78,158.55	\$44,370.93	\$74,414.25	\$315,892.69
May	\$48,839.14	\$35,418.06	\$81,541.28	\$99,668.20	\$59,123.24	\$94,808.28	\$419,398.20
April	\$36,318.06	\$29,182.52	\$61,474.24	\$70,541.20	\$41,257.74	\$74,029.44	\$312,803.20
March	\$44,963.84	\$36,490.65	\$78,789.55	\$86,984.60	\$49,095.76	\$94,466.46	\$390,790.86
February	\$31,427.70	\$21,874.39	\$55,685.35	\$60,671.40	\$26,007.52	\$67,241.16	\$262,907.52
January	\$43,666.25	\$34,943.06	\$80,684.94	\$83,910.45	\$37,916.55	\$95,111.31	\$376,232.56
Total	\$468,961.48	\$363,077.75	\$779,305.96	\$870,839.77	\$489,500.49	\$1,055,542.88	\$4,027,228.33
15% Adj	\$539,305.70	\$417,539.41	\$896,201.85	\$1,001,465.74	\$562,925.56	\$1,213,874.31	\$4,631,312.58

RESOLUTION NO. 248

AUTHORIZING AN AGREEMENT REGARDING TRANSPORTATION FOR CHILDREN WITH SPECIAL NEEDS TO EDUCATION AND THERAPY PROGRAMS

Introduced: 8/10/20
By Social Services Committee:

WHEREAS, The Department for Children, Youth and Families is required to provide appropriate transportation services for children who have been evaluated and found to have special needs related to special education and therapy programs assigned by school district-based committees, and

WHEREAS, The Commissioner of the Department for Children, Youth and Families has requested authorization to enter into an agreement with Rejha Group LLC regarding transportation of children with special needs to education and therapy programs in all six transportation zones for the term commencing September 1, 2020 and ending August 31, 2021, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with Rejha Group LLC, Albany, NY 12205 regarding transportation of children with special needs to education and therapy programs for the term commencing September 1, 2020 and ending August 31, 2021, for the following six district transportation zones:

- | | |
|---------------------------------|---------------------------------|
| Zone #1 Not to exceed \$453,908 | Zone #4 Not to exceed \$849,624 |
| Zone #2 Not to exceed \$323,180 | Zone #5 Not to exceed \$492,061 |
| Zone #3 Not to exceed \$852,405 | Zone #6 Not to exceed \$912,176 |

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote - 8/10/20



COUNTY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION
112 STATE STREET, ROOM 1000
ALBANY, NEW YORK 12207-2021
(518) 447-7140 - FAX (518) 447-5588

DANIEL P. McCOY
COUNTY EXECUTIVE

DAVID M. LATINA
COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM
PURCHASING AGENT

MEMORANDUM

TO: Moira Manning, Commissioner
Department for Children Youth and Families

FROM: Karen Storm *K. Storm*
Purchasing Agent

DATE: June 1, 2021

RE: RFP#2021-030 Pre-School Transportation

I am in receipt of your recommendation to award the aforementioned Request for Proposals to Rejha Group.

As Rejha Group was the only proposal received and you have reviewed and confirmed they meet the qualifications, I have no objection to the selection of Rejha Group for an award.

Please obtain the necessary contract approval of the Legislature, so that we may issue a Notice of Award to the successful proposer.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF SOCIAL SERVICES
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210-2304
(518) 447-7300
WWW.ALBANYCOUNTY.COM

MICHELE G. MCCLAVE
COMMISSIONER

ERIN M. STACHEWICZ
EXECUTIVE DEPUTY
COMMISSIONER

VALERIE SACKS
DEPUTY COMMISSIONER

June 9, 2021

Hon. Andrew Joyce, Chairman
Legislative Clerk's Office
112 State St., Room 710
Albany, NY 12207

Dear Chairman Joyce,

The Department of Social Services respectfully requests legislative approval for the following:

Approval to accept a \$ 906,175.32 grant from the NYS Office of Temporary and Disability Assistance (OTDA) to provide outreach and enrollment services for the Emergency Rent Assistance Program (ERAP) to tenants at risk of eviction or utility shut off.

Albany County is participating in the ERAP managed by the NYS OTDA. OTDA will be responsible for creating an application portal, receiving and managing applications for assistance, verifying certain eligibility criteria, determining eligibility and providing financial assistance directly to landlords for this Program.

An ERAP eligible household is defined as a renter household in which at least one or more individuals meets the following criteria:

- Qualifies for unemployment or has experienced a reduction in household income, incurred significant costs, or experienced a financial hardship due to COVID-19;
- Demonstrates a risk of experiencing homelessness or housing instability; and
- Has a household income at or below 80 percent of area median income.

The poorest in our community and most vulnerable come to Albany County Department of Social Services (DSS) for assistance. DSS has an Emergency Team who will be well informed about ERAP and assist in enrolling the most at-risk tenants. DSS is also working with community providers with extensive experience assisting very low income households with housing issues. We have contracted with two specific partners to assist in our outreach and assistance efforts: United Tenants of Albany and Legal Aid Society of Northeastern New York.

Sincerely,

Michele G. McClave
Commissioner

cc: Dennis A. Feeney, Majority Leader
Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-2508, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Contract Authorization for Social Services (ERAP Grant)

Date:	5/24/2021
Submitted By:	Joseph DeAngelis
Department:	Social Services
Title:	Contract Administrator
Phone:	518-447-7583
Department Rep.	
Attending Meeting:	Click or tap here to enter text.

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Accept ERAP Allocation from NYS

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel

- Personnel Non-Individual
- Revenue

Increase Account/Line No.: See Attached Spreadsheet
Source of Funds: US Treasury via NYS
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):

Office of Temporary and Disability Assistance
40 N Pearl St, Albany, NY 12207

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$906,175.32

Scope of Services: This grant is made available to conduct outreach and enrollment services to households at risk of eviction or utility shut off due to Covid. DSS and subcontractors will market the Emergency Rental Assistance Program and assist households to apply through the NYS portal.

Bond Res. No.: Click or tap here to enter text.

Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes No
Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: A 6010.4612
Revenue Amount: \$906,175.32

Appropriation Account and Line: A 6010.4086
Appropriation Amount: \$906,175.32

Source of Funding - (Percentages)

Federal: 100%
State:
County:
Local:

Term

Term: (Start and end date) 1/1/2021-9/30/2022
Length of Contract: 21 Months

Impact on Pending Litigation

Yes No
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: 22, 148
Date of Adoption: 2/2/2021, 5/10/2021

Justification: (state briefly why legislative action is requested)

Albany County seeks to participate in the Emergency Rental Assistance Program (ERAP) managed by the NYS Office of Temporary and Disability Assistance (OTDA). ERAP is a federal assistance program to prevent utility cut off and eviction of households with financial hardship due to the Covid pandemic. DSS and partners will provide community outreach to hardest hit households to help them enroll in the OTDA created application portal. OTDA will oversee the application portal and process applications for assistance, verify eligibility criteria, determine eligibility and provide financial assistance directly to landlords and utility companies for this Program. The total allocation has been set aside exclusively for Albany County to conduct outreach and engagement.

An ERAP eligible household is defined as a renter household in which at least one or more individuals meets the following criteria:

1. Qualifies for unemployment or has experienced a reduction in household income, incurred significant costs, or experienced a financial hardship due to COVID-19;
2. Demonstrates a risk of experiencing homelessness or housing instability; and
3. Has a household income at or below 80 percent of Area Median Income.

Eligible households that include an individual who has been unemployed for the 90 days prior to application for assistance; households with income at or below 50 percent of Area Median Income will be prioritized for assistance. DSS will be targeting households with under 50% AMI to engage those most at risk for eviction

The poorest in our community and most vulnerable come to DSS for assistance. DSS has an Emergency Team who will be well informed about ERAP and assist in enrolling the most at-risk tenants. DSS is also working with community providers with extensive experience assisting very low income households with housing issues. We have contracted with two specific partners to assist in our outreach and assistance efforts: United Tenants of Albany and Legal Aid Society of Northeastern New York. United Tenants has a hotline familiar to and

utilized by low income households. Legal Aid works with low income individuals and the courts to prevent evictions.

Information, materials and links are found on the OTDA website and will be highlighted on the County Website. Assistance will be provided to tenants in gathering documentation required under ERAP and helping to bridge technology issues that may occur among vulnerable populations not accustomed to navigating an on-line portal. If landlords or tenants are experiencing difficulty accessing the portal or completing the application, assistance will be provided by DSS and our partner agencies.

An application for rental assistance may be submitted by either an eligible household or by a landlord on behalf of that eligible household. In general, funds will be paid to the landlord or utility service provider.



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

MICHAEL P. HEIN
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

May 6, 2021

Michele McClave
Commissioner
Albany County
162 Washington Ave
Albany, NY 12210

Dear Commissioner McClave:

Consistent with the recently executed Intergovernmental Agreement between Albany County and the State Office of Temporary and Disability Assistance (OTDA) regarding the Emergency Rental Assistance Program (ERAP), a sum of \$906,175.32, representing 10% of the amount that was directly allocated to Albany County from the U.S. Treasury under Section 501 of the Consolidated Appropriations Act, 2021, has been reserved by OTDA to reimburse Albany County for costs it incurs in implementing ERAP, providing outreach to eligible households, and in assisting them in applying for rental and utility arrears payments. This allocation will be provided through a direct contract with OTDA. It is anticipated that this contract will be amended in the future to add a second allocation in the amount of 10% of the municipality's direct allocation from the U.S Treasury for ERAP as outlined in Section 3201 of the American Rescue Plan. Please be advised that the contract term will be January 1, 2021 to September 30, 2022.

Our office is committed to making this a straightforward and efficient process. All contracts will be developed using the NYS Grants Gateway portal. For your reference, the Grants Gateway Vendor User Guide can be found at <https://grantsmanagement.ny.gov/system/files/documents/2020/05/vendor-user-manual-3.2-5.7.20.pdf>. Please see instructions on pages 79-88 on finding and developing your contract.

Budget screens will need to be completed line-by-line in Grants Gateway and an associated workplan will need to be developed. The workplan should include a description of how outreach efforts to communities will occur and by whom. Also include information about where application assistance will be offered and by whom.

Proof of current Workers' Compensation and Disability Insurances must also be uploaded to the Grantee Document Folder with OTDA listed as the Certificate Holder. This proof must also be supplied for any and all subcontractors.

Your municipality will play a critical role in serving those most in need in New York State. We will be contacting you shortly to assist you in the contracting process. Should you have questions in the meantime, please contact Ms. Linda Camoin in OTDA's Bureau of Housing and Support Services at 518.473.6661 or by e-mail at linda.camoin@otda.ny.gov.

Sincerely,

Michael P. Hein
Commissioner

APPROPRIATIONS

ACCOUNT I	RESOLUTION DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
AA 6010 4 4086 000	Emergency Rental Assis. Prog.	\$906,175.32	0.00		Social Services
AA 0000 0 0000 000		0.00	0.00		
TOTAL APPROPRIATIONS		<u>906,175.32</u>	<u>0.00</u>		

ESTIMATED REVENUES

ACCOUNT I	RESOLUTION DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
AA 6010 0 4612 000	Emergency Rental Assis. Prog.	0.00	\$906,175.32		Social Services
AA 0000 0 0000 000		0.00	0.00		
TOTAL ESTIMATED REVENUES		<u>0.00</u>	<u>906,175.32</u>		
GRAND TOTALS		<u>0.00</u>	<u>906,175.32</u>		

RESOLUTION NO. 22

AUTHORIZING SUBMISSION OF A GRANT APPLICATION AND AN AGREEMENT WITH THE UNITED STATES DEPARTMENT OF TREASURY REGARDING RENTAL ASSISTANCE DURING COVID-19 AND AMENDING THE 2021 DEPARTMENT OF SOCIAL SERVICES BUDGET

Introduced: 2/8/21

By Social Services and Audit & Finance Committees, Messrs. A. Joyce, Feeney, Fein, Simpson, Ms. McLaughlin, Messrs. Domalewicz, Miller, Ward, Ms. Chapman, Messrs. Cleary, Commisso, Ethier and Peter:

WHEREAS, The Commissioner of the Department of Social Services has requested authorization to submit a grant application to the United States Department of Treasury (US Treasury) regarding rental and utility assistance in the amount of \$9,061,754, and

WHEREAS, The Commissioner has also requested authorization to enter into an agreement with the US Treasury regarding the acceptance of grant funding in the amount of \$9,061,754 for a term commencing January 1, 2021 and ending March 31, 2022, and

WHEREAS, The Commissioner has indicated that eligible households may receive up to 12 months of rental arrears assistance, plus an additional three months, if there is a determination of need to ensure housing stability should sufficient funds remain available, and

WHEREAS, The Commissioner has also indicated that a budget amendment is necessary to incorporate said funding into the 2021 Social Services Budget, now, therefore be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the US Treasury to accept grant funding in the amount of \$9,061,754 regarding rental and utility assistance during COVID-19 for a term commencing January 1, 2021 and ending March 31, 2022, and, be it further

RESOLVED, By the Albany County Legislature, that the 2021 Social Services Budget is amended as follows:

Increase Revenue Account A4612 Emergency Rental Assis. Prog. by \$9,061,754

Increase Appropriation Account A6010.4 by \$9,061,754 by increasing Line Item A6010 4 4086 Emergency Rental Assis. Prog. by \$9,061,754

and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote – 2/8/21

Messrs. Clay, Efekoro, Drake, Domalewicz, R. Joyce, Mss. Lekakis, McLean Lane, Messrs. Perlee, Reinhardt, Ricard, Smith and Ms. Whalen abstained.

RESOLUTION NO. 148**AUTHORIZING AN AGREEMENT WITH THE NEW YORK STATE OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE REGARDING THE EMERGENCY RENTAL ASSISTANCE PROGRAM**

Introduced: 5/10/21

By Social Services Committee and Audit & Finance Committees, Messrs. A. Joyce, Cleary, Domalewicz, Ms. Lekakis, Messrs. Ricard and Mr. Simpson:

WHEREAS, By Resolution 22 for 2021, this Honorable Body authorized an agreement with the US Treasury to accept grant funding in the amount of \$9,061,754 regarding rental and utility assistance during COVID-19 for a term commencing January 1, 2021 and ending March 31, 2021, and

WHEREAS, The Commissioner of the Department of Social Services has requested authorization to enter into an agreement with the New York State Office of Temporary Disability Assistance (OTDA) regarding the administration of the Emergency Rental Assistance Program (ERAP) for a term commencing January 1, 2021 and ending September 30, 2022, and

WHEREAS, The Commissioner has also requested a transfer of the aforementioned grant funding to OTDA for the purpose of the ERAP, and

WHEREAS, OTDA will be responsible for creating an application portal, receiving and managing applications for assistance, verifying certain eligibility criteria, determining eligibility and providing financial assistance directly to landlords for this program, now, therefore, be it

RESOLVED, By the Albany County Legislature that the County Executive is authorized to enter into an agreement with the New York State Office of Temporary Disability Assistance regarding the administration of ERAP in the amount of \$9,061,754, for a term commencing January 1, 2021 and ending September 30, 2022, and, be it further

RESOLVED, That the County Attorney is authorized to approve said agreement as to form and content, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Adopted by unanimous vote - 5/10/21



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF SOCIAL SERVICES
162 WASHINGTON AVENUE
ALBANY, NEW YORK 12210-2304
(518) 447-7300
WWW.ALBANYCOUNTY.COM

MICHELE G. MCCLAVE
COMMISSIONER

ERIN M. STACHEWICZ
EXECUTIVE DEPUTY
COMMISSIONER

VALERIE SACKS
DEPUTY COMMISSIONER

June 9, 2021

Hon. Andrew Joyce, Chairman
Legislative Clerk's Office
112 State St., Room 710
Albany, NY 12207

Dear Chairman Joyce,

The Department of Social Services respectfully requests legislative approval for the following:

Authorization is requested to enter into an agreement with Homeless and Travelers Aid Society (HATAS) for the provision of after hours Homeless/Housing Emergency Services. HATAS provides non-business hour coverage (i.e. evenings, nights, weekends and holidays) to serve individuals and families who present as homeless or at imminent risk of homelessness by assisting them to access needed emergency shelter or diverted from homelessness by retaining or securing adequate housing.

HATAS was selected via RFP # 2021-055 (they were the sole bidder) and are the previous provider of these services.

Sincerely,

Michele G. McClave
Commissioner

cc: Dennis A. Feeney, Majority Leader
Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-2514, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Contract Authorization for Social Services (HATAS)

Date:	6/1/2021
Submitted By:	Joe DeAngelis
Department:	Social Services
Title:	Contract Administrator
Phone:	518-447-7583
Department Rep.	
Attending Meeting:	Michele G. McClave

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.

Submission Date Deadline Click or tap to enter a date.

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):

Homeless and Travelers Aid Society
138 Central Avenue, Albany, NY 12206

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$134,955

Scope of Services: The provision of a Homeless/Housing Emergency Services Program that provides after hours 7 days/week coverage to serve individuals and families who present as homeless or at imminent risk of homelessness, by assisting them to access emergency shelter or be diverted from homelessness by retaining or securing adequate housing.

Bond Res. No.: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No
If Mandated Cite Authority: 18 NYCRR 352.8

Is there a Fiscal Impact: Yes No

Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: AA6010 04615

Revenue Amount: \$80,000

Appropriation Account and Line: AA6010 44046

Appropriation Amount: \$134,955

Source of Funding - (Percentages)

Federal: 59.3%

State:

County: 40.7%

Local:

Term

Term: (Start and end date) 10/1/2021-9/30/21

Length of Contract: 12 months

Impact on Pending Litigation Yes No

If yes, explain: [Click or tap here to enter text.](#)

Previous requests for Identical or Similar Action:

Resolution/Law Number: [Click or tap here to enter text.](#)

Date of Adoption: [Click or tap here to enter text.](#)

Justification: (state briefly why legislative action is requested)

Authorization is requested to enter into an agreement with Homeless and Travelers Aid Society (HATAS) for the provision of an afterhours Homeless/Housing Emergency Services program. HATAS provides non-business hour coverage (i.e. evenings, nights, weekends and holidays) to serve individuals and families who present as homeless or at imminent risk of homelessness by assisting them to access needed emergency shelter or diverted from homelessness by retaining or securing adequate housing. HATAS was selected via RFP # 2021-055 (they were the sole bidder) and are the previous provider of these services. As a local social services district, the Albany County Department of Social Services is responsible for securing temporary/emergency shelter placement for homeless persons who are eligible or potentially eligible for Temporary Assistance. DSS is also required to shelter all persons who present as homeless during Code Blue (weather under 32 degrees Fahrenheit). Homeless and Traveler's Aid Society will work with the Department of Social Services in communicating to the public and to shelters those nights which are defined as "Code Blue" as outlined by NYS Executive Order 151 and NYS Office of Temporary Disability and Assistance directives. During Code Blue nights, shelter must be provided to homeless individuals and families regardless of eligibility for Temporary Assistance; or for those individuals or families, who are eligible for Temporary Assistance, but have been determined by a shelter as someone whom they are unwilling to shelter due to behavioral/non-compliance issues.



COUNTY OF ALBANY
 DEPARTMENT OF GENERAL SERVICES
 PURCHASING DIVISION
 112 STATE STREET, ROOM 1000
 ALBANY, NEW YORK 12207-2021
 (518) 447-7140 - FAX (518) 447-5588

DANIEL P. McCOY
 COUNTY EXECUTIVE

DAVID M. LATINA
 COMMISSIONER OF GENERAL SERVICES

KAREN A. STORM
 PURCHASING AGENT

MEMORANDUM

TO: Michele McClave
 Commissioner
 Department of Social Services

FROM: Karen Storm *K Storm*
 Purchasing Agent

DATE: May 28, 2021

RE: RFP #2021-055

I am in receipt of your recommendation to award the aforementioned Request for Proposals to Homeless and Travelers Aid Society (HATAS) in the amount of \$134,955.00.

As HATAS is the sole proposer and meets your requirements set forth in the RFP, I have no objection to the selection of HATAS for an award.

Please obtain the necessary contract approval of the County Legislature, so that we may issue a Notice of Award to the successful proposer.



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF SOCIAL SERVICES
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MICHELE G. MCCLAVE
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ERIN M. STACHEWICZ
EXECUTIVE DEPUTY
COMMISSIONER

VALERIE SACKS
DEPUTY COMMISSIONER

June 9, 2021

Hon. Andrew Joyce, Chairman
Legislative Clerk's Office
112 State St., Room 710
Albany, NY 12207

Dear Chairman Joyce,

The Department of Social Services respectfully requests legislative approval for the following:

Albany County Department of Social Services (DSS) is requesting permission to apply for funding from the U.S. Department of Agriculture Food and Nutrition Service for a 2021 SNAP Process and Technology Improvement Grant for funding for a SNAP System Call Center and SNAP workflow management and status tracking software in the amount of \$692,357.

This funding would cover salaries and fringe for six staff for the first year of the grant, the purchase of a call center phone system, call center data collection software, workflow management and status tracking software and essential training and furniture needed to establish the call center.

The development of a call center and implementation of a workflow management system will significantly improve our SNAP work processes and provides an enhanced level of customer service to the individuals we serve. We expect less "churn" of clients calling multiple times or visiting the DSS Reception area unnecessarily when most issues can be handled over the phone for SNAP.

Sincerely,

Michele G. McClave
Commissioner

cc: Dennis A. Feeney, Majority Leader
Frank A. Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-2521, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Contract Authorization for Social Services

Date: 6/2/2021
Submitted By: Joseph DeAngelis
Department: Social Services
Title: Contract Administrator
Phone: 518-447-7583
Department Rep.
Attending Meeting: Michele G. McClave

Purpose of Request:

- Adopting of Local Law
- Amendment of Prior Legislation
- Approval/Adoption of Plan/Procedure
- Bond Approval
- Budget Amendment
- Contract Authorization
- Countywide Services
- Environmental Impact/SEQR
- Home Rule Request
- Property Conveyance
- Other: (state if not listed) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual

Revenue

Increase Account/Line No.: Click or tap here to enter text.
Source of Funds: Click or tap here to enter text.
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

New

Submission Date Deadline 6/22/2021

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):

NYS OTDA, SNAP Bureau Bonus Award Plan
40 North Pearl Street, 11C
Albany, NY 12243

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: Click or tap here to enter text.

Scope of Services: Albany County Department of Social Services is requesting permission to apply for funding from the U.S. Department of Agriculture Food and Nutrition Service for a 2021 SNAP Process and Technology Improvement Grant for funding for a SNAP System Call Center and SNAP workflow management and status tracking software.

Bond Res. No.: Click or tap here to enter text.

Date of Adoption: Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service: Yes No
If Mandated Cite Authority: Click or tap here to enter text.

Is there a Fiscal Impact: Yes No
Anticipated in Current Budget: Yes No

County Budget Accounts:

Revenue Account and Line: Click or tap here to enter text.
Revenue Amount: Click or tap here to enter text.

Appropriation Account and Line: Click or tap here to enter text.
Appropriation Amount: Click or tap here to enter text.

Source of Funding - (Percentages)

Federal: 100%
State: .
County: .
Local: .

Term

Term: (Start and end date) TBD
Length of Contract: TBD

Impact on Pending Litigation Yes No
If yes, explain: Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number: Click or tap here to enter text.
Date of Adoption: Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)

Justification: (State briefly why legislative action is requested) Albany County Department of Social Services (DSS) is requesting permission to apply for a USDA 2021 SNAP Process and Technology Improvement Grant for funding for a SNAP Centralized Call Center and Ventek, Inc. workflow management and status tracking software. Albany County receives approximately 25,000 SNAP calls annually. Our staffing levels are such that we are not able to address the high volume of calls we receive each day. This delay in returning calls or inability to return a call at all further increases the number of duplicate calls and creates unnecessary traffic in our Reception Area. The volume of calls and in-person visits to have questions answered and conduct interviews, takes staff away from processing applications in a timely and efficient manner. In addition to the challenges with call volume, Albany County Department of Social Service's SNAP Division operates a manual "task-based" workflow process for 18,208 cases, whereby work is distributed in batches by task to various staff and completion/status is tracked through individual work logs. This manual "task-based" process is arduous when tracking down a case to answer the questions of SNAP clients via telephone. Albany County requires a more efficient workflow process to better distribute, monitor and manage SNAP cases. In order to improve our overall workflow, increase our ability to respond to calls, and better meet the needs of the individuals we serve, we have determined that establishing a SNAP Centralized Call Center with the addition of six dedicated staff and the implementation of technology, software and training would help us achieve this important goal. This SNAP Centralized Call Center will also promote efficiencies in making case changes immediately when a call is received and meeting case processing requirements in a timely manner. DSS is requesting \$692,357 from the USDA SNAP Process and Technology Improvement Grant, which will cover staff salaries and fringe for six staff for the first year of the grant, the purchase of a call center phone system, call center data collection software, workflow management and status tracking software, and essential training and furniture, needed to establish the call center. The development of a call center and implementation of a workflow management system will significantly improve our SNAP work processes and provides an enhanced level of customer service to the individuals we serve. We expect less "churn" of clients calling multiple times or visiting the DSS Reception area unnecessarily when most issues can be handled over the phone for SNAP.



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

MICHAEL P. HEIN
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

General Information System (GIS) Message

Section 1

Transmittal:	21 TA/DC029 Upstate and New York City
Date:	May 19, 2021
To:	Subscribers
Suggested Distribution:	Commissioners, SNAP Directors, TA Directors
From:	Alison Maura, Director of Temporary Assistance and HEAP Employment and Income Support Programs
Subject:	FFY 2021 Supplemental Nutrition Assistance Program (SNAP) Process and Technology Improvement Grants
Effective Date:	Immediately
Contact Information:	OTDA SNAP Liaison, SNAP Bureau, (518) 473-1469
Attachment:	Attachment 1 – USDA SNAP FFY 2021 Process and Technology Improvement Grants

Section 2

The purpose of this GIS is to inform social services districts (districts) that the United States Department of Agriculture (USDA) has issued a grant competition for Process and Technology Improvement grants to support efforts by state agencies (which includes local districts in locally-administered states like New York) and their community-based and faith-based partners to develop and implement plans to:

- Improve customer service, or
- Improve the application and interview process.

As indicated in the attached Request for Applications (RFA) and at FY 2021 Process and Technology Improvement Grants (PTIGs), USDA is seeking diverse proposals that would make the entire process easier and more efficient for applicants and participants.

This year, the USDA is particularly interested in funding projects that advance racial equity and inclusion and/or serve underserved populations such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; elderly persons; Limited English Proficiency (LEP) persons; and persons otherwise adversely affected by persistent poverty or inequality.

Districts are strongly encouraged to apply. Grant proposals should focus on improving the client's experience. Specifically, the USDA FNS, is interested in initiatives that:

- Improve SNAP customer service responsiveness and effectiveness.
 - e.g., projects that modernize call centers, increase effective community partnerships, or support collaborative stakeholder efforts for business process improvement.
- Improve preparedness for public health emergency and pandemic response by strengthening virtual and disaster response operations.
 - e.g., projects that improve telephone interview capabilities, modernize verification processing (document imaging, scanning, and indexing software and equipment) or public health emergency, disaster and pandemic response training for staff.
- Increase effective partnerships with community partners to improve customer service responsiveness and effectiveness and collaborate with stakeholders in user testing, focus groups, business process improvement efforts, or other methods to determine ways to improve SNAP customer service.

Please note on page 18 of the RFA that all applications will require a “letter of endorsement,” from the New York State Office of Temporary and Disability Assistance (OTDA). Requests for letters of endorsement should be submitted to OTDA, along with a synopsis of your district’s grant proposal, no later than close of business on Friday, June 4, 2021.

If your district is considering development of a proposal for a Process and Technology Improvement Grant, we recommend that you discuss your proposal first with the OTDA before requesting a letter of support and before committing resources to the development of a proposal so that we can discuss the scope of the State’s Integrated Eligibility System (IES) program which is now underway as it pertains to any such proposal. Knowing what technology, equipment and business process re-engineering are within the scope of the IES program before developing a grant will help to ensure that whatever technology, equipment or business process re-engineering investment a district pursues will not be duplicative of efforts within the scope of IES and will be able to be integrated into IES. If your district would like to have a conference call to discuss a grant proposal, please contact your district’s SNAP Bureau liaison at: (518) 473-1469 to arrange a conference call.

To request a letter of support, please visit: <https://otda.ny.gov/legal/letter-request/> and follow the procedures as directed.

Applications for the grants are due to the USDA-FNS no later than 11:59 PM (EST) on Tuesday, June 22, 2021. Applications MUST be submitted electronically to the USDA-FNS through www.grants.gov.

Several NYS districts have been awarded grants in the past. To review SNAP grant applications from counties previously awarded grant monies, please contact your OTDA SNAP liaison. Additional assistance in grant writing may be found at: <http://www.federalgrantswire.com/writing-a-federal-grant-proposal.html>. To learn more about finding and applying for other federal grant opportunities, please go to: www.grants.gov.