



County of Albany

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

Legislation Text

File #: TMP-3371, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

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

Contract Authorization for Social Services (Cornell)

Date: 5/31/2022
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

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):

Cornell Cooperative Extension of Albany County

P.O. Box 497, 24 Martin Road, Voorheesville, NY 12186

Additional Parties (Names/addresses):

Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$160,000

Scope of Services: Provide Home Energy Assistance Program (HEAP) outreach and certification services to low-income residents in Albany County, especially elderly and handicapped individuals. Service to include the preparation and review of all mail-in applications.

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 393.3

Is there a Fiscal Impact: Yes ☒ No ☐

Anticipated in Current Budget: Yes ☒ No ☐

County Budget Accounts:

Revenue Account and Line: AA6010 04610
Revenue Amount: \$35,200.00

Appropriation Account and Line: AA6010 44046
Appropriation Amount: \$160,000.00

Source of Funding - (Percentages)

Federal: 22%
State: 0
County: 78%
Local: 0

Term

Term: (Start and end date) 10/1/2022-9/30/2023
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: 175
Date of Adoption: 6/14/2021

Justification: (state briefly why legislative action is requested)

Authorization is requested to contract with Cornell Cooperative Extension of Albany County (CCE) to provide HEAP outreach and certification services. HEAP is a state-supervised program which provides federal financial assistance to eligible low-income households in meeting the costs of home heating and cooling. The Local Department of Social Services (LDSS) is designated as the lead local agency to administer outreach, certification and payment services. The LDSS is required to have a local certification network, which provides for an alternative non-LDSS site(s) for a reasonable share of outreach and intake for regular and emergency HEAP assistance.

Cornell Cooperative Extension will provide outreach, information and certification services for the general public residing in Albany County and also accept/process all mail-in HEAP applications. During the next contract period CCE will:

- Bring the benefits of the Home Energy Program to eligible residents - especially working families, retirees and disabled persons within Albany County.
- Receive HEAP applications and documentation, interview applicants and forward applications to ACDSS for final determination and payment. NOTE: Cornell handled 2,150 HEAP applications for the 2021-2022 HEAP season to date. It is anticipated that 400 additional applications will be received by the expected closing date of 8/31/22. During the Covid pandemic Cornell will continue to receive applications, interview applicants via the telephone and conduct in-person meetings when needed. For any in person meetings, they will follow social distancing protocols, and wear masks and

gloves.

- Complete HEAP “application days” at satellite sites throughout Albany County. (During COVID pandemic clients continue to drop off HEAP applications at the sites and CCE continues to work with clients by phone.)
- Advertise through various media regarding the availability of the HEAP program and eligibility criteria for receiving benefits.
- Monitor and address DSS incoming HEAP telephone traffic, forwarding only those calls that must be resolved by Examiner series staff.
 - Cornell assists in handling HEAP in-person and mail-in applications and HEAP phone calls for the entire County. During the pandemic Cornell will continue to assist individual’s, in-person, making certain they follow social distancing protocols, and wear masks and gloves.
 - Cornell anticipates that they will be open to the public by the start of the 22/23
 - HEAP season, but are fully prepared to continue the additional outreach and alternate means of accepting HEAP applications, if needed.
 - Cornell will continue to work with their outreach partners including Colonie Senior Department, Cohoes Multi-Service Senior Center, Town of Guilderland Senior Office, Town of Bethlehem Senior Services, and Hilltown Resource Center to provide HEAP services to mutual customers. The partners submit applications and documentation by fax and email on behalf of their clients even though many of the partners have been closed during the pandemic.
 - Cornell will continue to provide postage paid return envelopes to applicants that indicate that they lack the ability to leave their home for postage or lack the funds to buy stamps.
 - Cornell will continue to maintain a locked drop box at their offices to allow individuals to leave applications and documentation securely. CCE has set up applications and HEAP information outside of their offices for individuals that show up in hopes of applying in person.
 - Cornell will continue to do home visits for individuals that are in emergency situations, particularly furnace replacement and repairs and fuel emergencies

Knowing that there could be limited in person outreach opportunities, CCE plans on increasing their advertising with local media to market the HEAP program and encourage applications from low-income households. Additionally, CCE will work to provide HEAP informational sessions during local town, village and city board meetings which are shown on the local cable television channels for households to be informed. In addition to these outreach methodologies, CCE will work with the County’s home delivered meal providers to have an informational flyer provided to each home delivered meal recipient. CCE will also continue to identify other outreach opportunities.

The number of clients served is dependent upon income eligibility guidelines set by New York State Office of Temporary and Disability Assistance and also by the level of federal funding received.