



# County of Albany

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

## Legislation Text

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**File #:** TMP-4385, **Version:** 1

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### REQUEST FOR LEGISLATIVE ACTION

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

Contract Authorization for Social Services (Cornell)

Date: 6/28/2023  
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

Amount/Raise Schedule/Fee: \$180,000

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: 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: AA6010 04610  
Revenue Amount: \$64,800.00

Appropriation Account and Line: AA6010 44046  
Appropriation Amount: \$180,000.00

Source of Funding - (Percentages)

Federal: 36%  
State: 0  
County: 64%  
Local: Click or tap here to enter text.

Term

Term: (Start and end date) 10/1/2023-9/30/2024  
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: 162, 244  
Date of Adoption: 5/8/2023, 7/11/2022

**Justification:** (state briefly why legislative action is requested)

Via resolution 162, adopted 5/8/2023 approval was granted to contract with Cornell Cooperative Extension of Albany County (CCE) in the amount of \$160,000. However, the project has not seen an increase in funding since 2016, but has become much more demanding and staff intensive. In addition to mail-in and walk-in applications, outreach events, etc. the volume of calls has increased due to several factors (including extended deadlines, customer demands, delays in processing, call routing, etc.). Therefore, authorization is requested to increase the contract amount with (CCE) to provide HEAP outreach and certification services to \$180,000.

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.

In the 2022/2023 HEAP season to date (9/1/22- 3/15/23) CCE has processed 2,400 HEAP applications and has received over 9,000 HEAP calls during the 22/23 season. In addition, CCE assisted over 600 individuals that applied online or received HEAP through SNAP autopay, to supply documents, utility disconnects and out-of-fuel letters to ACDSS.

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. Cornell will continue to receive application through the mail and in-person.
- Complete HEAP “application days” at satellite sites throughout Albany County including Rensselaerville, Cohoes, Colonie, Bethlehem, and New Scotland.
- Advertise the availability of the HEAP program and eligibility criteria for receiving benefits on CCE website and social media.
- Assist in handling HEAP in-person and mail-in applications and HEAP phone calls for the entire County.
- Continue to be fully-open to the public at both office sites, as it has been since the start of the 22/23 season.
- 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, New Scotland Senior Outreach, and Hilltown Resource Center to provide HEAP services to mutual customers.
- 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.
- Continue to maintain a locked drop box at their offices to allow individuals to leave applications and documentation securely. These boxes are checked multiple times per day.
- Continue to do home visits for individuals that are in emergency situations, particularly furnace replacement and repairs and fuel emergencies, but are unable to apply in person, or through the mail.
- work with the County’s home delivered meal providers to have an informational flyer provided to home delivered meal recipients.

CCE will also continue to identify other outreach opportunities.