



County of Albany

112 State Street
Albany, NY 12207

Legislation Text

File #: TMP-1687, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

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

Contract Authorization for Social Services (Cornell)

Date: 5/27/2020
Submitted By: Joseph J 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) 10/1/2020 - 9/30/2021

Length of Contract: 12 Months

Impact on Pending LitigationYes ☐ No ☒If yes, explain: [Click or tap here to enter text.](#)Previous requests for Identical or Similar Action:

Resolution/Law Number: 262

Date of Adoption: 7/8/2019

Justification: (state briefly why legislative action is requested)

Authorization is requested to renew a contract with Cornell Cooperative Extension of Albany County (CCE) to provide HEAP outreach and certification services. HEAP is a state-supervised program which provides 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.

CCE will provide outreach, information and certification services for the general public residing in Albany County and also accept/process all mail-in 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 2,369 HEAP applications for the 2019-2020 HEAP season. During the Covid pandemic Cornell will continue to receive applications, interview applicants via the telephone and conduct in-person meetings. 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.

In addition to conducting outreach at a variety of community locations throughout the County, Cornell provides HEAP enrollment services at the following sites:

- 1) Cornell Cooperative Extension
230 Green St., Albany 3rd Floor
Phone: 518-765-3500; Fax: 518-463-8218
- 2) Choices
Rte. 9 W, Faith Plaza
Ravena, NY
Phone: 518-756-8650; Fax: 518-756-3988
- 3) Cohoes Multi-Service Senior Center (During Winter HEAP season every Tuesday 1:00-3:30 PM)
10 Cayuga Plaza, Cohoes, NY
Walk-in only

If the above locations are not available during the pandemic, Cornell Cooperative will work with the local libraries and other potential community locations that are open to conduct outreach to low-income households. In addition to in-person outreach, Cornell conducts home visits for disabled/homebound residents to assist in applying for HEAP benefits. They will continue to conduct home visits while employing social distancing protocols as well as wear masks and gloves.

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.