

19679

DATE: June 10, 2011

TO: Board of Acquisition and Contract

FROM: Edward Burroughs
Commissioner, Department of Planning

SUBJECT: Resolution authorizing an Agreement between the County of Westchester and the Housing Action Council, Inc., to provide Technical Assistance to Not-for-Profit Developers of New Fair and Affordable Housing Projects.

The attached resolution authorizes the County of Westchester to enter into an agreement with the Housing Action Council, Inc., (HAC) for the provision of technical assistance for not-for-profit developers of new fair and affordable housing developments. The amount of the agreement shall not exceed \$100,000.00 and the term of the agreement is January 1, 2011, to December 31, 2011.

The Housing Action Council, Inc., will facilitate the development and preservation of affordable housing by assisting 11 affordable housing developments sponsored by not-for-profit organizations and/or local housing boards with: grant application processes; determining financial feasibility; securing federal, state and private funds; and other matters related to the development, preservation and improvement of affordable housing.

Housing Action Council, Inc., has been providing these services to the County for the past several years and has been deemed to possess the requisite skills and experience to meet the needs of those in our community who require these services.

In 2010, the Housing Action Council, Inc., exceeded its goal of assisting three organizations by assisting four organizations with specific projects that resulted in the completion and occupancy of 13 fair and affordable housing units. An additional 12 fair and affordable housing units are under construction and an additional 250 fair and affordable housing units are in development and continue to move through the development process. HAC also exceeded its goal of providing technical assistance to five organizations by providing assistance to 11 organizations.

In 2011, the Housing Action Council will provide organizational assistance services such as, but not limited to, assisting various organizations with their housing development options, developing and educating boards of directors, helping to set or clarify housing goals and objectives and preparing applications for federal tax exemption under 501(c)3 of the Internal Revenue Code. The Housing Action Council, Inc., will provide technical services such as, but not limited to, assessing the potential of housing development or preservation on specific sites, preparing preliminary development and operating budgets, presenting options on maintaining affordability, advising on zoning, site planning and other approvals, guiding through the acquisition and development processes, preparing loan and grant applications, and

coordinating development and construction oversight. We anticipate that the Housing Action Council, Inc., will continue to meet or exceed these service goals in 2011.

The goal and objective of this agreement is to assist in the provision of fair and affordable housing in Westchester County. The organization assistance and technical services provided by the Housing Action Council, Inc., are essential to the provision of fair and affordable housing in Westchester County as the Department of Planning does not have the staff necessary to provide these valuable services. The program will be monitored by the Department of Planning staff, who will review all payment requests to make sure all contractual requirements are met. The Housing Action Council, Inc., will submit quarterly reports and an annual report to the Department of Planning.

Authority to exempt the agreement from the requirements of the County of Westchester 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.

I recommend approval of this agreement.

EB/cp
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/05/2011 - JONATHAN VETRA, SECRETARY

R E S O L U T I O N

UPON A COMMUNICATION FROM THE COMMISSIONER OF PLANNING, BE IT HEREBY

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement with the Housing Action Council, Inc., through the Westchester County Planning Department's Operating Budget in an amount not to exceed \$100,000.00, pursuant to an approved budget, for a term beginning January 1, 2011, and ending December 31, 2011, to provide technical assistance for not-for-profit developers of new fair and affordable housing projects by determining financial feasibility, securing federal, state and private funds for, and other matters related to the development, preservation, and improvement of affordable housing, and be it further

RESOLVED: that this Agreement is subject to County appropriations, and be it further

RESOLVED: that the County Executive or his duly authorized designee is authorized to execute any documents and take any actions necessary to effectuate purposes hereof.

Account to be Charged/Credited

		Major Program, Program & Phase	Object/ Sub Object	Trust Account	Dollars
Fund	Dept	Or Unit			
101	19	0100	4420	n/a	\$100,000.00

Budget Funding Year(s) FY 2011 Start Date January 1, 2011 End Date December 31, 2011
(must match resolution)

Funding Source Tax Dollars \$100,000.00
State Aid _____
\$100,000.00 Federal Aid _____
(must match resolution) Other _____