

Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

24271

**Date:** January 12, 2012

**To:** Board of Acquisition and Contract

**From:** Kevin M. McGuire  
Commissioner  
Department of Social Services

**Re:** Authority for the County of Westchester to enter into an agreement with Program Design and Development, LLC in the amount of \$42,000 to provide professional consulting services related to the County's application to the United States Department of Housing and Urban Development ("HUD") for 2012 Continuum of Care for the Homeless grant for the term January 1, 2012 through December 31, 2012

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Authority is requested for the County, by and through its Department of Social Services, to enter into a professional consulting agreement in the amount of \$42,000 with Program Design and Development, LLC for the preparation of the County's fiscal year 2012 application to the United States Department of Housing and Urban Development ("HUD") for Continuum of Care for the Homeless grant and related services for the term January 1, 2012 through December 31, 2012. Pursuant to the proposed agreement, Program Design and Development, LLC will prepare the County's 2012 Continuum of Care application with HUD which will assure that the County continues to receive these grant funds which provide for homeless housing and services including permanent housing subsidies, transitional housing operating costs and supportive services. The consultant will also provide the Department of Social Services technical assistance with management of the grant during the contract year. There has been no change in the amount requested for the proposed agreement.

By a separate Resolution, your Honorable Board approved the exemption of the contract with Program Design and Development, LLC from the Westchester County Procurement Policy and Procedures in accordance with Section 3(a) xxi thereof.

The **public purpose** of this agreement is to assure that the County continues to provide needed homeless housing and related services in order to better serve the public. The **goal and objective** of the agreement with Program Design and

Development, LLC is to provide consulting services to assist the County in obtaining a HUD grant which will benefit the homeless in Westchester County.

The Consultant's performance will be tracked and monitored by the Department of Social Services.

As of December 31, 2011, the Department is able to report that the Vendor has met all its performance goals and has submitted the FY11 Continuum of Care grant application before its established deadline. The Department is also able to report that as a result of the timely submission of the HUD FY11 application, the Continuum of Care was awarded \$11,767,752 in renewal funding, of which \$3,019,107 is administered by the Department

Accordingly, the County of Westchester, acting by and through its Department of Social Services, requests your Honorable Board's permission to enter into an agreement with Program Design and Development, LLC to provide the above stated services.

An appropriate resolution is attached herewith requesting your Honorable Board's approval.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION  
2012/01/16/2012 JUMARA VEIRA, SECRETARY

## R E S O L U T I O N

Upon a communication from the Commissioner of Social Services, be it hereby

**RESOLVED**, that the County of Westchester is hereby authorized to enter into a professional consulting agreement with Program Design and Development, LLC to prepare the County's fiscal year 2012 application to the United States, Department of Housing and Urban Development ("HUD") for Continuum of Care for the Homeless grant in the amount of \$42,000, payable pursuant to an approved budget for the term January 1, 2012 through December 31, 2012.; and be it further

**RESOLVED**, that this agreement is subject to County appropriation: and be it further

**RESOLVED**, that this agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release (s) or adoption (s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions necessary to implement this Resolution.

Account to be  
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2012	101	22	8900	5860	-----	\$42,000

Budget Funding Year(s): 2012 Start Date: 1/1/12  
(must match resolution)

End Date: 12/31/12

Funding Source Tax Dollars: 71%

State Aid: 29%

**\$42,000**  
(must match resolution)

Federal Aid:

Other: