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DATE: February 15, 2012

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Grant E. Mitchell, M.D., Commissioner
Department of Community Mental Health

SUBJECT: Authority to enter into an agreement with Program Design and Development, LLC ("PD&D") for assistance in managing Housing and Urban Development ("HUD") Shelter Plus Care contracts and the requirements and procedures of HUD as they relate to the Continuum of Care Program and for assistance in the preparation of the County's 2012 HUD Continuum of Care application, for the period January 1, 2012 through December 31, 2012, for an amount not to exceed \$43,200, to be paid in accordance with an approved budget

Authority is hereby requested from your Honorable Board for the County of Westchester (the "County"), acting by and through its Department of Community Mental Health (the "Department"), to enter into an agreement with Program Design and Development, LLC ("PD&D"), pursuant to which PD&D will assist the County in managing the Housing and Urban Development ("HUD") Shelter Plus Care Program contracts and the requirements and procedures of HUD as they relate to the Continuum of Care Program and PD&D will also assist the County with the preparation of its 2012 HUD Continuum of Care application, for the period January 1, 2012 through December 31, 2012, for an amount not-to-exceed \$43,200, to be paid in accordance with an approved budget.

The proposed contract will serve a public purpose by assisting in continually securing Federal funds, in excess of \$7.6 million, in order to improve the health and safety of homeless individuals with serious mental illness and thus make the community safer.

The goals and objectives of the proposed agreement is to continually secure Federal funding for the Continuum of Care Program. PD&D will assist and train Department staff to develop a plan to monitor the program following HUD's requirements and procedures.

The goal and objective of the proposed agreement is in the best interests of the County in terms of fiscal responsibility, as PD&D's services will help the County to secure Federal funds.

The goal and objective of the proposed agreement will be tracked monthly by review of submitted reports to determine if the consultant is delivering services on a timely basis, with a corrective course of action for those issues that need immediate response.

Authority to exempt this Agreement from the requirements of the Westchester County 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.

An appropriate Resolution is herewith attached for your Honorable Board's consideration.

GEM/TP

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/05/2012 - JOMARY VIERA, SECRETARY

