



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**48098**

DATE: August 13, 2015

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire  
Commissioner, Department of Social Services

SUBJECT: **Authority to enter into an agreement with the United States Department of Housing and Urban Development (“HUD”) in order to accept a grant in the amount of \$102,000 to be used to implement a program under HUD’s Supportive Housing Program and utilize those grant funds to enter into an Agreement with Westhab, Inc. to provide the Apartment Finding Initiative for a one year period, from February 1, 2015 through January 31, 2016 for an amount not to exceed \$101,000.**

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Authority is respectfully requested from your Honorable Board for the County of Westchester (the “County”), acting by and through its Department of Social Services (the “Department”), to enter into an agreement with the United States Department of Housing and Urban Development (“HUD”) in order to accept a Supportive Housing Program grant in the amount of \$102,000. Authority is further requested to enter into an Agreement with Westhab, Inc. (“Westhab”) to utilize the Grant funds to provide the Apartment Finding Initiative which will place approximately 100 households per year in private rental housing units by engaging and educating landlords, brokers, and management companies about the different housing subsidy programs and connecting them with recipients of those programs pursuant to HUD’s Supportive Housing Program in the amount of \$101,000 for the period from February 1, 2015 through January 31, 2016 (the “Agreement”). The County will retain the remaining \$1,000 from the grant for administrative costs. The matching funds will be provided by the vendor in accordance with the terms of the Grant Agreement

I certify that my department, a) has copies of, or access to, all applicable laws, rules, regulations, grant applications, and grant agreements (including any master grant agreement), as

well as any guidance or instructions received from the agency making the grant (the "Grant Terms"), b) has reviewed the Grant Terms, c) is aware of and understands all of the Grant Terms, and d.) and will comply with all of the Grant Terms.

The grant agreement with HUD is not a procurement and therefore the provisions of the Westchester County Procurement Policy do not apply. Because this a Renewal Grant, the Federal funding for this program is exempt from the Common Grant Rules and the contract may be renewed on a non-competitive basis pursuant to 24 CFR 583.235(a).

The proposed agreement will serve a **public purpose** by providing permanent housing as well as supportive services to homeless families.

**The goals and objectives** of the proposed agreement are to provide permanent housing to help homeless households avoid dependency on social services, and develop the skills necessary to increase their chances at moving toward self-sufficiency.

**The goals and objectives of the proposed agreement are in the best interests of the County in terms of fiscal responsibility** as the proposed agreement will make available to the County the funds necessary to implement the aforementioned program. Further, the goals and objectives of the proposed agreement are also in the best interests of the County in terms of both public health and safety as the programs funded by the proposed agreement will be aimed at ensuring the well being and safety of the targeted population and addressing the issues of homelessness and welfare dependency in the County which can reduce the costs associated with social services provided by the County.

**The goals and objectives of the proposed agreement will be tracked and monitored** by the Department in accordance with the requirements of HUD. The Department will be required to submit Annual Progress Reports to HUD as a requirement of receiving the funding to be provided under the proposed agreement. These multi-page Annual Progress Reports capture statistical data on those served, the various categories they fall into, the milestones reached, the money expended, etc., which must match the program outlined in the Department's Technical Submission.

I respectfully recommend your Honorable Board's approval of the attached Resolution.

KMM/DI

**RESOLUTION**

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

**RESOLVED**, that the County of Westchester (the “County”), acting by and through its Department of Social Services, is hereby authorized to enter into an agreement with the United States Department of Housing and Urban Development (“HUD”) in order to accept a grant in the amount of \$102,000 and to enter into an agreement with Westhab, Inc. (“Westhab”) to provide Apartment Finding Initiative which will place approximately 100 households per year in private rental housing units by engaging and educating landlords, brokers and management companies about the different housing subsidy programs and connecting them with recipients of those programs pursuant to HUD’s Supportive Housing Program in an amount not to exceed \$101,000 funded through the aforesaid grant for the period from February 1, 2015 through January 31, 2016; and be it further

**RESOLVED**, that the County Executive, or his authorized designee, is authorized to execute any and all documents necessary to effectuate the purposes hereof.

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
263	22	688Q	9852	T688	\$102,000
263	22	688Q	4380	T688	\$101,000

Budget Funding Year(s): 2015-16 Start Date: 02/01/15 End Date: 01/31/2016  
(must match resolution)

\$102,000 (revenue)  
\$101,000(expense)  
must match resolution)

Tax Dollars:  
State Aid:  
Federal Aid: 100%  
Other: