

Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

Philippe Gille  
First Deputy Commissioner

**54614**

**Date:** January 12, 2017

**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 \$78,000 to provide professional consulting services related to the County's application to the United States Department of Housing and Urban Development ("HUD") for 2017 Continuum of Care for the Homeless grant and professional consulting services to improve the effectiveness of Westchester's system of care for the homeless for the term January 1, 2017 through December 31, 2017

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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 \$78,000 with Program Design and Development, LLC for the preparation of the County's fiscal year 2017 application to the United States Department of Housing and Urban Development ("HUD") for Continuum of Care for the Homeless grant and professional consulting services to improve the effectiveness of Westchester's system of care for the homeless and related services for the term January 1, 2017 through December 31, 2017.

Pursuant to the proposed agreement, Program Design and Development, LLC will prepare the County's 2017 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 with technical assistance in the management of the grant to dramatically transform Westchester's system of care for the homeless to focus more effectively on: 1) rapidly rehousing people already homeless, 2) preventing homelessness, and 3) providing appropriate housing and services for Westchester's most medically vulnerable homeless. The consultant will assist the Department with strategic planning, mobilization of community resources,

identification of best practices and evidence-based interventions, and coordination of complex public/private partnerships involving multiple levels of government, dozens of housing and service providers, and a diverse array of service networks, regulatory frameworks, and systems of care during the contract year.

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 the provision of 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.

The Department is able to report that the Vendor has met all its performance goals. The vendor co-chaired and helped guide ninety-five (95) meetings related to coordinating or improving Westchester's system of care for the homeless. This includes fifteen (15) meetings with the Commissioner and/or designated senior staff to review progress to date and immediate action steps required to continue transformation of Westchester's system of care for the homeless. It has met all of the deadlines to date for submission of components of the FY16 Continuum of Care grant application and submitted the final component of the FY16 Continuum of Care grant application on September 14, 2016.

By a separate resolution of even date herewith, approval of your Honorable Board was requested to exempt the contract with Program Design and Development, LLC from the Westchester County Procurement Policy and Procedures in accordance with Section 3(a) xxi thereof.

This contract is not subject to the competitive procurement requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (formerly, the Grants Management Common Rule) as there is no federal funding for this program

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.

## RESOLUTION

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 2017 application to the United States, Department of Housing and Urban Development ("HUD") for Continuum of Care for the Homeless grant and professional consulting services to improve the effectiveness of Westchester's system of care for the homeless in the amount of \$78,000 payable pursuant to an approved budget for the term January 1, 2017 through December 31, 2017; 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
2017	101	22	8900	5860		\$78,000

Budget Funding Year(s): 2017  
(must match resolution)

Start Date: 1/1/17

End Date: 12/31/17

Funding Source

Tax Dollars: 71%

State Aid: 29%

**\$78,000**

Federal Aid:

(must match resolution)

Other:

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/10/2017 - LISA M. MAJAJ, SECRETARY