

**[57550]**

DATE: May 30, 2017

TO: Board of Acquisition and Contract

FROM: Mark S. Herceg, Ph.D.  
Commissioner, Department of Community Mental Health

SUBJECT: Authority to enter into:

- 1) a grant agreement with the United States Department of Housing and Urban Development to accept a grant in the amount of \$120,000.00 for services regarding the County's Continuum of Care, for a term from June 1, 2017 through May 31, 2018; and
- 2) an agreement with Program Design and Development, LLC, pursuant to which it will provide various services regarding the County's Continuum of Care, for an amount not-to-exceed \$120,000.00, for a term from June 1, 2017 through May 31, 2018.

---

Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County") to enter into a grant agreement with the United States Department of Housing and Urban Development ("HUD"), pursuant to which the County will accept from HUD a grant (the "Grant") in the amount of \$120,000.00 for services regarding the County's Continuum of Care (the "Services"), for a term from June 1, 2017 through May 31, 2018 (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) can and will comply with all of the Grant Terms.

Authority is also respectfully requested from your Honorable Board for the County to enter into an agreement with Program Design and Development, LLC ("PD&D"), pursuant to which PD&D will provide the Services, for an amount not-to-exceed \$120,000.00, pursuant to an approved budget, for a term from June 1, 2017 through May 31, 2018 (the "PD&D Agreement"). The PD&D Agreement will be funded by the funds to be received by the County under the Grant Agreement.

The Services shall include various coordination activities, project evaluation services, project monitoring services, and services to assist the County in complying with HUD requirements, as well as development of a system to increase participation from currently low-participating stakeholders. The PD&D Agreement will authorize PD&D to subcontract with Social Policy Innovations, Inc. for the project evaluation portion of the Services.

The proposed Grant Agreement will serve a public purpose by providing the County with Federal funds for the Services. The proposed PD&D Agreement will serve a public purpose by providing the Services funded by the Grant.

The goal and objective of the proposed Grant Agreement is to provide the County with Federal funds for the Services. The goal and objective of the proposed PD&D Agreement is to provide the County with the Services funded by the Grant.

The goal and objective of the proposed Grant Agreement is in the best interests of the County in terms of fiscal responsibility, as it will make available to the County federal funds for the aforementioned Services. The goal and objective of the proposed PD&D Agreement is in the best interests of the County in terms of health, as it will provide the aforementioned Grant-funded Services that will improve the County's Continuum of Care.

The goals and objectives of the proposed agreements will be tracked and monitored by the Department of Community Mental Health (the "Department").

The Grant Agreement does not constitute a procurement and as such is not subject to the requirements of the County Procurement Policy. With regard to the PD&D Agreement, the Department has complied with sections 6 and 13 of the Westchester County Procurement Policy. On March 27, 2017, the Department issued an RFP seeking proposals from qualified entities to provide the Services. The RFP was posted on the County website for RFPs. In addition, the RFP announcement was distributed to the Mid-Atlantic Region HMIS distribution list (which operates a list for HUD/HMIS agencies, subcontractors, etc) and was also sent to the Department's county-wide provider distribution list. Despite these efforts, the Department received only one (1) proposal in response to the RFP, which was submitted by PD&D.

Although it submitted the only proposal, the Department nevertheless recommends that it would be in the best interests of the County to award the contract to PD&D because its proposal met all of the evaluation criteria set forth in the RFP and it has provided satisfactory performance to the County under previous contracts for these services in the past.

I respectfully recommend the adoption of the attached Resolution.

MH/APR/TP/jpg  
Attachment

**RESOLUTION**

Upon a communication from the Commissioner of the Department of Community Mental Health, be it hereby

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to enter into a grant agreement with the United States Department of Housing and Urban Development ("HUD"), pursuant to which the County will accept from HUD a grant in the amount of \$120,000.00 for services regarding the County's Continuum of Care (the "Services"), for a term from June 1, 2017 through May 31, 2018; and be it further

**RESOLVED**, that the County is hereby authorized to enter into an agreement with Program Design and Development, LLC ("PD&D"), pursuant to which PD&D will provide the Services, for an amount not-to-exceed \$120,000.00, pursuant to an approved budget, for a term from June 1, 2017 through May 31, 2018 (the "PD&D Agreement"); and be it further

**RESOLVED**, that the PD&D Agreement will authorize PD&D to subcontract with Social Policy Innovations, Inc. for the project evaluation portion of the Services; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Account to be Charged/Credited

<b>Fund</b>	<b>Dept</b>	<b>Unit</b>	<b>Object/ Sub Object/</b>	<b>Trust Account</b>	<b>Activity</b>	<b>Dollars</b>
263	26	536S	9852	T536		120,000
263	26	536S	4380	T536	4000	120,000

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

Start Date: June 1, 2017 End Date: May 31, 2018

Funding Source:

Tax Dollars: \_\_\_\_\_

State Aid: \_\_\_\_\_

Federal Aid: \$120,000.00

Other: \_\_\_\_\_

\$120,000.00  
(must match resolution)