



George Latimer
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

64459

DATE: August 20, 2018

TO: Board of Acquisition and Contract

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

SUBJECT: Authority 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 grant under HUD’s Continuum of Care program in the amount of \$136,819 to be used to fund the services of a Department senior administrator to coordinate all aspects of the Department’s Coordinated Entry System for the period from March 1, 2018 through February 28, 2019.

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 grant (Grant No. NY1050L2T041702) under HUD’s Continuum of Care program in the amount of \$136,819 for the period from March 1, 2018 through February 28, 2019. This Grant will be used to fund the services of a Coordinated Entry Administrator, a Department senior level administrator position (salary and fringe). The Coordinated Entry Administrator will work with the Department’s wide array of Continuum of Care partners to ensure that the Coordinated Entry System functions to properly and efficiently assess, prioritize and then refer eligible households to homelessness assistance in Westchester County. Coordinated Entry is a process developed and mandated by HUD to ensure that access to homeless services in a community is streamlined and that households that are experiencing or are at-risk for homelessness are able to quickly access the assistance they need and for which they are eligible, without having to call or be turned away from multiple programs.

Matching funds in the sum of \$34,205 as required by the Grant will be provided by the County.

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 does not involve the procurement of goods or services from a third party and therefore the provisions of the Common Grant Rules and the Westchester County Procurement Policy do not apply.

The proposed agreement will serve a **public purpose** by providing a senior Department administrator to coordinate all aspects of implementing our Coordinated Entry System as defined by our Continuum of Care Board.

The goals and objectives of the proposed agreement are to provide a Coordinated Entry Administrator who will work with the Department's wide array of Continuum of Care partners to define and reach consensus on how to implement the new processes required to create a fully functional Coordinated Entry System.

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/CW/jrc

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 \$136,819 (Grant No. NY1050L2T041702) to be used to provide a Coordinated Entry Administrator under HUD's Supportive Housing Program for the period from March 1, 2018 through February 28, 2019; 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 | 929T | 9852 | T929 | \$136,819 |
| | | | | | |
| | | | | | |

Budget Funding Year(s): 201(Grant Year) Start Date: 03/01/2018_ End Date: 02/28/2019
(must match resolution)

_____ must match resolution)
 Tax Dollars:
 State Aid:
 Federal Aid: 100%
 Other:

APPROVED BOARD OF ACQUISITION & CONTRACTS 03/23/2018 US STATE SECRETARY