



George Latimer
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

Date: February , 2020

To: The Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner of Department of Social Services

Re: Authority for the County of Westchester, acting by and through its Department of Social Services, to enter into an agreement with the Congregations Linked In Urban Strategy To Effect Renewal, Inc. (CLUSTER, Inc.), pursuant to which CLUSTER, Inc. will operate the Keeping Employment Yields Success (KEYS) To A Home Program for the period from January 1, 2020 through December 31, 2020 for an amount not to exceed \$200,000 to be paid monthly pursuant to an approved budget and subject to appropriation

Authority is hereby requested for the County of Westchester, acting by and through its Department of Social Services, to enter into an agreement with the Congregations Linked in Urban Strategy To Effect Renewal, Inc. (CLUSTER, Inc.), pursuant to which CLUSTER, Inc. will operate the Keeping Employment Yields Success (KEYS) To A Home Program for the period from January 1, 2020 through December 31, 2020 (the "Agreement") for an amount not to exceed \$200,000 to be paid monthly pursuant to an approved budget and subject to appropriation.

The Agreement serves the **public purpose** because the service provided is effective in the reduction of homelessness in the County of Westchester. The service also reduces the length of stay for homeless employed households and prevents re-entry into the shelter system.

The **goals and objectives** of the Agreement are to provide temporary housing subsidies for households with income who are eligible for temporary housing. The program will allow households with income to move out of the shelter system and into permanent housing.

The **goals and objectives** are in the **best interest of the County in terms of public health, public safety and fiscal responsibility** as the services provided assist the County with transitioning families and singles out of the homeless shelter system and into permanent housing. The subsidy and supportive services for the participants increase the success of maintaining permanent housing and supports the transition from public assistance to self-sufficiency and economic independence.

The **goals and objectives** of the proposed Agreement **shall be tracked and monitored** through performance measurement indicators developed by the Department. The tracking and monitoring include the submission of monthly statistics and quarterly reports as well as direct contact with the D.S.S. staff in order to swiftly address any impediments to the program's success.

The Department is able to report that as part of the Performance Measurement Indicators, CLUSTER provided temporary housing subsidies for forty-eight (48) homeless families in 2019.

The Department seeks retroactive approval of this Agreement, as submission of this resolution was delayed while certain program enhancements were under consideration, but this has not yet come to fruition. As such, the contract must be issued with the existing program scope of services in order to maintain program operations.

The Agreement with CLUSTER to operate the KEYS To A Home Program is exempt from the Westchester County Procurement Policy under Section 3(a)(xiv) in that the provision of services are for participants in need of public assistance because they are eligible for temporary housing. 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, a resolution requesting your Honorable Board's approval is annexed herewith.

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 retroactively enter into an agreement with the Congregations Linked In Urban Strategy To Effect Renewal Inc. (CLUSTER, Inc.) pursuant to which CLUSTER, Inc. will operate the Keeping Employment Yields Success (KEYS) To A Home Program for the period from January 1, 2020 through December 31, 2020 (the "Agreement") for an amount not to exceed \$200,000 to be paid monthly pursuant to an approved budget; and be it further

RESOLVED, that this Agreement is subject to County Appropriations; 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 duly authorized designee be and hereby is authorized and empowered to execute any and all documents and take any actions necessary to effectuate the purposes hereof.

Charged/Credited

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	22.	8900	5960	-----	\$200,000

Budget Funding Year (s): 2020 Start Date: 1/1/2020 End Date: 12/31/2020
Funding Source:

\$ 200,000
(must match resolution)

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/06/2020 - LISA MARIJAS SECRETARY