

**92152**

To: Honorable Members of the Board of Acquisition and Contract

From: Robin Schlaff  
Director, Office for Women

Date: April 28, 2022

Subject: Authority to enter into an agreement with First Steps to Heal Incorporated to assist victims of domestic violence with emergency housing and ancillary needs, for a term from October 1, 2021 through September 30, 2024, for an amount not-to-exceed \$53,875.00

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By a resolution approved on March 17, 2022, your Honorable Board authorized the County, acting by and through its Office for Women, (the "County") to enter into a grant agreement the New York State Office of Children and Family Services ("OCFS") pursuant to which the County will accept a grant awarded to it by OCFS and funded by Family Violence Prevention and Services Act, through funds provided through the American Rescue Plan Act of 2021, (the "Grant") in the amount of \$53,875.00, in order to enhance survivor-centered housing services for survivors of domestic violence throughout Westchester County, for the period from October 1, 2021 through September 30, 2024 (the "Grant Agreement"). The Grant Agreement is expected to be executed soon.

The services to be funded by the Grant were reasonably expected to cost less than the \$75,000.00 threshold specified in the County's Procurement Policy and Procedures (the "Procurement Policy") for the use of a request for proposals. Therefore, the County solicited written price quotes from at least three entities that customarily provide such services, and the County obtained quotes from an adequate number of qualified sources, in accordance with Section 5(b) of the Procurement Policy and—based upon the involvement of Federal funds—in accordance with Section 13 of the Procurement Policy and 2 C.F.R. 200.320(a)(2)(i).

In accordance with Section 5(c) of the Procurement Policy, the County determined that the offer from First Steps to Heal Incorporated ("FSTH") was the most advantageous offer. The offer from FSTH was the lowest offer received, and it was then reduced slightly during subsequent negotiations, in light of the amount of Grant funds available.

Therefore, authority is now respectfully requested from your Honorable Board for the County to enter into an agreement (the "Agreement") with FSTH, in order to expend Grant funds for the purposes provided for in the Grant Agreement. Under the proposed

Agreement, FSTH will assist eligible victims of domestic violence with emergency housing and ancillary needs in Westchester County, for a term from October 1, 2021 through September 30, 2024, for an amount not to exceed \$53,875.00, payable upon the submission of invoices and pursuant to an approved budget.

The proposed Agreement will serve a public purpose by providing assistance for eligible victims of domestic violence with emergency housing and ancillary needs.

The goal and objective of the proposed Agreement is to provide assistance for eligible victims of domestic violence with emergency housing and ancillary needs.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of the public health, safety and general welfare, as many domestic violence victims who flee from their abusers do not have a place to go or the funds to provide for emergency housing and ancillary needs for themselves and possibly their children. The services to be provided under the proposed Agreement may, therefore, prevent victims from becoming homeless.

The goal and objective of the proposed Agreement will be tracked and monitored by the Office for Women.

Attached for your consideration is a proposed resolution.

RS/SB/bdm-r

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/26/2022 - RAYMOND SSKULK, SECRETARY

**RESOLUTION**

Upon a communication from the Director of the Office for Women, be it hereby:

**RESOLVED**, that the County of Westchester, acting by and through its Office for Women, (the "County") is hereby authorized to enter into an agreement with First Steps to Heal Incorporated ("FSTH"), pursuant to which FSTH will assist eligible victims of domestic violence with emergency housing and ancillary needs in Westchester County, for a term from October 1, 2021 through September 30, 2024, for an amount not to exceed \$53,875.00, payable upon the submission of invoices and pursuant to an approved budget; and be it further

**RESOLVED**, that the Agreement is subject to County appropriations; and be it further

**RESOLVED**, that the 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 the Agreement upon reasonable prior written notice; and be it further

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

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Account to be charged/credited:

Fund	Dept	Major Program, Program & Phase, or Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year(s)
263	11	W025	4380	G025	\$53,875.00	2021-2024

Budget Funding Year(s) 2021-2024  
(must match resolution)

Start Date: 10/1/2021    End Date: 9/30/2024

\$53,875.00  
(must match resolution)

Funding Source:

Tax Dollars: \_\_\_\_\_  
State Aid: \_\_\_\_\_  
Federal Aid: \$53,875.00  
Other: \_\_\_\_\_