



George Latimer  
County Executive

Department of Social Services  
Leonard G. Townes  
Commissioner

**Onbase ID # 93338**

**Date:** May 11, 2022

**To:** Board of Acquisition and Contract

**From:** Leonard G. Townes  
Commissioner  
Department of Social Services

**Re:** Authority to amend an agreement with Program Design and Development, LLC, for the term January 1, 2022 through December 31, 2022, in the amount not to exceed \$78,000, for the provision of professional consulting services related to the County's fiscal year 2022 application to the United States Department of Housing and Urban Development ("HUD") for Continuum of Care for the Homeless grant and for additional professional consulting services to improve the effectiveness of Westchester's system of care for the homeless, in order to permit on-site services by Program Design and Development, LLC at the County's premises

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On December 2, 2021, your Honorable Board authorized the County of Westchester ("County"), acting by and through its Department of Social Services ("Department"), to enter into a professional consulting agreement ("Agreement") with Program Design and Development, LLC ("Program Design"), for the term January 1, 2022 through December 31, 2022 and for an amount not to exceed \$78,000, for the preparation of the County's fiscal year 2022 application to the United States Department of Housing and Urban Development ("HUD") for Continuum of Care for the Homeless grant and for additional professional consulting services to improve the effectiveness of Westchester's system of care for the homeless and related services.

Authority is now requested from your Honorable Board for the County to amend the Agreement ("First Amendment"), in order to permit on-site services by Program Design at the County's premises located at 85 Court Street, 5<sup>th</sup> Floor, White Plains, New York 10601, as requested by the County.

The **public purpose** of the Agreement, as amended by the First Amendment, 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, as amended by the First Amendment, is the provision of consulting services to assist the County in obtaining a HUD grant, which will benefit the homeless in Westchester County.

Except as specifically amended hereby, all other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

An appropriate resolution is attached herewith requesting your Honorable Board's approval.

LGT/cmc  
Attachment

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

**R E S O L U T I O N**

Upon a communication from the Commissioner of Social Services, be it hereby

**RESOLVED**, that the County of Westchester is hereby authorized to amend a professional consulting agreement (“Agreement”) with Program Design and Development, LLC (“Program Design”), for the preparation of the County’s fiscal year 2022 application to the United States, Department of Housing and Urban Development (“HUD”) for Continuum of Care for the Homeless grant and for additional professional consulting services to improve the effectiveness of the County’s system of care for the homeless, in the amount not to exceed \$78,000, for a term commencing on January 1, 2022 and expiring on December 31, 2022, in order to permit on-site services by Program Design at the County’s premises located at 85 Court Street, 5<sup>th</sup> Floor, White Plains, New York 10601; and be it further

**RESOLVED**, that all other terms and conditions of the Agreement shall remain unchanged and in full force and effect; 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
101	22	8900	5860		0.00

Budget Funding Year(s): 2022  
(must match resolution)

Start Date: 1/1/22    End Date: 12/31/22

Funding Source  
**\$ 0.00**  
(must match resolution)

Tax Dollars: \_\_\_\_\_  
State Aid: \_\_\_\_\_  
Federal Aid: \_\_\_\_\_  
Other: \_\_\_\_\_

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