

**13003**

DATE: July 12, 2010

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Grant Mitchell, M.D., Commissioner  
Department of Community Mental Health

RE: Authority to amend an agreement with Program Design and Development, LLC in order to (1) add additional related work to the scope of services and (2) increase the amount not-to-exceed authorized there under by an additional \$16,000, from an amount not-to-exceed \$70,000 to an amount not-to-exceed \$86,000

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By resolution approved on November 24, 2009, your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Community Mental Health (the "Department"), to enter into an agreement with Program Design and Development, LLC ("PD&D"), pursuant to which PD&D was to assist in the managing of Housing and Urban Development ("HUD") contracts and the requirements and procedures of HUD as they relate to the Continuum of Care Program, for the period November 1, 2009 through December 31, 2010, for an amount not-to-exceed \$70,000, pursuant to an approved budget (the "Agreement"). The Agreement was subsequently executed.

The Department now seeks authority from your Honorable Board to amend the Agreement in order to (1) add additional related work to the scope of services and (2) increase the total not-to-exceed amount authorized there under by an additional \$16,000, from an amount not-to-exceed \$70,000 to an amount not-to-exceed \$86,000. The additional related work to the scope of services will include the preparation of the 2010 Continuum of Care application to HUD and all necessary work needed to complete such. It will also include the SAMHSA Grant preparation which will include a grant designed for individuals with chemical dependencies and who also need housing.

The proposed agreement will serve a public purpose by assisting the Department to continue to secure federal funds, currently in excess of \$9.2 million, in order to improve the health and safety of homeless individuals with serious mental illness in the County, and thus improve the health and safety of County residents.

The goal and objective of the proposed agreement is to secure the assistance and expertise of PD&D to help the Department to continue to secure federal funding for the Continuum of Care Program. PD&D will assist and train Department staff to develop a plan to monitor the program

using HUD's requirements and procedures. PD&D will also help the Department's administrators and staff understand HUD requirements and procedures relating to the Continuum of Care program; plan and facilitate bi-monthly provider meetings to share information and address emerging issues; track Annual Progress Reports and voucher submission timeliness; collect logic models and monitor them for achievement of stated goals; do periodic on-site chart reviews to monitor completeness of client documentation; collect and review A-133 audits annually, including management letters; maintain updated list of sponsor administrative, program-level, and HMIS contacts; coordinate annual training for providers as available and stay current with evolving HUD regulations, issues, and emerging needs.

The goal and objective of the proposed agreement is in the best interests of the County in terms of fiscal responsibility and safety and security, as the continual securing of federal funds for the Continuum of Care Program will reduce or eliminate the need for expenditure of other funds and the Continuum of Care Program will help ensure that those who are in need of housing will be able to find it in a safe and secure environment.

The goal and objective of the proposed agreement will be tracked monthly by review of submitted reports to determine if the PD&D is delivering information on a timely basis, with a corrective course of action for those issues that need immediate response.

Accordingly, I most respectfully recommend approval of the attached resolution.

GM/TP/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT 8-5-2010 JIMMY VIEIRA SECRETARY

## 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 amend an agreement with Program Design and Development, LLC ("PD&D"), pursuant to which PD&D was to assist in the managing of Housing and Urban Development contracts and the requirements and procedures of HUD as it relates to the Continuum of Care Program, for the period from November 1, 2009 through December 31, 2010, for an amount not-to-exceed \$70,000, pursuant to an approved budget, by (1) adding additional related work to the scope of services and (2) increasing the total not-to-exceed amount authorized thereunder by an additional \$16,000, from an amount not-to-exceed \$70,000 to an amount not-to-exceed \$86,000 (the "Agreement"); 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 is authorized to execute all instruments and to take any and all actions necessary to effectuate the purposes hereof.

APPROVED BOARD OF ACQUISITION CONTRACT # 8-12-10 MARYWEIRA, SECRETARY

Original Agreement      \$70,000  
 First Amendment       \$16,000  
 TOTAL                     \$86,000

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 Account to be  
 Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	26	2000	4420		\$16,000

Budget Funding Year (s) 2009/2010      Start Date 11/1/09      End Date 12/31/10  
 (must match resolution)

Funding Source	Tax Dollars	\$ 16,000
<u>\$16,000</u>	State Aid	\$ _____
(must match resolution)	Federal Aid	\$ _____
	Other	\$ _____
	TOTAL	\$ _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 8-5-2010 - JOMARY VIEIRA, SECRETARY