

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

16915

Date: January 18, 2011

To: Board of Acquisition and Contract

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

Re: Authority for the County of Westchester to enter into an agreement with Program Design and Development, LLC in the amount of \$42,000 to provide professional consulting services related to the County's application to the United States Department of Housing and Urban Development ("HUD") for 2011 Continuum of Care for the Homeless grant for the term January 1, 2011 through December 31, 2011

Authority is requested for the County, by and through its Department of Social Services, to enter into a professional consulting agreement in the amount of \$42,000 with Program Design and Development, LLC for the preparation of the County's fiscal year 2011 application to the United States Department of Housing and Urban Development ("HUD") for Continuum of Care for the Homeless grant and related services for the term January 1, 2011 through December 31, 2011. Pursuant to the proposed agreement, Program Design and Development, LLC will prepare the County's 2011 Continuum of Care application with HUD which will assure that the County continues to receive these grant funds which provide for homeless housing and services including permanent housing subsidies, transitional housing operating costs and supportive services. The consultant will also provide the Department of Social Services technical assistance with management of the grant during the contract year.

By a separate Resolution, your Honorable Board approved the exemption of the contract with Program Design and Development, LLC from the Westchester County Procurement Policy and Procedures in accordance with Section 3(a) xxi thereof.

The public purpose of this agreement 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 with Program Design and Development, LLC is to provide consulting services to assist the County in obtaining a HUD grant which will benefit the homeless in Westchester County. The

Consultant's performance will be tracked and monitored by the Department of Social Services.

Approval of the attached resolution by your Honorable Board is respectfully requested.

KMM/DI

APPROVED BOARD OF ACQUISITION & CONTRACT - 3-31-2011 - JOMARY VIEIRA, 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 enter into a professional consulting agreement with Program Design and Development, LLC to prepare the County's fiscal year 2011 application to the United States, Department of Housing and Urban Development ("HUD") for Continuum of Care for the Homeless grant in the amount of \$42,000, payable pursuant to an approved budget for the term January 1, 2011 through December 31, 2011; 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	-----	\$42,000

Budget Funding Year(s) 2011
(must match resolution)

Start Date: 1/1/11

End Date 12/31/11

Funding Source

Tax Dollars: 45%

State Aid: 6%

Federal Aid: 49%

Other:

\$ 42,000

(must match resolution)