

24638

DATE: February 2, 2012

TO: Board of Acquisition and Contract

FROM: Edward Burroughs
Commissioner of Planning

SUBJECT: Resolution authorizing an Agreement between the County of Westchester and Housing Action Council, Inc., to provide Technical Assistance to Not-for-Profit Developers of New Fair and Affordable Housing Developments

The attached resolution authorizes the County of Westchester to enter into an agreement with Housing Action Council, Inc., (HAC) for the provision of technical assistance to not-for-profit developers of new fair and affordable housing developments. The amount of the agreement shall not exceed \$100,000.00, payable pursuant to an approved budget, and the term of the agreement is January 1, 2012, to December 31, 2012.

HAC will facilitate the development and preservation of affordable housing by assisting not-for-profit organizations and/or local housing boards with 11 affordable housing developments sponsored by such organizations through: grant application processes; determining financial feasibility; securing federal, state and private funds; and other matters related to the development, preservation and improvement of affordable housing.

HAC has been providing these services to the County for over ten years and has been deemed to possess the requisite skills and experience to meet the needs of those in our community who require these services.

In 2011, HAC exceeded its goal of assisting three organizations to further the development of fair and affordable housing and providing technical assistance to five organizations with specific projects that resulted in the completion and occupancy of 20 fair and affordable housing units. It also assisted 12 organizations with three fair and affordable housing units under construction and an additional 310 fair and affordable housing units that continue to move through the development process.

In 2012, HAC will provide organizational assistance services such as, but not limited to, assisting various organizations with their housing development options, developing and educating boards of directors, helping to set or clarify housing goals and objectives and preparing applications for federal tax exemption under 501(c)3 of the Internal Revenue Code. HAC will provide technical services such as, but not limited to, assessing the potential of housing development or preservation on specific sites; preparing preliminary development and operating budgets; presenting options on maintaining affordability; advising on zoning, site planning and other approvals; guiding through the acquisition and development processes; preparing loan and grant applications; and coordinating development and construction oversight.

The goal and objective of this agreement is to assist in the provision of fair and affordable housing in Westchester County. The organization assistance and technical services provided by Housing Action Council, Inc., are essential to the provision of fair and affordable housing in Westchester County. The program will be monitored by Department of Planning staff who will review all payment requests to make sure all contractual requirements are met. HAC will submit quarterly reports and an annual report to the Department of Planning.

Authority to exempt the agreement from the requirements of the County of Westchester Procurement Policy and Procedures, pursuant to Section 3(a)xxi thereof, has been granted by your Honorable Board in accordance with a separate resolution of even date herewith.

I recommend approval of this agreement.

EB/cp
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/23/2012 - JOSEPH VIERA, SECRETARY

R E S O L U T I O N

UPON A COMMUNICATION FROM THE COMMISSIONER OF PLANNING, BE IT HEREBY

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement with Housing Action Council, Inc., through the Westchester County Planning Department's Operating Budget in an amount not to exceed \$100,000.00, payable pursuant to an approved budget, for a term beginning January 1, 2012, and ending December 31, 2012, to provide technical assistance to not-for-profit developers of new fair and affordable housing projects by determining financial feasibility, securing federal, state and private funds for, and other matters related to the development, preservation, and improvement of affordable housing, and be it further

RESOLVED: that this Agreement is subject to County appropriations, and be it further

RESOLVED: that the County Executive or his duly authorized designee is authorized to execute any documents and take any actions necessary to effectuate purposes hereof.

Account to be Charged/Credited

		Major Program, Program & Phase	Object/	Trust	
Fund	Dept	Or Unit	Sub Object	Account	Dollars
101	19	0100	4420	n/a	\$100,000.00

Budget Funding Year(s) FY 2012 Start Date January 1, 2012 End Date December 31, 2012
(must match resolution)

Funding Source Tax Dollars \$100,000.00
State Aid _____
\$100,000.00 Federal Aid _____
(must match resolution) Other _____