

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

31517

Date: December 28, 2012

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 2013 Continuum of Care for the Homeless grant for the term January 1, 2013 through December 31, 2013

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 2013 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, 2013 through December 31, 2013. Pursuant to the proposed agreement, Program Design and Development, LLC will prepare the County's 2013 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 the provision of 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.

As of December 31, 2012, the Department is able to report that the Vendor has met all its performance goals. It has met all of the deadlines to date for submission of components of the FY12 Continuum of Care grant application and is on target to submit the final component of the FY12 Continuum of Care grant application before its established deadline of January 18, 2013. The Department is also able to report that as a result of the timely submission of the HUD FY11 application, the Continuum of Care was awarded \$11,767,752 in renewal funding and then received an additional \$1,959,422 in funding for new permanent and transitional housing as a result of our significantly improved overall score for our consolidated county-wide application. The FY12 Continuum of Care application is expected to result in an award of at least \$14,137,367 with up to \$1,300,582 more possible depending upon our national ranking in the overall score.

Accordingly, the County of Westchester, acting by and through its Department of Social Services, requests your Honorable Board's permission to enter into an agreement with Program Design and Development, LLC to provide the above stated services.

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

APPROVED BOARD OF ACQUISITION CONTRACT 2012-00053 JIMMYEIRA, 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 2013 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, 2013 through December 31, 2013; and be it further

RESOLVED, that this agreement is subject to County appropriation: 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 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
2013	101	22	8900	5850	-----	\$21,000
2013	101	22	8900	5860		\$21,000

Budget Funding Year(s): 2013
(must match resolution)

Start Date: 1/1/13

End Date: 12/31/13

Funding Source	Tax Dollars:	<u>5850</u>	<u>5860</u>
	State Aid:	1%	71%
	Federal Aid:	0%	29%
<u>\$42,000</u>	Other:	99%	
(must match resolution)			