

32456

DATE: February 26, 2013

TO: Board of Acquisition and Contract

FROM: Edward Buroughs
Commissioner of Planning

SUBJECT: Resolution to exempt from the Westchester County Procurement Policy and Procedures the procurement of a contract with the Westchester Housing Fund, Inc. d/b/a Community Capital Resources to provide operational funding to carry out fair and affordable housing and small business activities pursuant to Section 3(a)xxi of the County of Westchester Procurement Policy

The Department of Planning will enter into an agreement in an amount not to exceed \$100,000.00 with the Westchester Housing Fund, Inc. d/b/a Community Capital Resources (CCR) to provide unique services in the area of affordable housing development finance and small business activities. The term of the agreement is January 1, 2013 to December 31, 2013.

CCR administers a revolving loan fund that provides low cost affordable housing feasibility and pre-development funds. No other agency in Westchester or the other Hudson Valley counties has such a fund. CCR was able to secure the capital for this fund through other bank sources and seeks the County's support to keep the administrative costs of the fund to a minimum. CCR has been an active agency in the Westchester County housing market for over 20 years and has extensive knowledge of the needs of local developers. CCR works with both for-profit and non-profit developers and housing agencies to provide financing on housing developments that will ultimately provide affordable housing to low and moderate income households.

CCR will provide services which will include, but not be limited to, technical assistance, support, advocacy and/or financing to at least 10 housing groups; down payment assistance in the form of equity deposits for co-op purchasers; guidance on access to capital for the owners of 150 start up and emerging small businesses in Westchester County; access to capital of \$500,000.00 for small business owners who are unable to secure such loans from traditional lender; and 300 hours of technical assistance to small businesses through workshops, one-on-one support, accounting training, coaching and networking activities.

In addition, CCR is a liaison between the County and prospective developers. It provides funding to developers to conduct feasibility studies that provide pertinent information that assists the County in making sound decisions regarding which housing developments should be funded and the level of funding. CCR was able to meet or exceed most of the goals set for the 2012 contract period.

The goal and objective of this agreement is to promote the provision of fair and affordable housing and to support small businesses.

Pursuant to Section 3(a)xxi thereof, the Westchester County Procurement Policy and Procedures are not applicable to a procurement for which your Honorable Board determines by resolution passed prior to

commencing such procurement that compliance with the policy will not be in the best interest of the County. Given the position of the Westchester Housing Fund, Inc. d/b/a Community Capital Resources as a provider of unique affordable housing services, and in light of the above facts, it is proposed that the best interest of the County would be served by exempting the procurement of a contract with CCR from the Procurement Policy.

Accordingly, a resolution to exempt the procurement of Westchester Housing Fund, Inc. d/b/a Community Capital Resources is hereby submitted for your consideration.

I recommend approval of this exemption.

EB/cp
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/21/2013 - JOMARY VIEIRA, SECRETARY

RESOLUTION

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

RESOLVED, that pursuant to section 3(a)xxi of the Westchester County Procurement Policy and Procedures, it is hereby determined that application of the procedural requirements contained therein, including the necessity of soliciting written quotations, is not in the best interest of the County in connection with the agreement with Westchester Housing Fund, Inc. d/b/a Community Capital Resources to provide assistance to the Department of Planning in the provision of affordable housing and to provide assistance to small businesses, and be it further

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