

**61100**

DATE: January 30, 2018

TO: Board of Acquisition and Contract

FROM: Norma V. Drummond  
Acting Commissioner of Planning

SUBJECT: Resolution to exempt the procurement of an agreement with the Housing Action Council, Inc., to provide technical assistance to not-for-profit developers of new fair and affordable housing developments and/or local housing boards, pursuant to section 3(a)xxi of the Westchester County procurement policy

For over ten years, the County of Westchester has retained the Housing Action Council, Inc., (HAC) to provide technical assistance to not-for-profit developers of fair and affordable housing. Organized in 1974, HAC is a not-for-profit organization charged with expanding and preserving housing opportunities for low and moderate income households, including special needs populations. Its role is that of a catalyst, providing technical assistance to community organizations, human service organizations, not-for-profit and limited profit developers and municipalities so that they may carry out successful fair and affordable housing developments. HAC helps to identify sites, assess feasibility, secure financing, negotiate local approvals and coordinate the development process. It also advises boards of directors on the development process, forms development entities and assists in building the capacity of organizations to develop housing. Over the past 15 plus years, the HAC has helped facilitate the development of over 2,000 housing units throughout Westchester County, including rental and homeownership.

The County of Westchester proposes to retain the services of HAC through 2018 to provide technical assistance to facilitate the development and preservation of affordable housing by assisting not-for-profit organizations and/or local housing boards with grant application processes; determining financial feasibility; securing federal, state and private funds; and other matters related to the development, preservation and improvement of nine affordable housing developments sponsored by such organizations. The amount of the agreement shall not exceed \$95,148.00, pursuant to an approved budget, and the term of the agreement is January 1, 2018 to December 31, 2018.

This agreement will provide additional fair and affordable housing in Westchester County that will result in increased tax revenue.

Based upon the foregoing facts, it would be in the best interest of the County of Westchester to continue to retain Housing Action Council, Inc., to provide those technical services.

Therefore, pursuant to Section 3 (a) xxi, the Westchester County Procurement Policy and Procedures are not applicable to any procurement for which this Honorable Board determines, by resolution passed prior to commencing such procurement, that compliance with the policy would not be in the best interest of the County. Based on the reasons described above, it is proposed that the best interest of the County would be served by exempting the procurement of Housing Action Council, Inc., from the County Procurement Policy.

This proposed resolution to exempt the subject procurement is submitted herewith for your consideration.

A separate resolution of even date requesting authority to enter into an agreement with Housing Action Council, Inc., for the above-mentioned services is being submitted for your approval.

I recommend approval of this exemption.

NVD/cp  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/22/2018 - LIAM M. J. SECRETARY

## RESOLUTION

UPON A COMMUNICATION FROM THE ACTING 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 procedure requirements contained therein, including the necessity of soliciting proposals, is neither cost effective nor expedient, and accordingly, not in the best interest of the County of Westchester in conjunction with the procurement of an agreement with the Housing Action Council, Inc., for the provision of technical assistance to not-for-profit developers of fair and affordable housing and/or local housing boards in Westchester County from January 1, 2018 through December 31, 2018.

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