

**61101**

DATE: January 30, 2018

TO: Board of Acquisition and Contract

FROM: Norma V. Drummond  
Acting Commissioner of Planning

SUBJECT: Resolution authorizing an agreement between the County of Westchester and 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.

The attached resolution authorizes the County of Westchester ("County") to enter into an agreement with the Housing Action Council, Inc. (HAC) for the provision of technical assistance to not-for-profit developers of new fair and affordable housing developments and/or local housing boards. The amount of the agreement shall not exceed \$95,148.00, to be paid pursuant to an approved budget, and the term of the agreement is January 1, 2018, to December 31, 2018.

HAC will facilitate the development and preservation of affordable housing by assisting not-for-profit organizations and/or local housing boards with nine 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 2018, 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.

HAC met and exceeded their goals for the 2017 contract period. We anticipate HAC will continue meet or exceed all of their goals in 2018.

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 the 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 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 requested from your Honorable Board by a separate resolution of even date herewith.

I recommend approval of this agreement.

NVD/cp  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/22/2018 - LISI M. PLUS SECRETARY

R E S O L U T I O N

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

RESOLVED: that the County of Westchester is hereby authorized to enter into an agreement with the Housing Action Council, Inc., through the Westchester County Planning Department's Operating Budget in an amount not to exceed \$95,148.00, to be paid pursuant to an approved budget, for a term beginning January 1, 2018, and ending December 31, 2018, to provide technical assistance to not-for-profit developers of new fair and affordable housing projects and/or local housing boards by determining financial feasibility; securing federal, state and private funds; 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

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
101	19	0100	4420	n/a	\$95,148.00

Budget Funding Year(s) (must match resolution)

FY 2018 Start Date January 1, 2018 End Date December 31, 2018

Funding Source

Tax Dollars \$95,148.00

State Aid \_\_\_\_\_

**\$95,148.00**  
(must match resolution)

Federal Aid \_\_\_\_\_

Other \_\_\_\_\_