



George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**ONBASE #76169**

DATE: April 22, 2020

TO: Board of Acquisition and Contract

FROM: Kevin M. McGuire  
Commissioner, Department of Social Services

SUBJECT: 1. Authority for the County of Westchester to enter into a grant agreement with the United States Department of Housing and Urban Development in order to accept a grant under HUD's Continuum of Care (CoC) Program in the amount of \$458,872.00 to be used to fund the services of a Department's Program Administrator and associated costs to coordinate all aspects of the Department's Coordinated Entry System as well as the costs of six (6) shelter partners which will provide the Coordinated Entry Services to homeless individuals and families in their facilities, for the period from March 1, 2020 through February 28, 2021; and

2. Authority for the County of Westchester to enter into agreements with six (6) shelter partners to provide the Coordinated Entry Services to homeless individuals and families in their facilities, for the period from March 1, 2020 through February 28, 2021.

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Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into a grant agreement (the "Grant Agreement") with the United States Department of Housing and Urban Development ("HUD") in order to accept a grant (Grant No. NY1050L2T041904) under the HUD's Continuum of Care (CoC) Program in the amount of \$458,872.00, for the period from March 1, 2020 through February 28, 2021 ("the "Grant").

The Grant will be used to fund the services of a Department's Program Administrator position (salary and fringe) at \$158,864.00, as well as administrative costs of \$9,810.00. The Program Administrator will work with the Department's wide array of Continuum of Care (CoC) Program

partners to ensure that the Coordinated Entry System (detailed below) functions to properly and efficiently assess, prioritize and then refer eligible households to homelessness assistance in Westchester County. The Coordinated Entry System is a process developed and mandated by HUD to ensuring that access to homeless services in a community is streamlined and that households that are experiencing or are at-risk for homelessness are able to quickly access the assistance they need and for which they are eligible, without having to call or be turned away from multiple programs.

The remainder of the Grant funds, \$290,194.00 will be used to fund the operation of this program by six (6) shelters listed below with which the County will enter into agreements (the "Shelter Agreements") for the time period from March 1, 2020 through February 28, 2021. The amounts of each Shelter Agreement shall not exceed the amounts listed below (the "NTE Amount(s)"). As required by the Grant, the County will provide matching funds in the sum of \$42,186.00 and the shelters collectively will provide matching funds in the aggregate amount of \$72,550.00, as provided below. All such matching funds will be in the form of funds actually spent in the form of in-kind services (for personnel salary and fringe benefits for work on the Grant application and administration of the Coordinated Entry System) in excess of the Grant funds in furtherance of the Coordinated Entry System.

<u>Agency</u>	<u>NTE Amount</u>	<u>Match</u>
1. Caring for the Homeless of Peekskill, Inc.	\$29,020.00	\$7,255.00
2. Young Women's Christian Association of Yonkers	\$58,039.00	\$14,510.00
3. Westchester Community Opportunity Program, Inc.	\$29,019.00	\$7,255.00
4. Volunteers of America, Inc.	\$58,039.00	\$14,510.00
5. Lifting up Westchester, Inc.	\$29,019.00	\$7,255.00
6. Westhab, Inc.	\$87,058.00	\$21,765.00

Accordingly, authority is respectfully requested from your Honorable Board for the County to enter into the Shelter Agreements with the above listed agencies for the operation of the Coordinated Entry System during the time period from March 1, 2020 through February 28, 2021. The amounts of the Shelter Agreements shall not exceed the amounts listed above.

Matching funds in the sum of \$42,186.00 as required by the Grant will be provided by the County and matching funds in the amount of \$72,550.00 as required by the Grant will be provided by the shelters collectively, in the form of in-kind services (for personnel salary and fringe benefits for work on the Grant application and administration of the Coordinated Entry System).

I certify that my department, a) has copies of, or access to, all applicable laws, rules, regulations, grant applications, and grant agreements (including any master grant agreement), as well as any guidance or instructions received from the agency making the grant (the "Grant Terms"), b) has reviewed the Grant Terms, c) is aware of and understands all of the Grant Terms, and d.) and will comply with all of the Grant Terms.

The Grant Agreement with HUD does not involve the procurement of goods or services from a third party and therefore the provisions of the Common Grant Rules and the Westchester County Procurement Policy do not apply.

Since HUD has approved the shelter partners as sub-recipients of the Grant funds on a noncompetitive basis, the award of the Shelter Agreements is not a County procurement and therefore the Westchester County Procurement Policy does not apply.

The proposed Shelter Agreements will serve a public purpose by providing Coordinated Entry Services to homeless population by quickly and efficiently providing homeless persons and families access to the assistance they need and for which they are eligible, without having to call or be turned away from multiple programs.

The goals and objectives of the proposed Shelter Agreements are to provide a Department's Program Administrator who will work with the Department's wide array of Continuum of Care (CoC) Program partners to define and reach consensus on how to implement the new processes required to create a fully functional Coordinated Entry System in order to better serve our homeless population.

The goals and objectives of the proposed Shelter Agreements are in the best interests of the County in terms of fiscal responsibility as the proposed Shelter Agreements will make available to the County the funds necessary to implement the aforementioned program. Further, the goals and objectives of the proposed Shelter Agreements are also in the best interests of the County in terms of both public health and safety as the programs funded by the proposed agreement will be aimed at ensuring the well being and safety of the targeted population and addressing the issues of homelessness and welfare dependency in the County which can reduce the costs associated with social services provided by the County.

The goals and objectives of the proposed Shelter Agreements will be tracked and monitored by the Department in accordance with the requirements of HUD. The Department will be required to submit Annual Progress Reports to HUD as a requirement of receiving the funding to be provided under the proposed agreement. These multi-page Annual Progress Reports capture statistical data on those served, the various categories they fall into, the milestones reached, the money expended, etc., which must match the program outlined in the Department's Technical Submission.

I respectfully recommend your Honorable Board's approval of the attached Resolution.

KMM/CW/CMC

## RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby

**RESOLVED**, that the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), is hereby authorized to enter into a grant agreement with the United States Department of Housing and Urban Development ("HUD") in order to accept a grant (Grant No. NY1050L2T041904) in the amount of \$458,872.00 (the "Grant") to be used to fund the services of a Department's Program Administrator under the HUD's Continuum of Care (CoC) Program at \$158,864.00 (salary and fringe), as well as administrative costs of \$9,810.00, and to fund the operation of Coordinated Entry Services under the program by six (6) shelter partners with which the County will enter into separate agreements, for the period from March 1, 2020 through February 28, 2021; and be it further

**RESOLVED**, that the County will provide matching funds, as required by the Grant in the form of funds actually spent in the form of in-kind services in excess of the Grant funds in furtherance of the Coordinated Entry System in the amount of \$42,186.00; and be it further

**RESOLVED**, that the County is hereby authorized to enter into six (6) agreements with each of the following agencies for the operation of the Coordinated Entry System during the time period from March 1, 2020 through February 28, 2021, in the amounts not to exceed the "NTE amounts" listed below:

<u>Agency</u>	<u>NTE Amount</u>	<u>Match</u>
1. Caring for the Homeless of Peekskill, Inc.	\$29,020.00	\$7,255.00
2. Young Women's Christian Association of Yonkers	\$58,039.00	\$14,510.00
3. Westchester Community Opportunity Program, Inc	\$29,019.00	\$7,255.00
4. Volunteers of America, Inc.	\$58,039.00	\$14,510.00
5. Lifting up Westchester, Inc.	\$29,019.00	\$7,255.00
6. Westhab, Inc.	\$87,058.00	\$21,765.00;

and be it further

**RESOLVED**, that each of the above agencies will provide matching funds as required by the Grant in the form of funds actually spent in the form of in-kind services in excess of the Grant funds in furtherance of the Coordinated Entry System, in the amounts specified above; and be it further

**RESOLVED**, that the County Executive, or his authorized designee, is authorized to execute any and all documents necessary to effectuate the purposes hereof.

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
263	22	929V	9852	T929	\$458,872
263	22	929V	4380	T929	\$290,194

Budget Funding Year(s): FY19      Start Date: 03/01/2020      End Date: 02/28/2021  
(must match resolution)

Tax Dollars: 0%  
 State Aid: 0%  
 Federal Aid: 100%  
 Other:

\$458,872 (Revenue)  
\$290,194 (expense)  
 must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT 05/07/2020 - LISA MRINAJ, SECRETARY