

**80050**

**TO:** Honorable Members of the Board of Acquisition and Contract

**FROM:** Honorable George Latimer  
Westchester County Executive  
  
Robin Schlaff  
Director, Office for Women

**DATE:** October 7, 2020

**SUBJECT:** Authority to enter into an amendment to an existing agreement with Hudson Valley Justice Center, Inc., pursuant to which it was to provide legal assistance to poor and low-income Westchester County immigrant residents as well as conduct community outreach events and legal education seminars in Mount Vernon, for a term from January 1, 2020 through December 31, 2020, for an amount not-to-exceed \$130,009.00, in order to expand the scope of services and increase the not-to-exceed amount by \$99,858.00 to be paid with CARES Act funds.

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By resolution approved on June 4, 2020, your Honorable Board authorized the County of Westchester, acting by and through its Office for Women, (the "County") to enter into an agreement (the "Original Agreement") with Hudson Valley Justice Center, Inc. ("HVJC"), pursuant to which HVJC was to provide legal assistance to poor and low-income Westchester County immigrant residents as well as conduct community outreach events and legal education seminars in Mount Vernon, for a term commencing on January 1, 2020 and continuing through December 31, 2020, for an amount not to exceed \$130,009.00. The Original Agreement was subsequently executed on or about July 24, 2020.

Authority is now hereby requested from your Honorable Board to authorize the County to enter into an amendment (the "First Amendment") to the Original Agreement in order to (i) expand the scope of services for additional legal services necessary to assist undocumented immigrants facing rental arrears, by negotiating rent arrears payoff or repayment agreements, and (ii) increase the not-to-exceed amount by \$99,858.00, to a new total not-to-exceed amount of \$229,867.00.

In consideration for the additional services to be rendered by HVJC, HVJC will be paid the additional not-to-exceed amount of \$99,858.00, as follows: (i) twenty-five percent (25%) of such amount is to be paid to HVJC in advance, upon execution of the First Amendment, and (ii) the remaining amount is to be paid monthly, using funds provided to the County under the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act").

The goals and objectives of the proposed First Amendment are to negotiate rent arrears payoff or repayment agreements on behalf of poor and low-income undocumented Westchester County immigrant residents who cannot afford an attorney and settle cases before eviction proceedings are filed in court, thus diverting such undocumented immigrants from further court involvement. The goals and objectives of the proposed First Amendment will be tracked and monitored by the Office for Women.

The proposed First Amendment will serve a public purpose by providing additional legal services to low-income undocumented immigrant residents of southern Westchester County which are currently facing rental arrears and diverting such undocumented immigrants from further court involvement.

Authority to exempt the proposed First Amendment from the requirements of the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, has been submitted for your Board's consideration via separate resolution.

We respectfully recommend the adoption of the attached resolution.

GL/CMC  
Encl.

APPROVED BOARD OF ACQUISITION & CONTRACTS 10/15/2020 U.S.A. MRIJAL SECRETARY

# RESOLUTION

Upon a communication from the Westchester County Executive and the Director of the Office for Women, be it hereby

**RESOLVED**, that the County of Westchester, acting by and through its Office for Women, (the "County") is hereby authorized to enter into a first amendment ("First Amendment") to an existing agreement with Hudson Valley Justice Center, Inc. ("HVJC"), pursuant to which HVJC was to provide legal assistance to poor and low-income Westchester County immigrant residents as well as conduct community outreach events and legal education seminars in Mount Vernon, for a term commencing on January 1, 2020 and continuing through December 31, 2020, in order to provide additional legal services necessary to assist undocumented immigrants facing rental arrears, by negotiating rent arrears payoff or repayment agreements on their behalf; and be it further

**RESOLVED**, that in consideration for the additional services to be rendered by HVJC, HVJC will be paid an additional amount not to exceed \$99,858.00, with funds provided to the County under the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act"), payable as follows: (i) twenty-five percent (25%) of such amount will be paid in advance, upon execution of the First Amendment, and (ii) the remaining amount to be paid monthly; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be charged/credited:

FUND	DEPT	Major Program, Program & Phase, Or Unit	Object/ Sub-Object	Trust Account	Dollars	Funding Year
101	11	0900	4998	N/A	\$99,858	2020

**Budget Funding Year(s)** 2020      **Start Date:** 10/1/2020      **End Date:** 12/30/2020  
 (must match resolution)

\$99,858.00  
 (must match resolution)

**Funding Source:** Tax Dollars \_\_\_\_\_  
 State Aid \_\_\_\_\_  
 Federal Aid \$99,858.00  
 Other \_\_\_\_\_