

George Latimer  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**80992**

Date: September 17, 2020

To: Board of Acquisition and Contract

From: Kevin M. McGuire  
Commissioner of Social Services

Re: **Authority for the County of Westchester to exercise the third of its four (4) options to renew agreements with both Congregations Linked in Urban Strategy to Effect Renewal, Inc. ("CLUSTER") and Westchester Residential Opportunities, Inc. ("WRO") to provide financial eviction prevention services for Department of Social Services Customers, for the term commencing on January 1, 2021 and expiring on December 31, 2021 in the amounts not to exceed \$620,000 and \$380,000 respectively to be paid pursuant to approved budgets and subject to County appropriations.**

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On March 15, 2018, your Honorable Board authorized the County of Westchester ("County") acting by and through its Department of Social Services ("Department") to enter into agreements to provide eviction prevention services with Congregations Linked in Urban Strategy to Effect Renewal, Inc. ("CLUSTER") and Westchester Residential Opportunities, Inc. ("WRO") for the term commencing on January 1, 2018 and expiring on December 31, 2018 (the "Agreements"), with options solely on the part of the County, to renew each Agreement for up to four (4) additional one-year periods, payable pursuant to option year budgets. The Agreements were duly executed.

Thereafter, by resolution approved on January 17, 2019, your Honorable Board authorized the County, acting by and through the Department, to exercise its first option to extend the Agreements for the term commencing on January 1, 2019 and expiring on December 31, 2019 in the not to exceed amount of \$562,689 with CLUSTER and in the not to exceed amount of \$321,905 with WRO, both payable pursuant to approved budgets (the "First Amendments"). The First Amendments were subsequently executed.

Thereafter, by resolution approved on December 19, 2019, your Honorable Board authorized the County, acting by and through the Department, to exercise its second option to extend the Agreements for the term commencing on January 1, 2020 and expiring on December 31, 2020 in the not to exceed amount of \$562,689 with CLUSTER and in the not to exceed amount of \$321,905 with WRO, both

payable pursuant to approved budgets (the "Second Amendments"). The Second Amendments were subsequently executed

Authority is now being requested from your Honorable Board to authorize the County, acting by and through the Department, to exercise its third option to extend the Agreements for the term commencing on January 1, 2021 and expiring on December 31, 2021 in the not to exceed amount of \$620,000 with CLUSTER and in the not to exceed amount of \$380,000 with WRO, both payable pursuant to approved budgets.

The proposed extension agreements will provide financial assistance in the form of rent and/or financial assistance for the prevention of eviction or utility shut-off for applicants referred by either the Department or other community resources that will prevent the incidence of homelessness to low income households residing in Westchester County. The proposed extension agreements will implement the Westchester County Eviction Prevention Program by providing financial assistance to prevent the incidence of homelessness, including:

- 1) Short-term subsidies to defray rent for families that have received eviction notices;
- 2) Utility arrears for households that have received a service termination notice, where such service termination will cause the family to be evicted or temporarily displaced from their residence; and
- 3) Financial assistance to secure permanent housing in the form of first month's rent, security deposits and/or moving expenses.

The proposed extension agreements will also require that efforts will be made to prevent homelessness such as financial assistance to families who have received an eviction notice or notice of termination of utility services, where such families have been determined to be eligible. The proposed budgets for each of the proposed extension agreements were reviewed by the Department and found to be reasonable and in-line with the 2020 budgets.

**The Department is able to report that as part of the Performance Measurement Indicators, from January 1, 2020 –October 1<sup>st</sup> 2020, CLUSTER has served 746 individuals, 61 of whom have received financial assistance and 600 have received financial counseling and other services. WRO has served 456 individuals, 15 of whom have received financial services and 153 have received financial counseling and budgeting.**

In accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (formerly, the Grants Management Common Rule), the Department reviewed and analyzed the costs in the Agreements for the third option in order to ensure that they were reasonable. As part of that analysis, the Department obtained rates from two other agencies providing similar services. Based on this analysis the Department has determined that the costs comprising the not-to-exceed amounts specified above for the third option are reasonable.

The proposed extension agreements will serve the public purpose of stabilizing families who are at risk of eviction. This in turn has the goal of preventing homelessness and thereby saving taxpayer funds. All other terms and conditions of the Agreements shall remain in full force and effect.

A resolution is annexed hereto, which I recommend for your favorable consideration.

KMM/TL/jpg  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/17/2020 - JOAN COCCIARDI, SECRETARY

## RESOLUTION

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

**RESOLVED**, that the County of Westchester (“County”), acting by and through its Department of Social Services, is hereby authorized to exercise the third of its four (4) options to extend the agreements with Congregations Linked in Urban Strategy to Effect Renewal, Inc. (“CLUSTER”) and Westchester Residential Opportunities, Inc. (“WRO”) to provide eviction prevention services (the “Agreements”), for the term commencing on January 1, 2021 and expiring on December 31, 2021 in an amount not to exceed \$620,000 with CLUSTER and in an amount not to exceed \$380,000 with WRO; and be it further

**RESOLVED**, all other terms and conditions of the Agreements shall remain in full force and effect; and be it further

**RESOLVED**, that the Agreements are subject to County appropriations; and be it further

**RESOLVED**, that the Agreements are also subject to further financial analysis of the impact of any New York State Budget (“State Budget”) proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State budget and/or adoption of a State budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s) to conduct an analysis of the impact of any such budget(s) on County finances. After such analysis, the County shall retain the right to either terminate these Agreements, or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor then the Contractor shall have the right to terminate the agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his authorized designee is empowered 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
2021	101	22	8900	5960		\$1,000,000

Budget Funding Year(s): 2021  
(must match resolution)

Start Date: 1/1/2021

End Date: 12/31/2021

Funding Source

\$ 1,000,000

(must match resolution)

Tax Dollars: 49%

State Aid: 30%

Federal Aid: 21%

Other: N/A