

George Latimer
County Executive

Department of Social Services
Kevin M. McGuire
Commissioner

Onbase ID# 81024

Date: 11/25/2020

To: Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner
Department of Social Services

Re: Authority for the County of Westchester (“County”) to enter into an agreement with Program Design and Development, LLC in the amount not to exceed \$78,000 to provide professional consulting services related to the County’s application to the United States Department of Housing and Urban Development (“HUD”) for 2021 Continuum of Care for the Homeless grant and professional consulting services to improve the effectiveness of Westchester’s system of care for the homeless for the term January 1, 2021 through December 31, 2021

Authority is requested for the County, acting by and through its Department of Social Services (“Department”), to enter into a professional consulting agreement in an amount not to exceed \$78,000 with Program Design and Development, LLC (the “Consultant”) for the preparation of the County’s fiscal year 2021 application to the United States Department of Housing and Urban Development (“HUD”) for Continuum of Care for the Homeless grant and professional consulting services to improve the effectiveness of Westchester’s system of care for the homeless and related services for the term January 1, 2021 through December 31, 2021 (the “Agreement”).

Pursuant to the Agreement, the Consultant will prepare the County’s 2021 Continuum of Care application with HUD which will assure that the County continues to receive these grant funds which provide for homeless housing and services including permanent housing subsidies, transitional housing operating costs and supportive services. The Consultant will also provide the Department with technical assistance in the management of the grant to dramatically transform the County’s system of care for the homeless to focus more effectively on: 1) rapidly rehousing people already homeless, 2) preventing homelessness, and 3) providing appropriate housing and services for the County’s most medically vulnerable

homeless. The Consultant will assist the Department with strategic planning, mobilization of community resources, identification of best practices and evidence-based interventions, and coordination of complex public/private partnerships involving multiple levels of government, dozens of housing and service providers, and a diverse array of service networks, regulatory frameworks, and systems of care during the contract year.

The **public purpose** of the Agreement is to assure that the County continues to provide needed homeless housing and related services in order to better serve the public.

The **goal and objective** of the Agreement is the provision of consulting services to assist the County in obtaining a HUD grant which will benefit the homeless in Westchester County.

The Consultant's performance will be tracked and monitored by the Department.

The Department is able to report that the Consultant has met all its performance goals. The Consultant co-chaired and helped guide 74 meetings related to coordinating or improving the County's system of care for the homeless. This includes 5 meetings with the Commissioner and/or designated senior staff to review progress to date and immediate action steps required to continue transformation of County's system of care for the homeless. It has met all of the deadlines to date for submission of components of the FY19 Continuum of Care grant application and submitted the final component of the FY19 Continuum of Care grant application on September 29, 2019.

By a separate resolution of even date herewith, approval of your Honorable Board was requested to exempt the procurement of an agreement with Program Design and Development, LLC from the application of the Westchester County Procurement Policy and Procedures in accordance with Section 3(a) xxi thereof.

This Agreement is not subject to the competitive procurement requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (formerly, the Grants Management Common Rule) as there is no federal funding for this program

Accordingly, the County requests your Honorable Board's permission to enter into an agreement with the Consultant to provide the above stated services.

An appropriate resolution is attached herewith requesting your Honorable Board's approval.

KM/LVL/jpg
Attachment

RESOLUTION

Upon a communication from the Commissioner 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 enter into a professional consulting agreement with Program Design and Development, LLC to prepare the County's fiscal year 2021 application to the United States, Department of Housing and Urban Development ("HUD") for Continuum of Care for the Homeless grant and professional consulting services to improve the effectiveness of the County's system of care for the homeless in the amount not to exceed \$78,000 payable pursuant to an approved budget, for the term commencing on January 1, 2021 and expiring on December 31, 2021 (the "Agreement"); and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "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 the 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 impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement 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 this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions necessary to implement this Resolution.

Account to be
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	22	8900	5860		\$78,000

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

Start Date: 1/1/21

End Date: 12/31/21

Funding Source

Tax Dollars: 71%

State Aid: 29%

Federal Aid: 0%

Other:

\$78,000

(must match resolution)

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