



George Latimer  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

**83664**

**Date:** March 23, 2021

**To:** The Board of Acquisition and Contract

**From:** Leonard G. Townes, Commissioner  
Department of Social Services

**Re:** **Authority for the County of Westchester, acting by and through its Department of Social Services, to enter into an agreement with the Congregations Linked In Urban Strategy To Effect Renewal, Inc. (CLUSTER, Inc.), pursuant to which CLUSTER, Inc. will operate the Keeping Employment Yields Success (KEYS) To A Home Program for the period from January 1, 2021 through December 31, 2021 for an amount not to exceed \$200,000 to be paid monthly pursuant to an approved budget and subject to appropriation**

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Authority is hereby requested for the County of Westchester, acting by and through its Department of Social Services, to enter into an agreement with the Congregations Linked in Urban Strategy To Effect Renewal, Inc. (CLUSTER, Inc.), pursuant to which CLUSTER, Inc. will operate the Keeping Employment Yields Success (KEYS) To A Home Program for the period from January 1, 2021 through December 31, 2021 (the "Agreement") for an amount not to exceed \$200,000 to be paid monthly pursuant to an approved budget and subject to appropriation.

The Agreement serves the **public purpose** because the service provided is effective in the reduction of homelessness in the County of Westchester. The service also reduces the length of stay for homeless employed households and prevents re-entry into the shelter system.

The **goals and objectives** of the Agreement are to provide temporary housing subsidies for households with income who are eligible for temporary housing. The program will allow households with income to move out of the shelter system and into permanent housing.

The **goals and objectives** are in the **best interest of the County in terms of public health, public safety and fiscal responsibility** as the services provided assist the County with transitioning families and singles out of the homeless shelter system and into permanent housing. The subsidy and supportive services for the participants increase the success of maintaining permanent housing and supports the transition from public assistance to self-sufficiency and economic independence.

The **goals and objectives** of the proposed Agreement **shall be tracked and monitored** through performance measurement indicators developed by the Department. The tracking and monitoring includes the submission of monthly statistics and quarterly reports as well as direct contact with the D.S.S. staff in order to swiftly address any impediments to the program's success.

**The Department is able to report that as part of the Performance Measurement Indicators**, CLUSTER provided temporary housing subsidies for Thirty-One (31) homeless families in 2020.

The Agreement with CLUSTER to operate the KEYS To A Home Program is exempt from the Westchester County Procurement Policy under Section 3(a)(xiv) in that the provision of services are for participants in need of public assistance because they are eligible for temporary housing. This contract 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, a resolution requesting your Honorable Board's approval is annexed herewith.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION  
04/15/2021  
LEGISLATIVE COUNSEL, SECRETARY

**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, is hereby authorized to enter into an agreement with the Congregations Linked In Urban Strategy To Effect Renewal Inc. (CLUSTER, Inc.) pursuant to which CLUSTER, Inc. will operate the Keeping Employment Yields Success (KEYS) To A Home Program for the period from January 1, 2021 through December 31, 2021 (the “Agreement”) for an amount not to exceed \$200,000 to be paid monthly pursuant to an approved budget; 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 duly authorized designee be and hereby is authorized and empowered to execute any and all documents and take any actions necessary to effectuate the purposes hereof.

Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	22	8900	5960		\$200,000

Budget Funding Year (s): 2021      Start Date: 1/1/2021    End Date: 12/31/2021

Funding Source:                      Tax Dollars: 100%  
    State Aid: 0%  
**\$ 200,000**                                  Federal Aid: 0%  
(must match resolution)              Other: N/A