



George Latimer  
County Executive

## 84581

To: The Board of Acquisition and Contract

From: George Latimer  
County Executive

Date: April 26, 2021

Re: Authority for the County of Westchester (“County”) to enter into an agreement with the State of New York Office of Temporary and Disability Assistance (“OTDA”) pursuant to which the County will transfer to OTDA all funds allocated to the County by the United States Department of the Treasury for financial assistance and housing stability services to eligible families impacted by the COVID-19 pandemic in order for OTDA to provide emergency rental assistance, or emergency rental assistance and utility arrears, to eligible residents of Westchester.

Authority is requested for your Honorable Board to authorize the County to enter into an agreement with OTDA, whereby OTDA will develop and maintain an emergency rental assistance, or emergency rental assistance and utility arrears, program for eligible residents of Westchester (the “OTDA Program”) in accordance with applicable law (the “Agreement”). Pursuant to the Agreement, the County will transfer to OTDA \$22,754,371.70, which represents the funds that have been directly allocated to the County by the United States Department of the Treasury pursuant to the Consolidated Appropriations Act, 2021, Section 501 (“Section 501”), and the American Rescue Plan Act of 2021 Section 3201 (“Section 3201”), for financial assistance and housing stability services to eligible families impacted by the Covid-19 pandemic. Additionally, OTDA will set aside 10% of the amount transferred to be used by the County to pay administrative costs, including, but not limited to, any costs that the County incurs engaging community-based outreach and application assistance.

The OTDA Program will use a standard application portal and uniform program rules. Participation in the OTDA Program would provide the following services on behalf of the County:

- An on-line application portal where tenants and landlords can initiate applications;
- Applications and application assistance in multiple languages;
- Application processing to determine eligibility for rent arrears, prospective rent, and utility arrears;
- Notification to applicants of application approvals and denials;
- Resolution of appeals from those whose applications are denied;
- Processing of rent arrears and prospective rent to landlords/property owners;
- Processing of utility arrears to utility providers;
- Provision of a toll-free telephone help line for those with questions about the application process, to assist applicants' complete applications, and to respond to inquiries regarding the status of applications; and
- Regular reporting the County on the numbers of applications received from residents of the County, the number of applications approved and denied, and payments made on behalf of residents of Westchester.

The Agreement will serve the public purpose of providing rental assistance to eligible residents due to Covid-19. The provision of these services are in the best interests of the County as they will ensure the public health and safety of the eligible residents affected who face special challenges.

Accordingly, authority is respectfully requested from your Honorable Board to authorize the County to enter into the Agreement with OTDA to provide a rental assistance program that will provide significant economic relief to help low and moderate-income households at risk of experiencing homelessness or housing instability by providing rental arrears, temporary rental assistance and utility arrears assistance.

A resolution is annexed hereto and I urge for your favorable consideration.

GL/TSA  
Attachment

## RESOLUTION

Upon a communication from the County Executive, be it hereby

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to enter into an agreement with the State of New York Office of Temporary and Disability Assistance ("OTDA") whereby OTDA will develop and maintain an emergency rental assistance, or emergency rental assistance and utility arrears, program for eligible residents of Westchester (the "OTDA Program") in accordance with applicable law (the "Agreement"). Pursuant to the Agreement, the County will transfer to OTDA \$22,754,371.70, which represents the funds that have been directly allocated to the County by the United States Department of the Treasury pursuant to the Consolidated Appropriations Act, 2021, Section 501 ("Section 501"), and the American Rescue Plan Act of 2021 Section 3201 ("Section 3201"), for financial assistance and housing stability services to eligible families impacted by the Covid-19 pandemic.

Participation in the OTDA Program would provide the following services on behalf of the County:

- An on-line application portal where tenants and landlords can initiate applications;
- Applications and application assistance in multiple languages;
- Application processing to determine eligibility for rent arrears, prospective rent, and utility arrears;
- Notification to applicants of application approvals and denials;
- Resolution of appeals from those whose applications are denied;
- Processing of rent arrears and prospective rent to landlords/property owners;
- Processing of utility arrears to utility providers;
- Provision of a toll-free telephone help line for those with questions about the application process, to assist applicants' complete applications, and to respond to inquiries regarding the status of applications; and
- Regular reporting the County on the numbers of applications received from residents of the County, the number of applications approved and denied, and payments made on behalf of residents of Westchester;

and, be it further

**RESOLVED** that, OTDA will set aside 10% of the amount transferred to be used by the County to pay administrative costs, including, but not limited to, any costs that the County incurs engaging community-based outreach and application assistance; 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

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
					N/A

Budget Funding Year(s) 2021 Start Date April 27, 2021 End Date       
(must match resolution)

Funding Source

Tax Dollars: \_\_\_\_\_

State Aid: \_\_\_\_\_

N/A  
(must match resolution)

Federal Aid: \_\_\_\_\_

Other: \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/27/2021 LISA MINAJ, SECRETARY