

George Latimer  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

ONBASE #: 84957

DATE: May 11, 2021

TO: Board of Acquisition and Contract

FROM: Leonard G. Townes  
Commissioner, Department of Social Services

SUBJECT: Authority for the County of Westchester to enter into six (6) agreements with shelter partners to provide the Coordinated Entry Services to homeless individuals and families in their facilities, for an aggregate amount not to exceed \$290,194.00, for the period from March 1, 2021 through February 28, 2022.

Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into six (6) agreements with each of the following shelters partners listed below (individually, "Shelter Agreement," and collectively, the "Shelter Agreements"), for the operation of the Coordinated Entry System, during the time period from March 1, 2021 through February 28, 2022. The Shelter Agreements shall be for an aggregate amount not to exceed \$290,194.00, comprised of federal funds and matching funds, and in the amounts not to exceed ("NTE amounts") listed below:

<u>Agency</u>	<u>NTE Amount</u>	<u>Shelter Match</u>
1. Caring for the Homeless of Peekskill, Inc.	\$29,020.00	\$7,255.00
2. Young Women's Christian Association of Yonkers	\$58,039.00	\$14,510.00
3. Westchester Community Opportunity Program, Inc.	\$29,019.00	\$7,255.00
4. Volunteers of America, Inc.	\$58,039.00	\$14,510.00
5. Lifting up Westchester, Inc.	\$29,019.00	\$7,255.00
6. Westhab, Inc.	\$87,058.00	\$21,765.00

The Coordinated Entry System is a process developed and mandated by HUD (as defined below) to ensuring that access to homeless services in a community is streamlined and that households that are experiencing or are at-risk for homelessness are able to quickly access the assistance they need and for which they are eligible, without having to call or be turned away from multiple programs.

As a way of background, a separate resolution is being simultaneously submitted to your Honorable Board for approval for the County to enter into a grant agreement (the "Grant Agreement") with the United

States Department of Housing and Urban Development (“HUD”) in order to accept a grant (Grant No. NY1050L2T042005) under the HUD’s Continuum of Care (CoC) Program, in the amount of \$458,872.00, (“the “Grant”), which will finance the Coordinated Entry System, including a portion of the Shelter Agreements. The remaining balance of the Grant will be used to fund the services of a Department’s Program Administrator position (salary and fringe) at \$158,864.00, who will assist the Department with the Coordinated Entry System’s functions including properly and efficiently assess, prioritize and then refer eligible households to homelessness assistance in Westchester County, as well as cover administrative costs of \$9,813.00.

As required by the Grant, the County will provide matching funds in the sum of \$42,186.00 and the shelters will collectively provide matching funds in the aggregate amount of \$72,550.00, each in the amounts specified above, in the form of in-kind services (for personnel salary and fringe benefits for work on the Grant application and administration of the Coordinated Entry System) in furtherance of the Coordinated Entry System.

The proposed Shelter Agreements will serve a public purpose by providing Coordinated Entry Services to homeless population by quickly and efficiently providing homeless persons and families access to the assistance they need and for which they are eligible, without having to call or be turned away from multiple programs.

The goals and objectives of the proposed Shelter Agreements are to provide a Department’s Program Administrator who will work with the Department’s wide array of Continuum of Care (CoC) Program partners to define and reach consensus on how to implement the new processes required to create a fully functional Coordinated Entry System in order to better serve our homeless population.

The goals and objectives of the proposed Shelter Agreements are in the best interests of the County in terms of fiscal responsibility as the proposed Shelter Agreements will make available to the County the funds necessary to implement the aforementioned program. Further, the goals and objectives of the proposed Shelter Agreements are also in the best interests of the County in terms of both public health and safety as the programs funded by the proposed agreement will be aimed at ensuring the well being and safety of the targeted population and addressing the issues of homelessness and welfare dependency in the County which can reduce the costs associated with social services provided by the County.

The goals and objectives of the proposed Shelter Agreements will be tracked and monitored by the Department in accordance with the requirements of HUD. The Department will be required to submit Annual Progress Reports to HUD as a requirement of receiving the funding to be provided under the proposed agreement. These multi-page Annual Progress Reports capture statistical data on those served, the various categories they fall into, the milestones reached, the money expended, etc., which must match the program outlined in the Department’s Technical Submission.

Since, pursuant to the Grant, HUD has approved the shelter partners as sub-recipients of the Grant funds on a noncompetitive basis, the award of the Shelter Agreements is not a County procurement and therefore the Westchester County Procurement Policy does not apply.

I respectfully recommend your Honorable Board’s approval of the attached Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/20/2021 - LISA MRIJAJ, 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 (the "Department"), is hereby authorized to enter into six (6) agreements with each of the following agencies for the operation of the Coordinated Entry System, during the time period from March 1, 2021 through February 28, 2022, in the amounts not to exceed the "NTE amounts" listed below:

<u>Agency</u>	<u>NTE Amount</u>	<u>Shelter Match</u>
1. Caring for the Homeless of Peekskill, Inc.	\$29,020.00	\$7,255.00
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5. Lifting up Westchester, Inc.	\$29,019.00	\$7,255.00
6. Westhab, Inc.	\$87,058.00	\$21,765.00;

and be it further

**RESOLVED**, that the County will provide matching funds, as required by the Grant in the form of funds actually spent in the form of in-kind services in excess of the Grant funds in furtherance of the Coordinated Entry System in the amount of \$42,186.00; and be it further

**RESOLVED**, that each of the above agencies will provide matching funds as required by the Grant in the form of funds actually spent in the form of in-kind services in excess of the Grant funds in furtherance of the Coordinated Entry System, in the amounts specified above; and be it further

**RESOLVED**, that the County Executive, or his authorized designee, is authorized 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
263	22	929W	4380	T929	\$290,194

Budget Funding Year(s): FY 2021 Start Date: 03/01/2021 End Date: 02/28/2022  
(must match resolution)

Tax Dollars:  
State Aid: 0%  
Federal Aid: 100%

\$290,194 (expense)  
must match resolution)

Other: