

DATE April 22, 2010

TO: Board of Acquisition and Contract

FROM: Edward Buroughs  
Acting Commissioner  
Department of Planning

Marguerite Beirne  
Chief Information Officer  
Department of Information Technology

SUBJECT: Resolution Authorizing an Amendment to the Agreement Between the County of Westchester and Housing and Development Software (HDS) to Provide On-Going Maintenance and Support of the Various HDS Software for HUD Grants in order to change the expiration date from March 31, 2010 to March 31, 2011 and increase the dollar amount from \$52,026.78 to \$62,464.78

The attached resolution authorizes the County of Westchester to amend the agreement with Housing and Development Software (HDS). HDS will provide on-going maintenance, upgrades, implementation of new software and support of the various HDS software applications for HUD grants. The amendment will increase the dollar amount from \$52,026.78, to \$62,464.78, an addition of \$10,438.00, and change the expiration date from March 31, 2010, to March 31, 2011. All other terms of the agreement will remain the same.

On June 25, 2009, your Honorable Board approved a resolution authorizing the County to amend the agreement with Housing and Development Software to provide on-going maintenance, upgrades, implementation of new software and support of the various HDS software applications for HUD grants.

HDS provides software and management solutions to housing, finance and community development agencies that will reshape and transform the Affordable Housing, Finance, Community & Economic Development industries. HDS is dedicated to developing software that utilizes the latest technology for the affordable housing industry. HDS is the only vendor that will provide the needed upgrades and support. HDS will continue to assist the Department of Planning in improving our software application operations by making it more efficient and effective, ensuring the system is able to function, monitor and manage the day to day activities of various programs and projects and keep all software current and error free.

The agreement will serve the public purpose of fiscal responsibility by more efficiently managing the data associated with the projects funded and the administration of grants received by the Department.

The goal and objective of this agreement is to assist the Department of Planning in its effort to efficiently and effectively operate its affordable housing and community development grant programs. The HUD reporting requirements are always changing, which makes this software essential to the Department's ability to track and report grants properly. This software will also give the Planning Department the ability to view funding by community or organization. The project will be monitored by the Department of Planning and Information Technology staff who will request technical support for software application problems and upgrades.

Should the amendment not be approved, there will be no technical support available for the complex affordable housing and community development grant programs, thus the possibility of sensitive information being compromised. It will also not give the Planning Department the ability to track HUD grants in a timely fashion, which could jeopardize future funding.

Act # 34-2009, adopted March 5, 2009, by the Westchester County Board of Legislators, authorized the County to file an FY 2009-2013 Consolidated Plan application consisting of an Action Plan for Fiscal Year 2009 as an Urban County to the United States Department of Housing and Urban Development (HUD).

On May 28, 2009, the Board of Acquisition and Contract approved a resolution authorizing the County of Westchester to enter into an agreement with the United States Department of Housing and Urban Development for the thirty-fourth year grant totaling \$8,117,872.00 from HUD. The allocation for the Community Development Block Grant Program is \$5,960,971.00. This project will be funded from the thirty-fourth year CDBG allocation.

We recommend approval of this amendment.

EB/MB/dg  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 5-6-2010 - JOMARY VIEIRA, SECRETARY

**RESOLUTION  
AMENDMENT**

UPON A COMMUNICATION FROM THE ACTING COMMISSIONER OF PLANNING AND CHIEF INFORMATION OFFICER, BE IT HEREBY

RESOLVED, that the County of Westchester is hereby authorized to amend the agreement with Housing and Development Software (HDS), in order to change the amount not-to-exceed and expiration date of the agreement. The amount not-to-exceed of the agreement will increase from \$52,026.78 to \$62,464.78, an increase of \$10,438.00, to be paid pursuant to an approved budget. The expiration date will change from March 31, 2010 to March 31, 2011. This amendment will allow the Planning Department to continue to receive the on-going maintenance and support of various HDS software for HUD grants, and be it further

RESOLVED, that all the other terms and conditions of the agreement will remain the same, and it is further

RESOLVED, that the County Executive or his duly authorized designee is authorized to execute any documents and take any actions necessary to effectuate purposes hereof.

Original Agreement \$16,159.00  
 First Amendment \$35,867.78  
 This Amendment \$10,438.00  
 TOTAL \$62,464.78  
 AGREEMENT NUMBER C-67-06-R31

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
263	19	067J	4380	T067	\$10,438.00

Budget Funding Year(s) FY 2009 Start Date April 1, 2007 End Date March 31, 2011  
 (must match resolution)

Funding Source Tax Dollars \_\_\_\_\_  
 State Aid \_\_\_\_\_

**\$10,438.00** Federal Aid \$10,438.00 – U.S. Department of Housing and Urban Development  
 (must match resolution) Other \_\_\_\_\_