

George Latimer
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

ONBASE 93532

DATE: May 19, 2022

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 Coordinated Entry program services to homeless individuals and families in their facilities, for an aggregate amount not to exceed \$362,741, for the period from March 1, 2022 through February 28, 2023.

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 (individually, "Shelter Agreement," and collectively, the "Shelter Agreements") with the following shelter partners listed below, to assist the County to provide Coordinated Entry program services to homeless individuals and families residing in Westchester, in their own shelter facilities ("Coordinated Entry System"). The term of each Shelter Agreement shall be from March 1, 2022 through February 28, 2023. The Shelter Agreements shall be for an aggregate amount not to exceed \$362,741.00, in the individual not to exceed amounts ("NTE amounts") listed below:

<u>Agencies</u>	<u>NTE Amounts</u>	<u>Shelter Match</u>
1. Caring for the Homeless of Peekskill, Inc.	\$101,567.00	\$26,005.00
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 – Greater New York, 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 program developed and mandated by the United States Department of Housing and Urban Development ("HUD") to ensure that access to homeless services in a community is streamlined and that households that are experiencing or are at-risk of experiencing 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.

By way of background, on May 12, 2022, your Honorable Board authorized the County to enter into a grant agreement (the "Grant Agreement") with the HUD in order to accept a grant (Grant No. NY1050L2T042106) under the HUD's Continuum of Care (CoC) Program, in the amount of \$640,873, ("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 and a 79% FTE Program Specialist Position (salary and fringe) at \$100,001.00, who will assist the Department with the Coordinated Entry System's functions including properly and efficiently assessing, prioritizing and then referring eligible households to homelessness assistance in Westchester County, as well as to cover County administrative costs of \$19,266.00.

As required by the Grant, the County will provide matching funds in the sum of \$68,918.00 and the shelters will collectively provide matching funds in the aggregate amount of \$91,300.00, 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.

LGT/cmc

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/16/2022 - RAYMOND SCULKY, 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”) is hereby authorized to enter into six (6) agreements with the following agencies, for the operation of the County’s Coordinated Entry System (“Coordinated Entry System”), for a period from March 1, 2022 through February 28, 2023 and an aggregate amount not to exceed \$362,741, in the individual not to exceed amounts (“NTE Amounts”) listed below:

<u>Agency</u>	<u>NTE Amounts</u>	<u>Shelter Match</u>
1. Caring for the Homeless of Peekskill, Inc.	\$101,567.00	\$26,005.00
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 – Greater New York, 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;

and be it further

RESOLVED, that the County will provide matching funds in the amount of \$68,918.00, 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; and be it further

RESOLVED, that each of the above agencies will provide matching funds in the aggregate amount of \$91,300.00, in the individual amounts listed above, 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	929X	4380	T929	\$362,741

Budget Funding Year(s): 2022(Grant Year) Start Date: 03/01/2022 End Date: 02/28/2023
(must match resolution)

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

\$362,741 (expense)
must match resolution)

Other: