



George Latimer  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

**95793**

DATE: August 18, 2022

TO: Board of Acquisition and Contract

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

SUBJECT: Authority to enter into a grant agreement with the New York State Office of Temporary and Disability Assistance to accept grant funds in the amount of \$3,029,553.00 pursuant to its Rental Supplement Program, for the period commencing on September 1, 2022 through March 31, 2023, and to enter into an agreement with Community Housing Innovations, Inc. for the provision of the Rental Supplement Program for the period commencing on September 1, 2022 through March 31, 2023, in an amount not to exceed \$3,029,553.00, with the County having the sole option to extend the term for up to four (4) additional contract periods.

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Authority is requested for the County of Westchester (the "County"), acting by and through the Department of Social Services (the "Department"), to enter into a grant agreement ("Grant Agreement") with the New York State Office of Temporary and Disability Assistance ("OTDA"), to accept grant funds in the amount of \$3,029,553.00 for the period commencing on September 1, 2022 through March 31, 2023, pursuant to OTDA's Rental Supplement Program. Authority is further requested for the County, acting by and through the Department, to enter into an agreement (the "Agreement") with Community Housing Innovations, Inc., for the provision of the Rental Supplement Program ("Program") for an amount not to exceed \$3,029,553.00, payable in accordance with an approved budget, for the period commencing on September 1, 2022 through March 31, 2023, with the County having the sole option to extend the term for up to four (4) additional contract periods in the event that OTDA continues the funding for this Program and in the amounts and terms approved by OTDA.

On July 6, 2022, the County, acting by and through the Department, issued a Request for Proposals ("RFP"), which solicited proposals from vendors to provide the aforementioned

services. In response to the RFP, the Department received two (2) proposals: one (1) from Lifting Up Westchester, Inc. and one (1) from Community Housing Innovations, Inc.

The Department carefully reviewed the proposals and conducted an evaluation based upon the evaluation criteria specified in the RFP. It was determined during this review, that Lifting Up Westchester, Inc.'s proposal did not allocate at least eighty-five (85%) percent of the funding for direct rental subsidies and/or security deposits which was a material criterion contained in the RFP. Further, Community Housing Innovations, Inc.'s proposal received a higher score in the evaluation process, and the Department concluded that Community Housing Innovations, Inc. is a responsible vendor for these services.

The Grant Agreement does not constitute a procurement and therefore the provisions of the Westchester County Procurement Policy do not apply.

The Grant Agreement and the Agreement shall serve a public purpose by providing rental supplements to individuals and families, both with and without children, who are experiencing homelessness or are facing an imminent loss of housing, regardless of immigration status.

The goals and objectives of the Grant Agreement and the Agreement are to provide rental supplements to individuals and families, both with and without children, who are experiencing homelessness or are facing an imminent loss of housing, regardless of immigration status, thereby decreasing the number of individuals and families in the County's shelter system.

The goals and objectives of the proposed Grant Agreement and the Agreement are in the best interests of the County in that individuals and families who are currently in the shelter system will receive assistance to help them move to permanent housing, and those who are at risk of eviction will receive assistance to stay in their homes. These services will lower the number of individuals and families in the shelter system, and assist them with maintaining permanent housing, and becoming self-sufficient.

The goals and objectives of the Grant Agreement and the Agreement will be tracked and monitored by Department staff.

I certify that my Department, a) has copies of, or access to, all applicable laws, rules, regulations, grant applications, and grant agreements (including any master grant agreement), as well as any guidance or instructions received from the agency making the grant (the "Grant Terms"), b) has reviewed the Grant Terms, c) is aware of and understands all of the Grant Terms, and d) will comply with all of the Grant Terms.

Accordingly, I respectfully recommend your Honorable Board's approval of the attached resolution.

LGT/LAC  
Attachment

## RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby

**RESOLVED**, that the County of Westchester ("County"), acting by and through the Department of Social Services ("Department") is authorized to enter into a grant agreement with the New York State Office of Temporary and Disability Assistance ("OTDA") to accept grant funds in the amount of \$3,029,553.00 pursuant to its Rental Supplement Program for the period commencing on September 1, 2022 through March 31, 2023, and to enter into an agreement with Community Housing Innovations, Inc. for the provision of the Rental Supplement Program for the period commencing on September 1, 2022 through March 31, 2023, in an amount not to exceed \$3,029,553.00, payable in accordance with an approved budget, with the County having the sole option to extend the term for up to four (4) additional contract periods in the event OTDA continues the funding for this program and in the amounts and terms approved by OTDA; and be it further

**RESOLVED**, that the agreement with Community Housing Innovations, Inc. is 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 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 either to 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 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	X055	9854	G055	\$3,029,553.00
263	22	X055	4380	G055	\$3,029,553.00

**Budget Funding Year(s): 2022-2023**Start Date: 9/1/2022 End Date: 3/31/2023

(must match resolution)

**Funding Source:**

Federal	%	CFDA#(s)			
State	100 %	State ID#(s)	N/A		
Operating/ Tax Levy	%				
Capital	%				

**Total NTE: \$3,029,553.00**

(must match resolution)