



Kenneth W. Jenkins  
County Executive

Department of Social Services  
Leonard G. Townes  
Commissioner

111005

April 22, 2025

TO: Honorable Board of Acquisition and Contract

FROM: Leonard G. Townes  
Commissioner of Social Services

SUBJECT: Authority to retroactively enter into a total of nine (9) agreements, pursuant to which each contractor shall provide Legal Services for Eviction Proceedings and/ or Eviction Prevention Advocacy Services for eligible individuals residing in the County of Westchester, on an as-needed basis for a total aggregate amount not to exceed \$4,025,000.00, payable pursuant to an approved budget, for an initial one year term from April 1, 2025 through March 31, 2026, with the County having the sole option to renew the term for up to four (4) additional one (1) year periods.

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Authority is respectfully requested for the County of Westchester (the "County"), acting by and through its Department of Social Services, Office of Housing Counsel (the "Department") to retroactively enter into a total of nine (9) agreements, as specified below, (collectively, the "Agreements") pursuant to each of which the contractor specified will provide Legal Services for Eviction Proceedings, and/ or Eviction Prevention Advocacy Services for eligible individuals residing in the County of Westchester, on an as-needed basis, for a total amount not to exceed \$4,025,000.00, payable pursuant to an approved budget. The initial term of the agreement will be for one (1) year from April 1, 2025 through March 31, 2026, with the County having the sole option to renew the term for up to four (4) additional one (1) year periods (each an "Option Term") on the same terms as the Initial Term, except for the different initial not to exceed amounts specified below:

	<b>Not to Exceed Amount - 4/1/2025-3/31/2026 (Initial Term)</b>	<b>Option 1 4/1/2026- 3/31/2027</b>	<b>Option 2 4/1/2027 - 3/31/2028</b>	<b>Option 3 4/1/2028- 3/31/2029</b>	<b>Option 4 4/1/2029- 3/31/2030</b>
<b><u>Contractor- Legal Services</u></b>					
1. Hudson Valley Justice Center	\$ 800,000.00	\$ 824,000.00	\$ 848,720.00	\$ 874,181.60	\$ 900,407.05
2. Human Development Services of Westchester, Inc. * Legal and Advocacy Services	\$ 625,000.00	\$ 643,750.00	\$ 663,062.50	\$ 682,954.38	\$ 703,443.01
3. Legal Services of the Hudson Valley	\$ 1,800,000.00	\$ 1,854,000.00	\$ 1,909,620.00	\$ 1,966,908.60	\$ 2,025,915.86
4. Tracy Forrest Esq.	\$ 75,000.00	\$ 77,250.00	\$ 79,567.50	\$ 81,954.53	\$ 84,413.16
<b><u>Contractor-Advocacy Services</u></b>					
5. Westchester Residential Opportunities, Inc.	\$ 175,000.00	\$ 180,368.00	\$ 186,391.00	\$ 192,612.00	\$ 198,637.00
6. Congregation Linked in Urban Strategy to Effect Renewal, Inc. (C.L.U.S.T.E.R.)	\$ 175,000.00	\$ 180,250.00	\$ 185,657.50	\$ 191,227.23	\$ 196,964.04
7. Community Housing Innovations, Inc.	\$ 175,000.00	\$ 180,250.00	\$ 185,658.00	\$ 191,228.00	\$ 196,964.84
8. Mount Vernon United Tenants, Inc.	\$ 100,000.00	\$ 102,999.00	\$ 106,089.00	\$ 109,272.00	\$ 112,549.00
9. Community Resource Center- Hispanic Resource of Larchmont & Mamaroneck, Inc.	\$ 100,000.00	\$ 103,000.00	\$ 106,252.00	\$ 109,439.56	\$ 112,722.75
TOTAL	\$ 4,025,000.00				

On November 18, 2024, the County, acting by and through the Department, issued a Request for Proposals ("RFP") which solicited proposals from qualified contractors to provide Eviction Prevention Legal services, and/ or Eviction Prevention Advocacy services for eligible individuals residing in the County of Westchester, on an as-needed basis. A total of twelve (12) proposals were received by the County comprised of four (4) proposals for Eviction Prevention Legal Services, seven (7) proposals for Eviction Prevention Advocacy Services, and one (1) proposal for both Eviction Prevention Legal and Advocacy Services. The County reviewed and evaluated the proposals based on the evaluation criteria specified in the RFP, and determined that, in accordance with the terms of the RFP, it would award multiple contracts for both the Eviction Prevention Legal Services and Eviction Prevention Advocacy Services. It was determined that it was not in the County's best interest to enter into agreements with the lowest ranked proposal for the Eviction Prevention Legal Services, and the two lowest ranked proposals for Eviction Prevention Advocacy Services.

The proposed Agreements will serve a public purpose by providing income eligible County residents with access to eviction prevention legal representation, and eviction prevention advocacy services.

The goals and objectives of the proposed Agreements include but are not limited to providing free legal representation for income eligible tenants facing eviction, legal advice and counsel on housing rights and the eviction process, representation in court eviction proceedings, community engagement and education to inform tenants of their ability to access legal counsel, coordination of legal and non-legal housing stability resources, and connecting tenants to housing counseling and wraparound services.

The goals and objective of the proposed Agreements are in the best interests of the County in terms of public health and safety, as the County establishing an eviction prevention program that includes eviction prevention legal representation and advocacy services will have a positive impact on Countywide housing stability by increasing access to legal counsel and resources that will help eligible residents avoid eviction and homelessness.

The goals and objectives of the proposed Agreements will be tracked and monitored by the Department.

I respectfully recommend the adoption of the attached resolution.

LGT/DLV/dv

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/24/2025 - RAYMOND SCULKY, SECRETARY

## RESOLUTION

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

**RESOLVED**, that the County of Westchester (the "County") acting by and through its Department of Social Services, Office of Housing Counsel (the "Department") is hereby authorized to retroactively enter into a total of nine (9) agreements, as specified below, (collectively, the "Agreements") pursuant to each of which the contractor specified below will provide Legal Services for Eviction Proceedings, and/or Eviction Prevention Advocacy Services for eligible individuals residing in the County of Westchester, on an as-needed basis, for the initial not to exceed amount specified below, for the period from April 1, 2025 through March 31, 2025, (the "Initial Term"), with the County having the sole option to extend the term for up to four (4) additional one (1) year periods (each an "Option Term") on the same terms as the Initial Term, except for the different initial not-to-exceed amounts specified below;

	Not to Exceed Amount - 4/1/2025-3/31/2026 (Initial Term)	Option 1 4/1/2026- 3/31/2027	Option 2 4/1/2027- 3/31/2028	Option 3 4/1/2028- 3/31/2029	Option 4 4/1/2029- 3/31/2030
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TOTAL	\$ 4,025,000.00				

and be it further

**RESOLVED**, that each of the Agreements is subject to County appropriations; and be it further

**RESOLVED**, that each of the Agreements are also 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 period of 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 to either 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 duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/24/2025 - RAYMOND SCULP, SECRETARY

**Account to be Charged/Credited:**

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2025	101	22	8900	5960		\$3,018,750
2026	101	22	8900	5960		\$1,006,250

**Budget Funding Year(s):** 2025 - 2026Start Date: 04/01/2025 End Date: 3/31/2026

(must match resolution)

**Funding Source:**

Federal	20%	CFDA#(s)	93.667		
State	27%	State ID#(s)	N/A		
Operating/Tax Levy	53%				
Capital	N/A				

**Total NTE:** \$4,025,000.00