

112857

DATE January 16, 2026

TO: Board of Acquisition and Contract

FROM: Blanca P. Lopez, M.S.
Commissioner of Planning

SUBJECT: Resolution authorizing a Second Amendment to an agreement between the County of Westchester and CIVITAS, LLC, for assistance in maintaining compliance with HUD regulations under the CDBG, HOME, and ESG programs for the benefit of low-and moderate-income persons in the Urban County Consortium, in order to extend the expiration date from February 28, 2026 to February 28, 2027.

By resolution approved on March 5, 2025, your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement (the "Agreement") with CIVITAS, LLC to assist in maintaining compliance with U.S. Department of Housing & Urban Development (HUD) regulations under its Community Development Block Grant (CDBG) Program, HOME, and Emergency Solutions Grant (ESG) programs, for the benefit of low- and moderate-income persons within the Urban County Consortium (the "Project"), for a term commencing on March 1, 2025 and continuing through February 28, 2026. In consideration for these services, the County agreed to pay CIVITAS, LLC a total amount not to exceed \$35,000 for expenses incurred in maintaining compliance with HUD regulations under the CDBG, HOME, and ESG programs. The Agreement was subsequently executed.

Thereafter, by resolution approved on July 24, 2025, your Honorable Board authorized the County to amend the Agreement in order to increase the not-to-exceed amount from \$35,000 to \$135,000, an increase of \$100,000, as additional funds were necessary to continue providing on-call consulting services in the areas of Housing and Community Development Services, CDBG Administrative Services, CDBG Project Management, General Program Services, HUD Program Administration, Monitoring and Compliance, and Environmental Reviews (the "First Amendment"). The First Amendment was subsequently executed.

The parties now wish to further amend the Agreement in order to extend the expiration date of the Agreement from February 28, 2026 to February 28, 2027. This extension will provide uninterrupted services and preserve the continuity of services previously established with CIVITAS, LLC for an additional twelve (12) months, with no additional

funds required. Except as specifically amended herein, all other terms and conditions of the Agreement shall remain in full force and effect.

The goal and objective of this amendment is to ensure fiscal responsibility, safety and security, and continued compliance with HUD regulations. Civitas, as an on-call consultant, provides invaluable expertise and administrative support to the Department of Planning for the CDBG, ESG, and HOME programs. In addition to providing compliance and program administration assistance, Civitas supports environmental reviews and other services included within the contract scope. This amendment supports the successful administration of these programs for the benefit of low- and moderate-income residents of the County while meeting HUD's National Objectives. The program will be monitored by the Westchester County Department of Planning staff, who will review all payment requests to ensure that all contractual requirements are met.

Authority to exempt this second amendment to the agreement from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)xxi thereof, has been granted by your Honorable Board in accordance with a separate resolution of even date herewith.

I recommend approval of this second amendment.

BPL/tf/am/je
Attachment

RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF PLANNING, BE IT HEREBY

RESOLVED, that the County of Westchester (the "County") is hereby authorized to amend its agreement with CIVITAS, LLC (the "Consultant") to provide HUD compliance assistance for the CDBG, HOME, and ESG programs serving low- and moderate-income persons in the Urban County Consortium, for a term commencing on March 1, 2025 and continuing through February 28, 2026, for an amount not-to-exceed \$135,000.00 (the "Agreement"), in order to extend the expiration date of the Agreement from February 28, 2026 to February 28, 2027; and be it further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect; and be it 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	\$ 35,000.00
First Amendment	\$ 100,000.00
This Amendment	\$ 0.00
Total	\$ 135,000.00

AGREEMENT NUMBER: C-67-24-U80

Account to be
Charged/Credited

		Major Program, Program & Phase	Object/ Sub Object	Trust Account	Dollars
Fund	Dept	Or Unit			
101	19	0100	4380	n/a	\$0.00

Budget Funding Year(s) FY 2025 Start Date March 1, 2025 End Date February 28, 2027
(must match resolution)

Funding Source Tax Dollars \$0.00

State Aid _____

\$0.00

Federal Aid _____

(must match resolution)

Other _____