



Kenneth W. Jenkins  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

112678

DATE: December 10, 2025

TO: Board of Acquisition and Contract

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

SUBJECT: Authority to exercise the County's third one-year option under each of two (2) agreements, pursuant to each of which a contractor was to provide an eviction prevention program, and, therefore amend each agreement by, 1.) extending its term by one year, to a new termination date of December 31, 2026; 2.) increasing its not-to-exceed amount by varying amounts, for a total aggregate not-to-exceed amount increase of \$1,118,574.00, in order to pay for services during the third option term; and 3.) reflecting the fact that the County will have one (1) remaining one (1) year option under each agreement.

By a resolution approved on December 15, 2022, your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Social Services ("DSS"), to enter into a total of two (2) agreements, as specified below, (collectively, the "Original Agreements") pursuant to each of which the contractor specified below was to provide an eviction prevention program (the "Services"), for the not-to-exceed amount specified below, for the period from January 1, 2023 through December 31, 2023 (the "Initial Term"), with the County having the option, in its sole discretion, 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:

Contractor	Not-To-Exceed Amount
	1/1/23-12/31/23 – Initial Term
1.) Congregations Linked in Urban Strategy to Effect Renewal, Inc. ("CLUSTER") (DSS3000-23, as amended)	\$ 638,600.00
2.) Westchester Residential Opportunities, Inc. ("WRO") (DSS3001-23)	\$ 391,400.00
TOTAL:	\$1,030,000.00

Not-To-Exceed Amounts  
1/1/24-12/31/24 1/1/25-12/31/25 1/1/26-12/31/26 1/1/27-12/31/27

Contractor	Option Term #1	Option Term #2	Option Term #3	Option Term #4
1.) CLUSTER	\$ 646,372.00	\$ 654,360.00	\$ 662,447.00	\$ 670,696.00
2.) WRO	\$ 429,394.00	\$ 442,636.00	\$ 456,127.00	\$ 469,877.00
TOTAL:	\$1,075,766.00	\$1,096,996.00	\$1,118,574.00	\$1,140,573.00

The County subsequently executed each of the Original Agreements.

By a resolution approved on December 21, 2023, your Honorable Board authorized the County to exercise its first one-year option under each of the Original Agreements, and, therefore, amend each of the Original Agreement by, 1.) extending the term of each by one (1) year, to a new termination date of December 31, 2024; 2.) increasing the not-to-exceed amount of each by the following respective amounts, which shall be payable as specified in each of the Original Agreements, for a total aggregate not-to-exceed increase of \$1,075,766.00, in order to pay for services during the first Option Term:

Contractor	Not-To-Exceed Amounts 1/1/24-12/31/24 Option Term #1
1.) CLUSTER	\$646,372.00
2.) WRO	\$429,394.00

; and 3.) reflecting the fact that the County would have three (3) remaining one (1) year options (collectively, the "First Amendments"). The First Amendments were subsequently executed.

By a resolution approved on October 17, 2024, your Honorable Board authorized the County to, 1.) amend each of the Original Agreements, as amended, by increasing, by a total aggregate amount of \$300,000.00, the not-to-exceed amounts for the agreements for first Option Term, with the individual increases being the following amounts:

Contractor	Current Not-To-Exceed Amounts 1/1/24-12/31/24 Option Term #1	Proposed Increase	New Not-To-Exceed Amounts 1/1/24-12/31/24 Option Term #1
1.) CLUSTER	\$646,372.00	\$200,000.00	\$846,372.00
2.) WRO	\$429,394.00	\$100,000.00	\$529,394.00

and, 2.) exercise its second one-year option under each of the Original Agreements, as amended, and, therefore, amend each by, a.) extending the term of each by one (1) year, to a new termination date of December 31, 2025; b.) increasing the not-to-exceed amount of each by the following respective amounts, which shall be payable as specified in each of the agreements, for a total aggregate not-to-exceed increase of \$1,746,996.00, comprised of a current second Option Term amount and an additional allocation to the direct-service portion of the Services, as shown below in the 'Proposed Increase', in order to pay for services during the second Option Term:

Current Option

New Not-To-Exceed

Contractor	Not-To-Exceed Amounts	Proposed Increase	Amounts
	1/1/25-12/31/25 Option Term #2		1/1/25-12/31/25 Option Term #2
1.) CLUSTER	\$654,360.00	\$400,000.00	\$1,054,360.00
2.) WRO	\$442,636.00	\$250,000.00	\$ 692,636.00

; and c.) reflecting the fact that the County would have two (2) remaining one (1) year options (the “Second Amendments”). The Second Amendments were subsequently executed.

The County continues to require the Services. Therefore, DSS reviewed and analyzed the costs specified for the third option under each of the Original Agreements, as amended by the First Amendments and Second Amendments, (collectively, the “Agreements”) in order to ensure that each is reasonable. The costs are somewhat difficult to analyze readily in the marketplace, as these are somewhat niche services. However, DSS was able to compare the costs under the third option under each of the Agreements against the costs of two other County contracts for similar, eviction-prevention-type services.

DSS found that the administrative costs—separated out from the direct-service portion of the costs—for the CLUSTER and WRO third options, when viewed on a cost-per-household-served basis, are \$37.00 and \$48.00, respectively. Under the aforementioned two other County contracts for similar services, the cost-per-household-served, for administrative costs, is \$603.00 and \$88.00. Accordingly, DSS’s analysis found that the cost for the third Option Term of each of the Agreements is reasonable.

Therefore, the County respectfully requests authority from your Honorable Board to exercise its third one-year option under each of the Agreements and, therefore, amend each of the Agreements by, 1.) extending the term of each by one (1) year, to a new termination date of December 31, 2026; 2.) increasing the not-to-exceed amount of each by the following respective amounts, which shall be payable as specified in each of the Agreements, for a total aggregate not-to-exceed increase of \$1,118,574.00, in order to pay for services during the third Option Term:

Contractor	Not-To-Exceed Amounts
	1/1/26-12/31/26 Option Term #3
1.) CLUSTER	\$662,447.00
2.) WRO	\$456,127.00
TOTAL:	\$1,118,574.00

; and 3.) reflect the fact that the County will have one (1) remaining one (1) year option (the “Third Amendments”).

Except as specifically described above, all terms and conditions of each of the Agreements shall remain in full force and effect.

The proposed Third Amendments will serve a public purpose by providing the County with the Services, for an additional year, and thereby providing assistance to persons who are eligible.

The goal and objective of the proposed Third Amendments is to provide the County with the Services, for an additional year, and thereby provide assistance to persons who are eligible.

The goal and objective of the proposed Third Amendments is in the best interests of the County in terms of public health and safety, as the County receiving the Services, for an additional year, and thereby providing assistance to persons who are eligible, is expected to ultimately help ensure the health and safety of such persons.

The goals and objectives of the proposed Third Amendments will be tracked and monitored by the staff of DSS.

I respectfully recommend the adoption of the attached resolution.

LGT/TL/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/23/2025 RAYMOND S. DUKAKIS 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, is hereby authorized to exercise its third one-year option under each of two (2) agreements, as specified below, pursuant to each of which the contractor specified below was to provide an eviction prevention program, for the period from January 1, 2023 through December 31, 2025 (the year 2023 being the "Initial Term"; the year 2024 being the first option term; and the year 2025 being the second option term), with the County having the option, in its sole discretion, to extend the term for up to two (2) 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:

Contractor	Not-To-Exceed Amount 1/1/26-12/31/26 Option Term #3	Not-To-Exceed Amount 1/1/27-12/31/27 Option Term #4
1.) Congregations Linked in Urban Strategy to Effect Renewal, Inc. ("CLUSTER") (DSS3000-23, as amended)	\$ 662,447.00	\$ 670,696.00
2.) Westchester Residential Opportunities, Inc. ("WRO") (DSS3001-23, as amended)	\$ 456,127.00	\$ 469,877.00
TOTAL:	\$1,118,574.00	\$1,140,573.00

; (collectively, the "Agreements"), and, therefore, amend each of the Agreements by, 1.) extending the term of each by one (1) year, to a new termination date of December 31, 2026; 2.) increasing the not-to-exceed amount of each by the following respective amounts, which shall be payable as specified in each of the Agreements, for a total aggregate not-to-exceed increase of \$1,118,574.00, in order to pay for services during the third Option Term:

Contractor	Not-To-Exceed Amounts 1/1/26-12/31/26 Option Term #3
1.) CLUSTER	\$662,447.00
2.) WRO	\$456,127.00
TOTAL:	\$1,118,574.00

and 3.) reflect the fact that the County will have one (1) remaining one (1) year option (the "Third Amendments"); and be it further

RESOLVED, that except as specifically hereby authorized to be amended, all terms and conditions of each of the Agreements shall remain in full force and effect; 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.

	CLUSTER	Amend to Increase NTE	WRO	Amend to Increase NTE	Annual Combined Aggregate
2023 Agreements	\$638,600	\$0.00	\$ 391,400	\$0.00	<b>\$1,030,000</b>
2024 1 <sup>st</sup> Option	\$646,372	\$200,000	\$429,394	\$100,000	<b>\$1,375,766</b>
2025 2 <sup>nd</sup> Option	\$654,360	\$400,000	\$442,636	\$250,000	<b>\$1,746,996</b>
2026 3 <sup>rd</sup> Option	\$662,447	\$0.00	\$456,127	\$0.00	<b>\$1,118,574</b>
<b>Total Individual Aggregate</b>	\$3,201,779		\$2,069,557		

1. Account to be Charged/Credited:

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	8900	5960		\$1,118,574

2. **Budget Funding Year(s):** 2026  
Start Date: January 1, 2026 End Date: December 31, 2026  
(must match resolution)

3. **Funding Source:**

Federal	22%	CFDA#(s)	93.667		
State	48%	State ID#(s)	N/A		
Operating/ Tax Levy	30%				
Capital	N/A				

4. **Total NTE:** \$1,118,574  
(must match resolution)