



Kenneth W. Jenkins
County Executive

Department of Social Services

Leonard G. Townes
Commissioner

112897

DATE: January 23, 2026

TO: The Honorable Board of Acquisition and Contract

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

SUBJECT: Authority for the County of Westchester to enter into:

1. A grant agreement with the United States Department of Housing and Urban Development in order to accept Grant Number NY0862L2T042413, under HUD's Continuum of Care First Steps Program, in the amount of \$1,262,889, for the period from December 1, 2025 through November 30, 2026;
2. An agreement with Westhab, Inc., to provide permanent housing subsidies and intensive case management services to approximately thirty-two (32) parenting young adults between the ages of 18 and 24 and their families, and to three (3) chronic homeless single youth, for the period from December 1, 2025 through November 30, 2026, in an amount not-to-exceed \$1,239,215.50.

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 a grant agreement (the "Grant Agreement," DSS3061-25) with the United States Department of Housing and Urban Development ("HUD") in order to accept a grant (Grant No. NY0862L2T042413) under HUD's Continuum of Care First Steps Program, in the amount of \$1,262,889 ("Grant Funds"), for the period from December 1, 2025 through November 30, 2026 (the "Grant").

Authority is further requested from your Honorable Board for the County, acting by and through its Department, to enter into an agreement (DSS3061A-25) with Westhab, Inc. ("Westhab") to utilize a portion of the Grant Funds in the amount of \$1,239,215.50, for the provision of permanent housing subsidies and intensive case management services to approximately thirty-two (32) parenting young adults between the ages of 18

and 24 and their families (wherein each of the families will have one or more disabled family members), and to three (3) chronic homeless single youth, for the period from December 1, 2025 through November 30, 2026 (the "Westhab Agreement"). The Department shall retain \$23,673.50 of the remaining Grant Funds to cover the Department's administration cost.

The Grant Agreement itself does not constitute a procurement of goods or services from a third party and therefore, the provisions of the Westchester County Procurement Policy and Procedures do not apply. Because the Grant Agreement is a renewal grant, the Federal funding for this program is exempt from the Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards (formerly, the Common Grant rules) and the proposed Westhab Agreement may be renewed on a non-competitive basis pursuant to 24 CFR 583.235(a). In addition, the Westhab Agreement is exempt from the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) xiv, which exempts any procurement for the purpose of entering into a contract or contracts with not for profit organizations for the purposes of providing aid, care and support to persons in need of public assistance.

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.) and will comply with all of the Grant Terms.

The proposed agreements will serve a public purpose by providing permanent housing and supportive services to homeless young adults between the ages of 18 and 24 and their families with a head of household recovering from mental illness or substance abuse and/or developmental issues and provide intensive supportive services to provide them with instruction in basic life skills and parenting skills.

The goals and objectives of the proposed agreements are to provide permanent housing to help young homeless households avoid dependency on social services, and develop the skills necessary to increase their chances at moving toward self-sufficiency.

The goals and objectives of the proposed agreements are in the best interests of the County in terms of fiscal responsibility, as the proposed agreement will make available to the County the funds necessary to implement the aforementioned program. The goals and objectives of the proposed agreements are also in the best interests of the County in terms of both fiscal responsibility and 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 youth 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 Agreement 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.

Accordingly, authority is respectfully sought for the County of Westchester to enter into these two proposed agreements.

LGT/MD

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/05/2026 - 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"), acting by and through its Department of Social Services (the "Department"), is hereby authorized to enter into an agreement (DSS3061-25) with the United States Department of Housing and Urban Development ("HUD"), in order to accept a grant (Grant No.: NY0862L2T042413) under HUD's Continuum of Care First Steps Program, in the amount of \$1,262,889, for the period from December 1, 2025 through November 30, 2026; and be it further,

RESOLVED, that the County, acting by and through the Department, is hereby authorized to enter into an agreement (DSS3061A-25) with Westhab, Inc. ("Westhab") to provide permanent housing subsidies and intensive case management services to approximately thirty-two (32) parenting young adults between the ages of 18 and 24 and their families (each of the families will have one or more disabled family members), and to three (3) chronic homeless single youth, pursuant to HUD's First Steps Program, in an amount not to exceed \$1,239,215.50, for the period from December 1, 2025 through November 30, 2026; 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.

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/03/2026 RAYMOND SCURRY, SECRETARY

1. Account to be Charged/Credited:

| | Fund | Dept. | Major Program, Program & Phase Or Unit | Object/ Sub-Object | Trust Account | Dollars |
|-----|------|-------|--|--------------------|---------------|----------------|
| Rev | 263 | 22 | A929 | 9852 | T929 | \$1,262,889.00 |
| Exp | 263 | 22 | A929 | 4380 | T929 | \$1,239,215.50 |

2. Budget Funding Year(s):

Start Date: December 1, 2025

End Date: November 30, 2026

(must match resolution)

3. Funding Source:

| | | | | | |
|--------------------|------|--------------|--------|--|--|
| Federal | 100% | CFDA#(s) | 14.267 | | |
| State | % | State ID#(s) | | | |
| Operating/Tax Levy | % | | | | |
| Capital | % | | | | |

4. Total NTE: \$1,262,889

(must match resolution)

APPROVED BOARD OF ACQUISITION & CAPITAL PROJECTS 02/05/2026 - RAYMOND SCULLEY, SECRETARY