



Kenneth W. Jenkins  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

111794

DATE: August 27, 2025

TO: Board of Acquisition and Contract

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

Christopher D. Steers  
Director of Countywide Administrative Services and Real Estate

SUBJECT: Authority for the County of Westchester to enter into a lease agreement with Rajvi Management, LLC, pursuant to which it will, on an as-needed basis, lease to the County guest rooms at the hotel known as the Ardsley Acres Hotel Court, which will be used for the purpose of providing temporary overnight emergency lodging for homeless families in crisis.

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Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County") to enter into a lease agreement (DSS3055-25; the "Agreement") with Rajvi Management, LLC ("Ardsley Acres"), pursuant to which Ardsley Acres will, on an as-needed basis, lease to the County furnished guest rooms, for a family size up to five (5) persons, at the hotel known as the Ardsley Acres Hotel Court, located at 560 Saw Mill River Road in Ardsley (the "Hotel") which will be used for the purpose of providing temporary overnight emergency lodging for homeless families in crisis, at a rate of \$139.00 per room per night, with no additional cost for parking, for a total amount not-to-exceed \$35,000.00, for a term commencing at the Hotel's check-in time on the day of execution of the Agreement and continuing through the Hotel's check-out time on July 31, 2026.

The proposed Agreement will serve a public purpose by providing the County with access to housing for temporary overnight emergency lodging for homeless families in crisis.

The goal and objective of the proposed Agreement is to provide the County with access to housing for temporary overnight emergency lodging for homeless families in crisis.

The goal and objective of the proposed Agreement is in the best interests of the County in terms of health and safety, as providing the County with access to housing for temporary overnight emergency lodging for homeless families in crisis, will help ensure that such persons have safe housing during their immediate period of crisis.

The goal and objective of the proposed Agreement will be tracked and monitored by the staff of the Department of Social Services.

As a lease, the proposed Agreement is exempt from the Westchester County Procurement Policy and Procedures pursuant to Section 3(b) thereof.

Section 13 of the Westchester County Procurement Policy specifies that each procurement that is funded, in whole or in part, by federal funds shall be made in accordance with any and all applicable federal laws, regulations, rules, guidance, instructions, or grant terms. This procurement complies with 2 C.F.R. 200.320(a)(2), which specifies that "price or rate quotations must be obtained from an adequate number of qualified sources". Here, the County obtained such price or rate quotations and selected Ardsley Acres.

The County has complied with 2 CFR 200.318(d) in that the County has determined that a lease, rather than a purchase of real property, is the most economical approach, given the County's particular needs in terms of the space needed, the required start date, and the intended duration.

Under 2 CFR 200.465, which contains the Federal 'cost principles' applicable to lease costs for real property where Federal funds are used, "rental costs are allowable to the extent that the rates are reasonable in light of such factors as costs of comparable rental properties; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased." The County has complied with this provision in that the County has determined that, based upon the pertinent factors, the rental costs are reasonable.

Pursuant to Section 104.11(5)(c) of the Laws of Westchester County, the County has the right to lease "the property of others for County purposes for terms not exceeding five years...with the approval of the Board of Acquisition and Contracts without action by the Board of Legislators."

I respectfully recommend the adoption of the attached resolution.

CDS/LGT/JE/bdm/nr

## **RESOLUTION**

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

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to enter into a lease agreement (DSS3055-25; the "Agreement") with Rajvi Management, LLC ("Ardsley Acres"), pursuant to which Ardsley Acres will, on an as-needed basis, lease to the County furnished guest rooms, for a family size up to five (5) persons, at the hotel known as the Ardsley Acres Hotel Court, located at 560 Saw Mill River Road in Ardsley, (the "Hotel") which will be used for the purpose of providing temporary overnight emergency lodging for homeless families in crisis, at a rate of \$139.00 per room per night, with no additional cost for parking, for a total amount not-to-exceed \$35,000.00, for a term commencing at the Hotel's check-in time on the day of execution of the Agreement and continuing through the Hotel's check-out time on July 31, 2026; and be it further

**RESOLVED**, that the Agreement is subject to County appropriations; and be it further

**RESOLVED**, that the Agreement is 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 the 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 the 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 the Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is empowered to execute all documents and take all actions necessary to effect the purpose of this resolution.

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**Account to be Charged/Credited:**

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2025	101	22	8900	5850		10,489.86
2025	101	22	8900	5860		4,510.14
2026	101	22	8900	5850		13,986.49
2026	101	22	8900	5860		6,013.51

**1. Budget Funding Year(s): 2025-26**Start Date: Execution End Date: 07/31/2026

(must match resolution)

**2. Funding Source: 5850**

Federal	99%	CFDA#(s)	93.558		
State		State ID#(s)			
Operating/Tax Levy	1%				
Capital					

**Funding Source: 5860**

Federal		CFDA#(s)	N/A		
State	29%	State ID#(s)			
Operating/Tax Levy	71%				
Capital					

**3. Total NTE: \$35,000.00**

(must match resolution)