



George Latimer, County Executive  
Leonard G. Townes, Commissioner  
Department of Social Services

109889

DATE: October 29, 2024

TO: 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 subaward agreement with Caring for the Homeless Of Peekskill Inc., pursuant to which it will be subawarded \$607,635 from the funds that would be made available to the County under the grant agreement, for the period from August 1, 2024 through July 31, 2025; and
- 2.) An agreement with My Sisters' Place, Inc., pursuant to which it will provide the services of a domestic violence counselor, for an amount not to exceed \$56,690, for the period from August 1, 2024 through July 31, 2025.

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By resolutions approved on May 30, 2024 (the "May 30<sup>th</sup> Resolution," ID#109187) and July 18, 2024 (the "July 18<sup>th</sup> Resolution," ID#109530), your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into a certain Multiple Projects Renewal Grant Agreements (the "Grant Agreements") with the United States Department of Housing and Urban Development ("HUD"), in order to accept grant funds in the total amount of \$8,079,017, under HUD's 2024 Continuum of Care (CoC) Program ("the "Grants"), to be used to fund eight (8) projects, as described in Schedule "A", annexed to the July 18<sup>th</sup> Resolution.

On August 15, 2024, the County executed an agreement with HUD to accept \$656,949 for the purposes of funding services the "RISE Program," one of the aforementioned eight projects, which involves the County's Continuum of Care and housing and services for victims of domestic violence.

Authority is now 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 the following agreements:

- 1.) A subaward agreement (the "Subaward Agreement," DSS3035A-24) with Caring for the Homeless Of Peekskill Inc. ("CHOP"), which is a partner organization of the County's Continuum of Care, pursuant to which CHOP will be subawarded \$607,635 from the funds that would be made available to the County under the Grant Agreement, for the period from August 1, 2024 through July 31, 2025, and under which agreement CHOP would be responsible for a; and
- 2.) An agreement (the "MSP Agreement," DSS3035B-24) with My Sisters' Place, Inc. ("MSP"), pursuant to which MSP will provide the services of a domestic violence counselor (the "Services"), for an amount not to exceed \$56,690, payable pursuant to an approved budget, for the period from August 1, 2024 through July 31, 2025. The County will retain \$19,094 in administrative costs.

With regard to the Grant Agreement, 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.) can and will comply with all of the Grant Terms.

With regard to the MSP Agreement, as required by the Grant Agreement the County will provide matching funds in the sum of \$26,470. The County's 'match' is intended to be provided through the County's funding of certain work, including the Services. Accordingly, the proposed MSP Agreement will partially fulfill the required County 'match'.

The proposed Grant Agreement and the proposed Subaward Agreement do not constitute procurement. Accordingly, the provisions of the Westchester County Procurement Policy and Procedures do not apply to the proposed Grant Agreement or the Subaward Agreement.

The MSP Agreement was procured in compliance with Section 5 of the County's Procurement Policy and Procedures, under which provisions the Department of Social Services solicited quotations for the Services. The quotation from MSP was the lowest quotation of the three (3) received. In accordance with Section 5(c) of the Procurement Policy, the County considered the quotations offered and evaluated the qualifications and experience of each offeror. The Department determined that the offer from MSP would provide the County with the highest quality services at the lowest possible cost for such quality services under the circumstances, and was, therefore, the most advantageous offer to the County.

As noted above, the proposed MSP Agreement will partially fulfill the required County 'match' by using certain non-Federal funds. However, the proposed MSP Agreement will also include Federal funds, in addition to the County 'match' funds. Due to the involvement of Federal funds in this procurement, Section 11 (formerly Section 13) of the Procurement Policy also applies. In this procurement, the County's

compliance with Section 5 of the Procurement Policy also complies with Section 11 of the Procurement Policy, in that it complies with the applicable Federal procurement rules in 2 C.F.R. 200.320(a).

The proposed Grant Agreement and the proposed Subaward Agreement will serve a public purpose by facilitating the performance of the work that is intended by the Grant Agreement. The proposed MSP Agreement will serve a public purpose by providing for the provision of the services of a domestic violence counselor and, in so doing, partially fulfilling the County's 'match' obligation under the Grant Agreement.

The goal and objective of the proposed Grant Agreement and the proposed Subaward Agreement is to facilitate the performance of the work that is intended by the Grant Agreement. The goal and objective of the proposed MSP Agreement is to provide for the provision of the services of a domestic violence counselor and, in so doing, partially fulfilling the County's 'match' obligation under the Grant Agreement.

The goal and objective of the proposed Grant Agreement and the Subaward Agreement is in the best interests of the County in terms of public health and safety, as facilitating the performance of the work that is intended by the Grant Agreement will ultimately lead to housing and related services being provided to victims of domestic violence, and thereby help ensure the health and safety of such persons. The goal and objective of the proposed MSP Agreement is in the best interests of the County in terms of public health and safety, as providing for the provision of the services of a domestic violence counselor will ultimately help ensure the health and safety of such persons. The goal and objective of the proposed MSP Agreement is also in the best interests of the County in terms of fiscal responsibility, as County working to meet its 'match' requirement facilitates the County's receipt of HUD funds under the Grant Agreement.

The goal and objective of each of the proposed Grant Agreement, the proposed Subaward, and the proposed MSP Agreement, will be tracked and monitored by the Department of Social Services.

I respectfully recommend the adoption of the attached resolution.

LGT

## 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:

- (1.) a subaward agreement (the "Subaward Agreement," DSS3035A-24) with Caring for the Homeless Of Peekskill Inc. ("CHOP"), pursuant to which CHOP will be subawarded \$607,635 from the funds that would be made available to the County under the Grant Agreement, for the period from August 1, 2024 through July 31, 2025, and under which agreement CHOP would be responsible for providing two (2) transitional housing units and a minimum of sixteen (16) rapid re-housing units, and related supportive services, for victims of domestic violence; and
- (2.) an agreement (the "MSP Agreement," DSS3035B-24) with My Sisters' Place, Inc. ("MSP"), pursuant to which MSP will provide the services of a domestic violence counselor, for an amount not to exceed \$56,690, for the period from August 1, 2024 through July 31, 2025, payable pursuant to an approved budget; and be it further

RESOLVED, that the County will retain \$19,094 for administrative costs. Matching funds in the amount of \$26,470, as required by the Grant Agreement, will be provided by the County to fund certain work, including the Services provided by MSP; and be it further

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

RESOLVED, that the MSP 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 MSP 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 MSP 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 MSP 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.

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1. Account to be Charged/Credited:

**CHOP/My Sister's Place (HUD Funding):**

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
Revenue	101	22	929Z	9852	T929	\$656,949
Expense	101	22	929Z	4380	T929	\$637,855

**My Sister's Place (DSS Match):**

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2024	101	22	8900	5860		\$11,450
2025	101	22	8900	5860		\$15,020

1. Budget Funding Year(s): 2024-2025  
 Start Date: August 1, 2024                      End Date: July 31, 2025  
 (must match resolution)

2. Funding Source:

**CHOP/My Sister's Place (HUD Funding):**

Federal	100%	CFDA#(s)	14.267		
State	0%	State ID#(s)	N/A		
Operating/Tax Levy	0%				
Capital	0%				

**My Sister's Place (DSS Match):**

Federal	0%	CFDA#(s)	N/A		
State	29%	State ID#(s)	N/A		
Operating/Tax Levy	71%				
Capital	0%				

3. Total NTE: \$664,325  
 (must match resolution)