



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

25414

To: Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner of Social Services

Date: March 5, 2012

Re: **Authority for the County to enter into an Agreement with Caring for the Homeless of Peekskill, Inc. ("CHOP") to operate a 24-hour adult shelter program for up to nineteen (19) homeless single males and females and an overnight warming site/drop-in center for up to seven (7) homeless single males/females at Jan Peek House located in Peekskill, New York for the term February 1, 2012 through January 31, 2013 in an amount not to exceed \$742,129 payable pursuant to an approved budget and to authorize a subcontract with Grace Church Community Center, Inc. for consulting services.**

Authority is requested for the County of Westchester to enter into an agreement with Caring for the Homeless of Peekskill, Inc. ("CHOP") for the operation of a 24-hour adult shelter program for up to nineteen (19) homeless single men and women and an overnight warming site/drop-in center for up to seven (7) homeless single males/females at a facility known as Jan Peek House located at 200 North Water Street, Peekskill, New York for the term February 1, 2012 through January 31, 2013 in an amount not to exceed \$742,129 payable pursuant to an approved budget. Although there has been a slight decrease in the amount requested for the 2012-2013 contract year, the decrease will have no impact on the services to be provided. Authority is also being requested to authorize CHOP to enter into a subcontract with Grace Church Community Center, Inc. for the provision of consulting services consisting of fiscal management, contract negotiation, shelter supervision and case management supervision services which resulted from the recent resignation of the Executive Director of the Jan Peek House. The proposed subcontract will be in place while CHOP searches for a new Executive Director for approximately six months. This subcontract will

assist CHOP during this transition period and Grace Church Community Center, Inc. is well qualified in managing homeless shelters as it operates two (2) homeless shelters and currently has sufficient staff and resources to provide these interim services to CHOP in order that the Jan Peek House continue to be fully operational while the search for a new Executive Director is conducted.

The proposed agreement serves the **public purpose** of providing emergency shelter to individuals referred by the Department by providing 24-hour supervision, meals, counseling as well as supportive services including referrals to outside agencies for job training, drug/alcohol program, medical treatment, education and life skills training. The provision of these services are in the **best interests** of the County and are fiscally responsible as they will ensure the health and safety of customers by providing shelter, supportive services and life skills training to persons who would otherwise be on the street, thereby reducing the risk of crime and reducing dependence on public assistance.

The goals and objectives will be tracked and monitored through performance measurement indicators developed by the Department and approved by the County Budget Office. The tracking and monitoring include the submission of monthly statistics and quarterly reports as well as through direct contact with the D.S.S. staff in order to swiftly address any impediments to the program's success.

The Department is able to report that the vendor's Performance Measurement Indicators reflect that the program met its goal of housing eligible customers referred by the Department. This program effectively provided shelter and support services for 92 single homeless men and women. As of 1/31/12, the following outcomes were achieved by this program:

- Average Length of Stay for all customers: 67.25 days
- 23 customers secured permanent housing
- 13 customers secured transitional housing
- Total number of customers served in the emergency overnight drop-in shelter(unduplicated): 215

The proposed agreement is exempt from the procedures of the Westchester County Procurement Policy pursuant to Section 3(a)(xiv) thereof.

A resolution is annexed hereto, which I recommend for your favorable consideration.

KMM/DI
Attachment

RESOLUTION

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

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement with Caring for the Homeless of Peekskill, Inc. ("CHOP") for the operation of a 24-hour adult shelter program for up to nineteen (19) homeless single men and women and an overnight warming site/drop-in center for up to seven (7) homeless single males/females at a facility known as Jan Peek House located at 200 North Water Street, Peekskill, New York for the term from February 1, 2012 through January 31, 2013 in an amount not to exceed \$742,129 payable pursuant to an approved budget (the "Agreement"); and be it further

RESOLVED, that CHOP is hereby authorized to enter into a subcontract with Grace Church Community Center, Inc. for the provision of management consulting services; and be it further

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

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget ("State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State budget and/or 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 impact of any such budget(s) on County finances. After such analysis, the County shall retain the right to either terminate this 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 authorized designee is empowered to execute any and all documents necessary to effectuate the purposes hereof.

Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2012	100	22	8900	5860	-----	\$680,285
2013	101	22	8900	5860	-----	\$61,844

Budget Funding Year(s): 2012-13 Start Date: 02/01/12 End Date: 01/31/13
 (must match resolution)

Funding Source

\$742,129
 (must match resolution)

Tax Dollars: 71%
 State Aid: 29%
 Federal Aid:
 Other:

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/25/2012 - ROMARY VIERA, SECRETARY

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/05/2012 - JOMARY VIEIRA, SECRETARY