



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**28659**

**DATE:** July 27, 2012

**TO:** Board of Acquisition and Contract

**FROM:** Kevin M. McGuire  
Commissioner, Department of Social Services

**SUBJECT:** Resolution authorizing the County of Westchester to amend an Agreement with **Westhab, Inc.** to manage and operate up to 185 scattered site transitional housing units for homeless families and singles for the period January 1, 2012 through December 31, 2012 for an amount not to exceed \$6,595,642 by changing the scope of services to include 25 additional Emergency Housing Units (“EHU’s”) for a total of 210 scattered site transitional housing units and to increase the not to exceed amount by \$415,364 from a not to exceed amount of \$6,595,642 to a new total not to exceed amount \$7,011,006 to be paid monthly based on utilization pursuant to an approved budget and subject to appropriation

On December 22, 2011, your Honorable Board approved a resolution authorizing the County of Westchester to enter into an agreement with Westhab, Inc. to manage and operate up to 185 scattered site transitional housing units for homeless families and singles for the period January 1, 2012 through December 31, 2012 for an amount not to exceed \$6,595,642 to be paid monthly based on utilization pursuant to an approved budget and subject to appropriation. The contract was subsequently executed.

Authority is now requested to amend the Agreement by changing the scope of services to include 25 additional Emergency Housing Units (“EHU’s”) for a total of 210 scattered site transitional housing units and to increase the not to exceed amount by \$415,364 from a not to exceed amount of \$6,595,642 to a new total not to exceed amount \$7,011,006 to be paid monthly based on utilization pursuant to an approved budget and subject to appropriation.

The **public purpose** of the program is to assist the homeless families and singles in Westchester County in a successful transition from welfare to self-sufficiency and to promote economic independence by providing emergency housing and supportive services.

The **goals and objectives** of the program are to obtain and manage temporary scattered site apartments for families and singles currently living in a shelter. This program also provides supportive services to include, but not limited to, case management services to address the barriers to obtaining and maintaining permanent housing; life skills and budget management training; information and referrals to address the individual's and family's barriers, and coordinating with community agencies to find jobs and permanent housing.

The goals and objectives of this program are in **the best interests of the County in terms of public health and public safety** as they are aimed at enhancing and ensuring the health and safety of the targeted population by providing immediate transitional housing and onsite supervision. This program creates a safe haven for the targeted population, thereby reducing the risk of them becoming victims of crime and developing general health related issues that result from not having appropriate shelter.

The goals and objectives are in the County's **best interests in terms of fiscal responsibility** as the services provided assist the targeted population in finding permanent housing, thereby decreasing the cost associated with providing emergency housing. Additionally, program participants, through referrals to employment services, may become gainfully employed, thereby reducing their dependency 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 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 Westhab Inc.-EHAP program met its goal of housing eligible customers referred by the Department. The facility accepted **100%** of appropriate referrals during the 2011 contract period. As of **6/30/2012**, the program served **213** families with an average length of stay of **263** days. The program also served **22** singles with an average length of stay of **175** days. We are also able to report the following outcomes:

- Secured Permanent Housing: **62** Families
- Secured Permanent Housing: **6** Singles

This contract is exempt from the Westchester County Procurement Policy pursuant to Section 3 (a) (xiv) thereof.

Except as specifically amended hereby, all other terms and conditions shall remain the same.

Accordingly, the County of Westchester is seeking authority from your Honorable Board to amend an agreement with Westhab, Inc. for the aforesaid purpose.

A resolution requesting the same is attached for your Honorable Board's approval.

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/30/2012 - JOMARY VIEIRA, SECRETARY

## 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 amend an agreement with Westhab, Inc. to manage and operate up to 185 scattered site transitional housing units for homeless families and singles for the period January 1, 2012 through December 31, 2012 for an amount not to exceed \$6,595,642 by modifying the scope of services to include 25 additional Emergency Housing Units ("EHU's") for a total of 210 scattered site transitional housing units and to increase the not to exceed amount by \$415,364 from a not to exceed amount of \$6,595,642 to a new total not to exceed amount of \$7,011,006 to be paid monthly based on utilization pursuant to an approved budget; and be it further

**RESOLVED**, that this agreement is subject to County Appropriation; and be it further

**RESOLVED**, that this 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 this 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 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 this agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that except as specifically amended hereby, all other terms and conditions shall remain the same; and be it further

**RESOLVED**, that the County Executive or his authorized designee is hereby empowered to execute all documents and take all actions necessary to effectuate the purposes hereof.

Original contract amount: \$6,595,642  
 This amendment: \$ 415,364  
 Total: \$7,011,006

Account to be charged/credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	22	8900	5850	-----	\$415,364

Budget Funding Year(s): 2012  
 (must match resolution)

Start Date: N/A

End Date: N/A

Funding Source

\$415,364  
 (must match resolution)

Tax Dollars: %  
 State Aid: %  
 Federal Aid: 100%  
 Other:

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION  
 DOMARY VIEIRA, SECRETARY