

**29813**

DATE: October 15, 2012

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Grant Mitchell, M.D., Commissioner  
Department of Community Mental Health

RE: Authority to enter into an agreement with Westhab, Inc. for the provision of Shelter + Care services for homeless and disabled persons, for the term January 1, 2013 through December 31, 2017, for an amount not-to-exceed \$834,936

Authority is respectfully requested for the County of Westchester (the "County") to enter into an agreement with Westhab, Inc. for the provision of Shelter + Care services for homeless and disabled persons, as specified below, for the term from January 1, 2013 through December 31, 2017, for an amount not-to-exceed \$834,936.

Agency	No. of Units	Total Amount Not-to-Exceed 1/1/13 – 12/31/17
Westhab, Inc.	10	\$834,936

The proposed agreement will serve a public purpose by providing housing and supportive services on a long-term basis for homeless persons with disabilities, (primarily those with serious mental illness, chronic problems with alcohol and/or drugs, and acquired immunodeficiency syndrome (AIDS) or related diseases) and their families who are living in places not intended for human habitation (e.g., streets) or in emergency shelters.

The goals and objectives of the proposed agreement is to provide housing and supportive services on a long-term basis for homeless persons with disabilities, (primarily those with serious mental illness, chronic problems with alcohol and/or drugs, and acquired immunodeficiency syndrome (AIDS) or related diseases) and their families who are living in places not intended for human habitation (e.g., streets) or in emergency shelters.

The goals and objectives of the proposed agreement are in the best interests of the County in terms of safety and security, as those who are need of housing will be able to find housing that is in a safe and secure environment and not in the streets. The proposed agreement will assist those in transition to find affordable housing and lead productive lives in Westchester County.

The goals and objectives of the proposed agreement will be tracked and monitored by requiring the agency/housing provider to complete the Annual Progress Report ("APR") of the United States Department of Housing and Urban Development ("HUD") for each of its grants. Performance of the agency/housing provider is tracked using the following three outcomes:

- Increased residential stability
- Increased skill level and/or income
- Greater self-sufficiency

Data elements generally involve the status of a participant upon entering Shelter + Care, and disposition/resources when they leave (as in transitioning to Section 8 housing). The agency/housing provider will require the use of the APR as a tool for evaluating performance and setting future program goals and submit such report to the Department. The agency/housing provider must submit the APR for Competitive Homeless Assistance Programs (HUD Form 40118) within 90 days of the end of each operating year to HUD and the County for evaluation.

In addition to this requirement, the Department and the agency/provider will monitor their own datasets by utilizing the Homeless Management Information System (“HMIS”), which is a HUD-funded requirement currently consisting of a software provider and a project manager who operates and monitors the day-to-day data entry by providers into the system. Along with the APR, both “canned” and specialized reports will be generated from the HMIS; for the agency/provider and the Department to use in tracking trends and outcomes in the Shelter + Care program.

The Shelter + Care projects are competitively bid at inception through the application process and are approved by the HUD with a specific sub-recipient approval and are renewed by HUD each year. Westhab is the sub-recipient for this project and the HUD recently renewed this project, therefore there is no procurement.

I most respectfully recommend approval of the attached resolution.

GM/TP/TJ

## RESOLUTION

Upon a communication from the Commissioner of the Department of Community Mental Health, be it hereby

RESOLVED, that the County of Westchester (the "County") is authorized to enter into an agreement with Westhab, Inc. for the provision of Shelter + Care services for homeless and disabled persons, as specified below, for the term from January 1, 2013 through December 31, 2017, for an amount not-to-exceed \$834,936

Agency	No. of Units	Total Amount Not-to-Exceed 1/1/13 – 12/31/17
<b>Westhab, Inc.</b>	<b>10</b>	<b>\$834,936</b>

; and be it further

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

Account to be charged/credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/Sub Object	Trust Account	Dollars
263	26	141N	4380	T141	\$160,440
263	26	141O	4380	T141	\$163,649
263	26	141P	4380	T141	\$166,922
263	26	141Q	4380	T141	\$170,260
263	26	141R	4380	T141	\$173,665

Budget Funding Year(s) 2013-2017    Start Date 1/1/13    End Date 12/31/17  
(must match resolution)

Funding Source:    Tax Dollars \_\_\_\_\_  
                                  State Aid \_\_\_\_\_  
                                  Federal Aid 100%  
                                  Other \_\_\_\_\_

\$834,936  
(must match resolution)