



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

**30594**

**DATE:** November 19, 2012

**TO:** Board of Acquisition and Contract

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

**SUBJECT:** Resolution authorizing the County of Westchester to enter into an agreement with Westhab, Inc. to operate a shelter for up to one hundred (100) homeless families at a facility known as the **Coachman Family Center**, a New York State Licensed Tier II Family Shelter located at 123 East Post Road, White Plains, New York for the period January 1, 2013 through December 31, 2013 for an amount not to exceed \$4,116,283 to be paid monthly pursuant to an approved budget and subject to appropriation

The County of Westchester requests authorization to enter into an agreement with Westhab, Inc. to operate a shelter for up to one hundred (100) homeless families at a facility known as the Coachman Family Center, a New York State Licensed Tier II Family Shelter located at 123 East Post Road, White Plains, New York for the period January 1, 2013 through December 31, 2013 for an amount not to exceed \$4,116,283 to be paid monthly pursuant to an approved budget and subject to appropriation. There has been no increase in the amount requested for 2013.

The **public purpose** of this program is to provide immediate emergency shelter to eligible homeless families in the County of Westchester. This program provides assistance with finding permanent housing and other prescribed social services including casework services and counseling, 24-hour supervision, monitoring, access to meals, child-care and recreational activities. This facility is licensed as a Tier II Family Shelter. The New York State Office of Temporary and Disability Assistance issues this license based on a State approved operating plan and budget.

The **goals and objectives** of this program are to provide the following services:

- to operate a shelter for homeless families
- to provide 24 hour supervision
- to provide on-site services including case management, child care, housing relocation, employment training, after-school programs and substance abuse treatment and education, all of which are aimed at ending dependence on public assistance and moving toward 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 emergency housing and onsite supervision. This program creates a safe haven for the targeted population, thereby reducing the risk of their 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 transitional and permanent housing, thereby decreasing the cost associated with providing emergency housing. Additionally, through referrals to employment services, the program participants 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 DSS staff in order to swiftly address any impediments to the program's successes.

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. The facility accepted 100% of appropriate referrals during the 2012 contract period. As of 10/31/2012, this program effectively provided shelter and support services for **426** homeless families. The following outcomes were achieved by this program:

- \* Average Length of Stay for all customers - **80 days**
- \* Program participants secured permanent housing - **102**
- \* Program participants secured transitional housing - **99**

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

Therefore, the County of Westchester is hereby requesting permission to enter into an agreement with Westhab, Inc. for the aforesaid purpose.

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

## 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 Westhab, Inc., to operate a shelter for up to one hundred (100) homeless families at a facility known as the Coachman Family Center, a New York State Licensed Tier II Family Shelter located at 123 East Post Road, White Plains, New York for the period January 1, 2013 through December 31, 2013 for an amount not to exceed \$4,116,283 to be paid monthly pursuant to an approved budget; and be it further

**RESOLVED**, that this Contract 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 the County Executive or his authorized designee is empowered to execute any document necessary to implement this Resolution.

Account to be  
Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2013	101	22	8900	5850	-----	\$4,116,283

Budget Funding Year(s): 2013  
(must match resolution)

Start Date: 1/1/13

End Date: 12/31/13

Funding Source

Tax Dollars: 1%

State Aid: 0%

\$4,116,283

Federal Aid: 99%

(must match resolution)

Other: