



Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

33935

To: Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner of Social Services

Date: May 30, 2013

Re: Authority for the County to enter into Agreement with Westhab, Inc. and Community Housing Innovations, Inc. to administer a Rental Assistance Program to assist families including families residing in a Westchester County Shelter or in an Emergency Housing Unit and single adults who are employed and/or transitioning off public assistance and disabled single adults for the term April 1, 2013 through August 31, 2013 in the aggregate amount of \$406,281 payable pursuant to an approved budget

Authority is requested for the County of Westchester, acting by and through its Department of Social Services, to enter into a five-month Agreement with Westhab, Inc. and Community Housing Innovations, Inc. (“CHI”) to administer a Rental Assistance Program to assist families including families residing in a Westchester County Shelter or in an Emergency Housing Unit and single adults who are employed and/or transitioning off public assistance and disabled single adults for the term April 1, 2013 through August 31, 2013 in amounts not to exceed \$180,448 and \$225,833 respectively, for an aggregate not to exceed amount of \$406,281, payable pursuant to an approved budget. Westhab and CHI have administered this program in the past and the previous contracts with them for this program ended on March 31, 2013. These Agreements are necessary to allow the County sufficient time to issue and review a Request for Proposals for the Westchester County Rental Assistance Program (“RFP”) for an agreement which will commence on September 1, 2013 (“RFP”).

The **public purpose** of the proposed Agreements with Westhab, Inc. (“Westhab”) and CHI is to provide rental assistance for eligible families who are homeless or who have income

that is too low to maintain housing. The **goals and objectives** of the RAP program assist in maintaining eligible working households in permanent affordable housing and enable them to remain off public assistance as they continue toward self-sufficiency.

A segment of the RAP population that the vendors will be serving under the proposed agreement will also include smaller sized families residing in a Westchester County shelter or emergency housing unit (EHU). Though they are eligible for the DSS Shelter Supplement Program, housing is unattainable. The program will now allow for the provision of small shelter payments to help support these families as they transition out of the shelter or EHU and into permanent housing.

The goals and objectives promote the **public health and safety** because the Agreements will assist the targeted population in maintaining housing, enabling them to live in a safe environment which will reduce their risk of becoming victims of crime and of having negative health consequences. The proposed Agreements are fiscally responsible since the program requires eligible family households to contribute 35% of their adjusted gross income toward their monthly rental housing cost and eligible singles to contribute 30% of their adjusted gross income toward their monthly rental housing cost. The new segment of the program will assist with smaller rent subsidies to small families who find it difficult to move out of the shelter or EHU because the DSS shelter supplement does not allow them to afford a fair market rate rent for their family size. The targeted populations are households whose income renders them ineligible for continued public assistance and families who have transitioned or are transitioning off public assistance due to employment. The RAP program would help to prevent them from returning to public assistance and potential homelessness as well as aiding them in moving out of the shelters into permanent housing.

The **goals and objectives will be tracked and monitored** by the Department to evaluate services using the performance measurement indicators developed by the Department and approved by the County Budget Office. They include reviewing monthly statistics and quarterly reports as well as through direct contact with the Department's staff in order to evaluate the performance of the vendor and the effectiveness of the program.

The Department is able to report that the Vendor has met the performance measurement targets during the 2012-13 contract year. Between both programs, rental assistance was successfully provided for forty seven (47) eligible families and thirty five (35) eligible singles.

The proposed Agreements are exempt from the Westchester County Procurement Policy pursuant to Section 3(a)(xiv) thereof as the customers served under the program are either on public assistance or are in need of public assistance.

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 agreements with Westhab, Inc. and Community Housing Innovations, Inc. to administer a Rental Assistance Program to assist families including families residing in a Westchester County Shelter or in an Emergency Housing Unit and single adults who are employed and/or transitioning off public assistance and disabled single adults (the "Agreements") for the term April 1, 2013 through August 31, 2013 in amounts not to exceed \$180,448 and \$225,833 respectively for an aggregate not to exceed amount of \$406,281 payable pursuant to an approved budget; and be it further

RESOLVED, that these contracts are subject to County appropriations; and be it further

RESOLVED, that these Agreements are also subject to further financial analysis of the impact of any New York State Budget ("State Budget") proposed and adopted during the term of these Agreements. 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 these Agreements, 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.

Account to be
Charged/credited
2013

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
101	22	8900	5960	-----	\$406,281

Budget Funding Year(s): 2013 Start Date: 4/01/13 End Date: 8/31/13
(must match resolution)

Funding Source Tax Dollars: 100%

State Aid:

\$406,281 Federal Aid:
(must match resolution)

Other:

APPROVED BOARD OF ACQUISITION CONTRACT - 07/18/2013 DOMARY VIEIRA, SECRETARY