

35270

DATE: July 30, 2013

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Melissa Staats, Acting Commissioner
Department of Community Mental Health

RE: Authority to

- 1) Enter into an agreement with the United States Department of Housing and Urban Development (“HUD”) for the provision of accepting grant funding in support of the Shelter + Care Program for a total aggregate amount not-to-exceed \$420,121 for the terms set forth in Schedule “A”.
- 2) Enter into an agreement with Westhab, Inc. (“Westhab”) for providing Shelter + Care Program services which include rental assistance and supportive case management to homeless and disabled veterans, as specified below, for the term March 1, 2013 through February 28, 2018 for an amount not-to-exceed \$408,422.

Authority is requested for the County of Westchester (the “County”) to enter into an agreement with HUD for the provision of accepting grant funding in support of the Shelter + Plus Care Program for a total aggregate amount not-to-exceed \$420,121 for the terms set forth in the Schedule “A”.

Authority is further requested for the County to enter into an agreement with Westhab for providing Shelter + Care Program services which include rental assistance and supportive case management to homeless and disabled veterans, as specified below, for the term March 1, 2013 through February 28, 2018 for an amount not-to-exceed \$408,422.

Agency	No. of Units	Total Amount Not-to-Exceed 3/1/13 – 2/28/18
Westhab, Inc.	6	\$408,422

The Department will retain \$11,699 of the total aggregate grant amount of \$420, 121 towards the administration of the Program for the period from March 1, 2013 through February 28, 2018.

The proposed agreement will serve a public purpose by providing housing and supportive services on a long-term basis for homeless veterans 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 veterans 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 veterans who are in 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 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 certify that my department a) has copies of, or access to, all applicable laws, rules, regulations, grant applications, and grant agreements (including any master grant agreement), as well as any guidance or instruction received from the agency making the grant (the “Grant Terms”), b) has reviewed the Grant

Terms, c) is aware of and understands all of the Grant Terms, and d) can and will comply with all the Grant Terms.

I most respectfully recommend approval of the attached resolution.

MS/TP/TJ

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/22/2013 - JOMARY VIEIRA, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through the Westchester County Department of Community Mental Health(the "Department"), is authorized to enter into an agreement with the United States Department of Housing and Urban Development("HUD"), for the provision of accepting grant funding in support of the Shelter + Care Program for a total aggregate amount not-to-exceed \$420,121 for the terms set forth in Schedule "A"; and it is further

RESOLVED, that the County, acting by and through the Department, is authorized to enter into an agreement with Westhab for providing Shelter + Care Program services which include rental assistance and supportive case management to homeless and disabled veterans, as specified below, for an amount not-to-exceed \$408,422 for the term March 1, 2013 through February 28, 2018,

Agency	No. of Units	Total Amount Not-to-Exceed 3/1/13 – 2/28/18
Westhab, Inc.	6	\$408,422

; and it is 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	849N	9852	T849	\$76,031
263	26	849P	9852	T849	\$79,833
263	26	849Q	9852	T849	\$83,825
263	26	849R	9852	T849	\$88,016
263	26	849S	9852	T849	\$92,416
263	26	849N	4380	T849	\$73,914
263	26	849P	4380	T849	\$77,610
263	26	849Q	4380	T849	\$81,490
263	26	849R	4380	T849	\$85,565
263	26	849S	4380	T849	\$89,843
263	26	849N	Various	T849	\$2,117
263	26	849P	Various	T849	\$2,223
263	26	849Q	Various	T849	\$2,335
263	26	849R	Various	T849	\$2,451
263	26	849S	various	T849	\$2,573

(must match resolution)

\$420,121
(must match resolution)

Funding Source: Tax Dollars _____
State Aid _____
Federal Aid 100%
Other _____

SCHEDULE "A"

<u>Grant #</u>	<u>HUD Grant Number</u>	<u>Term</u>	<u>Amount</u>
12B	NY0888L2T041201	3/1/13-2/28/14	\$76,031
12B		3/1/14-2/28/15	\$79,833
12B		3/1/15-2/28/16	\$83,825
12B		3/1/16-2/28/17	\$88,016
12B		3/1/17-2/28/18	<u>\$92,416</u>
		Total	<u>\$420,121</u>

APPROVED BOARD OF ACQUISITION & CONTRACT - 08/22/2013 - JOMARY VIEIRA, SECRETARY