

**35953**

DATE: September 13, 2013

TO: Honorable Members of the Board of Acquisition and Contract

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

RE: Authority to amend a resolution approved on August 22, 2013 (the "August 22<sup>nd</sup>, Resolution") which authorized the County to: (1) enter into an agreement with the United States Department of Housing and Urban Development ("HUD") to accept 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" attached to the August 22<sup>nd</sup> Resolution; and (2) enter into an agreement with Westhab, Inc. ("Westhab") for the provision of Shelter + Care Program services for the term March 1, 2013 through February 28, 2018 for an amount not-to-exceed \$408,422, by reflecting:

- 1) a change in the total aggregate amount not-to-exceed under the HUD agreement from \$420,121 to \$420,391 for the terms and amounts set forth in the attached Schedule "A-1";
- 2) the authority of the County to amend the HUD agreement, following its execution, to convert this project from SRA (Sponsor-based Rental Assistance – where the sponsor holds the lease – in this case Westhab) to TRA (Tenant-based Rental Assistance, where the tenant holds the lease), and
- 3) a change in the total aggregate amount not-to-exceed under the Westhab agreement from \$408,422 to \$409,494

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By resolution approved on August 22<sup>nd</sup>, 2013 (the "August 22<sup>nd</sup> Resolution"), your Honorable Board authorized the County, acting by and through its Department of Community Mental Health (the "Department"), to enter into an agreement with HUD to accept a grant in support of the Shelter + Plus Care Program in a total aggregate amount not-to-exceed \$420,121 for the terms and amounts set forth in Schedule "A" attached to the August 22<sup>nd</sup> Resolution. The August 22<sup>nd</sup> Resolution further authorized the County to enter into an agreement with Westhab for the provision of Shelter + Care Program services for the term March 1, 2013 through February 28, 2018 for an amount not-to-exceed \$408,422. Neither the agreement with HUD nor the Agreement with Westhab have yet been executed.

The Department now seeks authority to amend the August 22<sup>nd</sup> Resolution to reflect:

- 1) a change in the total aggregate amount not-to-exceed under the HUD agreement from \$420,121 to \$420,391 for the terms and amounts set forth in the attached Schedule "A-1";
- 2) the authority of the County to amend the HUD agreement, following its execution, to convert this project from SRA (Sponsor-based Rental Assistance – where the sponsor

- holds the lease – in this case Westhab) to TRA (Tenant-based Rental Assistance, where the tenant holds the lease); and
- 3) a change in the total aggregate amount not-to-exceed under the Westhab agreement from \$408,422 to \$409,494
  - 4) the Department will retain \$10,897 of the total aggregate grant amount of \$420,391 towards the administration of the Program for the period from March 1, 2013 through February 28, 2018.

It should be noted that with regard to item “2” above, HUD requires the grant agreement to be signed as a SRA initially because that is how the Department’s FY12 grant application was submitted to HUD. However, following execution of the SRA grant agreement, the parties will amend the agreement to reflect the change to TRA.

Except as specifically amended hereby, all remaining terms and conditions set forth in the August 22<sup>nd</sup> Resolution shall remain in full force and effect.

The proposed agreements 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 agreements are 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 agreements 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 agreements will assist those in transition to find affordable housing and lead productive lives in Westchester County.

The goals and objectives of the proposed agreements 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.

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/jpg/nm

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/17/2018 - COMPTROLLER SECRETARY

## RESOLUTION

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

RESOLVED, that the resolution approved on August 22, 2013 (the "August 22<sup>nd</sup> Resolution") which authorized the County of Westchester (the "County"), acting by and through the Westchester County Department of Community Mental Health (the "Department"), to enter into an agreement with the United States Department of Housing and Urban Development ("HUD"), to accept grant funding in support of the Shelter + Care Program for a total aggregate amount not-to-exceed \$420,121 for the terms and amounts set forth in Schedule "A" attached to the August 22<sup>nd</sup> Resolution and to enter into an agreement with Westhab, Inc. (Westhab") for the provision of Shelter + Care Program services for an amount not-to-exceed \$408,422 for the term March 1, 2013 through February 28, 2018, is hereby amended by reflecting:

- 1) a change in the total aggregate amount not-to-exceed under the HUD agreement from \$420,121 to \$420,391 for the terms and amounts set forth in the attached Schedule "A-1";
- 2) the authority of the County to amend the HUD agreement, following its execution, to convert this project from SRA (Sponsor-based Rental Assistance – where the sponsor holds the lease – in this case Westhab) to TRA (Tenant-based Rental Assistance, where the tenant holds the lease); and
- 3) a change in the total aggregate amount not-to-exceed under the Westhab agreement from \$408,422 to \$409,494

; and it is further

RESOLVED, that except as specifically amended hereby, all remaining terms and conditions set forth in the August 22<sup>nd</sup> Resolution shall remain in full force and effect.

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	\$270
263	26	849N	4380	T849	\$1,072
263	26	849N	Various	T849	(\$802)

Budget Funding Year(s) 2013-2018 Start Date 3/1/13 End Date 2/28/18  
(must match resolution)

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

\$270  
(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/17/2013 - JOMARY VIEIRA SECRETARY

**SCHEDULE "A-1"**

**Original August 22<sup>nd</sup> Resolution:**

<b><u>Grant #</u></b>	<b><u>HUD Grant Number</u></b>	<b><u>Term</u></b>	<b><u>Amount</u></b>
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	\$92,416
		<b>Total</b>	<b><u>\$420,121</u></b>

**Current Amended Resolution**

<b><u>Grant #</u></b>	<b><u>HUD Grant Number</u></b>	<b><u>Term</u></b>	<b><u>Amount</u></b>
12B	NY0888L2T041201	3/1/13-2/28/14	\$76,301
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	\$92,416
		<b>Total</b>	<b><u>\$420,391</u></b>