



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

Philippe Gille  
First Deputy Commissioner

**37999**

**DATE:** January 13, 2014

**TO:** Board of Acquisition and Contract

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

**SUBJECT:** Resolution authorizing the County of Westchester to further amend an agreement with Family Resource Center of Peekskill, Inc. to manage and operate scattered site transitional housing units for homeless families in order to 1) extend the termination date from December 31, 2013 to June 30, 2014; and 2) increase the not to exceed amount by \$150,317 from a not to exceed amount of \$450,951 to a new total not to exceed amount of \$601,268 to be paid monthly pursuant to an approved budget and subject to appropriation

By resolution approved on September 6, 2012, your Honorable Board authorized an agreement with Family Resource Center of Peekskill, Inc. to manage and operate eight (8) scattered site transitional housing units for homeless families for the period July 1, 2012 through June 30, 2013 for an amount not to exceed \$300,634 to be paid monthly pursuant to an approved budget and subject to appropriation. The contract was subsequently executed.

Through a resolution approved on October 31, 2013, your Honorable Board authorized the County to amend the agreement with Family Resource Center of Peekskill, Inc. by changing the end date of the contract from June 30, 2013 to December 31, 2013 and by increasing the total not to exceed amount of \$300,634 by \$150,317 to a new total not to exceed amount of \$450,951 to be paid monthly subject to appropriation. The amendment was subsequently executed.

Authority is now requested to further amend the agreement with Family Resource Center of Peekskill, Inc. by: 1) extending the termination date from December 31, 2013 to June 30, 2014 and, 2) increasing the not to exceed amount by \$150,317 from a not to exceed amount

of \$450,951 to a new total not to exceed amount of \$601,268 to be paid monthly pursuant to an approved budget and subject to appropriation.

On or about September 27, 2013, the department issued an RFP soliciting proposals from vendors for the operation of the County's Emergency Housing program. Vendors responded and sent in their proposals. However, since that time the County has received the budget and the approval for the restructuring of its entire temporary housing assistance program. New program parameters will be developed and a new RFP will be issued for distribution in April, 2014. In the meantime, the extension requested is required in order to provide continued services to the targeted population until a new vendor is selected. The requested increase in funds is associated with the cost of providing services during the extended term.

The services to be provided pursuant to the proposed agreement serve a **public purpose** by assisting the County in providing immediate emergency shelter to eligible homeless families.

The **goals and objectives** of the program are to operate and manage temporary scattered site apartments for families currently living in shelters. The program will provide life skills and budget management training; case management services to address the barriers to obtaining and maintaining permanent housing; information and referrals; jobs and permanent housing for customers through coordination with community agencies.

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 ensuring the health and safety of the eligible participants. This program creates safe havens for the targeted population by providing housing which will reduce their risk of becoming victims of crime and/or developing the general health related issues that result from inadequate and inappropriate shelter.

The goals and objectives are in the County's **best interests in terms of fiscal responsibility** as the services provided assist homeless families in finding permanent housing, which is less expensive than emergency housing or shelters. Additional services including, but not limited to, budget management training and job referrals promote self-sufficiency and economic independence.

**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 through direct contact with the Department's staff in order to swiftly address any impediments to the program's success.

The **Department is able to report the following for the 1<sup>st</sup> three (3) quarters of 2013:**

- 7 families secured permanent housing

- Average length of stay was 316 days

Except as specifically amended hereby all other terms and conditions of the original agreement as amended shall remain the same.

Accordingly, the County of Westchester is seeking authority from your Honorable Board to enter into an agreement with Family Resource Center of Peekskill, Inc. for the aforesaid purpose.

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 02/27/2014 - JOMAR VIEIRA, SECRETARY

## 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 amend an agreement with Family Resource Center of Peekskill, Inc., to manage and operate eight (8) scattered site transitional housing units for homeless families by 1) extending the termination date from December 31, 2013 to June 30, 2014; and 2) increasing the not to exceed amount by \$150,317 from an not to exceed amount of \$450,951 to a new total not to exceed amount of \$601,268 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 except as specifically amended hereby all other terms and conditions of the original contract as amended shall remain the same; and be it further

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

**Original contract amount:** \$300,634  
**First amendment:** \$150,317  
**This amendment:** \$150,317  
**Total:** \$601,268

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	22	8900	5850	-----	\$110,517
101	22	8900	5860	-----	\$39,800

Budget Funding Year(s): 2014  
(must match resolution)

Start Date: N/A End Date: 6/30/2014

Funding Source

\$150,317  
(must match resolution)

	<u>5860</u>	<u>5850</u>
Tax Dollars:	71% %	1%
State Aid:	29%	0%
Federal Aid:		99%
Other:		

APPROVED BOARD OF ACQUISITION & CONTRACT - 01210014 JOMARY VIEIRA, SECRETARY