

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

Philippe Gille
First Deputy Commissioner

52140

To: Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner of Social Services

Date: May 5, 2016

Re: **Authority for the County to amend Agreement with Westhab, Inc. to administer the Rental Assistance Program (“RAP”) for the term September 1, 2013 through August 31, 2018 in an amount not to exceed \$5,045,000 to reduce the term of the Agreement by twenty months to a termination date of December 31, 2016 and to reduce the amount of the Agreement to an amount not to exceed \$2,732,150, to be paid pursuant to an approved budget.**

Authority is requested for the County of Westchester, acting by and through its Department of Social Services, to amend an Agreement dated October 16, 2013 with Westhab, Inc. (“Westhab”) to administer a Rental Assistance Program to assist up to 32 families who are employed and/or transitioning off of public assistance, 33 single adults who are disabled, chronically homeless and 15 two-person households leaving the shelter system, for the term September 1, 2013 through August 31, 2018 in an amount not to exceed \$5,045,000 (the “Agreement”) to reduce the term of the Agreement by twenty months to a termination date of December 31, 2016 and to reduce the amount of the Agreement to an amount not to exceed \$2,732,150, to be paid pursuant to an approved budget. This reduced amount includes a reduction of \$631,183 in the annual amount budgeted for this program in the year 2016. This reduction is being requested as a result of the success of other programs in stabilizing the number of customers receiving temporary housing assistance. For the 2016 term of the proposed amendment, the services will be provided to a reduced number of the target population: 20 families, 6 singles and 8 two-person households.

The proposed amendment will operate the RAP program for the three following subpopulations:

1. Disabled and/or chronically homeless individuals (6)
2. Working families who are over-income to receive Temporary Assistance benefits from the County, but cannot afford to pay rent with their own income (20)
3. Two-person families currently enrolled in the County Shelter System (8).

All other terms and conditions of the Agreement shall remain in full force and effect.

The **public purpose** of the proposed Agreement with Westhab 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.

The goals and objectives promote the **public health and safety** because the Agreements will assist the targeted population with 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 targeted populations are households whose income renders them ineligible for continued public assistance and families who have transitioned off public assistance due to employment. The RAP program would help to prevent them from returning to public assistance and potential homelessness.

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.

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 amend an Agreement dated October 16, 2013 with Westhab, Inc. ("Westhab") to administer a Rental Assistance Program to assist up to 32 families, 33 single adults and 15 two-person households, for the term September 1, 2013 through August 31, 2018 in an amount not to exceed \$5,045,000 (the "Agreement") to reduce the term of the Agreement by twenty months to a termination date of December 31, 2016 and, effective as of January 1, 2016, to reduce target population to be served to 20 working families who are over-income to receive Temporary Assistance benefits from the County, but cannot afford to pay rent with their own income; and 6 disabled and/or chronically homeless individuals; and 8 two-person families currently enrolled in the County Shelter System and to reduce the amount of the Agreement to an amount not to exceed \$2,732,150, payable pursuant to an approved budget; and be it further

RESOLVED, that all other terms and conditions of the Agreement shall remain in full force and effect; and be it further

RESOLVED, that this contract is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget ("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 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 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 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.

Original Agreement: \$5,045,000
 This Amendment -2,312,850
 Total \$2,732,150

Account to be Charged/credited	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
2016	101	22	8900	5960	-----	(\$631,183)
2017	101	22	8900	5960	-----	(1,009,000)
2018	101	22	8900	5960	-----	(\$672,667)

Budget Funding Year(s): 2016-18 Start Date: N/A End Date: 12/31/16
 (must match resolution)

Funding Source Tax Dollars: 100%
 State Aid:
(\$2,312,850) Federal Aid:
 (must match resolution) Other:

APPROVED BOARD OF ACQUISITION CONTRACT - 07/14/2016 - LISA M. RIJAL SECRETARY