

14922

DATE: July 6, 2010

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Grant Mitchell, M.D., Commissioner
Department of Community Mental Health

SUBJECT: Authority to rescind a resolution approved on September 24, 2009, and amend a resolution approved on April 13, 2007, in order to 1) remove Human Development Services of Westchester, Inc. from the list of agencies for Shelter Plus Care services, and 2) add Westhab, Inc. to that resolution's list of agencies for Shelter Plus Care services, and thereby authorize the County to enter into an agreement with Westhab, Inc. for Shelter Plus Care services, for the period January 1, 2007 through December 31, 2012, for an amount not-to-exceed \$708,360

By resolution approved on April 13, 2007 (the "April 13th Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Community Mental Health (the "Department"), to accept grants awarded by the United States Department of Housing and Urban Development ("HUD") under the Fiscal Year 2006 Continuum of Care Competition, for the provision of subsidized rental housing, for the period January 1, 2007 through December 31, 2012, for an amount not-to-exceed \$6,347,136. The agreement was subsequently executed.

The April 13th Resolution further authorized the County, acting by and through the Department, to enter into nine agreements with a list of agencies, for the provision of subsidized rental housing, under the Shelter Plus Care program, for differing periods and amounts not-to-exceed that were specified in the resolution. These agreements were subsequently executed.

One of the aforementioned executed agreements was an agreement with Human Development Services of Westchester, Inc. ("HDS"), pursuant to which HDS was to provide subsidized rental housing, under the Shelter Plus Care program, for the period February 1, 2008 through December 31, 2012, for an amount not-to-exceed \$708,360. However, based upon a mutual understanding, the agreement with HDS was subsequently terminated.

By resolution approved on September 24, 2009 (the "September 24th Resolution"), your Honorable Board amended the April 13th Resolution to replace HDS, as an agency for Shelter Plus Care services, with Volunteers of America, Inc. ("VOA"), and thereby authorized the County to enter into an agreement with VOA for subsidized rental housing, under the Shelter Plus Care program, for the period January 1, 2007 through December 31, 2012, for an amount not-to-exceed \$708,360. The authorized agreement with VOA has not been executed.

Rather than contract with VOA for the aforementioned services, the Department has determined that the County should contract with Westhab, Inc. ("Westhab"). Accordingly, the County, acting by and through the Department, respectfully requests that your Honorable Board rescind the September 24th Resolution. In addition, the County, acting by and through the Department, respectfully requests that the April 13th Resolution be amended to add Westhab to the list of agencies for Shelter Plus Care services, and thereby authorize the County to enter into an agreement with Westhab for Shelter Plus Care services, for the period October 7, 2010 through December 20, 2012, for an amount not-to-exceed \$708,360, to be paid in accordance with the budget breakdown specified below:

Budget
10/7/10 to 12/20/10 -- \$ 78,706
12/21/10 to 12/20/11 -- \$314,827
12/21/11 to 12/20/12 -- \$314,827
TOTAL -- \$708,360

The proposed agreement will serve a public purpose by providing housing and supportive services on a long-term basis for homeless persons 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 to provide housing and supportive services on a long-term basis for homeless persons 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 who are 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 agreement will be tracked and monitored by requiring housing providers to complete the HUD Annual Progress Report ("APR") for each of its grants. Performance of providers 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 Plus 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 each agency/provider monitors their own datasets by utilizing the Homeless Management Information System (HMIS). This 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 provider and the Department to use in tracking trends and outcomes in the Shelter Plus Care program.

Agency reimbursement is based on the actual number of rental units leased, which in no event shall exceed the number of units specified in the agency agreement. Such rental units are required to be inspected by each agency to assure they meet "Housing Quality Standards" and the monthly rental fee does not exceed the "Fair Market Rate" as established by HUD.

The proposed agreement is exempt from the County's Procurement Policy pursuant to Section 3(a)xvii thereof.

I most respectfully recommend approval of the attached resolution.

RESOLUTION

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

RESOLVED, that the resolution approved on September 24, 2009, which amended the resolution approved on April 13, 2007 in order to add Volunteers of America, Inc. as an approved agency for Shelter Plus Care services and remove Human Development Services of Westchester, Inc. as an approved agency for Shelter Plus Care services, is hereby rescinded; and be it further

RESOLVED, that the resolution approved on April 13, 2007 is hereby amended to 1) remove Human Development Services of Westchester, Inc. from the list of approved agencies for Shelter Plus Care services, and 2) add Westhab, Inc. to the list of approved agencies for Shelter Plus Care services, as set forth below, and the County is consequently hereby authorized to enter into an agreement with Westhab, Inc. for Shelter Plus Care services, for the period from October 7, 2010 through December 20, 2012, for an amount not to exceed \$708,360, to be paid in accordance with the budget breakdown specified below:

	<u>Budget</u>
10/7/10 to 12/20/10 --	\$ 78,706
12/21/10 to 12/20/11 --	\$314,827
12/21/11 to 12/20/12 --	\$314,827
	TOTAL - \$708,360

Agency	Program	Reimbursement Not to Exceed / Term
Westhab, Inc.	SPC	\$708,360.00 10/7/10 – 12/20/12
Westhab, Inc.	SPC	502,200.00 5 year
Lexington Center for Recovery, Inc.	SPCR	863,604.00 1 year
Lexington Center for Recover, Inc.	SPCR	1,036,884.00 1 year
Lexington Center for Recovery, Inc.	SPCR	888,060.00 1 year
Grace Church Community Center	SPCR	1,106,388.00 1 year
Lexington Center for Recovery, Inc.	SPCR	621,204.00 1 year
Helping Out People Everywhere (H.O.P.E.)	SPCR	408,252.00 1 year
Human Development Services of Westchester	SPCR	212,184.00 1 year
TOTAL		\$ 6,347,136.00

; and be it further

RESOLVED, that the County Executive or his duly authorized designee is authorized to execute all instruments and to take any and all actions necessary to effectuate the purposes hereof.

Original Agreement	\$6,347,136
First Amendment \$	0
This Amendment \$	0
TOTAL	\$6,347,136

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or	Object/ Sub- Object	Trust Account	Dollars
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		Unit			

Budget Funding Year (s) _____ Start Date _____ End Date _____
 (must match resolution)

Funding Source	Tax Dollars	\$
<u>\$0</u>	State Aid	\$
(must match resolution)	Federal Aid	\$ <u>0</u>
	Other	\$ _____
	TOTAL	\$ 0

APPROVED BOARD OF ACQUISITION & CONTRACT - 12-16-2010 - JOMARY VIEIRA, SECRETARY