



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

18157

**DATE:** March 30, 2011

**TO:** Board of Acquisition and Contract

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

**SUBJECT:** Resolution authorizing the County of Westchester to enter into contracts with Westhab, Inc. and Community Housing Innovations, Inc. (CHI) for the period April 1, 2011 through March 31, 2012 to administer a Rental Assistance Program to assist families who are employed and/or transitioning off public assistance and disabled single adults in an aggregate amount not to exceed \$1,009,000 (individual amounts as set forth in the Schedule "A" attached herewith) to be paid monthly pursuant to an approved budget and subject to appropriation

The County of Westchester requests authorization to enter into contracts with Westhab, Inc. and Community Housing Innovations, Inc. (CHI) in an aggregate amount not to exceed \$1,009,000 (individual amounts as set forth in the Schedule "A" attached herewith) for the period April 1, 2011 through March 31, 2012 to administer a Rental Assistance Program for eligible families and disabled single adults to be paid monthly pursuant to an approved budget and subject to appropriation. There has been no increase in the contract amounts requested for 2011.

The **public purpose** of these agreements is to provide rental assistance for eligible families who are homeless or who have low income to maintain housing.

The **goals and objectives** of this program are to provide rental assistance to help maintain eligible working households in permanent affordable housing and to enable them to remain off public assistance as they continue to strive toward self-sufficiency.

The goals are in the **best interest of the County in terms of public safety and public health**. This program assists the targeted population with maintaining housing enabling

them to live in a safe place which in turn will reduce the risk of their becoming victims of crime and general health-related issues.

Additionally, this contract is in the **best interest of the County in terms of fiscal responsibility** in that the program requires eligible family households to contribute 35% of their adjusted gross income toward their monthly rental housing cost; and eligible single individuals 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** 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 evaluate the performance of the vendor and the effectiveness of the program.

The Department is able to report that the vendor's performance measures are being met. During the 2010 contract period, this program successfully provided rental assistance for forty-seven (47) eligible families and forty (40) eligible singles.

While many of the customers to be served under this program are actually receiving public assistance, those that are not would likely become dependent on public assistance were it not for this program. As such, this contract is exempt from the Westchester County Procurement Policy pursuant to Section 3 (a) xiv thereof, which exempts contracts with not-for-profit organizations that provide aid, care and support to persons in need of public assistance.

Accordingly, the County of Westchester is requesting authority to enter into agreements with Westhab, Inc. and Community Housing Innovations, Inc. for the above said purpose.

An appropriate resolution is attached herewith requesting your Honorable Board's approval.

## 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 enter into agreements with Westhab, Inc. and Community Housing Innovations, Inc. (CHI) for the period April 1, 2011 through March 31, 2012 to administer a Rental Assistance Program to assist families who are employed and/or transitioning off public assistance and disabled single adults in an aggregate amount not to exceed \$1,009,000 (individual amounts as set forth in the Schedule "A" attached herewith) to be paid monthly pursuant to an approved budget, and be it further

**RESOLVED**, that these agreements are subject to County Appropriation, and be it further

**RESOLVED**, that these agreements are 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 these Agreements. 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 and after such release(s) or adoption(s), to conduct an analysis of the impacts of any such budget(s) on County finances. After such analysis, the County shall retain the right to either terminate these Agreements, 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 implement this resolution.

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Account to be Charged/Credited

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object Sub-Object	Trust Account	Dollars
2011	101	22	8900	5960	-----	\$756,750
2012	101	22	8900	5960	-----	\$252,250

Budget Funding Year(s) 2011-2012  
(must match resolution)

Start Date 4/1/11 End Date 3/31/12

Funding Source

**\$1,009,000**  
(must match resolution)

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



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Schedule "A"

Westchester County  
Rental Assistance Program 2011- 2012

Agency

Rental Assistance ®

Community Housing Innovations, Inc.  
100 Mamaroneck Avenue  
White Plains, New York 10601

\$542,000

Westhab, Inc.  
85 Executive Boulevard  
Elmsford, New York 10523

\$467,000

Total \$1,009,000

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