

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

30460

DATE: November 12, 2012

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 an Agreement with **Westhab, Inc.** to manage and operate up to 210 scattered site transitional housing units for homeless families and singles for the period January 1, 2013 through December 31, 2013 for an amount not to exceed \$7,303,496 to be paid monthly based on utilization pursuant to an approved budget and subject to appropriation

The County of Westchester requests authorization to enter into an agreement with Westhab, Inc. to manage and operate up to 210 scattered site transitional housing units for homeless families and singles for the period January 1, 2013 through December 31, 2013 for an amount not to exceed \$7,303,496 to be paid monthly based on utilization pursuant to an approved budget and subject to appropriation. There has been an increase in the amount requested for 2013 contract year due to an increase in the number of Emergency Housing Units ("EHU's). Twenty-five additional units have been added.

The **public purpose** of the program is to assist the homeless families and singles in Westchester County in a successful transition from welfare to self-sufficiency and to promote economic independence by providing emergency housing and supportive services.

The **goals and objectives** of the program are to obtain and manage temporary scattered site apartments for families and singles currently living in a shelter. This program also provides supportive services including, but not limited to, case management services to address the barriers to obtaining and maintaining permanent housing; life skills and budget management training; information and referrals to address the individual's and family's barriers. The program also helps in coordinating with community agencies to find jobs and permanent housing.

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 enhancing and ensuring the health and

safety of the targeted population by providing immediate transitional housing and onsite supervision. This program creates a safe haven for the targeted population, thereby reducing the risk of them becoming victims of crime and developing general health related issues that result from not having appropriate shelter.

The goals and objectives are in the County's **best interests in terms of fiscal responsibility** as the services provided assist the targeted population in finding permanent housing thereby decreasing the cost associated with providing emergency housing. Additionally, program participants, through referrals to employment services, may become gainfully employed, thereby reducing their dependency on public assistance.

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 direct contact with the D.S.S. staff in order to swiftly address any impediments to the program's success.

The Department is able to report that the vendor's Performance Measurement Indicators reflect that Westhab's Emergency Housing Assistance Program (EHAP) program met its goal of housing eligible customers referred by the Department. The facility accepted 100% of appropriate referrals during the 2012 contract period. As of 10/31/12, the program served 288 families with an average length of stay of 245 days. The program also served 26 singles with an average length of stay of 175 days. We are also able to report the following outcomes:

- Secured Permanent Housing: 99 Families
- Secured Permanent Housing: 9 Singles

This contract is exempt from the Westchester County Procurement Policy pursuant to Section 3 (a) (xiv) thereof.

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

A resolution requesting the same is attached for 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 an agreement with Westhab, Inc. to manage and operate up to 210 scattered site transitional housing units for homeless families and singles for the period January 1, 2013 through December 31, 2013 for an amount not to exceed \$7,303,496 to be paid monthly based on utilization pursuant to an approved budget; and be it further

RESOLVED, that this agreement 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 the County Executive or his authorized designee is hereby 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
2013	101	22	8900	5850	-----	\$5,112,447
2013	101	22	8900	5860	-----	\$2,191,049

Budget Funding Year(s): 2013
(must match resolution)

Start Date: 1/1/13

End Date: 12/31/13

		<u>5860</u>	<u>5850</u>
Funding Source	Tax Dollars:	71%	1%
	State Aid	29%	0%
	Federal Aid	0%	99%
	Other:		
<u>\$7,303,496</u>			
(must match resolution)			

APPROVED BOARD OF ACQUISITION & CONTRACT - 6/10/2013 - JOMAR NEIRA, SECRETARY