

32885

March 19, 2013

TO: Honorable Members
Board of Acquisition and Contract

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

SUBJECT: Authority to:

- 1) Retroactively enter into eleven (11) grant agreements with the United States Department of Housing and Urban Development ("HUD"), as set forth in the attached Schedule "A", for the provision of funding in support of the Shelter + Care Program for a total aggregate amount not-to-exceed \$7,415,820 in the individual amounts and for the terms set forth in Schedule "A".
- 2) Terminate eight (8) grant agreements with HUD, as set forth in the attached Schedule "B", for the provision of funding in support of the Shelter + Care Program in the total aggregate amount not-to-exceed \$4,607,400 in the individual amounts and for the terms set forth in Schedule "B", effective retroactive to February 1, 2013;
- 3) Enter into a new grant agreement with HUD to accept funding in support of the Shelter + Care Program for a total aggregate amount not-to-exceed \$37,625,856, for five successive one (1) year terms commencing February 1, 2013 and continuing through January 31, 2018, as more particularly described in Schedule "C", attached hereto;
- 4) Terminate thirty-one (31) agreements with the eight (8) agencies set forth in Schedule "D," attached hereto, for the provision of Shelter + Care Program Services, in the individual amounts and for the specific terms set forth in Schedule "D", effective retroactive to February 1, 2013;
- 5) Enter into eight (8) new agreements with the eight (8) agencies set forth in Schedule "E," attached hereto, for the provision of Shelter + Care Program Services, for a term commencing February 1, 2013 and continuing through January 31, 2018, in an aggregate amount not-to-exceed \$36,578,332, in the individual amounts set forth in Schedule "E".

The County, through the Department, entered into eleven (11) grant agreements with HUD for funding in support of the Shelter + Care Program (the "Program") in the total aggregate amount not-to-exceed \$7,415,820, in the individual amounts and for the individual terms set forth in Schedule "A", attached hereto. However, due to an administrative oversight, the authority of your Honorable Board was never obtained for the County to enter into these agreements. Accordingly, authority is now

respectfully requested to retroactively enter into the eleven (11) grant agreements set forth in Schedule "A" in the total aggregate amount not-to-exceed \$7,415,820, in the individual amounts and for the individual terms set forth in Schedule "A".

It should be noted that of the eleven (11) grant agreements described above, three (3) expired on January 31, 2013, leaving only eight (8) grant agreements still in effect, as set forth in Schedule "B".

In an effort to improve the Department's ability to financially manage rental assistance funding under the Program, the Department recently applied for and was granted permission by HUD to consolidate the eleven (11) grant agreements described above into one (1) grant agreement. The new grant agreement will be for five (5) successive one (1) year terms commencing February 1, 2013 and continuing through January 31, 2018 for a total aggregate amount not-to-exceed \$37,625,856, in the individual amounts set forth in Schedule C". In order to effectuate the consolidation of the grant agreements, authority is respectfully requested to 1) terminate the eight (8) grant agreements with HUD which have not yet expired as set forth on Schedule "B", effective February 1, 2013; and 2) enter into a new grant agreement with HUD to accept funding under the Program for five (5) successive one (1) year terms commencing on February 01, 2013 and continuing through January 31, 2018 for a total aggregate amount not-to-exceed \$37,625,856, in the individual amounts set forth in Schedule "C".

In addition to the eleven (11) grant agreements discussed above, by resolution approved on September 24, 2009 (the "September 24th Resolution"), your Honorable Board authorized the County to enter into twenty six (26) agreements with ten (10) different agencies to provide Program services for the period January 1, 2009 through December 31, 2014, in the individual amounts set forth in Schedule "A", attached to the September 24th Resolution. Those agreements were subsequently executed.

Thereafter, by resolution approved on April 8, 2010 (the "April 8th Resolution"), your Honorable Board authorized the County to 1) amend two (2) of the agreements authorized by the September 24th Resolution with the agency called Helping Out People Everywhere, Inc. ("HOPE") in order to reduce the scope of services and budget of each agreement due to the fact that the agency would soon be ceasing its operations; and 2) enter into four (4) new agreements with The Guidance Center, Inc. (TGC"), The Lexington Center for Recovery, Inc. ("LCR"), The Sharing Community, Inc. ("TSC"), and Westchester Residential Opportunities, Inc. ("WRO"), for the provision of Program services for the period January 1, 2009 through December 31, 2014, in the individual amounts set forth in Schedule "C", attached to the April 8th Resolution.

Thereafter, by resolution approved on August 5, 2010 (the "August 5th Resolution"), your Honorable Board authorized the County to amend the April 8th Resolution in order to 1) reduce the not-to-exceed amounts under the two HOPE contracts, as provided in Schedule "B-1" attached to the August 5th Resolution; 2) delete the authorizations for TSC and LCR for the provision of "VID" services and instead authorize an agreement with WRO to provide these services for the period January 1, 2009 through December 31, 2014, for an amount not-to-exceed \$430,410; 3) reduce the amount of "VIII B" services to be provided by WRO and reduce the NTE amount under that agreement from \$702,672 to \$461,979; 3) authorize an agreement with Westhab, Inc. ("Westhab") to provide the remaining VIII B services for the period January 1, 2009 through December 31, 2014 for an amount not-to-exceed \$240,699; and 4) reduce the amount not-to-exceed under the agreement with TGC, from \$304,305 to \$294,126. Those Agreements were subsequently executed.

Thereafter, by resolution approved on November 12, 2010 (the "November 12th Resolution"), your Honorable Board authorized the County to enter into agreements with Human Development Services of Westchester, Inc. ("HDS"), Grace Church Community Center, Inc. ("GCCC"), Westhab, and Pathways to Housing, Inc. ("PTH"), for the provision of Program services for the period October 1, 2010 through September 30, 2015 for a total aggregate amount not-to-exceed \$2,716,887 in the individual amounts set forth in the November 12th Resolution.

Lastly, by resolution approved on November 3, 2011 (the "November 3rd Resolution"), your Honorable Board authorized the County to enter into agreements with HDS, LCR, Westhab, and PTH, for the provision of Program services for the period October 1, 2011 through September 30, 2016 for a total aggregate amount not-to-exceed \$2,532,750, in the individual amounts set forth in the November 3rd Resolution.

Pursuant to the authorizations described above, there currently exist thirty-one (31) contracts with eight (8) different agencies providing Program services, as detailed in Schedule "D", attached hereto. These agreements correspond with and are funded through the eleven (11) grant agreements described above. As was the case with the grant agreements, the Department now seeks to consolidate these contracts into just eight (8) contracts, one for each provider. In order to effectuate this consolidation, authority is respectfully requested to 1) terminate the thirty-one (31) agreements with the eight (8) providers as set forth in Schedule "D", effective February 1, 2013; and 2) enter into eight (8) new agreements with the eight (8) providers for the provision of Program services for the period February 1, 2013 through January 31, 2018, in an aggregate amount not to-exceed \$36,578,332, in the individual amounts set forth in Schedule "E", attached hereto.

It should be noted that the Department will retain \$1,047,524 of the total aggregate grant amount of \$37,625,856 towards the administration of the Program for the period February 1, 2013 through January 31, 2018.

The Shelter + Care program, funded by the United States Department Housing and Urban Development, provides housing for homeless disabled persons.

The Agreements 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 these Agreements 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 are in the best public benefit of the County in those that are need of housing will be able to find housing that is in a safe and secure environment and not in the streets. This will assist those in transition to find affordable housing and lead productive lives in Westchester County.

The goals and objectives will be tracked and monitored by requiring housing providers to complete the HUD Annual Progress Report (APR). Performance of providers is tracked using the following three outcomes:

- Increased residential stability
- Increased skill level and/or income
- Greater self-sufficiency

The grant agreements do not constitute procurements and as such are not subject to the requirements of the County Procurement Policy.

The agreements with the agencies that implement the Shelter + Care program are competitively bid at inception through the application process and are approved by HUD with specific agency approval

and are renewed by HUD each year. The agencies listed in Schedule "E" have specifically been approved by HUD.

The Agencies are reimbursed against actual expenses in accordance with the applicable regulations prescribed by the United States Department of Housing and Urban Development.

Thank you for your consideration of this matter.

GM/JPG/nn

Enclosures

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/28/2013 - JOMARY VIEIRA, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through the Westchester County Department of Community Mental Health (the "Department"), is authorized to retroactively enter into eleven (11) grant agreements with the United States Department of Housing and Urban Development ("HUD"), as set forth in the attached Schedule "A", for the provision of funding in support of the Shelter + Care Program for a total aggregate amount not-to-exceed \$7,415,820, in the individual amounts and for the individual terms set forth in Schedule "A"; and it is further

RESOLVED, that the County, acting by and through the Department, is authorized to terminate eight (8) grant agreements with HUD, as set forth in the attached Schedule "B", for the provision of funding in support of the Shelter + Care Program in the total aggregate amount not-to-exceed \$4,607,400, in the individual amounts and for the individual terms set forth in Schedule "B", effective retroactive to February 1, 2013; and it is further

RESOLVED, that the County, acting by and through the Department, is authorized to enter into an agreement with HUD to accept funding in support of the Shelter + Care Program for a total aggregate amount not-to-exceed \$37,625,856, for five (5) successive one (1) year terms commencing February 1, 2013 and continuing through January 31, 2018, as more particularly described in Schedule "C"; and it is further

RESOLVED, that the County, acting by and through the Department, is authorized to terminate thirty-one (31) agreements with the eight (8) agencies set forth in Schedule "D," attached hereto, for the provision of Shelter + Care Program Services, in the individual amounts and for the specific terms set forth in Schedule "D", effective retroactive to February 1, 2013; and it is further

RESOLVED, that the County, acting by and through the Department, is authorized to enter into eight (8) agreements with the eight (8) agencies set forth in Schedule "E," attached hereto, for the provision of Shelter + Care Program Services, for a term commencing February 1, 2013 and continuing through January 31, 2018, in an aggregate amount not-to-exceed \$36,578,332, in the individual amounts set forth in Schedule "E"; and it is further

RESOLVED, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute this agreement for the County of Westchester.

Account to be charged/credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/Sub Object	Trust Account	Dollars
	263	26	490N	4380	T490	\$6,889,696
	263	26	490O	4380	T490	\$7,096,387
	263	26	490P	4380	T490	\$7,309,278
	263	26	490Q	4380	T490	\$7,528,557
	263	26	490R	4380	T490	\$7,754,414
	263	26	522N	Various	T522	\$ 107,318
	263	26	522O	Various	T522	\$ 120,294
	263	26	522P	Various	T522	\$ 123,902
	263	26	522Q	Various	T522	\$ 127,619
	263	26	522R	Various	T522	\$ 131,448
	263	26	522S	Various	T522	\$ 10,981
2013	101	26	2000	Various		\$ 73,546
2014	101	26	2000	Various		\$ 82,438
2015	101	26	2000	Various		\$ 84,911
2016	101	26	2000	Various		\$ 87,459
2017	101	26	2000	Various		\$ 90,083
2018	101	26	2000	Various		\$ 7,525
	263	26	490N	9852	T490	\$6,889,696
	263	26	490O	9852	T490	\$7,096,387
	263	26	490P	9852	T490	\$7,309,278
	263	26	490Q	9852	T490	\$7,528,557
	263	26	490R	9852	T490	\$7,754,414
	263	26	522N	9852	T522	\$ 107,318
	263	26	522O	9852	T522	\$ 120,294
	263	26	522P	9852	T522	\$ 123,902
	263	26	522Q	9852	T522	\$ 127,619
	263	26	522R	9852	T522	\$ 131,448
	263	26	522S	9852	T522	\$ 10,981
2013	101	26	2000	9818		\$ 73,546
2014	101	26	2000	9818		\$ 82,438
2015	101	26	2000	9818		\$ 84,911
2016	101	26	2000	9818		\$ 87,459
2017	101	26	2000	9818		\$ 90,083
2018	101	26	2000	9818		\$ 7,525

Budget Funding Year(s) 2013-2018 Start Date February 1, 2013 End Date January 31, 2018
 (must match resolution)

Funding Sources
 Tax Dollars _____
 State Aid: _____
 Federal Aid \$37,625,856

SCHEDULE "A"

<u>Grant #</u>	<u>HUD Grant Number</u>	<u>Term</u>	<u>Amount</u>
I	NY0498C2T041104	2/1/12-1/31/13	\$962,328
II	NY0488C2T041104	2/1/12-1/31/13	\$1,166,412
III	NY0489C2T041104	8/1/12-7/31/13	\$983,508
IV	NY0490C2T041104	9/1/12-8/31/13	\$1,240,860
V	NY0491C2T041104	2/1/12-1/31/13	\$679,680
VI	NY0492C2T041104	8/1/12-7/31/13	\$448,092
VII	NY0493C2T041104	8/1/12-7/31/13	\$229,860
VIII	NY0494C2T041104	11/1/12-10/31/13	\$572,124
IX	NY0495C2T041104	10/1/12-9/30/13	\$212,004
X	NY0626C2T041103	10/1/12-9/30/13	\$473,952
XI	NY0748C2T041102	10/1/12-9/30/13	\$447,000
		Total	<u>\$7,415,820</u>

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/28/2013 SUMMARY VIEIRA, SECRETARY

SCHEDULE "B"

<u>Grant #</u>	<u>HUD Grant Number</u>	<u>Term</u>	<u>Amount</u>
III	NY0489C2T041104	8/1/12-7/31/13	\$983,508
IV	NY0490C2T041104	9/1/12-8/31/13	\$1,240,860
VI	NY0492C2T041104	8/1/12-7/31/13	\$448,092
VII	NY0493C2T041104	8/1/12-7/31/13	\$229,860
VIII	NY0494C2T041104	11/1/12-10/31/13	\$572,124
IX	NY0495C2T041104	10/1/12-9/30/13	\$212,004
X	NY0626C2T041103	10/1/12-9/30/13	\$473,952
XI	NY0748C2T041102	10/1/12-9/30/13	\$447,000
		Total	<u>\$4,607,400</u>

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/28/2013 - JOMARY VIEIRA, SECRETARY

SCHEDULE "C"

<u>Grant #</u>	<u>HUD Grant Number</u>	<u>Term</u>	<u>Amount</u>
2A	NY0488C2T041205	2/1/13-1/31/14	\$7,087,002
2 B		2/1/14-1/31/15	\$7,299,612
2C		2/1/15-1/31/16	\$7,518,600
2D		2/1/16-1/31/17	\$7,744,158
2E		2/1/17-1/31/18	\$7,976,484
		Total	<u>\$37,625,856</u>

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/28/2013 - JOMARY VIEIRA, SECRETARY

SCHEDULE "D"

	<u>Name of the Agency</u>	<u>Grant #</u>	<u>Contract #</u>	<u>Term</u>	<u>Amount</u>
1	Lexington Center for Recovery, Inc.	I	CMH596002	2/1/09-1/31/14	\$2,235,898
2	Human Development Services of Westchester, Inc.	I	CMH596001	2/1/09-1/31/14	\$1,427,407
3	Lexington Center for Recovery, Inc.	II	CMH596006	2/1/09-1/31/14	\$1,540,877
4	Grace Church Community Center, Inc.	II	CMH596004	2/1/09-1/31/14	\$1,546,283
5	Human Development Services of Westchester, Inc.	II	CMH596027	2/1/09-1/31/14	\$1,184,043
6	Lexington Center for Recovery, Inc.	III	CMH596009	8/1/09-7/31/14	\$1,837,827
7	Guidance Center, Inc.	III	CMH596008	8/1/09-7/31/14	\$2,021,608
8	Westhab, Inc.	III	CMH596010	8/1/09-7/31/14	\$1,709,743
9	Grace Church Community Center, Inc.	IV	CMH596012	9/1/09-8/31/14	\$1,342,013
10	Human Development Services of Westchester, Inc.	IV	CMH596011	9/1/09-8/31/14	\$4,033,049
11	Westhab, Inc.	IV	CMH596015	9/1/09-8/31/14	\$1,651,158
12	Lexington Center for Recovery, Inc.	V	CMH596019	2/1/09-1/31/14	\$1,085,170
13	Human Development Services of Westchester, Inc.	V	CMH596018	2/1/09-1/31/14	\$1,576,641
14	Guidance Center, Inc.	V	CMH596017	2/1/09-1/31/14	\$825,672
15	Mental Health Association of Westchester County, Inc.	V	CMH596016	2/1/09-1/31/14	\$444,286
16	Human Development Services of Westchester, Inc.	VI	CMH596021	8/1/09-7/31/14	\$1,801,977
17	Guidance Center, Inc.	VI	CMH596035	1/1/09-12/31/14	\$294,126
18	Human Development Services of Westchester, Inc.	VII	CMH596023	8/1/09-7/31/14	\$925,018
19	Human Development Services of Westchester, Inc.	VIII	CMH596031	11/1/09-10/31/14	\$1,070,600
20	Pathways to Housing, Inc.	VIII	CMH596033	11/1/09-10/31/14	\$733,377
21	The Sharing Community, Inc.	VIII	CMH596034	11/1/09-10/31/14	\$733,377
22	Westhab, Inc.	VIII	CMH596038	1/1/09-12/31/14	\$240,699
23	Human Development Services of Westchester, Inc.	IX	CMH596022	10/1/09-9/30/14	\$1,193,867
24	Westhab, Inc.	X	CMH596039	10/1/10-9/30/15	\$462,164
25	Grace Church Community Center, Inc.	X	CMH596040	10/1/10-9/30/15	\$462,164
26	Pathways to Housing, Inc.	X	CMH596041	10/1/10-9/30/15	\$739,462
27	Human Development Services of Westchester, Inc.	X	CMH596042	10/1/10-9/30/15	\$1,053,097
28	Westhab, Inc.	XI	CMH996075	10/1/11-9/30/16	\$895,152
29	Human Development Services of Westchester, Inc.	XI	CMH996074	10/1/11-9/30/16	\$569,781
30	Lexington Center for Recovery, Inc.	XI	CMH996076	10/1/11-9/30/16	\$177,969
31	Pathways to Housing, Inc.	XI	CMH996086	10/1/11-9/30/16	\$889,848

SCHEDULE "E"

<u>Contract Agency</u>	<u>Contract Term</u>	<u>Contract Amount</u>
Human Development Services of Westchester, Inc.	2/1/2013-1/31/2018	\$12,662,958
Lexington Center for Recovery, Inc.	2/1/2013-1/31/2018	\$6,416,239
Grace Church Community Center, Inc.	2/1/2013-1/31/2018	\$3,157,131
Westhab, Inc.	2/1/2013-1/31/2018	\$6,497,129
Guidance Center, Inc.	2/1/2013-1/31/2018	\$2,707,771
Mental Health Association of Westchester County, Inc.	2/1/2013-1/31/2018	\$2,474,716
Pathways to Housing, Inc.	2/1/2013-1/31/2018	\$2,025,955
The Sharing Community, Inc.	2/1/2013-1/31/2018	\$636,433
Total		<u>\$36,578,332</u>

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/26/2013 - JONATHAN PEREIRA, SECRETARY