



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

First Deputy Commissioner  
Philippe Gille

**38634**

**DATE:** February 24, 2014

**TO:** Board of Acquisition and Contract

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

**SUBJECT:** Resolution authorizing the County of Westchester to amend an agreement with Westhab, Inc. to operate a shelter for up to one hundred (100) homeless families at a facility known as the **Coachman Family Center**, a New York State Licensed Tier II Family Shelter located at 123 East Post Road, White Plains, New York for the period January 1, 2013 through December 31, 2013 for an amount not to exceed \$4,116,283 by extending the term through December 31, 2014 and increasing the amount not to exceed by \$4,116,283 from a total amount not to exceed \$4,116,283 to a new total amount not to exceed \$8,232,566 to be paid monthly pursuant to an approved budget and subject to appropriation

On January 3, 2013, your Honorable Board approved a resolution authorizing the County of Westchester to enter into an agreement with Westhab, Inc. to operate a shelter for up to one hundred (100) homeless families at a facility known as the Coachman Family Center, a New York State Licensed Tier II Family Shelter located at 123 East Post Road, White Plains, New York for the period January 1, 2013 through December 31, 2013 for an amount not to exceed \$4,116,283 to be paid monthly pursuant to an approved budget and subject to appropriation. The agreement was subsequently executed.

Authority is now requested for the County of Westchester, acting by and through its Department of Social Services, to amend the agreement with Westhab, Inc. in order to extend the term through December 31, 2014 and increase the amount not to exceed by \$4,116,283 from a total amount not to exceed \$4,116,283 to a new total amount not to exceed \$8,232,566 to be paid monthly pursuant to an approved budget and subject to appropriation.

On or about September 27, 2013, the department issued an RFP soliciting proposals from vendors for the operation of the County's Emergency Housing program. Vendors responded and sent in their proposals. However, since that time the County has received the budget and the approval for the restructuring of its entire temporary housing assistance program. New program parameters will be developed and a new RFP will be issued for distribution soon. In the meantime, the extension requested is required in order to provide continued services to the targeted population until a new vendor is selected. The requested increase in funds is associated with the cost of providing services during the extended term. The Department may terminate this contract earlier if we are able to issue an RFP and process responses during 2014 for a program redesign of how we provide temporary housing assistance to homeless households with children.

The **public purpose** of this program is to provide immediate emergency shelter to eligible homeless families in the County of Westchester. This program provides assistance with finding permanent housing and other prescribed social services including casework services and counseling, 24-hour supervision, monitoring, access to meals, child-care and recreational activities. This facility is licensed as a Tier II Family Shelter. The New York State Office of Temporary and Disability Assistance issues this license based on a State approved operating plan and budget.

The **goals and objectives** of this program are to provide the following services:

- to operate a shelter for homeless families
- to provide 24-hour supervision
- to provide on-site services including case management, child care, housing relocation, employment training, after-school programs and substance abuse treatment and education, all of which are aimed at ending dependence on public assistance and moving toward 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 ensuring the health and safety of the targeted population by providing immediate emergency housing and onsite supervision. This program creates a safe haven for the targeted population, thereby reducing the risk of their 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 transitional and permanent housing, thereby decreasing the cost associated with providing emergency housing. Additionally, through referrals to employment services, the program participants may become gainfully employed and this would in turn reduce 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 DSS 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 the program met its goal of housing eligible customers referred by the Department. The facility accepted 100% of appropriate referrals during the 2013 contract period. As of 12/31/2013, this program effectively provided shelter and support services for **427** homeless families. The following outcomes were achieved by this program:

- \* Average Length of Stay for all customers - **108 days**
- \* Program participants secured permanent housing - **136**
- \* Program participants secured transitional housing - **119**

The Department is using the Common Grant Rule's "exigency" exemption because we **MUST** provide this service and will be doing an RFP during the extension period.

Except as specifically amended herein, all other terms and conditions of the original agreement shall remain the same.

Therefore, the County of Westchester is hereby requesting permission to amend an agreement with Westhab, Inc. for the aforesaid purpose.

A resolution requesting the same is attached for your Honorable Board's approval.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION - JOMARY VIEIRA, SECRETARY

## 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 with Westhab, Inc., to operate a shelter for up to one hundred (100) homeless families at a facility known as the Coachman Family Center, a New York State Licensed Tier II Family Shelter located at 123 East Post Road, White Plains, New York for the period January 1, 2013 through December 31, 2013 for an amount not to exceed \$4,116,283 by extending the end date of the agreement to December 31, 2014 and increasing the amount not to exceed by \$4,116,283 from a total amount not to exceed \$4,116,283 to a new total amount not to exceed \$8,232,566 to be paid monthly pursuant to an approved budget; and be it further

**RESOLVED**, that this Contract 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 except as specifically amended herein, all other terms and conditions of the original agreement shall remain the same; and be it further

**RESOLVED**, that the County Executive or his authorized designee is empowered to execute any document necessary to implement this Resolution.

Original Agreement: \$4,116,283  
**This Amendment: \$4,116,283**  
 Total: \$8,232,566

Account to be  
 Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2014	101	22	8900	5850	-----	\$3,026,392
2014	101	22	8900	5860	-----	\$1,089,891

Budget Funding Year(s): 2014  
 (must match resolution)

Start Date: N/A

End Date: 12/31/14

		<u>5850</u>	<u>5860</u>
Funding Source	Tax Dollars:	1%	71%
	State Aid:	0%	29%
<u>\$4,116,283</u>	Federal Aid:	99%	
(must match resolution)	Other:		

APPROVED BOARD OF ACQUISITION & CONTRACTS 03/06/2014, JOHANNY VIEIRA, SECRETARY