



Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

Philippe Gille  
First Deputy Commissioner

**40223**

**DATE:** May 21, 2014

**TO:** Board of Acquisition and Contract

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

**SUBJECT:** Resolution authorizing the County of Westchester to further amend an agreement with Community Housing Innovations, Inc. (CHI), to manage and operate scattered site transitional housing units for homeless families by: 1) increasing the not to exceed amount by \$851,000 from a total not to exceed amount of \$2,553,000 to a new total not to exceed amount of \$3,404,000 to be paid monthly pursuant to an approved budget and subject to appropriation; and, 2) changing the end date of the contract - June 30, 2014 to December 31, 2014.

On or about March 4, 2013, Westchester County entered into an Agreement with Community Housing Innovations, Inc. to manage and operate scattered site transitional housing units for homeless families for the period from January 1, 2013 through December 31, 2013 for an amount not to exceed \$1,702,000.

By resolution approved February 20, 2014, your Honorable Board authorized the County to amend the agreement with Community Housing Innovations, Inc. by: 1) increasing the not to exceed amount by \$851,000 from a total not to exceed amount of \$1,702,000 to a new total not to exceed amount of \$2,553,000 to be paid monthly pursuant to an approved budget and subject to appropriation; and 2) changing the end date of the contract from December 31, 2013 to June 30, 2014. The first amendment was subsequently executed.

Authority is now requested for the County of Westchester, acting by and through the Department of Social Services, to further amend the agreement with Community Housing Innovations, Inc. (CHI), to manage and operate scattered site transitional housing units for

homeless families by: 1) increasing the not to exceed amount by \$851,000 from a total not to exceed amount of \$2,553,000 to a new total not to exceed amount of \$3,404,000 to be paid monthly pursuant to an approved budget and subject to appropriation, and 2) changing the end date of the contract from June 30, 2014 to December 31, 2014.

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 in the fall of 2014. 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 **public purpose** of the program is to assist the homeless families 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 currently living in a shelter. This program also provides supportive services to include, 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 and family's barriers; and 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 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 through direct contact with the Department's staff in order to swiftly address any impediments to the program's success.

The **Department is able to report that during the 2013 contract term**, the Community Housing Innovations, Inc. (CHI) –EHAP (Emergency Housing Assistance) program operated at

100% contract capacity. The vendor provided transitional housing for 73 homeless families. The average length of stay was 419 days. Ten (10) families secured permanent housing.

Except as specifically amended hereby, all other terms and conditions of the original agreement as amended shall remain the same. The Department is using the Common Grant Rule's "exigency" exemption clause because we MUST provide this service and the Department will be doing the aforementioned RFP based on the restructuring of its temporary housing assistance program during the extension period.

Accordingly, the County of Westchester is seeking authority from your Honorable Board to further amend the agreement with Community Housing Innovations, Inc., for the aforesaid purpose.

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/25/2014 - JOMARILENE 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 further amend an agreement with Community Housing Innovations, Inc. (CHI), to manage and operate scattered site transitional housing units for homeless families by: 1) increasing the not to exceed amount by \$851,000 from a total not to exceed amount of \$2,553,000 to a new total not to exceed amount of \$3,404,000 to be paid monthly pursuant to an approved budget; and 2) changing the end date of the contract from June 30, 2014 to December 31, 2014; 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 hereby, all other terms and conditions of the original agreement as amended shall remain the same; 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.

Original Agreement: \$1,702,000  
 First Amendment: \$ 851,000  
**Second Amendment: \$ 851,000**  
 Total: \$3,404,000

Account Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2014	101	22	8900	5850	-----	\$625,676
2014	101	22	8900	5860	-----	\$225,324

Budget Funding Year(s): 2014 Start Date: N/A End Date: 12/31/2014  
 (must match resolution)

		<u>5850</u>	<u>5860</u>
Funding Source	Tax Dollars:	1 %	71%
	State Aid:	0%	29%
<b><u>\$851,000</u></b>	Federal Aid:	99 %	
(must match resolution)	Other:		

APPROVED BOARD OF ACQUISITION CONTRACT - 0025/2014 MARY VIEIRA, SECRETARY