

Robert P. Astorino  
County Executive

Department of Social Services

Kevin M. McGuire  
Commissioner

Philippe Gille  
First Deputy Commissioner

**40355**

**DATE:** May 7, 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 **Interfaith Council for Action, Inc., (IFCA)** for the purpose of operating scattered site transitional housing units and providing case management and supportive services to families transitioning to permanent housing by: 1) increasing the not to exceed amount by \$416,280, from a total not to exceed amount of \$1,248,840 to a new total not to exceed amount of \$1,665,120 to be paid pursuant to an approved budget and subject to appropriations; and 2) changing the end date of the contract from June 30, 2014 to December 31, 2014.

On or about December 19, 2013, Westchester County entered into an Agreement with Interfaith Council for Action, Inc., (IFCA) for the purpose of operating scattered site transitional housing units and providing case management and supportive services to families transitioning from homelessness to permanent housing for the period January 1, 2013 through December 31, 2013 for an amount not to exceed \$832,560 to be paid on a monthly basis pursuant to an approved budget and subject to appropriation.

On February 20, 2014, your Honorable Board approved a resolution authorizing the County of Westchester to amend the Agreement with Interfaith Council for Action, Inc. for the provision of the operation of scattered site transitional housing units along with case management and supportive services to families transitioning to permanent housing for the period January 1, 2013 through December 31, 2013 for an amount not to exceed \$832,560 by: 1) increasing the not to exceed amount by \$416,280, from a total not to exceed amount of \$832,560 to a new total not to exceed amount of \$1,248,840 to be paid pursuant to an approved budget and subject to appropriations; and 2) changing the end date of the contract from December 31, 2013 to June 30, 2014. The agreement 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 the Interfaith Council for Action, Inc. for the provision of the operation of scattered site transitional housing units along with case management and supportive services to families transitioning to permanent housing by: 1) increasing the not to exceed amount by \$416,280, from a total not to exceed amount of \$1,248,840 to a new total not to exceed amount of \$1,665,120 to be paid pursuant to an approved budget and subject to appropriations; 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 County's homeless population in transition from shelter placement back into the community. This program offers supportive services and tools designed to assist in a successful transition from welfare to self-sufficiency and promote economic independence.

The **goals and objectives** of the program are to provide emergency scattered site apartments for a minimum of twenty-three (23) homeless families transitioning to permanent housing. The program also supplies supportive services to include, but not limited to, advocacy with community systems such as courts, hospitals and schools; employment referrals, crisis intervention and discharge planning. In addition, the program offers referrals to community service providers for substance abuse counseling, domestic violence advocacy and childcare services. Educational case management for school age children, follow up contacts with referral sources, meetings and telephone contacts with service agencies are also provided.

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. 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 eliminating 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 through 12/31/13, the program operated at 100% contract capacity.** The program has served thirty (33) families and succeeded in securing permanent housing for 12 families. The average length of stay was 254 days.

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 amend an agreement with Interfaith Council for Action, Inc., (IFCA) for the aforesaid purpose.

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

APPROVED BOARD OF ACQUISITION & CONTRACT - 06/27/14 JOMAR VERA, 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 Interfaith Council for Action, Inc., (IFCA) for the purpose of operating scattered site transitional housing units and providing case management and supportive services to families transitioning to permanent housing by: 1) increasing the not to exceed amount by \$416,280 from a total not to exceed amount of \$1,248,840 to a new total not to exceed amount of \$1,665,120 to be paid pursuant to an approved budget; and 2) changing the end date of the agreement 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 Contract Amount:	\$832,560
First amendment:	\$416,280
<b>This amendment:</b>	<b><u>\$416,280</u></b>
Total:	\$1,665,120

APPROVED BOARD OF SUPERVISORS CONTRACT - 06/22/00 - JONAS VIEIRA, SECRETARY

Account to be charged/credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object Sub-Object	Trust Account	Dollars
2014	101	22	8900	5850	-----	\$306,059
2014	101	22	8900	5860	-----	\$110,221

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

Start Date: N/A

End Date: 12/31/2014

Funding Source

Tax Dollars:

5850

1%

5860

71 %

State Aid:

0%

29%

Federal Aid:

99%

Other:

\$416,280

(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT 06/12/2014 JOMBY VERA, SECRETARY