

Robert P. Astorino
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

Philippe Gille
First Deputy Commissioner

51069

DATE: February 11, 2016

TO: Board of Acquisition and Contract

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

SUBJECT: Authority to enter into an agreement with Westhab, Inc. to operate a Housing Resources for Adults Program (HRA) at Windham Residence in Yonkers, providing transitional shelter and related services for homeless employable single adults for the period from February 1, 2016 through December 31, 2016 for an amount not to exceed \$238,272 to be paid pursuant to an approved budget and subject to appropriation.

By resolution approved on January 8, 2015, your Honorable Board authorized the County of Westchester (the "County") to enter into an agreement with Westhab, Inc. to operate a Housing Resources for Adults Program at two facilities: Vaughn Glanton Employment Residence in Mt. Vernon and Windham Residence in Yonkers, providing transitional shelter and related services for homeless employable single adults for the period from January 1, 2015 through December 31, 2015 (the "2015 Agreement") for an amount not to exceed \$1,369,977 to be paid monthly pursuant to an approved budget and subject to appropriation. The agreement was subsequently executed.

The census at Vaughn Glanton Employment Residence in Mt. Vernon dropped significantly due to the decrease in the number of employable single homeless men in the year 2015. The Department discontinued the Vaughn Glanton employment residence and subsequently issued a Request for Proposal (the "RFP") to operate a Tier II family shelter at the Vaughn Glanton location. Through a Resolution approved on January 7, 2016, the 2015 agreement was amended by extending the end date for a month to end on January 31, 2016 and by increasing the not to exceed by \$114,165 to a new total not to exceed amount of \$1,484,142 to facilitate the issuance of the RFP. The Department would like to continue operating a Housing Resources for Adults Program (HRA) at Windham Residence in Yonkers, providing transitional shelter and related services for homeless employable single adults.

Accordingly, authority is hereby requested for the County of Westchester, acting by and through its Department of Social Services (the "Department"), to enter into an Agreement with Westhab, Inc. to operate a Housing Resources for Adults Program (HRA) at Windham Residence in Yonkers,

providing transitional shelter and related services for homeless employable single adults for the period from February 1, 2016 through December 31, 2016 for an amount not to exceed \$238,272 to be paid pursuant to an approved budget and subject to appropriation.

The **public purpose** of the proposed agreement is to assist homeless, single adults to transition from homelessness to economic independence and self-sufficiency while providing them with shelter and supportive services.

The **goals and objectives** of the program are to provide immediate transitional housing to homeless, adults. This program also provides 24 hours on-site supervision, meals, supportive services to include assistance in finding permanent housing, job search and job placement services. Case management employees at both facilities form working linkages with local providers who supply substance abuse screening/treatment and mental health counseling.

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. By placing individuals in transitional housing, the County increases the likelihood that these individuals will participate and comply with appropriate programs to address their mental health, substance abuse, employment and permanent housing needs.

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 which is less costly than emergency housing. The opportunity to live in a supportive setting provides a greater likelihood of success for an individual's move from transitional to permanent housing.

The goals and objectives will be tracked and monitored using the performance measurement indicators developed by the Department. 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.

This contract is exempt from the Westchester County Procurement Policy under Section 3(a) (xiv) as the contract is for the purpose of providing aid, care and support to persons in need of public assistance. This contract is not subject to the competitive procurement requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (formerly, the Grants Management Common Rule) as there is no federal funding for this program.

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

An appropriate 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 operate a Housing Resources for Adults Program (HRA) at Windham Residence in Yonkers, providing transitional shelter and related services for homeless employable single adults for the period from February 1, 2016 through December 31, 2016 for an amount not to exceed \$238,272 to be paid 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 empowered to execute any and all documents necessary to effectuate the purposes hereof.

APPROVED BOARD OF ACQUISITION & CONTRACTS
03/16/2016 - LISAPALIS, SECRETARY

Account to be
Charged/Credited

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2016	101	22	8900	5860	-----	\$238,272

Budget Funding Year(s): 2016

Start Date: 02/01/2016

End Date: 12/31/2016

(must match resolution)

Funding Source

Tax Dollars: 71%

State Aid: 29%

\$ 238,272

Federal Aid:

(must match resolution)

Other:

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APPROVED BOARD OF ACQUISITION & CONTRACT - 03/10/2016 - LISA MARIJA SECRETARY