



George Latimer
County Executive

Department of Social Services

Kevin M. McGuire
Commissioner

61210

Date: February 1, 2018

To: Board of Acquisition and Contract

From: Kevin M. McGuire
Commissioner of Social Services

Subject: Authority for the County to enter into an Agreement with Caring for the Homeless of Peekskill, Inc. (“CHOP”) to operate a 24-hour adult shelter program for up to nineteen (19) homeless single males and females and an overnight warming site/drop-in center for up to ten (10) homeless single males/ females at Jan Peek House located in Peekskill, New York for the term from February 1, 2018 through January 31, 2019 in an amount not to exceed \$697,987, payable pursuant to an approved budget and subject to appropriation.

Authority is requested for the County of Westchester (“County”), acting by and through its Department of Social Services (“Department”), to enter into an agreement with Caring for the Homeless of Peekskill, Inc. (“CHOP”) for the operation of a 24-hour adult shelter program for up to nineteen (19) homeless single males and females and an overnight warming site/drop-in center for up to ten (10) homeless single males/ females at a facility known as Jan Peek House located at 200 North Water Street, Peekskill, New York for the term from February 1, 2018 through January 31, 2019 in an amount not to exceed \$697,987, payable pursuant to an approved budget and subject to appropriation.

The proposed agreement serves the **public purpose** of providing emergency shelter to individuals referred by the Department by providing 24-hour supervision, meals, counseling as well as supportive services including referrals to outside agencies for job training, drug/alcohol program, medical treatment, education and life skills training.

The provision of these services are in the **best interests** of the County and are fiscally responsible as they will ensure the health and safety of customers by providing shelter, supportive services and life skills training to persons who would otherwise be on the street, thereby reducing the risk of crime and reducing dependence on public assistance.

The goals and objectives will be tracked and monitored through 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 the D.S.S. staff in order to swiftly address any impediments to the program's success.

The Department is able to report that as part of the Performance Measurement Indicators, CHOP provided shelter and support services to 53 single homeless men and women in the shelter residence and 208 individuals received emergency drop-in shelter services from February 1, 2017 through December 31, 2017. During the same period, the following outcomes were achieved by this program:

- 17 customers secured permanent housing
- 5 customers secured transitional housing

The proposed agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) (xiv) thereof as this is an agreement with a not-for-profit organization 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.

A resolution is annexed hereto, which I recommend for your favorable consideration.

RESOLUTION

Upon a communication from the Commissioner of the Department of Social Services, be it hereby

RESOLVED, that the County of Westchester (“County”), acting by and through its Department of Social Services (“Department”), is hereby authorized to enter into an agreement with Caring for the Homeless of Peekskill, Inc. (“CHOP”) for the operation of a 24-hour adult shelter program for up to nineteen (19) homeless single men and women and an overnight warming site/drop-in center for up to ten (10) homeless single males/ females at a facility known as Jan Peek House located at 200 North Water Street, Peekskill, New York for the term from February 1, 2018 through January 31, 2019 in an amount not to exceed \$697,987, payable pursuant to an approved budget (the “agreement”); and be it further

RESOLVED, that the agreement is subject to County appropriations; and be it further

RESOLVED, that this agreement is also subject to further financial analysis of the impact of any New York State Budget (“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 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 impact of any such budget(s) 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 the 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.

Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2018	101	22	8900	5860	-----	\$639,821
2019	101	22	8900	5860	-----	\$58,166

Budget Funding Year(s): 2018-19
(must match resolution)

Start Date: 02/01/18

End Date: 01/31/19

Funding Source:

Tax Dollars: 71%

State Aid: 29%

Federal Aid: 0%

\$697,987

(must match resolution)

Other:

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION
03/01/2018
TSA MRIS/SECRETARY