

George Latiner  
County Executive

Department of Social Services

Kevin McGuire  
Commissioner

**80964**

DATE: September 11, 2020

TO: Board of Acquisition and Contract

FROM: Kevin McGuire  
Commissioner, Department of Social Services

SUBJECT: Resolution authorizing the County of Westchester to enter into an agreement with Family Services of Westchester, Inc. for the provision of the White Plains Guest House for Adults, a family style assisted living program for up to fifteen (15) Westchester adults over the age of fifty-five (55), who struggle with mental illness and who are at risk of homelessness and institutionalization for the term from January 1, 2021 through December 31, 2021 in an amount not to exceed \$93,647, to be paid pursuant to an approved budget and subject to appropriations.

The County of Westchester ("County"), acting by and through its Department of Social Services ("Department"), is hereby requesting permission to enter into an agreement with Family Services of Westchester, Inc. ("FSW") for the provision of the White Plains Guest House for Adults ("WPGH"), a family style assisted living program for up to fifteen (15) Westchester adults over the age of fifty-five (55) who struggle with mental illness and who are at risk of homelessness and institutionalization, who are at high risk of homelessness, for the term commencing on January 1, 2021 and expiring on December 31, 2021 in an amount not to exceed \$93,647, to be paid pursuant to an approved budget and subject to appropriation ("Agreement"). The WPGH program for Adults provides services to adults, both male and female, who are typically over the age of fifty-five (55). All residents are struggling with some form of mental illness. In addition to support services designed to insure safety in a community setting, daily services are provided by FSW staff for the residents, including laundry, housekeeping, meal preparation and medication monitoring. Currently, referrals are submitted by families, hospitals, doctors, day programs and the community. In the future, the Department will become the primary and preferred referral source for the WPGH.

The WPGH program will serve a **public purpose** through the reduction of homelessness in the older adult mentally ill population and in the promotion of safety, not only for this population who can be among the more vulnerable in our community, but also for the community at large which is not always equipped to meet special needs of mentally ill senior citizens.

The **goals and objectives** of the Agreement are to reduce the number of mentally ill older adults interacting within the homeless shelter system in Westchester County by providing this population with a quality, supportive environment that will keep them safe and connected to the community.

These **goals and objectives are in the best interests of the County in terms of public health** as they are aimed at reducing hospitalizations and premature institutionalizations and keeping residents from situations which would put them at high risk of homelessness.

Furthermore, these goals and objectives are in the **best interests of the County regarding fiscal responsibility** in that the support and housing provided by WPGH result in a decreased reliance on the County shelter system. The cost is \$520 per bed per month for each resident. This expense is significantly lower than the cost per resident in the shelter system or hospital, which is upwards of \$3,000-\$3,500 per month for the shelter and greater than that for hospitalization. Not only is the WPGH cost effective, the program provides a more fulfilling quality of life, especially for this population.

**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 Department staff in order to swiftly address any impediments to the program's success. The Department is able to report that during the 2020 contract term, the White Plains Guest House program served fifteen (15) residents. There were no re-admissions of residents into the county shelter system.

This Agreement is exempt from procurement pursuant to Sections 3(a) xiv and 3(a) xvii of the Westchester County Procurement Policy and Procedures as the population served under this agreement are persons in need of public assistance and support due to mental illness. The Agreement 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 the federal funding for this program falls under the Social Service Block Grant.

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

# 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, is hereby authorized to enter into an agreement with Family Services of Westchester, Inc. for the provision of the White Plains Guest House for Adults (“WPGH”) program, a family style assisted living program for up to fifteen (15) Westchester adults over the age of fifty-five (55) who struggle with mental illness and are at risk of homelessness and institutionalization for the term commencing January 1, 2021 and expiring on December 31, 2021, in an amount not to exceed \$93,647 to be paid pursuant to an approved budget (“Agreement”); and be it further

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

**RESOLVED**, that the 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 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 document necessary to implement this resolution.

Account to be  
Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
101	22	8900	5960		\$93,647

Budget Funding Year(s): 2021 Start Date: 01/01/21 End Date: 12/31/21  
(must match resolution)

Funding Source:

Tax Dollar: 49%  
State Aid: 30%  
Federal Aid: 21%  
Other:

**\$93,647**  
(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/17/2020 - JOAN ACCIARDI, SECRETARY