

Robert P. Astorino
County Executive

Department of Social Services

Kevin P. Mahon
Commissioner

DATE: March 11, 2010

TO: Board of Acquisition and Contract

FROM: Kevin P. Mahon
Commissioner

SUBJECT: Resolution authorizing the County of Westchester to enter into contracts with Westhab, Inc. and Community Housing Innovations, Inc. (CHI) for the period from April 1, 2010 through March 31, 2011 to administer a Rental Assistance Program to assist families who are employed and/or transitioning off public assistance and disabled single adults in an aggregate amount not to exceed \$1,009,000 (individual amounts as set forth in the Schedule "A" attached herewith) to be paid monthly pursuant to an approved budget and subject to appropriation

The County of Westchester requests authorization to enter into contracts with Westhab, Inc. and Community Housing Innovations, Inc. (CHI) in an aggregate amount not to exceed \$1,009,000 (individual amounts as set forth in the Schedule "A" attached herewith) to be paid monthly pursuant to an approved budget and subject to appropriation for the period from April 1, 2010 through March 31, 2011 to administer a Rental Assistance Program to assist families who are employed and/or transitioning off public assistance and disabled single adults. There has been no increase in the contract amounts requested for 2010.

The **public purpose** of these agreements is to provide rental assistance to eligible families who are employed and/or transitioning off public assistance and disabled single adults who have low incomes in order to maintain housing. It is projected that approximately 70 eligible families/disabled single adults will be assisted under this initiative for the program year. Westhab and CHI continue to have the qualifications and experience to administer this program.

The **goals and objectives** of this program are to provide rental assistance to help eligible working families and disabled single adults maintain permanent affordable housing and to enable them to remain off public assistance as they continue to strive toward self-sufficiency.

The goals are in the **best interest of the County in terms of public safety and public health**. This program provides the targeted population with assistance in maintaining housing. Keeping persons housed creates a safe place for them to live. Housing the targeted population will reduce the risk of them becoming victims of crime and general health-related issues that result from not having appropriate shelter.

Additionally, this contract is in the **best interest of the County in terms of fiscal responsibility** in that the program requires eligible households to contribute 35% of their adjusted gross income toward their monthly rental housing cost. The rental assistance will be provided for a period of up to 12 months per eligible household. The targeted populations are households whose income renders them ineligible for continued public assistance and families who have transitioned off public assistance due to employment. The RAP program would help to prevent them from returning to public assistance and potential homelessness. The projected annualized cost for homeless services for approximately 70 singles would range from \$1,078,721 to \$3,511,848 and from \$2,357,499 to \$3,739,498 if they are families.

Program	Estimated per Diem	Annualized Cost
RAP Program	\$39.49	\$1,009,000
Singles Range	\$42.22 - \$137.45	\$1,078,721 – \$3,511,848
Family Range	\$92.27 - \$146.36	\$2,357,499 - \$3,739,498

Without this program, customers would be at a higher risk of homelessness and its associated costs.

The goals and objectives will be tracked and monitored by the Department using the Performance Measurement Indicators adopted by the Department and approved by the County Budget Office. The program office will be responsible for evaluating the effectiveness of the program. Quarterly reports and site visits are some of the tools used for the aforesaid purpose.

The Department is able to report that the program has met its goals under the current agreement. During the 2009 contract period, this program has successfully provided rental assistance for forty-two (42) eligible families and forty-two (42) eligible singles.

The purpose of this procurement is to enter into a contract with a not-for-profit organization to assist the people who are in need of public assistance. Accordingly, this contract is exempt from the Westchester County Procurement Policy under Section 3 (a) xiv.

Accordingly, the County of Westchester is requesting authority to enter into agreements with Westhab, Inc. and Community Housing Innovations, Inc. for the above said purpose.

An appropriate resolution is attached herewith requesting your Honorable Board's approval.

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-1-2010 - JOMARY VIEIRA, 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 enter into agreements with Westhab, Inc. and Community Housing Innovations, Inc. (CHI) for the period from April 1, 2010 through March 31, 2011 to administer a Rental Assistance Program to assist families who are employed and/or transitioning off public assistance and disabled single adults in an aggregate amount not to exceed \$1,009,000 (individual amounts as set forth in the Schedule "A" attached herewith) to be paid monthly pursuant to an approved budget, and be it further

RESOLVED, that these agreements are subject to County Appropriation, and be it further

RESOLVED, that these agreements are 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 these Agreements. 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 and after such release(s) or adoption(s), to conduct an analysis of the impacts of any such budget(s) on County finances. After such analysis, the County shall retain the right to either terminate these Agreements, 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 implement this resolution.

Account to be Charged/Credited

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
2010	101	22	8900	5960	-----	\$756,750
2011	101	22	8900	5960	-----	\$252,250

Budget Funding Year(s) 2010-2011
(must match resolution)

Start Date 4/1/10

End Date 3/31/11

Funding Source

\$1,009,000
(must match resolution)

Tax Dollars: 100%

State Aid: _____

Federal Aid: _____

Other: _____

Schedule "A"

Westchester County
Rental Assistance Program 2010 – 2011

<u>Agency</u>	<u>Rental Assistance</u>
Community Housing Innovations, Inc. 100 Mamaroneck Avenue White Plains, New York 10601	\$542,000
Westhab, Inc. 85 Executive Boulevard Elmsford, New York 10523	\$467,000
Total	<u>\$1,009,000</u>

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-1-2010 - JOMARY VIEIRA, SECRETARY