

DATE: March 23, 2010

TO: Board of Acquisition and Contract

FROM: Grant Mitchell, M.D., Commissioner  
Department of Community Mental Health

RE: Authority to amend two (2) agreements with Helping Out People Everywhere, Inc. in order to reduce the scope of services and budget of each agreement; and authority to enter into four (4) new agreements with The Guidance Center, Inc., the Lexington Center for Recovery, Inc., The Sharing Community, Inc., and Westchester Residential Opportunities, Inc. for the provision of Shelter + Care services for homeless and disabled persons who have previously been provided by Helping Out People Everywhere, Inc.

By resolution approved on September 24, 2009 (the "September 24<sup>th</sup> Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Community Mental Health (the "Department"), to enter into agreements with the agencies set forth in the attached Schedule "A", for the provision of Shelter + Care services for homeless and disabled persons, for the term from January 1, 2009 through December 31, 2014, in a total aggregate amount not-to-exceed \$35,831,895, and in the individual not-to-exceed amounts set forth in Schedule "A", to be paid in accordance with approved regulations prescribed by the United States Department of Housing and Urban Development. Those agreements were subsequently executed.

The Department recently learned that one of the aforementioned agencies (Helping Out People Everywhere, Inc.) is ceasing operations and going out of business. Accordingly, authority is respectfully requested for the County, acting by and through the Department, to amend its two (2) agreements with Helping Out People Everywhere, Inc., for the provision of Shelter + Care services for homeless and disabled persons, for the term from January 1, 2009 through December 31, 2014, in a total aggregate amount not-to-exceed \$1,523,721, and in the individual not-to-exceed amounts set forth in Schedule "A", in order to reduce the scope of services as set forth in Schedule "B" and reduce the total aggregate amount not-to-exceed to \$96,514, and reduce the individual amounts not-to-exceed as set forth in Schedule "B".

Except as specifically amended hereby, all remaining terms and conditions set forth in the County's two (2) agreements with Helping Out People Everywhere, Inc. shall remain in full force and effect.

Authority is further requested for the County, acting by and through the Department, to enter into agreements with the four (4) agencies listed in Schedule "C", for the provision of the Shelter + Care services for homeless and disabled persons that have previously been provided by Helping Out People Everywhere, Inc., for the term from January 1, 2009 through December 31, 2014, in a total aggregate amount not-to-exceed \$1,427,207, and in the individual not-to-exceed amounts set forth in Schedule "C".

The proposed agreements will serve a public purpose by providing housing and supportive services on a long-term basis for homeless persons with disabilities, (primarily those with serious mental illness,

chronic problems with alcohol and/or drugs, and acquired immunodeficiency syndrome (AIDS) or related diseases) and their families who are living in places not intended for human habitation (e.g., streets) or in emergency shelters.

The goals and objectives of the proposed agreements are to provide housing and supportive services on a long-term basis for homeless persons with disabilities, (primarily those with serious mental illness, chronic problems with alcohol and/or drugs, and acquired immunodeficiency syndrome (AIDS) or related diseases) and their families who are living in places not intended for human habitation (e.g., streets) or in emergency shelters.

The goals and objectives of the proposed agreements are in the best interests of the County in terms of safety and security, as those who are in need of housing will be able to find housing that is in a safe and secure environment and not in the streets. The proposed agreements will assist those in transition to find affordable housing and lead productive lives in Westchester County.

The goals and objectives of the proposed agreements will be tracked and monitored by requiring each of the agencies/housing providers to complete the Annual Progress Report ("APR") of the United States Department of Housing and Urban Development ("HUD") for each of its grants. Performance of the agencies/housing providers is tracked using the following three outcomes:

- Increased residential stability
- Increased skill level and/or income
- Greater self-sufficiency

Data elements generally involve the status of a participant upon entering Shelter + Care, and disposition/resources when they leave (as in transitioning to Section 8 housing). The agencies/housing providers will require the use of the APR as a tool for evaluating performance and setting future program goals and submit such report to the Department. The agencies/housing providers must submit the APR for Competitive Homeless Assistance Programs (HUD Form 40118) within 90 days of the end of each operating year to HUD and the County for evaluation.

In addition to this requirement, the Department and the agencies/providers will monitor their own datasets by utilizing the Homeless Management Information System ("HMIS"), which is a HUD-funded requirement currently consisting of a software provider and a project manager who operates and monitors the day-to-day data entry by providers into the system. Along with the APR, both "canned" and specialized reports will be generated from the HMIS, for the agencies/providers and the Department to use in tracking trends and outcomes in the Shelter + Care program.

If this resolution were not approved, the County would be unable to amend its agreements with Helping Out People Everywhere, Inc. and enter into new agreements with the four (4) agencies listed in Schedule "C", and would therefore be unable to ensure continued provision of Shelter + Care services to homeless and disabled persons once Helping Out People Everywhere, Inc. ceases operations and goes out of business.

The agreements with the four (4) agencies are exempt from the County Procurement Policy pursuant to Section 3(a)xvii thereof.

I most respectfully recommend approval of the attached resolution.

## RESOLUTION

Upon a communication from the Commissioner of the Department of Community Mental Health, be it hereby

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Community Mental Health (the "Department"), is hereby authorized to amend its two (2) agreements with Helping Out People Everywhere, Inc. for the provision of Shelter + Care services for homeless and disabled persons, for the term from January 1, 2009 through December 31, 2014, in a total aggregate amount not-to-exceed \$1,523,721, and in the individual not-to-exceed amounts set forth in Schedule "A", in order to reduce the scope of services as set forth in Schedule "B" and reduce the total aggregate amount not-to-exceed to \$96,514, and reduce the individual amounts not-to-exceed as set forth in Schedule "B"; and be it further

RESOLVED, that the County, acting by and through its Department, is hereby authorized to enter into agreements with the four (4) agencies listed in Schedule "C", for the provision of the Shelter + Care services for homeless and disabled persons, for the term from January 1, 2009 through December 31, 2014, in a total aggregate amount not-to-exceed \$1,427,207, and in the individual not-to-exceed amounts set forth in Schedule "C", to be paid in accordance with approved regulations prescribed by the United States Department of Housing and Urban Development; and be it further

RESOLVED, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute all documents and take all actions necessary to effectuate the purposes hereof.

APPROVED BOARD OF ACQUISITION & CONTRACTS - 4/20/10 - JIMMY VIEIRA, SECRETARY

Account to be charged/credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/Sub Object	Trust Account		Dollars

Budget Funding Year(s) 2010-14 Start Date 01/01/09 End Date 12/31/14  
(must match resolution)

Funding Source: Tax Dollars \_\_\_\_\_  
State Aid \_\_\_\_\_  
Federal Aid \_\_\_\_\_  
Other \_\_\_\_\_

\$0  
(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 4-8-2010 - JOMARY VIEIRA, SECRETARY

**SCHEDULE "A"**

Agency	Reimbursement Not to Exceed
> Human Development Services of Westchester, Inc. (S+C IF)	\$1,427,407
> Human Development Services of Westchester, Inc. (S+C IIF)	\$1,184,043
> Human Development Services of Westchester, Inc. (S+C IVH)	\$4,033,049
> Human Development Services of Westchester, Inc. (S+C VF)	\$1,576,641
> Human Development Services of Westchester, Inc. (S+C VID)	\$1,801,977
> Human Development Services of Westchester, Inc. (S+C VIIC)	\$925,018
> Human Development Services of Westchester, Inc. (S+C VIIIB)	\$1,070,600
> Human Development Services of Westchester, Inc. (S+C IXA)	\$1,193,867
> Guidance Center, Inc. (S+C III I)	\$2,021,608
> Guidance Center, Inc. (S+C VF)	\$825,672
> Grace Church Community Center, Inc. (S+C IIF)	\$1,546,283
> Grace Church Community Center, Inc. (S+C IVH)	\$1,342,013
> Helping Out People Everywhere, Inc. (VID)	\$787,071
> Helping Out People Everywhere, Inc. (VIIIB)	\$736,650
> Pathways to Housing, Inc. (VIIIB)	\$733,377
> The Sharing Community, Inc. (VIIIB)	\$733,377
> Lexington Center for Recovery, Inc. (IF)	\$2,235,898
> Lexington Center for Recovery, Inc. (IIF)	\$1,540,877
> Lexington Center for Recovery, Inc. (III I)	\$1,837,827
> Lexington Center for Recovery, Inc. (VF)	\$1,085,170
> Westchester Residential Opportunities, Inc. (IF)	\$1,912,501
> Westchester Residential Opportunities, Inc. (IIF)	\$1,135,387
> Westchester Residential Opportunities, Inc. (VIIC)	\$340,395
> Westhab, Inc. (III I)	\$1,709,743
> Westhab, Inc. (IVH)	\$1,651,158
> Mental Health Association of Westchester County, Inc. (VF)	\$444,286
<b>TOTAL</b>	<b>\$35,831,895</b>

**SCHEDULE "B"**

Agency	Original Reimbursement Not-to-Exceed	New Reimbursement Not-to-Exceed
Helping Out People Everywhere, Inc. (VID) – 7 fewer units of housing	\$787,071	\$62,536
Helping Out People Everywhere, Inc. (VIIIB) – 6 fewer units of housing	\$736,650	\$33,978
<b>TOTAL</b>	<b>\$1,523,721</b>	<b>\$96,514</b>

**SCHEDULE "C"**

Agency	Original Reimbursement Not-to-Exceed	New Reimbursement Not-to-Exceed
The Guidance Center, Inc. (S+C VID) – 3 units of housing	N/A	\$304,305
Lexington Center for Recovery, Inc. (VID) – 2 units of housing	N/A	\$210,115
The Sharing Community, Inc. (S+C VID) – 2 units of housing	N/A	\$210,115
Westchester Residential Opportunities, Inc. (VIIIB) – 6 units of housing	N/A	\$702,672
<b>TOTAL</b>	<b>N/A</b>	<b>\$1,427,207</b>