



Kenneth W. Jenkins  
Westchester County Executive

Department of Social Services  
Leonard G. Townes  
Commissioner

112563

DATE: November 24, 2025

TO: Honorable Members of the Board of Acquisition and Contract

FROM: Leonard G. Townes  
Commissioner, Department of Social Services

SUBJECT: Authority to enter into an agreement with Westhab, Inc. to operate a Housing Resources for Adults Program at Windham Residence in Yonkers for providing transitional shelter and related services for homeless and employable single adults for the period from January 1, 2026 through December 31, 2026 for an amount not to exceed \$142,110 to be paid pursuant to an approved budget and subject to appropriation.

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Authority is requested for the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into an agreement (DSS3013-26; the "Agreement") with Westhab, Inc. to operate a Housing Resources for Adults Program (HRA) at Windham Residence in Yonkers, to provide transitional shelter and related services for homeless and employable single adults ("Clients"), for the period from January 1, 2026 through December 31, 2026, for an amount not to exceed \$142,110 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 with transitioning from homelessness to economic independence and self-sufficiency while providing Clients with shelter and supportive services.

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

The goals and objectives of the proposed Agreement are in the best interest of the County in terms of public health and public safety as the program is aimed at ensuring

the health and safety of the targeted population by providing immediate transitional housing and onsite supervision to the Clients utilizing these services. 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 of the proposed Agreement are in the County's best interest in terms of fiscal responsibility as the services provided assist the Clients in finding permanent housing which is more cost efficient than emergency housing. The opportunity to live in a supportive setting provides a greater likelihood of success for an individual's transfer 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 includes 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. From January 1, 2025 to September 30, 2025, 6 individuals received housing services under this program. Of the 6 Clients, 3 obtained permanent housing.

The proposed Agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a)(xiv) thereof, which exempts contracts with not-for-profit organizations for the purposes 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.

Accordingly, the County is hereby requesting authority to enter into an Agreement with Westhab, Inc. for the aforesaid purpose.

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

LGT/MBG/fb  
Attachment

## RESOLUTION

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

RESOLVED, that the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), is hereby authorized to enter into an agreement (DSS3013-26; the "Agreement") with Westhab, Inc., to operate a Housing Resources for Adults Program (HRA) at Windham Residence in Yonkers to provide transitional shelter and related services for homeless and employable single adults, for the period from January 1, 2026 through December 31, 2026, for an amount not to exceed \$142,110 to be paid pursuant to an approved budget; and be it further

RESOLVED, that this 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 (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 hereby authorized to take such action and execute such documents as may be necessary and proper to effectuate the purposes hereof.

Account to be Charged/Credited:

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	8900	5860		\$142,110

Budget Funding Year(s): 2026

Start Date: 1/1/2026 End Date: 12/31/2026

(must match resolution)

Funding Source:

Federal	0%	CFDA#(s)	N/A		
State	29%	State ID#(s)	N/A		
Operating/ Tax Levy	71%				
Capital	N/A				

Total NTE: \$142,110

(must match resolution)