



George Latimer, County Executive  
 Leonard G. Townes, Commissioner  
 Department of Social Services

109988

DATE: November 14, 2024

TO: Board of Acquisition and Contract

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

SUBJECT: Authority to exercise the County’s second one-year option under each of four (4) agreements, pursuant to each of which a contractor was to provide an emergency housing assistance program, and, therefore, 1.) extend the term of each agreement by one (1) year, to a new termination date of December 31, 2025; 2.) increase the not-to-exceed amount of each agreement by varying amounts, for a total aggregate not-to-exceed increase of \$8,288,649.00, in order to pay for services during the second option term; and 3.) reflect the fact that the County will have two (2) remaining one (1) year options.

By a resolution approved on February 2, 2023, as amended by a resolution approved on March 16, 2023, your Honorable Board authorized the County of Westchester (the “County”), acting by and through its Department of Social Services (“DSS”), to enter into a total of four (4) agreements, as specified below, (collectively, the “Original Agreements”) pursuant to each of which the contractor specified below was to provide an emergency housing assistance program (“EHAP”), consisting of the provision and operation of emergency housing units (“EHUs”) and provision of related housing services to homeless families that are deemed eligible for temporary housing assistance by DSS, (the “Services”) for the initial number of EHUs specified below, for the initial not-to-exceed amount specified below, for the period from January 1, 2023 through December 31, 2023 (the “Initial Term”), with the County having the sole option to extend the term for up to four (4) additional one (1) year periods (each an “Option Term”) on the same terms as the Initial Term, except for the different initial not-to-exceed amounts specified below:

Contractor	Initial # of EHUs	Not-To-Exceed Amount 1/1/23-12/31/23 – Initial Term
1.) Westhab, Inc. (“Westhab”) (DSS3018-23)	70	\$3,294,185.00
2.) Community Housing Innovations, Inc. (“CHI”) (DSS3019-23)	66	\$2,349,946.00
3.) The Young Women’s Christian Association		

of Yonkers ("YWCA of Yonkers") (DSS3020-23)	22	\$1,304,259.00
4.) Interfaith Council For Action, Inc. (DSS3021-23) ("IFCA")	20	\$ 970,876.00
TOTAL:		\$7,919,266.00

Contractor	Initial # of EHUs	Not-To-Exceed Amounts			
		1/1/24-12/31/24 Option #1	1/1/25-12/31/25 Option #2	1/1/26-12/31/26 Option #3	1/1/27-12/31/27 Option #4
1.) Westhab	70	\$3,393,011.00	\$3,494,802.00	\$3,599,647.00	\$3,707,635.00
2.) CHI	66	\$2,420,444.00	\$2,493,057.00	\$2,567,849.00	\$2,644,884.00
3.) YWCA of Yonkers	22	\$1,237,539.00	\$1,270,787.00	\$1,305,034.00	\$1,340,307.00
4.) IFCA	20	\$1,000,003.00	\$1,030,003.00	\$1,060,903.00	\$1,092,730.00

Under each of the Original Agreements, the County was to have the right to require each contractor to provide more or fewer EHUs as necessary and as directed by DSS, based upon the varying needs of DSS, pursuant to the per-EHU cost terms of each of the Original Agreements.

The County subsequently executed each of the Original Agreements.

By a resolution approved on December 21, 2023, your Honorable Board authorized the County to exercise its first one-year option under each of the Original Agreements, and, therefore, 1.) extend the term of each of the Original Agreements by one (1) year, to a new termination date of December 31, 2024; 2.) increase the not-to-exceed amount of each of the Original Agreements by the following respective amounts, which shall be payable as specified in each of the Original Agreements, for a total aggregate not-to-exceed amount increase of \$8,050,997.00, in order to pay for the Services during the first option term:

Contractor	Not-To-Exceed Amounts
	1/1/24-12/31/24 Option #1
1.) Westhab (DSS3018-A-23)	\$3,393,011.00
2.) CHI (DSS3019-A-23)	\$2,420,444.00
3.) YWCA of Yonkers (DSS3020-A-23)	\$1,237,539.00
4.) IFCA (DSS3021-A-23)	\$1,000,003.00

; and 3.) reflect the fact that the County would have three (3) remaining one (1) year options (the "First Amendments"). The County subsequently executed each of the First Amendments.

The County continues to require the Services. Therefore, DSS reviewed and analyzed the costs under the second option under each of the Original Agreements, as amended by each of the First Amendments, (the "Agreements") in order to ensure that each is reasonable.

As part of that analysis, DSS analyzed the per-unit costs that would apply to the EHUs provided during the second Option Term under each of the Agreements.

DSS determined that the average cost for each housing unit in 2025, under the second Option Term of each of the Agreements, is within a reasonable range of the "Fair Market Rent" numbers published by the United States Department of Housing and Urban Development for a one bedroom unit in Westchester County in 2025, in light of the fact that the costs for the second Option Term under each of the Agreements include related housing services and providing the EHUs fully furnished.

Accordingly, DSS's analysis found that the costs comprising the not-to-exceed amounts specified above for the second Option Term of each of the Agreements are reasonable.

Therefore, the County respectfully requests authority from your Honorable Board to exercise its second one-year option under each of the Agreements, and, therefore, 1.) extend the term of each of the Agreements by one (1) year to a new termination date of December 31, 2025; 2.) increase the not-to-exceed amount of each of the Agreements by the following respective amounts, which shall be payable as specified in each of the Agreements, for a total aggregate not-to-exceed amount increase of \$8,288,649.00, in order to pay for services during the second Option Term:

Contractor	Not-To-Exceed Amounts
	1/1/25-12/31/25 Option #2
1.) Westhab (DSS3018-B-23)	\$3,494,802.00
2.) CHI (DSS3019-B-23)	\$2,493,057.00
3.) YWCA of Yonkers (DSS3020-B-23)	\$1,270,787.00
4.) IFCA (DSS3021-B-23)	\$1,030,003.00

; and 3.) reflect the fact that the County will have two (2) remaining one (1) year options (the "Second Amendments").

Except as specifically described above, all terms and conditions of each of the Agreements shall remain in full force and effect.

The proposed Second Amendments will serve a public purpose by providing the County with EHAPs, for an additional year, for homeless families that are deemed eligible for temporary housing assistance by DSS.

The goal and objective of the proposed Second Amendments is to provide the County with EHAPs, for an additional year, for homeless families that are deemed eligible for temporary housing assistance by DSS.

The goal and objective of the proposed Second Amendments is in the best interests of the County in terms of public health and safety, as the County having EHAPs, for an additional year, for homeless families that are deemed eligible for temporary housing assistance by DSS will ultimately help ensure the health and safety of such persons.

The goals and objectives of the proposed Second Amendments will be tracked and monitored by the staff of DSS.

I respectfully recommend the adoption of the attached resolution.

LGT/JE/bdm/nn

APPROVED BOARD OF ACQUISITION & CONTRACT - 12/12/2024 - RAYMOND SCULKY, SECRETARY

**RESOLUTION**

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

**RESOLVED**, that the County of Westchester (the “County”), acting by and through its Department of Social Services (“DSS”), is hereby authorized to exercise its second one-year option under each of four (4) agreements, as specified below, pursuant to each of which the contractor specified below was to provide an emergency housing assistance program (“EHAP”), consisting of the provision and operation of emergency housing units (“EHUs”) and provision of related housing services to homeless families that are deemed eligible for temporary housing assistance by DSS, (the “Services”) for the initial number of EHUs specified below, for the initial not-to-exceed amounts specified below, for the period from January 1, 2023 through December 31, 2024 (comprised of the “Initial Term” and the first “Option Term” specified below), with the County having the sole option to extend the term for up to three (3) additional one (1) year periods (each an “Option Term”) on the same terms as the Initial Term, except for the different initial not-to-exceed amounts specified below:

Contractor	Initial # of EHUs	Not-To-Exceed Amount
		1/1/23-12/31/23 – Initial Term
1.) Westhab, Inc. (“Westhab”) (DSS3018-23)	70	\$3,294,185.00
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3.) The Young Women’s Christian Association of Yonkers (“YWCA of Yonkers”) (DSS3020-23)	22	\$1,304,259.00
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<b>TOTAL:</b>		<b>\$7,919,266.00</b>

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4.) IFCA (DSS3021-A-23)	20	\$1,000,003.00

Contractor	Initial # of EHUs	Not-To-Exceed Amounts		
		1/1/25-12/31/25	1/1/26-12/31/26	1/1/27-12/31/27
		Option #2	Option #3	Option #4
1.) Westhab	70	\$3,494,802.00	\$3,599,647.00	\$3,707,635.00
2.) CHI	66	\$2,493,057.00	\$2,567,849.00	\$2,644,884.00
3.) YWCA of Yonkers	22	\$1,270,787.00	\$1,305,034.00	\$1,340,307.00
4.) IFCA	20	\$1,030,003.00	\$1,060,903.00	\$1,092,730.00

(collectively, the “Agreements”), and, therefore, 1.) extend the term of each of the Agreements by one (1) year, to a new termination date of December 31, 2025; 2.) increase the not-to-exceed amount of each of the Agreements the following respective amounts, which shall be payable as specified in each of the Agreements, for a total aggregate not-to-exceed increase of \$8,288,649.00, in order to pay for services during the second Option Term:

<u>Contractor</u>	<u>Not-To-Exceed Amounts 1/1/25-12/31/25 Option #2</u>
1.) Westhab (DSS3018-B-23)	\$3,494,802.00
2.) CHI (DSS3019-B-23)	\$2,493,057.00
3.) YWCA of Yonkers (DSS3020-B-23)	\$1,270,787.00
4.) IFCA (DSS3021-B-23)	\$1,030,003.00

; and 3.) reflect the fact that the County will have two (2) remaining one (1) year options (the "Second Amendments"); and be it further

**RESOLVED**, that except as specifically hereby authorized to be amended, all terms and conditions of each of the Second Agreements shall remain in full force and effect; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this resolution.

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APPROVED BOARD OF ACQUISITION & CONTRACT - 12/12/2024 RAYMOND STULKY, SECRETARY

**1. Account to be Charged/Credited:**

Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
101	22	8900	5850		\$5,796,454
101	22	8900	5860		\$2,492,195

**2. Budget Funding Year(s):**

Start Date: 01/01/2025 End Date: 12/31/2025  
(must match resolution)

**3. Funding Source:**

	5850	5860				
Federal	99%	0%	CFDA#(s)	93.558		
State	0%	29%	State ID#(s)	N/A		
Operating/ Tax Levy	1%	71%				
Capital	N/A	N/A				

**4. Total NTE: \$8,288,649.00**

(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION - RAYMOND SCULKY, SECRETARY