



Kenneth W. Jenkins  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

112506

DATE: November 18, 2025

TO: Honorable Members of the Board of Acquisition and Contract

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

SUBJECT: Resolution authorizing the County of Westchester to enter into an agreement with Caring for the Homeless of Peekskill, Inc. d/b/a Caring for the Hungry and Homeless of Peekskill, to operate a 24-hour adult shelter program for up to nineteen (19) homeless single men and women, an overnight warming site/drop-in center and a daytime cooling center during extreme heat days for up to seven homeless single males/females at Jan Peek House located in Peekskill, New York, for the period February 1, 2026 through January 31, 2027, in an amount not to exceed \$1,327,405.

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Authorization is hereby requested for the County of Westchester (the "County"), acting by and through its Department of Social Services (the "Department"), to enter into an agreement (DSS3006-26) with Caring for the Homeless of Peekskill, Inc. d/b/a Caring for the Hungry and Homeless of Peekskill ("CHOP"), pursuant to which CHOP would operate a 24-hour adult shelter program for up to nineteen (19) homeless single men and women, an overnight warming site/drop-in center and a daytime cooling center during extreme heat days for up to seven homeless single males/females at a facility know as Jan Peek House located at 200 North Water Street, Peekskill, New York, for the period February 1, 2026 through January 31, 2027, for an amount not to exceed \$1,327,405, to be paid on a monthly basis pursuant to an approved budget and subject to appropriation, (the "Agreement").

The services to be provided pursuant to this Agreement will serve a public purpose of providing emergency shelter to individuals referred by the Department by providing 24-hour supervision, meals, counseling as well as supportive services including referrals to outside agencies for job training, drug/alcohol program, medical treatment, education and life skills training.

The goals and objectives of this Agreement are in the best interest of the County in terms of public health, public safety and fiscal responsibility as they will ensure the health and safety of customers by providing shelter, supportive services and life skills training to persons who would otherwise be on the street thereby reducing the risk of crime and reducing dependence on public assistance.

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.

Based on the Performance Measurement Indicators, the Department is able to report that from February 1, 2025 to September 30, 2025, CHOP provided shelter and support services to 136 single homeless men and women in the shelter residence, and 57 received emergency drop-in shelter services. During the same period, the following outcomes were achieved by this program:

- 9 customers secured permanent housing
- 1 customer secured transitional housing
- 3 individuals with increased income from the time of intake to exit
- An average of 15 individuals engaged in mental health and or substance abuse services

The procurement of this Agreement is exempt from the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)xiv thereof. It should be noted that this 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 there is no federal funding for this program.

Accordingly, the County of Westchester is hereby requesting authority to enter into an agreement with Caring for the Homeless of Peekskill, Inc. for the aforesaid purpose.

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

LGT/YT/lhd

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, is hereby authorized to enter into an agreement (DSS3006-26) with Caring for the Homeless of Peekskill, Inc. d/b/a Caring for the Hungry and Homeless of Peekskill, for the operation of a 24-hour adult shelter program for up to nineteen (19) homeless single men and women, an overnight warming site/drop-in center and a daytime cooling center during extreme heat days for up to seven homeless single males/females at a facility known as Jan Peek House located at 200 North Water Street, Peekskill, New York, for the period from February 1, 2026 through January 31, 2027, in an amount not to exceed \$1,327,405, payable pursuant to an approved budget (the "Agreement"); and be it further

RESOLVED, that the 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 empowered to execute any and all documents necessary to effectuate the purposes hereof

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

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
2026	101	22	8900	5860		\$1,216,788
2027	101	22	8900	5860		\$110,617

**2. Budget Funding Year(s):** 2026-2027

Start Date: February 1, 2026      End Date: January 31, 2027  
(must match resolution)

**3. Funding Source:**

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

**4. Total NTE:** \$1,327,405  
(must match resolution)