

**51148**

**DATE:** February 18, 2015

**TO:** Honorable Board of Acquisition and Contract

**FROM:** Mae Carpenter, Commissioner  
Department of Senior Programs and Services

**RE:** Request for authority for the County of Westchester to:

- a) enter into an agreement with the New York State Office for the Aging to accept a grant in the amount of \$19,611 to provide various support services to caregivers of the elderly suffering from Alzheimer's and related dementias under the Caregiver's Resource Center Grant program for the program period April 1, 2016 through March 31, 2017.
- b) amend an agreement in order to exercise the second of five options to renew the agreement with the Alzheimer's and Related Disease Disorders Association, Inc., Hudson Valley, Rockland-Westchester NY Chapter (the "Contractor") to provide Caregiver Resource Center Program Services to caregivers of persons 60 years or older, residing in Westchester County in an amount not to exceed \$19,611, for the program period April 1, 2016 through March 31, 2017,
- c) further amend the agreement with the Contractor to add certain "Standard Assurances" including federal and state revised statutes, regulations, policies and contract requirements as mandated by the New York State Office for the Aging

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The County of Westchester (the "County"), acting by and through the Westchester County Department of Senior Programs and Services (the "Department"), is requesting authorization to enter into an Agreement with the New York State Office for the Aging ("NYSOFA") to accept a grant in the amount of \$19,611 to provide various support services to caregivers of the elderly under the Caregiver's Resource Center Grant program for the program period April 1, 2015 through March 31, 2016.

By resolution approved on August 21, 2014 (the "August 21<sup>st</sup> Resolution") your Honorable Board authorized the County to enter into an Agreement (the "Agreement") with the Alzheimer's and Related Disease Disorders Association, Inc., Hudson Valley, Rockland-Westchester NY

Chapter (the "Contractor") to operate a resource center to provide Caregiver Resource Center Program services to caregivers of persons 60 years or older, residing in Westchester County, suffering from Alzheimer's and related diseases (the "Program"), in an amount not to exceed \$19,611, utilizing the aforementioned NYSOFA grant funds, for the program period April 1, 2014 through March 31, 2015, with the County reserving the right to renew the Agreement for up to five (5) additional one-year periods, on the same terms and conditions as the initial term. The August 21<sup>st</sup> Resolution also specified that the Department would reimburse the Contractor at an agreed upon unit cost. The Agreement was subsequently executed.

By resolution approved on March 05, 2015 (the "March 5<sup>th</sup> Resolution") your Honorable Board authorized the County to exercise the first of its five options to renew the Agreement with the Contractor to provide the Program, for the program period commencing on April 1, 2015 and continuing through March 31, 2016, in an amount not to exceed \$19,611. The First Amendment Agreement was subsequently executed.

The County now seeks authority to exercise its second option to renew the Agreement with the Contractor to provide the Program, for the program period commencing on April 1, 2016 and continuing through March 31, 2017 in an amount not to exceed \$19,611 in State funds, payable at the agreed upon unit cost amount for actual services provided and data entered in SAMS or other approved reporting measure.

In addition to exercising the second of its five renewal options, the County also respectfully requests authority to further amend the Agreement in order to incorporate certain "Standard Assurances" as mandated by the New York State Office for the Aging ("NYSOFA"), including but not limited to a revised list of federal and state statutes, regulations, policies and contract provisions applicable to the Program.

Because the Agreement with NYSOFA is for the acceptance of grant funds, it does not constitute a procurement, and as such, is not subject to the requirements of the Westchester County Procurement Policy. The Agreement with the Contractor is exempt from the requirements of the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) xix thereof.

Except as specifically amended herein, all other terms and conditions set forth in the Agreement shall remain in full force and effect.

I certify that my department, a.) has copies of, or access to, all applicable laws, rules, regulations, grant applications, and grant agreements (including any master grant agreement), as well as any guidance or instructions received from the agency making the grant (the "Grant Terms"), b.) has reviewed the Grant Terms, c.) is aware of and understands all of the Grant Terms, and d.) can and will comply with all of the Grant Terms

I most respectfully recommend adoption of the attached Resolution.

MC/SJ

## RESOLUTION

Upon communication from the Commissioner of the Westchester County Department of Senior Programs and Services, it is hereby:

**RESOLVED,** that the County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department"), be and is hereby authorized to enter into an Agreement with the New York State Office for the Aging to accept a grant in the amount of \$19,611 to provide various support services to caregivers of the elderly suffering from Alzheimer's and related dementias under the Caregiver's Resource Center Grant program for the program period April 1, 2016 through March 31, 2017; and be it further

**RESOLVED,** that the County is hereby authorized to amend its Agreement with the Alzheimer's and Related Disease Disorders Association, Inc., Hudson Valley, Rockland-Westchester NY Chapter (the "Contractor") in order to exercise the second of its five options to renew the Agreement to operate a resource center that provides caregiver Resource Center Program Services to caregivers of persons 60 years or older residing in Westchester County who are suffering from Alzheimer's and related diseases (the "Program"), in an amount not to exceed \$19,611, at the agreed upon unit cost, for the program period April 1, 2016 through March 31, 2017; and be it further

**RESOLVED,** that the County is further authorized to amend the Agreement with the Contractor by adding certain "Standard Assurances", including a revised list of federal and state statutes, regulations, policies and certain contract provisions as mandated by the New York State Office for the Aging; and be it further

**RESOLVED,** that except as specifically amended hereby, all other terms and conditions set forth in the Agreement shall remain in full force and effect; and be it further

**RESOLVED,** that the County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Account to be Charged/credited	Fund	Department	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
Credited	263	85	927R	9854	T927	\$19,611
Charged	263	85	927R	4380	T927	\$19,611

Budget Funding Years: 2016 - 2017  
(must match resolution)

Start Date 04/01/16

End Date 3/31/17

Funding Source  
\$19,611  
(must match resolution)

Tax Dollars	<u>\$0</u>
State Aid	<u>\$19,611</u>
Federal Aid	<u>\$0</u>
Other	<u>\$0</u>

APPROVED BOARD OF ACQUISITION & CONTRACTS 03/17/2016 - LIS/MRIJAJ, SECRETARY