

**82964**

**DATE:** February 26, 2021

**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 elderly Westchester County residents 60 years and older under the Caregiver Resource Center program, for the program period commencing on April 1, 2021 and continuing through March 31, 2022; and
- b) amend an agreement with Westchester Jewish Community Services, Inc. to provide various support services to caregivers of elderly Westchester County residents 60 years and older under the Caregiver Resource Center program in order to exercise the second of four (4) one-year option terms. State funding for the program period commencing on April 1, 2021 and continuing through March 31, 2022 shall be for an amount not to exceed \$19,611.

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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 elderly County residents 60 years and older under the Caregiver Resource Center program, for the program period commencing on April 1, 2021 and continuing through March 31, 2022 (the "NYSOFA Agreement").

Additionally, by resolution approved on March 21 2019 (the "March 21<sup>st</sup> Resolution") your Honorable Board authorized the County to enter into an agreement (the "Agreement") utilizing the NYSOFA grant funds with Westchester Jewish Community Services, Inc. (the "Contractor") to provide various support services to caregivers of elderly Westchester County residents 60 years and older under the Caregiver Resource Center program (the "Program"). State funding for the program period commencing on April 1, 2019 and continuing through March 31, 2020 (the "Initial Term") was for an amount not to exceed \$19,611, payable at the agreed upon unit cost for actual services provided and data entered in NYSOFA's Client Statewide Data System ("PeerPlace"). The Agreement was subsequently executed.

The March 21<sup>st</sup> Resolution also authorized that the County, at its sole option, could extend the term of the Agreement with the Contractor for up to four (4) additional one-year periods (each an "Option Term"), at the same unit cost; however, noting that funding could vary from year to year, which would impact the not to exceed amount of the contract, subject to the prior approval of your Honorable Board.

Thereafter, by resolution approved on April 23, 2020 (the "April 23<sup>rd</sup> Resolution"), your Honorable Board authorized the County to amend the Agreement with the Contractor to provide the Program in order to: 1) exercise the first of the County's four (4) Option Terms to renew and extend the term of the Agreement for the program period commencing on April 1, 2020 and continuing through March 31, 2021 (the "First Option Term") at the same not-to-exceed amount as the Initial Term, and subsequent Option Terms; and 2) to incorporate into the First Option Term and any subsequent Option Term thereafter certain "Standard Assurances" as mandated by the NYSOFA), including but not limited to, certain contract provisions applicable to the Program (the "First Amendment"). The First Amendment was subsequently executed

The County now seeks the authority of your Honorable Board to amend the Agreement with the Contractor to provide the Program in order to exercise the second of the County's four (4) Option Terms to renew and extend the term of the Agreement for the program period commencing on April 1, 2021 and continuing through March 31, 2022 (the "Second Option Term). State funding for the Program will be at the same amount as the Initial Term and subsequent Option Terms (the "Second Amendment").

Except as specifically to be amended hereunder, all remaining terms and conditions of the Agreement, as previously amended, with the Contractor shall remain in full force and effect.

For ten months of the 2020 - 2021 program year, WJCS, Caregiver Resource Center (CRC) program provided: 186 units of Counseling to 83 (duplicated) participants; 288 units of Support Groups to 112 (duplicated) participants; 25 units of Assistance to 22 (duplicated) participants; and 421 units of Information to 421 participants.

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

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"), is hereby authorized 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 elderly Westchester County residents 60 years and older under the Caregiver Resource Center program, for the program period commencing on April 1, 2021 and continuing through March 31, 2022 (the "NYSOFA Agreement"); and be it further

**RESOLVED,** that the County is hereby authorized to amend its agreement (the "Agreement") with Westchester Jewish Community Services, Inc. (the "Contractor") to provide various support services to caregivers of elderly Westchester County residents 60 years and older under the Caregiver Resource Center (the "Program") in order to exercise the second of the County's four (4) additional one-year periods (each an "Option Term") under the Agreement to renew and extend the term of the Agreement for the program period commencing on April 1, 2021 and continuing through March 31, 2022 (the "Second Option Term"). State funding for the Program shall be for an amount not to exceed \$19,611 (the "Second Amendment"); and be it further

**RESOLVED,** that except as specifically amended hereby, all remaining terms and conditions of the initial Agreement as previously amended with the Contractor 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.

Agreement: \$19,611  
 First Amendment: \$19,611  
 Second Amendment: \$19,611  
 Total: \$58,833

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

Budget Funding Years: 2021-2022      Start Date 04/01/2021      End Date 3/31/2022  
 (must match resolution)

Funding Source      Tax Dollars \$ 0  
\$19,611      State Aid \$19,611  
 (must match resolution)      Federal Aid \$ 0

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/25/2021 - LISA MURRAY, SECRETARY