



Memorandum  
Department of Senior Programs and Services

111780

**DATE:** August 28, 2025

**TO:** Board of Acquisition & Contract

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

**RE:** Authority to amend an agreement with The LOFT: The Lesbian and Gay Community Services Center, Inc. for the provision of information and assistance services to County residents, 60 years and older, who identify as lesbian, gay, bisexual, and/or transgender under Title III-B of the Older Americans Act, in order to exercise the first (1<sup>st</sup>) of the County's four (4) Extension Terms to extend the term of the agreement for one (1) year for the period commencing retroactively from January 1, 2025 and continuing through December 31, 2025 in an amount not-to-exceed \$32,373.00 in federal funds.

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By resolution approved on October 17, 2024 (the "October 17<sup>th</sup> Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department"), to enter into an agreement (the "Agreement") with The LOFT: The Lesbian and Gay Community Services Center, Inc. ("The LOFT"), for the provision of information and assistance services (the "Services") to County residents, 60 years and older, who identify as lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual and/or more ("LGBTQ+") under Title III-B of the Older Americans Act (the "Program"), for the period from January 1, 2024 through December 31, 2024 (the "Initial Term"), for an amount not to exceed \$32,373.00 in federal funds. The October 17<sup>th</sup> Resolution further authorized the County, at its sole option, to extend the term of the Agreement for up to four (4) additional extension terms of one (1) year each (each an "Extension Term"), on the same terms and conditions as the Initial Term, except that the units cost may vary each year as agreed upon by the parties and except for the not-to-exceed amounts, which remained undetermined for each subsequent extension term. The Agreement was subsequently executed.

The County through the Department has determined that it would like to further extend the term of the Agreement for the 2025 Program period.

Accordingly, authority is now respectfully requested from your Honorable Board to amend the Agreement in order to exercise the first (1<sup>st</sup>) of the County's four (4) Extension Terms under the Agreement to provide the Services for the Program period commencing retroactively on January 1, 2025 and continuing through December 31, 2025 (the "First Extension Term") for the not-to-exceed amount of \$32,373.00 in federal funds (the "First Amendment").

The proposed First Amendment is exempt from the Westchester County Procurement Policy and Procedures pursuant to Section 3(a) xix thereof, which exempts "any procurement for the purpose of entering into a contract with persons to provide direct services to senior citizens. . .". However, the proposed First Amendment is also subject to 2 CFR Part 200 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, that mandates a market/price analysis be conducted before the County can exercise an option to extend the Agreement. In furtherance of this requirement, the Department contacted three (3) additional agencies for the provision of the Services, and all three (3) responded with price proposals. After careful consideration, The LOFT was selected to provide the Services because, based on the criteria set forth in the RFP, the Department determined that The LOFT's proposal met the required specifications and facilitated the acquisition of the Services of maximum quality at the lowest possible cost under the circumstances.

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

The proposed First Amendment will serve a public purpose by providing information and assistance with supportive services to help maintain County seniors in the community and avoid premature institutionalization.

The goals and objectives of the proposed First Amendment are to provide the neediest, most vulnerable older adults with information and assistance through the use of available public and voluntary services, and appropriate community resources. This includes a determination as to whether older adults are receiving the various benefits and services which they may need and to which they may be entitled. The Department is dedicated to the belief that information and assistance services regarding family and community-based alternatives that offer seniors appropriate information and assistance services will improve quality of life for seniors, increase their sense of independence and wellbeing, and assist them in leading independent, meaningful, and dignified lives in their own homes and communities.

The goals and objectives of the proposed First Amendment are in the County's best interests in terms of fiscal responsibility and public health, as these services enable seniors to remain safely in their homes and communities among friends and family and maintain a cost-effective lifestyle. The Title III-B programs aim to reduce or delay nursing home institutionalization, thereby reducing Medicaid costs for the County, State, and Federal governments and improving the general well-being of the County's elderly.

The goals and objectives of the proposed First Amendment will be tracked, monitored, and evaluated through monthly reporting activities and annual on-site reviews to determine if the proposed First Amendment's performance goals and objectives are being met in a fiscally responsible and appropriately safe and successful fashion.

Accordingly, I respectfully recommend your Honorable Board's approval of the attached Resolution.

MC/BL/ran

## **RESOLUTION**

UPON A COMMUNICATION FROM MAE CARPENTER, COMMISSIONER OF THE WESTCHESTER COUNTY DEPARTMENT OF SENIOR PROGRAMS AND SERVICES, BE IT 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 amend its agreement (the "Agreement") with The LOFT: The Lesbian and Gay Community Services Center, Inc. (the "LOFT"), for the provision of information and assistance services to County residents, 60 years and older, who identify as lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual, and/or more (the Services") under Title III-B of the Older Americans Act ("Program"), in order to exercise the first (1<sup>st</sup>) of the County's four (4) Extension Terms to extend the term of the Agreement for the Program period commencing retroactively from January 1, 2025 and continuing through December 31, 2025 (the "First Extension Term") for an amount not-to-exceed \$32,373.00 in federal funds, payable based upon the agreed upon unit costs for the actual Services provided and data entered into the New York State Office for the Aging's PeerPlace System (the "First Amendment"); and be it further

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

**RESOLVED**, that the Agreement with The LOFT is subject to County appropriations; and be it further

**RESOLVED**, that the Agreement with The LOFT is also subject to the 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 the Agreement with The LOFT or renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to The LOFT, then The LOFT shall have the right to terminate the Agreement upon reasonable prior written notice; 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.

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Agreement: \$32,373.00  
 First Amendment: \$32,373.00  
**New Total NTE: \$64,746.00**

Account to be charged:	Fund	Dept.	Major Program, Program & Phase or Unit	Sub-Unit	Object/Sub Object	Trust Account	Dollars
Title III-B	263	85	A686	GRNT	4380	T686	\$32,373

Budget Funding Years 2025  
 (must match resolution)

Start Date: 1/1/2025

End Date: 12/31/2025

Tax Dollars: \$0

Funding Source

\$32,373.00

(must match resolution)

State Aid: \$0

Federal Aid: \$32,373.00

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/11/2025 - RAYMOND SCULKY, SECRETARY