



Office of the District Attorney
County of Westchester

MEMORANDUM

OnBase: 110561

DATE: February 25, 2025

TO: HONORABLE MEMBERS
BOARD OF ACQUISITION AND CONTRACT

FROM: SUSAN CACACE
DISTRICT ATTORNEY

RE: AUTHORITY TO ENTER INTO 1) AN AGREEMENT WITH THE NEW YORK STATE OFFICE OF CHILDREN AND FAMILY SERVICES TO ACCEPT A GRANT IN AN AMOUNT NOT TO EXCEED \$66,666 IN FEDERAL PASS THROUGH FUNDS, FOR THE DISTRICT ATTORNEY'S OFFICE TO OPERATE THE SUPPLEMENTAL MULTIDISCIPLINARY TEAM AND CHILD ADVOCACY CENTER PROGRAM, FOR A PERIOD COMMENCING ON JANUARY 1, 2025 AND CONTINUING THROUGH AUGUST 31, 2025; AND 2) AGREEMENTS WITH WESTCHESTER JEWISH COMMUNITY SERVICES, INC., IN AN AMOUNT NOT TO EXCEED \$10,000, AND WESTCHESTER INSTITUTE FOR HUMAN DEVELOPMENT, IN AN AMOUNT NOT TO EXCEED \$42,120, PURSUANT TO APPROVED BUDGETS, FOR THE PURPOSE OF IMPLEMENTING THE GRANT PROGRAM, FOR THE PERIOD FROM JANUARY 1, 2025 THROUGH AUGUST 31, 2025.

Authority is respectfully requested from your Honorable Board for the County of Westchester (the "County"), acting by and through its Office of the District Attorney (the "District Attorney's Office"), to enter into a grant agreement, known as Contract No. C030520 (the "Grant Agreement"), with the New York State Office of Children and Family Services (the "OCFS"), to accept a grant in an amount not to exceed \$66,666 in federal pass through funds, for the District Attorney's Office to supplement the Multidisciplinary Team ("MDT") and Child Advocacy Center ("CAC") Grant Program (the "Program"), for the period from January 1, 2025 through August 31, 2025.

The Program provides the funding necessary for the coordination of all investigations that pertain to all suspected child abuse or maltreatment throughout Westchester County. It enables the successful investigation and prosecution of child abuse cases and comprehensive allocation of services for the therapeutic treatment of child victims. This process is coordinated through the Investigations Information Coordinator ("MDT IIC") who ensures all team members are joined in any specific investigation and attend scheduled forensic interviews and medical exams of the child victim at the CAC. This process has successfully limited child victims from being interviewed more than once by multiple agencies and preserved crucial prosecutorial evidence which has well enhanced prosecutorial cases. The Program not only provides child victims a safe friendly environment to receive medical and therapeutic services, but also a place where a child can report any occurring abuse to law enforcement officials.

Authority is further requested for the County, through the District Attorney's Office, to enter into an agreement with Westchester Jewish Community Services, Inc. (WJCS"), pursuant to which WJCS will

provide the services of a Mental Health Coordinator (“MHC”) who will be available to the victim and family during the interview and examination process, as well as a supervisor who will oversee the MHC to ensure that team services are being provided. The term of the agreement with WJCS will commence on January 1, 2025 and continue through August 31, 2025. In consideration for services rendered, the County will pay WJCS an amount not-to-exceed \$10,000, payable pursuant to an approved budget.

Additionally, authority is requested for the County, through the District Attorney’s Office, to enter into an agreement with Westchester Institute for Human Development (“WIHD”), pursuant to which WIHD, through its CAC Director (“Director”), will provide staff and programmatic oversight to the CAC. The Director will facilitate the monthly MDT case review meeting as well as the MDT/CAC planning committee in close relationship with the District Attorney’s Office and the MDT IIC. The term of the agreement with WIHD will commence on January 1, 2025 and continue through August 31, 2025. In consideration for services rendered, the County will pay WJCS an amount not-to-exceed \$42,120, payable pursuant to an approved budget.

The goals and objectives of the Program are to prevent duplication of interviews, increase the use of the CAC by law enforcement, enhance prosecution by the immediate collection of evidence and help the establishment of New York State (“State”) approved protocols for Westchester’s MDT/CAC. The goals and objectives are in the best interest of the County in terms of public safety by enabling the County to increase the use of the CAC, limit the number of child interviews, encourage sound forensic interviews and investigations, and assist the County in State approval of the MDT. The goals and objectives will be monitored by the Office of the District Attorney and quarterly progress reports will be submitted to the OCFS for their review and approval.

Because the agreement with OCFS is for the acceptance of grant funds, it does not constitute a procurement and, as such, is not subject to the Westchester County Procurement Policy. The agreements with WJCS and WIHD are exempt from the Westchester County Procurement Policy pursuant to Sections 3(a)(viii) and 3(a)(xviii) thereof.

In addition, because the agreements with WJCS and WIHD are being funded with Federal pass-thru funds, they are also subject to the procurement requirements set forth in 45 CFR Part 75, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Health and Human Service (HHS) Awards. However, because the County is deemed a “subrecipient” under the Federal award, the contracts with WJCS and WIHD are also exempt from the Federal procurement requirements.

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.

Accordingly, approval of the attached resolution is most respectfully requested.

SC/OK/JPG

RESOLUTION

Upon a communication from Susan Cacace, District Attorney, be it hereby:

RESOLVED, that the County of Westchester (“County”), acting by and through its Office of the District Attorney (the “District Attorney’s Office”), is authorized to enter into an agreement (“Grant Agreement”) with the New York State Office of Children and Family Services, to accept a grant in an amount not to exceed \$66,666 in Federal Pass Through Funds, for the District Attorney’s Office to operate The Supplemental Multidisciplinary Team (“MDT”) and Child Advocacy Center Program (the “Program”), for a term commencing on January 1, 2025 and continuing through August 31, 2025; and be it further

RESOLVED, that the County, acting by and through the District Attorney’s Office, is further authorized to enter into an agreement with Westchester Jewish Community Services, Inc. (“WJCS”), pursuant to which WJCS will provide a Mental Health Coordinator (“MHC”) who will be available to the child abuse victim and family during the interview and examination process, as well as a supervisor who will oversee the MHC to ensure that team services are being provided, for a term commencing on January 1, 2025 and continuing through August 31, 2025, in an amount not to exceed \$10,000, payable pursuant to an approved budget; and be it further

RESOLVED, that the County, acting by and through the District Attorney’s Office, is further authorized to enter into an agreement with Westchester Institute for Human Development (“WIHD”), pursuant to which WIHD will provide staff and programmatic oversight to the Child Advocacy Center, including the services of the Director who will facilitate the monthly MDT case review meetings as well as the Program planning committee, for a term commencing on January 1, 2025 and continuing through August 31, 2025, in an amount not to exceed \$42,120, payable pursuant to an approved budget; and be it further

RESOLVED, that the agreements with WJCS and WIHD are subject to County Appropriations; and be it further

RESOLVED, that the proposed agreements with WJCS and WIHD are 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 these agreements. 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 agreements or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to WJCS and WIHD, then WJCS and WIHD shall have the right to terminate the agreements upon reasonable prior written notice; and be it further

RESOLVED, that the District Attorney or her duly authorized designee is hereby authorized to take such action and execute such documents as may be necessary and proper to effect the purposes hereof.

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
263	37	A100	9853	G100	\$66,666
263	37	A100	4380	G100	\$52,120

Budget Funding Year(s) 2025 Start Date 01/01/2025 End Date 08/31/2025
 (must match resolution)

Funding Source Tax Dollars: _____
 State Aid: _____
\$66,666 Federal Aid: \$66,666
 (must match resolution) Other: _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/06/2025 - RAYMOND SCULKY, SECRETARY