



Kenneth W. Jenkins
County Executive

Department of Senior Programs and Services

Mae Carpenter
Commissioner

113618

DATE: April 23, 2026

TO: Board of Acquisition & Contract

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

RE: Authority for the County of Westchester to amend agreements with Westchester Jewish Community Services, Inc. and the Young Women’s Christian Association of Yonkers for the provision of meals to seniors under Title III-C of the Older Americans Act and the Nutrition Services Incentive Program, for the period commencing retroactively on October 1, 2023 and continuing through December 31, 2024, in order to increase the total aggregate not-to-exceed amount of the Agreements by \$20,629.36 in federal funding to a new total aggregate amount not to exceed \$54,549.58, payable in accordance with the attached Schedule “A”.

By resolution approved on March 7, 2024 (the “March 7th Resolution”), your Honorable Board authorized the County of Westchester (the “County”), acting by and through its Department of Senior Programs and Services (“SRS”), to enter into agreements (the “Agreements”) with Westchester Jewish Community Services, Inc. (“WJCS”) and the Young Women’s Christian Association of Yonkers (“YWCA”) (collectively, the “Contractors”) for the provision of meals to seniors under Title III-C of the Older Americans Act (“OAA”) and the Nutrition Services Incentive Program (“NSIP”), for the period commencing retroactively on October 1, 2023 and continuing through December 31, 2024, for a total aggregate amount not to exceed \$36,049.00 in federal funding, payable pursuant to approved budgets and subject to appropriations. The WJCS agreement was executed on January 1, 2024, and the YWCA agreement was executed on October 2, 2024.

As a result of unforeseen circumstances, the New York State Office for the Aging (“NYSOFA”) has informed SRS that it has: a.) increased funding under the Title III-C grant program, and b.) decreased NSIP grant funding, in accordance with the table attached hereto as Schedule “A”. SRS is now seeking to amend the Agreements to modify their respective not-to-exceed amounts.

Accordingly, authority is respectfully requested for the County to amend the Agreements in order to increase the total aggregate not-to-exceed amount of the Agreements by \$20,629.36 in federal funding to a new total aggregate amount not to exceed \$54,549.58, payable in accordance with the attached Schedule “A” (collectively, the “First Amendments”). Payments shall be made by SRS in accordance with the unit-cost rates for meals provided by the Contractors during the terms of their respective agreements.

Except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the Agreements shall remain the same and in full force and effect.

The goals and objectives of the proposed First Amendments are to service seniors who are sixty years old or older and satisfy their basic needs for food, nutrition, and socialization. The WJCS and YWCA programs specifically aim to maintain or improve the wellbeing of those seniors who are at increased nutritional risk.

The goals and objectives of the proposed First Amendments are in the best interests of the County in terms of public health by providing needed nutrition programs to County seniors who are vulnerable to suffering from malnutrition.

The goals and objectives of the proposed First Amendments will be tracked, monitored, and evaluated by SRS's Nutrition, Health and Wellness Unit, to ensure compliance with Federal, State, and County regulations. On-site monitoring, contractor monthly report reviews, and contract meal performance management will be completed by assigned nutrition staff. On-site reviews will be conducted bi-annually by nutrition staff and annually by NYSOFA.

The proposed First Amendments are exempt from the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)(xix) thereof, which exempts from procurement, contracts for "direct services to senior citizens including care, counseling, referral, case management, social and nutritional support, and other essential outreach services."

The proposed First Amendments are also exempt from the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, pursuant to 2 CFR §200.320 (c)(2) thereof, which exempts from federal procurement, transactions that "can only be fulfilled by a single source."

Accordingly, I most respectfully recommend your Honorable Board's adoption of the attached proposed Resolution.

MC/BL/mcz
Attachments

RESOLUTION

Upon communication from the 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 Program and Services, is hereby authorized to amend agreements (the “Agreements”) with Westchester Jewish Community Services, Inc. (“WJCS”) and the Young Women’s Christian Association of Yonkers (“YWCA”) for the provision of meals to seniors under Title III-C of the Older Americans Act and the Nutrition Services Incentive Program, for the period commencing retroactively on October 1, 2023 and continuing through December 31, 2024, in order to increase the total aggregate not-to-exceed amount of the Agreements by \$20,629.36 in federal funding to a new total aggregate amount not to exceed \$54,549.58, payable in accordance with the attached Schedule “A”; and be it further

RESOLVED, that except as otherwise specifically amended hereby, all remaining terms and conditions set forth in the WJCS agreement and YWCA agreement shall remain the same and in full force and effect; and be it further

RESOLVED, that the County Executive or his duly authorized designee is authorized and empowered to execute and deliver all instruments and to take any and all actions necessary or appropriate to effectuate the purposes hereof.

[Budget Boxes And Schedule “A” To Follow]

Account to be Charged:	Fund	Dept.	Major Program, Program & Phase, Unit	Sub-Unit	Object/Sub Object	Trust Account	Dollars
Title III-C-1	263	85	941Z	GRNT	4380	T 941	\$2,899.68
Title III-C-2	263	85	942Z	GRNT	4380	T 942	\$17,729.68

Budget Funding Year(s):	<u>Unit 941Z & 942Z - 2024</u>	Start Date:	<u>1/1/2024</u>	End Date:	<u>12/31/2024</u>
(must match resolution)					
Funding Source		Tax Dollars	\$0		
		State Aid	\$0		
\$20,629.36		Federal Aid	\$20,629.36		
(must match resolution)					

SCHEDULE "A"

NUTRITION SERVICES TO SENIORS – FUNDING DISTRIBUTION

Contract	Funding Source	NOT-TO-EXCEED AMOUNTS		
		Westchester Jewish Community Services	Young Women's Christian Association of Yonkers	Total Aggregate NTE Amount
Original Agreement	Title III-C-1	\$0.00	\$18,019.00	
	Title III-C-2	\$13,223.00	\$0.00	
	NSIP (Title III-C-1)	\$0.00	\$2,772.00	
	NSIP (Title III-C-2)	\$2,035.00	\$0	
First Amendment	Title III-C-1	\$0.00	+ \$2,899.68	
	Title III-C-2	+ \$17,729.68	\$0.00	
	NSIP (Title III-C-1)	\$0.00	- \$1,322.35	
	NSIP (Title III-C-2)	- \$806.43	\$0.00	
	TOTAL	\$32,181.25	\$22,368.33	\$54,549.58

[NO FURTHER TEXT ON THIS PAGE]