



**Office of the District Attorney
County of Westchester**

MEMORANDUM

On Base: 110334

DATE: JANUARY 16, 2025

TO: HONORABLE MEMBERS
BOARD OF ACQUISITION AND CONTRACT

FROM: SUSAN CACACE
DISTRICT ATTORNEY

RE: RESOLUTION AUTHORIZING THE COUNTY OF WESTCHESTER TO:

- 1) ENTER INTO A GRANT AGREEMENT WITH THE NEW YORK STATE OFFICE OF VICTIM SERVICES TO ACCEPT A GRANT IN THE AMOUNT OF \$363,773.00 IN STATE AND FEDERAL PASS THROUGH FUNDS, WITH THE COUNTY CONTRIBUTING \$103,324.00 IN COUNTY MATCHING FUNDS, PAYABLE PURSUANT TO AN APPROVED BUDGET, FOR THE DISTRICT ATTORNEY'S OFFICE TO PROVIDE VARIOUS SERVICES TO ASSIST CRIME VICTIMS, FOR A TERM COMMENCING RETROACTIVELY ON OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025; AND
- 2) ENTER INTO A SUBCONTRACT AGREEMENT WITH WESTCHESTER JEWISH COMMUNITY SERVICES, INC., IN AN AMOUNT NOT-TO-EXCEED \$188,843.00, PAYABLE PURSUANT TO AN APPROVED BUDGET, FOR THE PROVISION OF PSYCHOTHERAPY SERVICES TO CRIME VICTIMS, FOR A TERM COMMENCING RETROACTIVELY ON OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025.

Authority is sought for the County of Westchester (the "County"), acting by and through the Office of the District Attorney (the "District Attorney's Office") to enter into a grant agreement – Agreement No. C11423GG (the "Grant Agreement") – with the New York State Office of Victim Services ("NYS OVS") to accept a grant (the "Grant") in the amount of \$363,773.00 in state and federal pass through funds, with the County contributing \$103,324.00 in County matching funds, payable pursuant to an approved budget, for the District Attorney's Office to provide various services to assist crime victims, for a term commencing retroactively on October 1, 2024 through September 30, 2025.

Authority is also sought for the County, acting by and through the District Attorney's Office, to enter into an agreement (the "Contractor Agreement") with Westchester Jewish Community Services, Inc. ("WJCS"), in an amount not-to-exceed \$188,843.00, payable pursuant to an approved budget, for the provision of psychotherapy services to crime victims, for a term commencing retroactively on October 1, 2024 through September 30, 2025.

The goals and objectives of the Grant Agreement and the Contractor Agreement are to continue to provide a centralized, accessible crime victims' assistance unit within the District Attorney's Office. This unit provides all direct services and benefits offered by the NYS OVS. These services include compensation claim assistance, on-site counseling, and follow-up contact with victims, criminal justice support and advocacy and personal advocacy to victims.

The proposed Grant Agreement and the Contractor Agreement will serve a public purpose by protecting the needs and extending the rights of all innocent victims of crime in New York State. Funding from the Grant will also expand and facilitate the coordination of services and assistance available from federal, state and local government agencies as well as other agencies, shelters and organizations.

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 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.

The Grant Agreement does not constitute a procurement of goods and services and as such is not subject to the requirements of the Westchester County Procurement Policy and Procedures (the "Policy"). With respect to the Contractor Agreement with WJCS, the County has complied with sections 6 and 11 of the Policy. On July 19, 2024 the District Attorney's Office issued a Request for Proposals (the "RFP"), seeking the services of two therapists, one with Spanish speaking skills, to provide psychotherapy services to crime victims. The RFP was posted on the County's RFP website. Despite these efforts, only one proposal, the one submitted by WJCS, was received in response to the RFP. The District Attorney's Office reviewed WJCS' proposal with reference to the evaluation criteria set forth in the RFP. After careful consideration, WJCS was selected to provide these services because they were able to provide the professional services needed for this grant. In addition, we have a long-standing professional relationship with WJCS and we know and respect the quality of the services WJCS provides. Accordingly, for the foregoing reasons, it is proposed that awarding the Contractor Agreement to WJCS would be in the County's best interest.

These agreements will be monitored by the District Attorney's Office through its adherence to the work plan outlined by NYS OVS which will be documented in the quarterly fiscal and programmatic reports submitted to NYS OVS.

Accordingly, your Board's approval of the attached resolution is most respectfully requested.

SC/OK/sjc
Attachment

RESOLUTION

Upon communication from Susan Cacace, the District Attorney, be it hereby

RESOLVED, that the County of Westchester (the “County”), acting by and through the Office of the District Attorney (“District Attorney’s Office”), is hereby authorized to 1) enter into a grant agreement – Agreement No. C11423GG (the “Grant Agreement”) – with the New York State Office of Victim Services (“NYS OVS”) to accept a grant in the amount of \$363,773.00 in state and federal pass through funds, for the District Attorney’s Office to provide various services to assist crime victims, for a term commencing retroactively on October 1, 2024 through September 30, 2025; and 2) enter into an agreement (the “Contractor Agreement”) with the Westchester Jewish Community Services, Inc. (“WJCS”) to provide psychotherapy services for crime victims, in an amount not-to-exceed \$188,843.00, payable pursuant to an approved budget, for a term commencing retroactively on October 1, 2024 through September 30, 2025; and be it further

RESOLVED, that pursuant to the terms of the Grant Agreement, the County shall be required to contribute \$103,324.00 in matching funds, payable pursuant to an approved budget; and be it further

RESOLVED, that the Contractor Agreement is subject to County appropriations; and be it further

RESOLVED, that the Contractor Agreement is also subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of this Contractor 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 Contractor Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to WJCS, then WJCS shall have the right to terminate the Contractor 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 and empowered to take any and all action and execute any and all documents necessary to effectuate the purposes hereof.

Account to be charged/credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub- Object	Trust Account	Dollars
263	37	635Z	9854	T635	\$72,755
263	37	635Z	9853	T635	\$291,018
101	37	0010	4912		\$103,324
263	37	635Z	4380		\$188,843

Budget Funding Year(s) 2024-2025 Start Date: 10/01/2024 End Date: 09/30/2025
 (must match resolution)

Funding Source Tax Dollars: \$103,324
 State Aid: \$72,755
 Federal Aid: \$291,018
 Other: _____

Total: \$467,097
 (must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/30/2025 - RAYMOND SKULKY, SECRETARY