

111783

DATE: August 29, 2025**TO:** Board of Acquisition and Contract**FROM:** Mae Carpenter, Commissioner
Department of Senior Programs and Services

RE: Authority to amend an agreement with Family Service Society of Yonkers, for the provision of Family Caregiver Support Services for County grandparents/relative caregivers, 55 years and older, of children under 18 years old, under Title III-E of the Older Americans Act, in order to exercise the third (3rd) of the County's four (4) Extension Terms to extend the term of the agreement one (1) year for the period commencing retroactively from January 1, 2025 and continuing through December 31, 2025 in an amount not to exceed \$46,453.00, comprised of \$45,100 in federal funds and \$1,353 in County grants.

By resolution approved on September 1, 2022 (the "September 1st Resolution"), your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Senior of Programs and Services (the "Department"), to enter into an agreement (the "Initial Agreement") with the Family Service Society of Yonkers ("FSSY"), for the provision of Family Caregiver Support Services for County grandparents/relative caregivers, 55 years and older, of children under 18 years old (the "Services"), under Title III-E of the Older Americans Act (the "Program"), for the period commencing retroactive on May 1, 2022 and continuing through December 31, 2022 (the "Initial Term") for an amount not to exceed \$31,170.00 in federal funds payable based on an agreed upon unit cost for actual Services provided and data entered in the New York State Office for the Aging's ("NYSOFA's"), PeerPlace System with FSSY required to contribute \$10,390.00 in matching funds to the Program.

The September 1st Resolution further authorized the County, at its sole option, to extend the term of the Initial Agreement for up to four (4) additional one (1) year periods (each an "Option Term") on the same terms and conditions as the Initial Term, except for the not-to-exceed amounts, which remained undetermined for each subsequent extension term. The Agreement was subsequently executed.

Thereafter, by resolution approved on September 7, 2023 (the "September 7th Resolution"), your Honorable Board authorized the County to amend the September 1st Resolution in order to correct and reflect that each additional one (1) year period is an "Extension Term". The September 7th Resolution further authorized the County to amend the Initial Agreement in order to exercise the first (1st) of the County's four (4) Extension Terms to provide the Services for the Program period commencing retroactively on January 1, 2023 and continuing through December 31, 2023 (the "First Extension Term") in an amount \$45,100.00 in

federal funds payable based on an agreed upon unit cost for actual Services provided and data-entered in the New York State Office for the Aging's ("NYSOFA's"), PeerPlace System with FSSY required to contribute \$15,034.00 in matching funds to the Program (the "First Amendment").

Thereafter, by resolution approved on November 30, 2023, your Honorable Board further authorized the County to amend the September 7th Resolution, in order revise the scope of services under the First Amendment to eliminate the caregiver "outreach" service component, effective October 1, 2023. The First Amendment was subsequently executed.

By resolution approved on July 25, 2024 (the "July 25th Resolution"), your Honorable Board again authorized the County to amend the Agreement, as amended, for the provision of the Services, in order to exercise the second (2nd) of the County's four (4) Extension Terms under the Agreement to provide the Services for the Program period commencing retroactively from January 1, 2024 and continuing through December 31, 2024 (the "Second Extension Term") in an amount not-to-exceed \$45,100.00 in federal funds payable based on an agreed upon unit cost for actual Services provided and data-entered in the New York State Office for the Aging's ("NYSOFA's"), PeerPlace System with the FSSY required to contribute \$15,034.00 in matching funds to the Program (the "Second Amendment"). The Second Amendment was subsequently executed.

The Initial Agreement, First Amendment and Second Amendment are collectively referred to as the "Agreement".

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 for the County to amend the Agreement, in order to exercise the third (3rd) of the County's four (4) Extension Terms under the Agreement to provide the Services for the Program period commencing retroactively from January 1, 2025 and continuing through December 31, 2025 (the "Third Extension Term") in an amount not to exceed \$46,453.00, comprised of \$45,100.00 in federal funds and \$1,353.00 in County tax dollars, payable based on an agreed upon unit cost for actual Services provided and data-entered in the New York State Office for the Aging's ("NYSOFA's"), PeerPlace System with the FSSY required to contribute \$15,034.00 in matching funds to the Program (the "Third Amendment").

The proposed Third 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 Third 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 five (5) additional agencies for the provision of the Services, and all five (5) responded with price proposals. After careful consideration, FSSY was selected to provide the Services because, based on the criteria set forth in the RFP, the Department determined that FSSY'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 Third Amendment will serve a public purpose by linking caregivers to vital services necessary to ease their caregiver burden so they may continue to carry out their caregiving roles and responsibilities and to support the care receiver.

The goals and objectives of the proposed Third Amendment are to provide caregivers with emotional support, advice, guidance and the tools necessary to tackle the challenges of caregiving in a range of areas distinctive to the many tasks of this population. Information and assistance, public information/education, support groups, counseling, and training services will be offered to caregivers through the use of available public and voluntary services and appropriate community resources. The Department is dedicated to the belief that providing services to caregivers can reduce caregiver depression, anxiety, and stress and enable them to provide better care and care longer, thereby avoiding or delaying the need for costly institutional care.

The goals and objectives of the proposed Third Amendment are in the best interests of the County in terms of fiscal responsibility because they effectively allow grandparents/non-parent relative caregivers to cost-effectively care for children, thus preventing costly foster placement.

The goals and objective of the proposed Third Amendment will be tracked and monitored on an ongoing basis through monthly reports and site visits by Department staff. In 2024 Family Services Society of Yonkers provided 52 unduplicated clients with 198 units of Assistance services; 28 unduplicated clients with 28 units of Counseling services; 78 unduplicated clients were provided 58 units of Public Information; 12 unduplicated clients were provided with 13 units of support group services; 187 unduplicated clients received 35 units of Caregiver Information; 15 unduplicated clients received 58 units of Caregiver Training services.

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

MC/BL/ran

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 Programs and Services (the "Department"), is hereby authorized to amend its agreement with Family Service Society of Yorkers ("FSSY" or "Contractor"), for the provision of Family Caregiver Support Services for County grandparents/relative caregivers, 55 years and older, of children under 18 years old (the "Services"), under Title III-E of the Older Americans Act (the Program"), as amended, (collectively, the "Agreement") in order to exercise the third (3rd) of the County's four (4) Extension Terms to extend the term of the Program period commencing retroactively from January 1, 2025 and continuing through December 31, 2025 (the "Third Extension Term") for an amount not to exceed \$46,453.00, comprised of \$45,100.00 in federal funds and \$1,353.00 in County tax dollars, payable based upon the agreed upon unit costs for actual Services provided and data entered in the New York State Office for the Aging's PeerPlace System (the "Third Amendment"); and be it further

RESOLVED, that FSSY is required to contribute \$15,034.00 in Contractor matching funds for the Third Extension Term; 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 FSSY is subject to County appropriations; and be it further

RESOLVED, that the Agreement with FSSY 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 FSSY or renegotiate the amounts and rates approved therein. If the County subsequently offers to pay a reduced amount to FSSY, then FSSY 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.

Agreement: \$31,170.00
 First Amendment: \$45,100.00
 Second Amendment: \$45,100.00
 Third Amendment: \$46,453.00
Total: \$167,823.00

Account to be charged:	Fund	Dept.	Major Program, Program & Phase or Unit	Sub-Unit	Object/Sub Object	Trust Account	Dollars
IIIE	263	85	A448	GRNT	4380	T448	\$46,453.00

Budget Funding
 Year(s): 2025 Start Date 1/1/2025 End Date 12/31/2025
 (must match resolution)

Funding Source County Tax Dollars: \$1,353.00
 \$46,453 State Aid: \$0

(must match resolution) Federal Aid: \$45,100.00

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