

**95482**

**DATE:** August 17, 2022

**TO:** Board of Acquisition and Contract

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

**RE:** Request for authority to enter into an Agreement with Family Service Society of Yonkers to provide Family Caregiver Support Services under Title III-E of the Older Americans Act for an amount not to exceed \$31,170 in federal funds, for the period commencing on May 1, 2022 and continuing through December 31, 2022.

The County of Westchester (the "County") acting by and through its Department of Senior of Programs and Services (the "Department" or "DSPS") seeks the authority of your Honorable Board to enter into an Agreement with the Family Service Society of Yonkers ("FSSY" or the "Contractor") pursuant to which FSSY will provide Family Caregiver Support Services for Westchester County grandparents/relative caregivers, 55 and older, of children under 18 years old, in accordance with Title III, Part E, Subpart 1, Sections 372 and 373 of the Older Americans Act (the "OAA"), as amended, and its implementing regulations (the "Services" or "Program") for the Program period commencing on May 1, 2022 through December 31, 2022 (the "Initial Term"). Federal funding for the Initial Term of the Program will in an amount not to exceed \$31,170, 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. The County in its sole and complete discretion, may increase or decrease the not-to-exceed amount of the contract, subject to, among other things, the availability of funds and the County obtaining all necessary legal approvals. Additionally, FSSY required to contribute \$10,390 in matching funds to the Program.

Furthermore, the County, in its sole discretion, may extend the term of the Agreement for up to four (4) additional one (1) year periods (each and "Option Term") on the same terms and conditions as the Initial Term, except that the unit costs for the Initial Term and any extension term may vary each year, subject to the availability of funds, acceptable past performance, the County obtaining all necessary legal approvals and the County's determination that an extension is in its best interest. It should be noted that subsequent Option Terms will be for the program period commencing on January 1<sup>st</sup> and terminating on December 31<sup>st</sup>

In order to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Federal Procurement Regulations"), which requires a competitive procurement, the Department procured the services with the Contractor through a Request for Proposals dated January 6, 2022 with a due date of February 4, 2022. Therefore, the County has satisfied the requirements of the Federal Procurement Regulations.

The proposed Agreement 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 Program 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, outreach, 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 Program are in the best interests of Westchester County in terms of fiscal responsibility because they effectively allow grandparent/non-parent relative caregivers to cost-effectively care for children, thus preventing costly foster placement.

The goals and objectives of the Program will be tracked and monitored on an ongoing basis through monthly reports and site visits by Department staff.

The Department recommends entering into an agreement with FSSY, because it is well positioned and able to link families to desperately needed programs as warranted. FSSY also partners with Legal Services of the Hudson Valley and Westchester Jewish Community Services to address issues related to kinship care and actively provides caregiver services to families in Westchester County. In addition to the aforementioned, the Contractor has successfully implemented the Program through prior agreements with the County.

Accordingly, I recommend adoption of the proposed resolution.

MC/SJ

## 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, is hereby authorized to enter into an agreement (the "Agreement") with Family Service Society of Yonkers. ("FSSY" or the "Contractor"), pursuant to which FSSY will provide Family Caregiver Support Services for Westchester County grandparents/relative caregivers, 55 and older, of children under 18 years old, in accordance with Title III, Part E, Subpart 1, Sections 372 and 373 of the Older Americans Act (the "OAA"), as amended, and its implementing regulations (the "Services" or "Program"). Federal funding for the Program will be for an amount not-to-exceed \$31,170, payable based on agreed upon unit cost for actual services provided and data entered in NYSOFA's PeerPlace System, for the period commencing on May 1, 2022 through December 31, 2022 (the "Initial Term"); and be it further

**RESOLVED**, that the County, in its sole discretion, may extend the term of the Agreement for up to four (4) additional one (1) year periods on the same terms and conditions as the Initial Term, except that the unit costs for the Initial Term and any extension term may vary each year based upon the separate unit cost price proposals submitted by the Contractor in response to the RFP subject to the availability of funds, acceptable past performance, the County obtaining all necessary legal approvals and the County's determination that an extension is in its best interest. It should be noted that subsequent renewals will be for the program period commencing on January 1<sup>st</sup> and terminating on December 31<sup>st</sup>; and be it further

**RESOLVED**, that for the Initial Term, FSSY is required to contribute \$10,390 in matching funds to the Program; and be it further

**RESOLVED**, that this Agreement is subject to County appropriations; and be it further

**RESOLVED**, that this 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 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 this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this 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

Account to be charged	Fund	Dept.	Major Program, Program & Phase Or Unit	Sub-Unit	Object/ Sub Object	Trust Account	Dollars
	263	85	448X	GRNT	4380	T448	\$31,170
Budget Funding Year(s) (must match resolution)	<u>2022</u>		Start Date		<u>5/1/2022</u>	End Date	<u>12/31/2022</u>
Funding Source		Tax Dollars	\$				
		State Aid	\$				
\$31,170 (must match resolution)		Federal Aid	\$31,170				