



October 15, 2025

Westchester County Board of Legislators  
800 Michaelian Office Building  
148 Martine Avenue  
White Plains, New York 10601

Dear Honorable Members of the Board of Legislators:

Transmitted herewith for your review and approval is an act (the "Act") which, if adopted by your Honorable Board, would authorize the County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department"), to enter into inter-municipal agreements ("IMAs") with the municipalities listed in Exhibit "A" attached to the Act (the "Municipalities"), for services to be funded with grants received from the New York State Office for the Aging ("NYSOFA") under Titles III-B, III-C and the Nutrition Services Incentive Program ("NSIP") of the Older Americans Act of 1965, as amended ("OAA"). Each of the IMAs will be for terms corresponding to the terms of the grant agreements between NYSOFA and the County ("Grant Agreements"), commencing retroactively on January 1, 2025 and continuing through December 31, 2025, except for the IMAs for the provision of NSIP services, which terms will commence retroactively on October 1, 2024 and continue through September 30, 2025. The IMAs funded with grants received from NYSOFA under the Grant Agreements will be in the total aggregate not-to-exceed amounts set forth below:

**IMAs**

| Title III-B  | Title III-C & NSIP |
|--------------|--------------------|
| \$230,021.00 | \$1,437,661.00     |

The services to be provided under the IMAs with the funds received under OAA for Titles III-B and III-C and NSIP are as follows: (i) nutrition services, such as congregate and home delivered meals; (ii) regional kitchen equipment, supplies, repairs and vehicle expenses; and (iii) transportation services, to help seniors remain in their homes and community (collectively, the "Services").

It should be noted that, by resolution approved on August 7, 2025, the Westchester County Board of Acquisition and Contract duly authorized the Department to enter into the Grant Agreements with NYSOFA.

It should also be noted that your Honorable Board has previously approved similar legislation pursuant to Act No. 119 - 2024. However, the existing authorization expired on December 31, 2024, and a new authorization will be needed to enter into new agreements.

Office of the County Executive  
Michaelian Office Building  
148 Martine Avenue  
White Plains, New York 10601

Telephone : (914)995-2900

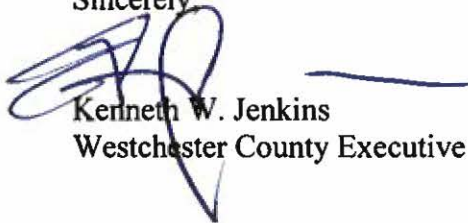
Email : [CE@westchestercountyny.gov](mailto:CE@westchestercountyny.gov)

The Department has complied with the Westchester County Procurement Policy and Procedures (the "Policy"), noting that the IMAs are exempt from procurement pursuant to section 3(a) iii of the Policy, which exempts contracts with "... any State and any political subdivision, agency or instrumentality thereof," and pursuant to section 3(a) xix of the Policy, which exempts "any procurement for the purpose of entering into a contract with persons to provide direct services to senior citizens."

Notwithstanding that the procurement for the Services is exempt from the Policy, the Services are funded with federal grant monies and are, therefore, subject to the Federal Procurement Requirements in accordance with Section 11 of the Policy. The Federal procurement regulations (2 CFR§ 200.320) require that contracts in amounts greater than \$10,000 and up to \$250,000, be procured by obtaining price or rate quotations from an adequate number of qualified sources, unless such contracts are deemed to be "non-competitive" procurements. Because the Services are being provided directly by the respective Municipalities using their own resources (i.e., senior centers, buses, food service providers, equipment, etc.), it has been determined that the Services constitute non-competitive procurements in accordance with 2 CFR§ 200.320 (c)(2), in that due to the nature and extent of the services being provided, the Services are only available from those single sources.

The proposed IMAs are intended to benefit the County by assisting in the provision of grant-funded services to Westchester County residents. Accordingly, I believe the proposed IMAs are in the best interest of the County and, therefore, recommend your favorable action on the annexed proposed Act.

Sincerely,



Kenneth W. Jenkins  
Westchester County Executive

KJ/MC/BL/mcz  
Attachments

**HONORABLE BOARD OF LEGISLATORS  
THE COUNTY OF WESTCHESTER**

Your Committee is in receipt of a communication from the County Executive recommending the approval of an act (the “Act”) which, if adopted by your Honorable Board, would authorize the County of Westchester (the “County”), acting by and through its Department of Senior Programs and Services (the “Department”), to enter into inter-municipal agreements (“IMAs”) with the municipalities listed in Exhibit “A” attached to the Act (the “Municipalities”), for services to be funded with grants received from the New York State Office for the Aging (“NYSOFA”) under Titles III-B, III-C and the Nutrition Services Incentive Program (“NSIP”) of the Older Americans Act of 1965, as amended (“OAA”). Each of the IMAs will be for terms corresponding to the terms of the grant agreements between NYSOFA and the County (“Grant Agreements”), commencing retroactively on January 1, 2025 and continuing through December 31, 2025, except for the IMAs for the provision of NSIP services, which terms will commence retroactively on October 1, 2024 and continue through September 30, 2025. The IMAs funded with grants received from NYSOFA under the Grant Agreements will be in the total aggregate not-to-exceed amounts set forth below:

**IMAs**

| Title III-B  | Title III-C & NSIP |
|--------------|--------------------|
| \$230,021.00 | \$1,437,661.00     |

Your Committee is advised that the services to be provided under the IMAs with the funds received under the OAA for Titles III-B and III-C and NSIP are as follows: (i) nutrition services, such as congregate and home delivered meals; (ii) regional kitchen equipment, supplies, repairs and vehicle expenses; and (iii) transportation services, to help seniors remain in their homes and community (collectively, the “Services”).

Your Committee is further advised that by resolution approved on August 7, 2025, the Westchester County Board of Acquisition and Contract duly authorized the Department to enter into the Grant Agreements with NYSOFA.

Your Committee notes that this Honorable Board passed similar authorizing legislation pursuant to Act No. 119- 2024. However, the existing authorization expired on December 31, 2024, and a new authorization will be needed to enter into new agreements.

Your Committee is also advised that the Department has complied with the Westchester County Procurement Policy and Procedures (the "Policy"), noting that the IMAs are exempt from procurement pursuant to section 3(a) iii of the Policy, which exempts contracts with "... any State and any political subdivision, agency or instrumentality thereof," and pursuant to section 3(a) xix of the Policy, which exempts "any procurement for the purpose of entering into a contract with persons to provide direct services to senior citizens."

Notwithstanding that the procurement for the Services is exempt from the Policy, the Services are funded with federal grant monies and are, therefore, subject to the Federal Procurement Requirements in accordance with Section 11 of the Policy. The Federal procurement regulations (2 CFR§ 200.320), require that contracts in amounts greater than \$10,000.00 and up to \$250,000.00, be procured by obtaining price or rate quotations from an adequate number of qualified sources, unless such contracts are deemed to be "non-competitive" procurements. Because the Services are being provided directly by the respective Municipalities using their own resources (i.e., senior centers, buses, food service providers, equipment, etc.), it has been determined that the Services constitute non-competitive procurements in accordance with 2 CFR§ 200.320 (c)(2), in that due to the nature and extent of the services being provided, the Services are only available from those single sources.

The Department of Planning has advised your Committee that based on its review, the authorization of the proposed IMAs does not meet the definition of an action under the New York State Environmental Quality Review Act ("SEQRA") and its implementing regulations, 6 NYCRR Part 617. Please refer to the memorandum from the Department of Planning dated January 14, 2025, which is on file with the Clerk of the Board of Legislators. Your Committee concurs with this recommendation.

Your Committee has been advised that the passage of the attached Act requires an affirmative vote of a majority of the members of your Honorable Board.

Your Committee believes that adoption of the proposed Act is necessary to effectively carry out these worthwhile services to Westchester County residents. Accordingly, after consideration, your Committee recommends adoption of the annexed Act.

Dated: \_\_\_\_\_, 2025  
White Plains, New York

# FISCAL IMPACT STATEMENT

SUBJECT: IIIB ☐ NO FISCAL IMPACT PROJECTED

## OPERATING BUDGET IMPACT

(To be completed by operating department and reviewed by Budget Department)

A) ☒ GENERAL FUND ☐ AIRPORT ☐ SPECIAL REVENUE FUND (Districts)

### B) EXPENSES AND REVENUES

Total Current Year Cost \$ 230021

Total Current Year Revenue \$ 230021

Source of Funds (check one): ☒ Current Appropriations

☐ Transfer of Existing Appropriations ☐ Additional Appropriations ☐ Other (explain)

Identify Accounts: 263-85-T686

Potential Related Operating Budget Expenses: Annual Amount \$ 0

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Potential Related Revenues: Annual Amount \$ 230021

Describe: Funding received from the Federal Government under the Older American's Act.  
\_\_\_\_\_  
\_\_\_\_\_

### Anticipated Savings to County and/or Impact on Department Operations:

Current Year: Without these funds, the Department would not be able to provide Transportation services to Seniors in Westchester.  
\_\_\_\_\_

Next Four years:

Estimated to be same as above each year.  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by: Sandra Brown

Title: Director of Program Development II

Department: Senior Programs & Svcs.

Reviewed By: 

Budget Director

10/9/25

If you need more space, please attach additional sheets.





# FISCAL IMPACT STATEMENT

SUBJECT: IIIC1/NSIP

☐ NO FISCAL IMPACT PROJECTED

## OPERATING BUDGET IMPACT

(To be completed by operating department and reviewed by Budget Department)

A) ☒ GENERAL FUND ☐ AIRPORT ☐ SPECIAL REVENUE FUND (Districts)

### B) EXPENSES AND REVENUES

Total Current Year Cost \$ 885720

Total Current Year Revenue \$ 885720

Source of Funds (check one): ☒ Current Appropriations

☐ Transfer of Existing Appropriations

☐ Additional Appropriations

☐ Other (explain)

Identify Accounts: 263-85-T941 (IIIC1) 263-85-T939 (NSIP)

Potential Related Operating Budget Expenses:

Annual Amount \$ 0

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Potential Related Revenues: Annual Amount \$ 885720

Describe: Funding received from the Federal Government under the Older American's Act.  
\_\_\_\_\_  
\_\_\_\_\_

### Anticipated Savings to County and/or Impact on Department Operations:

Current Year: Without these funds, the Department would not be able to provide seniors with Congregate Meals, Nutrition Services Incentive Program, and supplement regional kitchen equipment, supplies, repairs and vehicle expenses as needed.

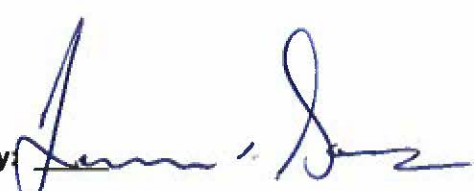
Next Four years:

Estimated to be same as above each year.  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by: Sandra Brown

Title: Director of Program Development II

Department: Senior Programs & Svcs.

Reviewed By: 

Budget Director

10/9/05

If you need more space, please attach additional sheets.



# FISCAL IMPACT STATEMENT

SUBJECT: IIIC2/NSIP

☐ NO FISCAL IMPACT PROJECTED

## OPERATING BUDGET IMPACT

(To be completed by operating department and reviewed by Budget Department)

A) ☒ GENERAL FUND ☐ AIRPORT ☐ SPECIAL REVENUE FUND (Districts)

### B) EXPENSES AND REVENUES

Total Current Year Cost \$ 551941

Total Current Year Revenue \$ 551941

Source of Funds (check one): ☒ Current Appropriations

☐ Transfer of Existing Appropriations

☐ Additional Appropriations

☐ Other (explain)

Identify Accounts: 263-85-T942 (IIIC2); 263-85-T939 (NSIP)

Potential Related Operating Budget Expenses:

Annual Amount \$ 0

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Potential Related Revenues: Annual Amount \$ 551941

Describe: Funding received from the Federal Government under the Older American's Act.  
\_\_\_\_\_  
\_\_\_\_\_

### Anticipated Savings to County and/or Impact on Department Operations:

Current Year: Without these funds, the Department would not be able to provide seniors with Home Delivered Meals, Nutrition Services Incentive Program, supplement regional kitchen equipment, supplies, repairs and vehicle expenses as needed.

Next Four years:

Estimated to be same as above each year.  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by: Sandra Brown

Title: Director of Program Development II

Department: Senior Programs & Svcs.

Reviewed By: \_\_\_\_\_

10/9/25

Budget Director

10/9/25

If you need more space, please attach additional sheets.



AN ACT authorizing the County of Westchester to enter into inter-municipal agreements with local municipalities for services to be funded under Titles III-B, III-C and NSIP grants of the Older Americans Act.

**BE IT ENACTED** by the County Board of the County of Westchester as follows:

Section 1. The County of Westchester (the “County”), acting by and through its Department of Senior Programs and Services (the “Department”), be and hereby is authorized to enter into inter-municipal agreements (“IMAs”) with the municipalities listed in Exhibit “A” attached hereto (the “Municipalities”), for services to be funded with grants received from the New York State Office for the Aging (“NYSOFA”) under Titles III-B, III-C and the Nutrition Services Incentive Program (“NSIP”) of the Older Americans Act, as amended (“OAA”), each for a term commencing retroactively on January 1, 2025 and continuing through December 31, 2025, except that the term for the IMAs for NSIP services, will commence retroactively on October 1, 2024 and continue through September 30, 2025, in the total aggregate not-to-exceed amounts set forth below:

**IMAs**

| Title III-B  | Title III-C & NSIP |
|--------------|--------------------|
| \$230,021.00 | \$1,437,661.00     |

§2. The contract amounts for each IMA shall be determined at the discretion of the Commissioner of the Department.

§3. The services to be provided under the IMAs with the OAA funds for Titles III-B and III-C and NSIP shall include: (i) nutrition services such as congregate and home delivered meals; (ii) regional kitchen equipment, supplies, repairs and vehicle expenses; and (iii) transportation services.

§4. The County Executive or his authorized designee is hereby empowered to execute all instruments and take all actions reasonable and necessary to effectuate the purposes hereof.

§5. This Act shall take effect immediately.

**EXHIBIT "A"****2025 LIST OF MUNICIPALITIES AND SERVICES**

| <b>GRANT:<br/>III-B</b>                             | <b>GRANTS:<br/>III-C-1, III-C-2 &amp; NSIP</b>                                                                                    |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b><u>SERVICES</u></b><br><br><b>Transportation</b> | <b><u>SERVICES</u></b><br><br><b>Meals and Other-Regional Kitchen<br/>Equipment, Supplies, Repairs &amp;<br/>Vehicle Expenses</b> |
| Town of Cortlandt                                   | Town of Cortlandt                                                                                                                 |
| Town of Eastchester                                 | Town of Eastchester                                                                                                               |
| Town of Greenburgh                                  | Town of Greenburgh                                                                                                                |
| Town of Mamaroneck                                  | Town of Mamaroneck                                                                                                                |
| Village/Town of Mount Kisco                         | Village/Town of Mount Kisco *                                                                                                     |
| Town of Mount Pleasant                              | Town of Mount Pleasant                                                                                                            |
| City of Mount Vernon                                | City of Mount Vernon *                                                                                                            |
| City of New Rochelle                                | City of New Rochelle                                                                                                              |
| Town of Ossining                                    | Town of Ossining                                                                                                                  |
| City of Peekskill                                   | City of Peekskill *                                                                                                               |
| Village of Port Chester                             | Village of Port Chester                                                                                                           |
| Town of Somers                                      | Town of Somers                                                                                                                    |
| City of White Plains                                | City of White Plains                                                                                                              |
| City of Yonkers                                     | City of Yonkers                                                                                                                   |
| Town of Yorktown                                    | Town of Yorktown *                                                                                                                |

**Note:**

- ALL municipalities listed above under Title III-B will provide Transportation Services
- ALL municipalities listed above under III-C-1, III-C-2 & NSIP will provide Meals, EXCEPT that ONLY those marked with an asterisk (\*) will also provide Other-Regional Kitchen Equipment, Supplies, Repairs & Vehicle Expenses