



Memorandum
Office of the County Executive
Michaelian Office Building

March 20, 2026

TO: Hon. Vedat Gashi, Chair
Hon. Terry Clements, Vice Chair
Hon. Judah Holstein, Majority Leader
Hon. Margaret Cunzio, Minority Leader

FROM: Kenneth W. Jenkins
County Executive 

RE: Message Requesting Immediate Consideration: **Act – Amending Act
2024-119 – NYSOFA Grant Agreements.**

This will confirm my request that the Board of Legislators allow submission of the referenced communication to be submitted to the Board of Legislators March 23, 2026 Agenda.

Transmitted herewith for your review and approval is an act (the “Act”), which, if adopted by your Honorable Board, would amend Act 2024-119, which authorized 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.

Therefore, since this communication is of the utmost importance, it is respectfully submitted that the County Board of Legislators accepts this submission for March 23, 2026 “blue sheet” calendar.

Thank you for your prompt attention to this matter.



Kenneth W. Jenkins
County Executive

March 23, 2026

Westchester County Board of Legislators
800 Michaelian Office Building, Room 800
White Plains, NY 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 amend Act 2024-119, which authorized 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 Act 2024-119 (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 Incentive Program ("NSIP") of the Older Americans Act of 1965, as amended ("OAA"), to increase the total aggregate not-to-exceed amount of the Title III-C & NSIP IMAs by \$710,103.40, from an amount not to exceed \$1,373,856.00 to a new total aggregate amount not to exceed \$2,083,959.40.

Act 2024-119 authorized the County to enter into the IMAs for terms corresponding to the terms of the grant agreements between NYSOFA and the County (the "Grant Agreements"), commencing retroactively on January 1, 2024 and continuing through December 31, 2024, except for the IMAs for the provision of the NSIP services, which commenced retroactively on October 1, 2023 and continued through September 30, 2024. The IMAs were subsequently executed. The IMAs funded by the NYSOFA Grant Agreements were authorized in the total aggregate not-to-exceed amounts set forth below:

IMAs

Title III-B	Title III-C & NSIP
\$230,021.00	\$1,373,856.00

As a result of unforeseen circumstances, NYSOFA has informed the Department that it has increased funding under the grant agreement for the Title III-C & NSIP grant programs ("Title III-C & NSIP Grant Agreement"). On December 4, 2025, the Westchester County Board of Acquisition and Contract authorized the County to amend the Title III-C & NSIP Grant Agreement to increase the total not-to-exceed amount thereof by \$497,757.22, from an amount not to exceed \$2,123,230.00 to a new total amount not to exceed \$2,620,987.22.

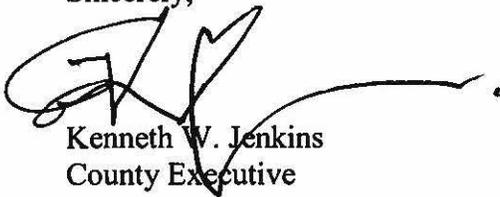
Accordingly, with more funds available for the Title III-C & NSIP grant programs, the Department is now seeking authority to amend Act 2024-119 to increase the total not-to-exceed amount of the Title III-C & NSIP IMAs by \$710,103.40, from an amount not to exceed \$1,373,856.00 to a new total aggregate amount not to exceed \$2,083,959.40. All other terms and conditions of the Title III-C & NSIP IMAs will remain the same.

The nutrition aid services being provided to seniors under the Title III-C & NSIP IMAs are exempt from the Westchester County Procurement Policy and Procedures (the "Policy") pursuant to Section 3(a)(iii) thereof, which exempts from procurement "transactions or contracts with the United States of America, 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 the foregoing, the Title III-C & NSIP IMAs are funded with Federal grant monies and are, therefore, also subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Federal Procurement Standards") according to Section 11 of the Policy. The Federal Procurement Standards require that contracts in amounts greater than \$15,000.00, but less than \$350,000.00, be procured by obtaining price or rate quotations from an "adequate number of qualified sources", unless there are specific circumstances in which the recipient or subrecipient of the Federal funds may use a "noncompetitive procurement method". Here, because the nutrition aid 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 are exempt from the Federal Procurement Standards, pursuant to 2 C.F.R. §200.320(c)(2) thereof, because, due to the nature and extent of the services being provided, the services "can only be fulfilled by a single source".

Based upon the foregoing, I respectfully recommend the adoption of the annexed proposed Act.

Sincerely,

A handwritten signature in black ink, appearing to read 'KWJ', with a long horizontal flourish extending to the right.

Kenneth W. Jenkins
County Executive

KWJ/MC/BL/mcz

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

Your Committee is in receipt of a communication from the County Executive recommending the adoption of an act (the “Act”), which, if approved by your Honorable Board, would amend Act 2024-119, which authorized 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 this 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 Incentive Program (“NSIP”) of the Older Americans Act of 1965, as amended (“OAA”), to increase the total aggregate not-to-exceed amount of the Title III-C & NSIP IMAs by \$710,103.40, from an amount not to exceed \$1,373,856.00 to a new total aggregate amount not to exceed \$2,083,959.40.

Act 2024-119 authorized the County to enter into the IMAs for terms corresponding to the terms of the grant agreements between NYSOFA and the County (the “Grant Agreements”), commencing retroactively on January 1, 2024 and continuing through December 31, 2024, except for the IMAs for the provision of the NSIP services, which commenced retroactively on October 1, 2023 and continued through September 30, 2024. The IMAs were subsequently executed. The IMAs funded by the NYSOFA Grant Agreements were authorized in the total aggregate not-to-exceed amounts set forth below:

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As a result of unforeseen circumstances, NYSOFA has informed the Department that it has increased funding under the grant agreement for the Title III-C & NSIP grant programs (“Title III-C & NSIP Grant Agreement”). On December 4, 2025, the Westchester County Board of Acquisition and Contract authorized the County to amend the Title III-C & NSIP Grant Agreement to increase the total not-to-exceed amount thereof by \$497,757.22, from an amount not to exceed \$2,123,230.00 to a new total amount not to exceed \$2,620,987.22.

Accordingly, with more funds available for the Title III-C & NSIP grant programs, the Department is now seeking authority to amend Act 2024-119 to increase the total not-to-exceed amount of the Title III-C & NSIP IMAs by \$710,103.40, from an amount not to exceed \$1,373,856.00 to a new total aggregate amount not to exceed \$2,083,959.40. All other terms and conditions of the Title III-C & NSIP IMAs will remain the same.

The nutrition aid services being provided to seniors under the Title III-C & NSIP IMAs are exempt from the Westchester County Procurement Policy and Procedures (the “Policy”) pursuant to Section 3(a)(iii) thereof, which exempts from procurement “transactions or contracts with the United States of America, 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 the foregoing, the Title III-C & NSIP IMAs are funded with Federal grant monies and are, therefore, also subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the “Federal Procurement Standards”) according to Section 11 of the Policy. The Federal Procurement Standards require that contracts

in amounts greater than \$15,000.00, but less than \$350,000.00, be procured by obtaining price or rate quotations from an “adequate number of qualified sources”, unless there are specific circumstances in which the recipient or subrecipient of the Federal funds may use a “noncompetitive procurement method”. Here, because the nutrition aid 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 are exempt from the Federal Procurement Standards, pursuant to 2 C.F.R. §200.320(c)(2) thereof, because, due to the nature and extent of the services being provided, the services “can only be fulfilled by a single source”.

The Department of Planning has advised your Committee that based on its review, the proposed amendment to the Title III-C & NSIP IMAs does not meet the definition of an action under New York State Environmental Quality Review Act and its implementing regulations 6 NYCRR Part 617. Please refer to the memorandum from the Department of Planning dated January 9, 2026, which is on file with the Clerk of your Honorable Board.

Your Committee has carefully considered this matter and recommends adoption of the annexed proposed Act, noting that it requires not more than an affirmative vote of a majority of the members of your Honorable Board.

Dated: _____, 20_____
White Plains, New York

COMMITTEE ON

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.

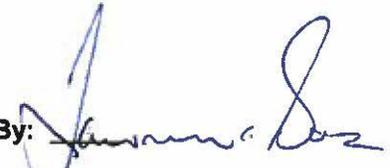
Next Four years:

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

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 \$ 1161423.29

Total Current Year Revenue \$ 1161423.29

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 \$ 1161423.29

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

Reviewed By:  _____

Title: Director of Program Development II

Budget Director

Department: Senior Programs & Svcs.

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 \$ 922536.11

Total Current Year Revenue \$ 922536.11

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 \$ 922536.11

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: 

Budget Director

3/18/24

If you need more space, please attach additional sheets.

ACT NO. ___-2026

AN ACT authorizing the County of Westchester to amend Act 2024-119 to increase the total aggregate not-to-exceed amount of the Title III-C & NSIP IMAs by \$710,103.40, from an amount not to exceed \$1,373,856.00 to a new total aggregate amount not to exceed \$2,083,959.40.

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

SECTION 1. Section 1 of Act 2024-119, is hereby amended as follows:

“Section 1. The County of Westchester (“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 receive 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, 2024 and continuing through December 31, 2024, except that the term for the IMA’s for NSIP services will commence retroactively on October 1, 2023 and continue through September 30, 2024, in the total aggregate not-to-exceed amounts set forth below:

IMAs

Title III-B	Title III-C & NSIP
\$230,021.00	\$2,083,959.40

§ 2. All other terms and conditions of the Title III-C & NSIP IMAs shall remain the same.

§ 3. The County Executive or his duly authorized designee is hereby authorized and empowered to execute any and all documents appropriate and necessary to effectuate the purposes hereof.

§ 4. This Act shall take effect immediately.