



Memorandum
Department of Planning

110968

DATE April 18, 2025

TO: Board of Acquisition and Contract

FROM: Blanca P. Lopez, M.S.
Commissioner of Planning

SUBJECT: Resolution authorizing an agreement between the County of Westchester and Horseman's Harvest Neighborhood Pantry, Inc. pursuant to which it will provide emergency food distribution services and personal protective equipment to low/moderate income households impacted by the Coronavirus pandemic using Community Development Block Grant – Covid 19 (CDBG-CV) program funding in an amount not to exceed \$150,000.00.

The attached resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an agreement with Horseman's Harvest Neighborhood Pantry, Inc. ("Horseman's Harvest"), pursuant to which Horseman's Harvest will provide food distribution services, purchase of refrigerators and freezers, a Ford Transit 350 van and personal protective equipment for low/moderate income households residing within the 2020 Urban County Consortium who have been adversely impacted by the Coronavirus pandemic. In consideration for services rendered, the County will pay Horseman's Harvest an amount not to exceed \$150,000 in CDBG-CV program funding, payable pursuant to an approved budget. The Agreement will commence on April 1, 2025 and continue through March 31, 2026.

The goal and objective of this agreement is to provide food to families who are food insecure and to prevent, prepare and respond to the Coronavirus pandemic residing in the communities of low/moderate income households from the 2020 Westchester Urban County Consortium. The program will be monitored by the Westchester County Department of Planning staff, who will review all payment requests to ensure all contractual requirements are met.

This procurement is in compliance with the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)xvi thereof, which exempts contracts with recipients for disbursement of grants or loans under the Community Development Block Grant Program. Additionally, the Department of Planning issued a Request for Proposals (the "RFP") for these services. The RFP, which was posted on the County's website on February 24, 2025, sought proposals from municipal agencies who are

501(c)(3) organizations in order to assist low to moderate income households to prevent, prepare and/or respond to the Coronavirus Pandemic. As of March 10, 2025, fifteen (15) organizations submitted proposals, three (3) organizations will be handled as "short form" contracts and one (1) is included in this request.

Act # 20-2020, adopted March 9, 2020, by the Westchester County Board of Legislators, authorized the County to submit an Urban County Application under the Federal Community Development Block Grant, Emergency Solutions Grant, and HOME Investment Partnership Program, including a FY 2019-2023 Consolidated Plan and to accept such Grants.

On July 30, 2020, the Board of Acquisition and Contract approved a resolution authorizing the amendment to the agreement between the County of Westchester and the United States Department of Housing and Urban Development (HUD) to accept additional funds to address the impacts of COVID-19.

I recommend approval of this agreement.

BLP/am/je
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/01/2025 - RAYMOND SULKY, SECRETARY

RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF PLANNING, BE IT HEREBY

RESOLVED: that the County of Westchester is authorized to enter into an agreement with Horseman's Harvest Neighborhood Pantry, Inc. ("Horseman's Harvest"), pursuant to which Horseman's Harvest will provide food distribution services, purchase of refrigerators and freezers, a Ford Transit 350 van and personal protective equipment for low/moderate income households residing within the 2020 Urban County Consortium, who have been adversely impacted by the Coronavirus pandemic in a total aggregate not-to-exceed amount of \$150,000 in Community Development Block Grant - Covid 19 (CDBG-CV) program funding, pursuant to approved budget, for a term commencing retroactively on April 1, 2025 and continuing through March 31, 2026; and be it further

RESOLVED: that the County Executive or his duly authorized designee is authorized to execute any documents and take any actions necessary to effectuate the purposes hereof.

Account to be
Charged/Credited

		Major Program, Program & Phase	Object/ Sub Object	Trust Account	
Fund	Dept	Or Unit	Sub Object	Account	Dollars
263	19	067V	4998	T067	\$150,000

Budget Funding Year(s) FY 2020 Start Date April 1, 2025 End Date March 31, 2026
(must match resolution)

Funding Source

Tax Dollars _____

State Aid _____

\$150,000
(must match resolution)

Federal Aid \$150,000 U.S Department of Housing and Urban Development

Other _____