



Memorandum
Department of Planning

110969

DATE April 18, 2025

TO: Board of Acquisition and Contract

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

SUBJECT: Resolution authorizing agreements between the County of Westchester and three organizations to provide emergency food service to low/moderate income households impacted by the coronavirus pandemic using Community Development Block Grant – Covid 19 (CDBG-CV) funding in an aggregate amount not to exceed \$273,200.

The attached resolution, if approved by your Honorable Board, would authorize the County of Westchester (the “County”) to enter into agreements with the three nonprofit organizations set forth below to provide food distribution services to households who have been adversely impacted by the Coronavirus pandemic, in communities of low/moderate income households within the 2020 Urban County Consortium.

The program will use Community Development Block Grant – COVID 19 funding to pay a total aggregate amount not to exceed \$273,200, pursuant to an approved budget, as follows:

Gullotta House, Inc.	\$88,200
Port Chester Carver Center	\$100,000
The Mount Kisco Interfaith Food Pantry, Inc.	\$85,000
TOTAL	\$273,200

The term shall commence retroactively on January 1, 2025 and expire on December 31, 2025. Funds will be reimbursed as vouchered by the organizations.

The goal and objective of these agreements is to provide food to families who are food insecure and to prevent, prepare and respond to the Coronavirus pandemic who reside in communities with 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 for 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 three (3) are 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 these agreements.

BLP/am/je
Attachment

RESOLUTION

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

RESOLVED: that the County of Westchester is authorized to enter into agreements with the three nonprofit organizations listed below in order to provide food distribution services to households who have been adversely impacted by the Coronavirus pandemic, in communities of low/moderate income households within the 2020 Urban County Consortium, payable using Community Development Block Grant - Covid 19 funding in the total aggregate not-to-exceed amount of \$273,200, in the individual amounts set forth below, pursuant to approved budgets, for a term commencing retroactively on January 1, 2025 and continuing through December 31, 2025; and be it further

Port Chester Carver Center	\$100,000
The Mount Kisco Interfaith Food Pantry, Inc.	\$85,000
Gullotta House, Inc.	\$88,200
TOTAL	\$273,200

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

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
263	19	067V	4998	T067	\$273,200

Budget Funding Year(s)
(must match resolution)

FY 2020 Start Date January 1, 2025 End Date December 31, 2025

Funding Source

Tax Dollars _____

State Aid _____

\$273,200
(must match resolution)

Federal Aid \$273,200 U.S. Department of Housing and Urban Development

Other _____