

**111445**

DATE July 9, 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 Caritas of Port Chester, Inc. d/b/a Meals on Main Street to renovate the existing kitchen located at 325 West Patent Road, Mount Kisco, NY to bring it up to code for the preparation and distribution of meals to community-based organizations serving food-insecure individuals in Northern Westchester, using Community Development Block Grant – COVID-19 (CDBG-CV) program funding in an amount not to exceed \$200,000.00.

The attached resolution, if approved by your Honorable Board, would authorize the County of Westchester (the “County”) to enter into an agreement with Caritas of Port Chester, Inc. d/b/a Meals on Main Street (“Caritas”), pursuant to which Caritas will expand and renovate a community kitchen located at 325 West Patent Road, Mount Kisco, NY (the “Agreement”). The kitchen will be brought up to code and used for meal preparation and food distribution to community-based organizations that serve low-and moderate-income households within the 2020 Urban County Consortium who have been adversely impacted by the Coronavirus pandemic. In consideration for the services to be provided, the County will pay Caritas an amount not to exceed \$200,000 in CDBG-CV program funding, payable pursuant to an approved budget. The Agreement will commence retroactively on July 1, 2025, and continue through June 30, 2026.

The goal and objective of this Agreement is to establish a fully operational community kitchen to support the preparation and distribution of meals to food-insecure individuals in Northern Westchester. These services are specifically intended to assist low-and moderate-income households within the 2020 Westchester Urban County Consortium who have been impacted by the Coronavirus pandemic. The program will be monitored by staff from the Westchester County Department of Planning, who will review all payment requests to ensure compliance with contractual requirements.

This procurement is exempt from application of 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. Furthermore, the Department of Planning issued a Request for

Proposals (RFP) on February 24, 2025, via the County's website, seeking submissions from eligible 501(c)(3) organizations to support low-and moderate-income households in preventing, preparing for, and responding to the Coronavirus Pandemic. Caritas submitted a proposal that met the requirements of the program and was thus awarded a contract.

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/tf/am/je  
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 07/17/2025 - RAYMOND SULLIVAN, SECRETARY

## RESOLUTION

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

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement with Caritas of Port Chester, Inc. d/b/a Meals on Main Street ("Caritas") pursuant to which Caritas will expand and renovate a community kitchen located at 325 West Patent Road, Mount Kisco, NY. to combat food insecurity and to prevent, prepare for, and respond to the impacts of the Coronavirus pandemic on low-and moderate-income households within the 2020 Urban County Consortium, for an amount not-to-exceed \$200,000 in Community Development Block Grant – COVID-19 (CDBG-CV) program funding, pursuant to an approved budget, for a term commencing on July 1, 2025 and continuing through June 30, 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	Dollars
Fund	Dept	Or Unit			
263	19	067V	4998	T067	\$200,000

Budget Funding Year(s) FY 2020 Start Date July 1, 2025 End Date June 30, 2026  
(must match resolution)

Funding Source Tax Dollars \_\_\_\_\_

State Aid \_\_\_\_\_

**\$200,000**  
(must match resolution)

Federal Aid \$200,000 U.S Department of Housing and Urban Development

Other \_\_\_\_\_