

**111032**

DATE April 30, 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 Human Development Services of Westchester, Inc. to provide personal protective equipment to low/moderate income households and staff to prevent, prepare for and respond to COVID using Community Development Block Grant – COVID 19 program funding in an amount not to exceed \$36,321.81.

The attached resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County") to enter into an agreement with Human Development Services of Westchester, Inc. ("HDSW"), a nonprofit organization, pursuant to which HDSW would provide preparation, prevention and response services to low- and moderate-income households and staff who have been adversely impacted by the Coronavirus Pandemic, in communities that belong to the 2020 Urban County Consortium. In consideration for services rendered, the County will reimburse HDSW an amount not to exceed \$36,321.81 in CDBG-CV program funding, payable pursuant to an approved budget. The Agreement will commence on January 1, 2025 and continue through December 31, 2025.

The goal and objective of this agreement is to provide PPE to families residing in the communities of low/moderate income households from the 2020 Westchester Urban County Consortium to prevent, prepare and respond to the Coronavirus pandemic. 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. In addition, on February 24, 2025, the Department of Planning issued a Request for Proposals (the "RFP") seeking qualified agencies to perform these services. The RFP, which was posted on the County's website, sought proposals from municipal agencies who are 501(c)(3) organizations, 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 in response to the RFP. After reviewing the proposals with reference to the evaluation criteria set forth in the RFP, HDSW was selected to perform the services, along with three (3) other organizations whose contracts will be processed separately as short form contracts.

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 - 05/08/2025 - RAYMOND SCULKY, SECRETARY

## RESOLUTION

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

RESOLVED, that the County of Westchester (the "County") is authorized to enter into an agreement with the Human Development Services of Westchester, Inc. ("HDSW") to provide personal protective equipment to low/moderate income households and staff residing in municipalities that belong to the 2020 Urban County Consortium to prevent, prepare for and respond to COVID, for a term commencing on January 1, 2025 and continuing through December 31, 2025; and be it further

RESOLVED, that in consideration for services to be rendered, the County shall pay HDSW an amount not to exceed of \$36,321.81 in Community Development Block Grant - COVID 19 program funding, pursuant to approved budget; 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	\$36,321.81

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 \_\_\_\_\_

**\$36,281.81**  
(must match resolution)

Federal Aid \$36,321.81 - U.S Department of Housing and Urban Development

Other \_\_\_\_\_

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