



George Latimer  
County Executive

Department of Social Services

Kevin McGuire  
Commissioner

**OnBase # 76559**

**DATE:** May 5, 2020

**TO:** Board of Acquisition and Contract

**FROM:** Kevin McGuire  
Commissioner, Department of Social Services

**SUBJECT:** Resolution authorizing the County of Westchester to enter into an agreement with Feeding Westchester, Inc. for emergency food distribution to needy individuals and families, including children and seniors through its non-profit food distribution centers, during the COVID-19 Pandemic, for the period from March 1, 2020 through December 31, 2020, in an amount not to exceed \$500,000.00, to be paid in accordance with the approved program budget and subject to appropriations

---

Transmitted herewith is a resolution requesting authority from your Honorable Board for the County of Westchester (“County”), acting by and through its Department of Social Services (“Department”), to enter into an agreement (“Agreement”) with Feeding Westchester, Inc. (“Feeding Westchester”), for emergency food distribution by Feeding Westchester through its non-profit food distribution centers, to needy individuals and families, including children and seniors, during the COVID-19 pandemic, for the period from March 1, 2020 through December 31, 2020 in an amount not to exceed \$500,000.00, to be paid in accordance with an approved program budget and subject to appropriations.

**The public purpose** of the proposed Agreement is the emergency distribution of food through Feeding Westchester’s non-profit food distribution centers (food pantries, soup kitchens, etc.) to needy individuals and families in the community during the COVID-19 pandemic.

**The goal and objective** of the proposed Agreement is to immediately assist in collecting, storing and distributing food to the needy individuals and families, including children and seniors residing in Westchester. The situation is dire for our neighbors already facing food insecurity. Responding to COVID-19 means the very real danger of lost wages – initial reports show

Westchester unemployment rates have more than doubled since February – for individuals and families residing in Westchester. Along with this, our neighbors are having further difficulty accessing enough food, creating an increased reliance on Feeding Westchester and its network of agency partners to fill their food needs. School closures, job disruptions, lack of paid time off, and the health threats' disproportionate impact on the homeless, the elderly and low-income families are only a few aspects of this evolving crisis.

The Feeding Westchester network is working proactively to prepare for the spread of the coronavirus. With closure of the schools or job sites in Westchester County, self-quarantines, or other unforeseen circumstances it's much harder for individuals and families with low incomes to provide food for themselves and their families. Providing an emergency supply of food to all the individuals and families in need will be difficult and we will need help from our partners fiscally and for public safety.

**The goals and objectives are in the best interests** of the County in terms of public health and safety as they are intended to provide emergency food supply to those who are hungry or at risk of hunger during the COVID-19 pandemic.

**The goals and objectives are in the best interests of the County in terms of fiscal responsibility** because the need for food and reliance on the Feeding Westchester network for food, due to the COVID-19 pandemic and the resulting economic downturn, has dramatically increased. People, who are already receiving assistance, including food stamps, may not have sufficient food by month's end even by week's end. Some people who have become poor due to the recent economic condition caused by the COVID-19 pandemic may not qualify for any assistance, or may require supplemental food even with the provision of food stamps. The service that the Feeding Westchester provides is aligned with the goals of the Department, which is to assist individuals and families with their basic needs until they can become self sufficient again. This Agreement is aimed at assisting with the emergency distribution of food to the needy individuals and families, including children and seniors during the COVID-19 pandemic.

**The goals and objectives of this contract will be tracked and monitored** through performance measurement indicators approved by the Department. They include, but are not limited to, submission of monthly statistics and quarterly reports.

Feeding Westchester gathers data submitted by its 300 member distribution programs but unfortunately, a complete set of unduplicated numbers is not currently available. The majority of data that is collected is duplicated due to clients requiring services more than one time per year/month. Feeding Westchester is building agency capacity and continues to move more partners to collect unduplicated service numbers. During the fiscal year 2019 Feeding Westchester served an average of 141,000 individuals per month. Of those individuals 71,000 were adults, 47,000 children, and 23,000 seniors.

During the 2020 COVID-19 pandemic Feeding Westchester will need more food for distribution; provide food more often, weekly vs. monthly; and more people overall will need

Feeding of Westchester services. Feeding Westchester estimates the **following number of people will be served in 2020:**

- Annually, 200,000 people will be served food *each month* in Westchester County by our agencies. (i.e. - annual total 2,400,000 divided by 12 months)
  - Adults will be supplied with food 100,000 times *per month* on average.
  - Children will be supplied with food 60,000 times *per month* on average.
  - Elderly will be supplied with food 40,000 times *per month* on average.

This Agreement is exempt from the Westchester County Procurement Policy pursuant to Section 3(a) (xiv). This contract is not subject to the competitive procurement requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (formerly, the Grants Management Common Rule) as there is no federal funding for this program.

Accordingly, authority is requested for the County of Westchester to enter into the proposed Agreement with the Feeding Westchester for Westchester to operate the above said program.

A resolution requesting the same is annexed hereto for your Honorable Board's approval.

KMG/CMC

## RESOLUTION

Upon a communication from the Commissioner of Social Services, be it hereby

**RESOLVED**, that the County of Westchester is hereby authorized to enter into an agreement (“Agreement”) with Feeding Westchester, Inc. (“Feeding Westchester”) for emergency food distribution, through its network of non-profit food distribution centers, to needy individuals and families, including children and seniors during the COVID-19 pandemic, for a term commencing on March 1, 2020 and terminating on December 31, 2020, for a not to exceed amount of \$500,000.00, to be paid in accordance with an approved program budget; and be it further

**RESOLVED**, that the Agreement is subject to County Appropriations; and be it further

**RESOLVED**, that the Agreement is also subject to further financial analysis of impact of the New York State Budget (the “State Budget”) proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoptions(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate the Agreement or to renegotiate the amount and rate approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then Feeding Westchester shall have the right to terminate the Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute any and all documents and to take such other 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
101	22	0010	4998	-----	\$500,000

Budget Funding Year(s): 2020 Start Date: 03/01/2020 End Date: 12/31/2020  
(must match resolution)

Funding Source

**\$500,000**  
(must match resolution)

Tax Dollars:

State Aid:

Federal Aid: 100%

Other: