

**83789**

**DATE:** March 26, 2021

**TO:** Board of Acquisition & Contract

**FROM:** Mae Carpenter, Commissioner  
Department of Senior Programs and Services

**RE:** Request for authority for the County of Westchester to amend an Agreement with Feeding Westchester, Inc. in order to exercise the third of its four (4) renewal options to provide Counseling and Information Services to seniors applying for Supplemental Nutrition Assistance Program (SNAP) (formerly known as Food Stamps), that also includes assisting clients in the completion and submission of applications for benefits under the Community Services for the Elderly Program (the "Program") in an amount not to exceed \$51,840 in State funds, payable pursuant to the agreed upon unit cost, for the program period April 1, 2021 through March 31, 2022

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By resolution approved on June 7, 2018 (the "June 7<sup>th</sup> Resolution") your Honorable Board authorized the County of Westchester (the "County"), acting by and through its Department of Senior Programs and Services (the "Department"), to enter into an agreement (the "Agreement") with Feeding Westchester Inc. ("FW") to provide Counseling and Information Services to seniors applying for Supplemental Nutrition Assistance Program (SNAP) (formerly known as Food Stamps), that also included assisting clients in the completion and submission of applications for benefits under the Community Services for the Elderly Program (the "Program"). State funding for the Program was in an amount not to exceed \$48,000, payable pursuant to the agreed upon unit cost, with FW contributing \$16,000 in matching funds to the Program, for the program period commencing on April 1, 2018 and continuing through March 31, 2019. The June 7<sup>th</sup> Resolution also stipulated that the County at its sole option could renew the Agreement with FW for up to four (4) additional one (1) year periods (each an "Option Term"), subject to the further approval of your Honorable Board. The Agreement was subsequently executed.

Thereafter, by Resolution approved on April 18, 2019, your Honorable Board authorized the County to amend the Agreement with FW in order to exercise its first renewal option under the Agreement to provide the Program, for the program period commencing on April 1, 2019 and continuing through March 31, 2020 (the First Option Term") with State funding for the program and the FW's match remaining the same as the initial Agreement (the "First Amendment").

Thereafter, by Resolution approved on May 7, 2020, your Honorable Board authorized the County to amend the Agreement with FW in order to 1) exercise its second renewal option under the Agreement to provide the Program, for the program period commencing on April 1, 2020 and continuing through March 31, 2021 (the Second Option Term") with State funding for the program and the FW's match remaining the same as the initial Agreement; and 2) to incorporate a questionnaire entitled Questionnaire Regarding Business Enterprises Owned and

Controlled by Service-Disabled Veterans as required by the County (the "Second Amendment"). The Second Amendment was subsequently executed.

The County has determined that it requires the Program services for the 2021-2022 program year, and the Contractor has satisfactorily provided the Program under the initial term and subsequent Option Terms.

Therefore, the County now seeks the approval of your Honorable Board to amend the Agreement with FW in order to: 1) exercise its third renewal option under the Agreement to provide the Program, for the program period commencing on April 1, 2021 and continuing through March 31, 2022 (the "Third Option Term"); and 2) increase State funding under Third Option Term by \$3,840 from an amount not to exceed \$48,000 to an amount not to exceed \$51,840 (the "Third Amendment").

FW's match will be contribute \$16,427 in Contractor matching funds to the Program.

Except as specifically amended as described herein, all other terms and conditions set forth in the Agreement, as previously amended, shall remain in full force and effect.

For the previous fiscal year FW provided 1331 units of SNAP Counseling to 215 participants and 240 units of Information.

It should be noted that the Department is only able to report units served for the first eleven months, because the program period ends on March 31, 2021, and the attached resolution will already be submitted for approval before the program period ends.

Accordingly, I most respectfully recommend adoption of the attached proposed resolution.

MJ/SJ

## RESOLUTION

Upon communication from the Commissioner of the Westchester County Department of Senior Programs and Services, be it hereby:

**RESOLVED,** that the County of Westchester (the "County") acting by and through its Department of Senior Programs and Services (the "Department") is hereby authorized to amend its agreement (the "Agreement") with Feeding Westchester, Inc. ("FW") in order to exercise its third of four (4) options to renew the Agreement to provide Counseling and Information Services to seniors applying for Supplemental Nutrition Assistance Program (SNAP). The Counseling and Information provided will include assisting clients in the completion and submission of applications for benefits under the Community Services for the Elderly Program (the "Program") for the program period commencing on April 1, 2021 through March 31, 2022 (the "Third Option Term") in an amount not to exceed \$51,840 in State funds, payable pursuant to the agreed upon unit-cost; and be it further

**RESOLVED,** that FW is required to contribute \$16,427 in matching funds to the Program; and be it further

**RESOLVED,** that except as specifically amended hereby, all other terms and conditions set forth in the Agreement, as previously amended, shall remain in full force and effect; and be it further

**RESOLVED,** that the County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Agreement \$48,000  
 First Amendment: \$48,000  
 Second Amendment: \$48,000  
 Third Amendment: \$51,840  
 Total: \$195,840

Account to be Charged/Credited

	Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
Charged	263	85	047W	4380	T-047	\$51,840

Budget Funding Year(s) 2021 - 2022 Start Date 4/1/2021 End Date 3/31/2022

(must match resolution)

Funding Source Tax Dollars \$0

State Aid \$51,840

\$51,840  
(must match resolution)

APPROVED BOARD OF ACQUISITION & CONTRACT - 04/30/2021 - LISA MRIJAJ, SECRETARY