



Kenneth W. Jenkins  
County Executive

Westchester County Youth Bureau

Ernest L. McFadden  
Executive Director

May 9, 2025

Debbie Burrell-Butler  
Executive Director  
Mount Vernon Youth Bureau  
1 Roosevelt Square  
Mount Vernon, New York 10550

Dear Ms. Burrell-Butler,

We are pleased to inform you that your agency is eligible for reimbursement for the implementation of the Sexual Risk Avoidance Education Program for the anticipated period of May 15, 2025, through December 31, 2025, in an amount not to exceed \$32,602. This opportunity is made possible through funding from the New York State Office of Children and Family Services and is administered by the Westchester County Youth Bureau.

This funding is subject to the review and approval of your agency's program application and budget, and to the execution of an agreement authorized by the Westchester County Board of Legislators. Your agency will receive a summary of program expectations, reporting requirements and deadlines, and insurance documentation requirements. To assist with the contract process, we strongly encourage your agency to register with the County's Vendor Portal. The first step involves using the Vendor Document Repository Module to upload and save scanned images of required documents. You can access the portal here: <http://business.westchestergov.com/vendor-portal>

Please note that the Agreement that your organization is required to enter into with Westchester County shall contain a provision that the County shall retain the right, upon the occurrence of any release by the Governor of a proposed budget of the State of New York and/or the adoption of the State budget or any amendments thereto, and after the County has a reasonable period of time to conduct an analysis of the impacts of such budget(s) on County finances, to terminate the Agreements authorized herein or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the contract agencies, then the contract agencies shall have the right to terminate their respective Agreements upon reasonable prior written notice.

The Westchester County Youth Bureau program administrator for this program is Chandreyee Mitra. For any questions, please contact her at 914-995-2754 or via email at [cxme@westchestercountyny.gov](mailto:cxme@westchestercountyny.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Ernest L. McFadden", is written over a horizontal line.

Ernest L. McFadden  
Executive Director