Westchester County
George Latimer, County Executive
Bernie Dean, Acting Executive Director of the Youth Bureau

April 19, 2024

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

Dear Ms. Burrell-Butler,

I am pleased to inform you that your agency will be reimbursed for implementation of the Sexual Risk Avoidance Education Program, for the period May 1, 2024 continuing through December 31, 2024 for an amount of $32,621. A detailed program scope will be sent shortly. Funding for this program is received from the New York State Office of Children and Family Services and provided through the Westchester County Youth Bureau.

An agreement for services is subject to approval by the Westchester County Board of Legislators and also contingent upon review and approval of the program application and budget submitted that your agency will be required to submit. Your agency must submit a quarterly and an annual assessment to report on the performance measures implemented to achieve goals and objectives set for the program. The County of Westchester insurance policies for youth development program agencies must be followed and required insurance documents submitted. In preparation for the contract process, your agency is strongly encouraged to register with the county's Vendor Portal. The first step in using the portal is the Vendor Document Repository Module, which allows vendors to upload and save scanned images of required supporting documents and then link them to each county contract. The link to access the Vendor Portal is: 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. Her number is 914-995-2754 and her email is cxme@westchestercountyny.gov. Please contact her with any questions.
Thank you.

Bernie Dean
Acting Executive Director

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