



Kenneth W. Jenkins  
County Executive

Westchester County Youth Bureau

Ernest L. McFadden  
Executive Director

June 6, 2025

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 the Westchester County Youth Bureau intends to fund the **2025 Summer Youth Employment Program** in the amount of **\$16,666.67**. While the final award letter from our funding source has yet to be approved, we are committed to supporting your agency in the delivery of this important initiative.

The objective of the program is to provide youth between the ages 16-24 with six-weeks of comprehensive training and work experience. These activities will promote initial introductions to the workplace and help youth to acquire and enhance transferable, employability skills.

We intend to provide a contract to you for the time period **July 1, 2025 through September 30, 2025**. An Inter-Municipal Agreement (IMA) 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 by your agency. Upon approval of this IMA, you will receive written notice, and subsequent agreement that will need to be executed and returned to the Westchester County Youth Bureau.

Please note that the Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of the 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 adoption(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 amounts and rates approved therein. If the County subsequently offers to pay a reduced amount under the Agreement, then the contractor shall have the right to terminate the agreement upon reasonable prior written notice.

Please contact Susan Weisman, Program Administrator, at (914) 995-2753 should you have any questions.

Sincerely,

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

Ernest L. McFadden  
Executive Director