



Kenneth W. Jenkins
County Executive

Ernest L. McFadden
Executive Director, Westchester County Youth Bureau

December 9, 2025

Mark Duncan
Recreation Supervisor
Village of Croton-on-Hudson
One Van Wyck Street
Elmsford, New York 10520

Dear Mr. Duncan,

I am pleased to inform you that the Westchester County Youth Bureau has awarded your village in connection with the New York State Office of Children and Family Services **Youth Development Programs** funding to deliver the following program, for the period October 1, 2025 continuing through September 30, 2026:

Name of Program: Summer Youth Employment	Amount Awarded: \$5,000.00
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Your agency will be required to submit an application and associated budget as well as an annual assessment to report on the performance measures implemented to achieve your chosen Touchstone Life Area. An agreement for services is subject to a resolution approval by the Westchester County Board of Acquisition and Contract and also contingent upon review and approval of the program application and budget submitted.

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.

Please be advised that all contracts will now be executed through the County’s mandatory E-Signature Portal. This new process will streamline contract execution and eliminate the need for paper copies. Additional information and step-by-step instructions regarding the use of the portal will be provided to you shortly.

The Westchester County Youth Bureau program administrator for this program is Chandreyee Mitra. Her number is 995-2754 and her email is cxme@westchestercountyny.gov. Please contact her with any questions.

Thank you,

Ernest McFadden
Executive Director