



**Kenneth W. Jenkins**  
County Executive

**Ernest L. McFadden**  
Executive Director, Westchester County Youth Bureau

December 18, 2025

Tuesday McDonald  
Executive Director  
City of Peekskill – Youth Bureau  
840 Main Street  
Peekskill, NY 10566

Dear Ms. McDonald,

I am pleased to inform you that the Westchester County Youth Bureau has accepted your response to the 2026-2028 Invest in Kids Request for Proposals (RFP) for the program(s) listed below. This process was highly competitive and we congratulate you for scoring within range to deliver the following program(s) and service(s):

Name of Program: Rising Stars	Amount Awarded: \$50,000 / per year
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As stated within the RFP, funding is contingent upon available funds for up to three years. Your organization is required to provide a cash match, which amounts to \$5,556/per year for a total contract amount of \$55,556/per year. The funding cycle is 2026 – 2028; therefore, your agency can anticipate funding from January 1, 2026 through December 31, 2028, based upon contract compliance and continued appropriation of funds to the Youth Bureau. Please be reminded, as stated in the RFP, **no fees** may be charged to individuals enrolled in the abovementioned program.

An agreement for services (the “Agreement”) is subject to approval by the Westchester County Board of Acquisition and Contract and also contingent upon review and approval of the program application and budget submitted in response to the RFP by the Westchester County Youth Bureau staff. This final review may result in changes from the original application. To expedite the review process, a Program Administrator will contact you on or before January 6, 2026. 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 your organization, then your organization shall have the right to terminate the Agreement 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 Susan Weisman. Her number is 995-2753 and her email is [ssw9@westchestercountyny.gov](mailto:ssw9@westchestercountyny.gov). Please contact her with any questions.

Sincerely,



Ernest McFadden  
Executive Director, Youth Bureau