



George Latimer
County Executive



Catherine Borgia
Chairwoman,
Westchester County
Board of Legislators

OnBase ID #92347

DATE: March 30, 2022

TO: The Honorable Board of Acquisition and Contract

FROM: Hon. Catherine Borgia, Chairwoman
Westchester County Board of Legislators

and

Hon. George Latimer
Westchester County Executive

SUBJECT: Request for authority to enter into an agreement with the Hispanic Resource Center of Larchmont/Mamaroneck, Inc., d/b/a Community Resource Center, to provide the Build Our Future program to create pathways of opportunities for Hispanic and low-income communities in Westchester County, for a term commencing January 1, 2022 and continuing through December 31, 2022, for an amount not to exceed \$52,966.00.

The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester ("County") to enter into an agreement ("Agreement") with the Hispanic Resource Center of Larchmont/Mamaroneck, Inc., d/b/a Community Resource Center ("CRC"), pursuant to which CRC will provide the Build Our Future ("BOF") program to create pathways of opportunities for Hispanic and low-income communities in Westchester County, for a term commencing January 1, 2022 and continuing through December 31, 2022. In consideration for services rendered, CRC shall be paid an amount not to exceed \$52,966.00, half due and payable upon contract execution and half due and payable on September 1, 2022.

Pursuant to the terms of the proposed Agreement, CRC will provide the BOF program which will create pathways of opportunities for Hispanic and low-income communities within Westchester County by 1) instilling vital life and career skills through programs such as ESL, increasing workforce development/job readiness and computer

literacy; 2) providing direct human and immigration services; 3) offering job placement services; 4) empowering and organizing community members to seek improvements in their living and working conditions; and 5) supporting language development instructors to continue quality literacy instruction for access to better employment and quality of life.

The proposed Agreement will serve a public purpose by providing vital support services to Hispanic and low-income communities in a culturally and linguistically appropriate manner, thereby enabling these communities to become self-sufficient and thrive.

The goals and objectives of the proposed Agreement are for CRC to provide Hispanic and low-income communities with support services including, but not limited to, life and career skills, job placement services, and English as a Second Language (“ESL”) program.

The goals and objectives of the proposed Agreement will be tracked and monitored by the Board of Legislators, which will be responsible for monitoring CRC’s performance by means of a performance measurement report which shall describe how many participants took part in each of the activities set forth in the Scope of Work.

The Agreement is exempt from the requirements of the Westchester County Procurement Policy pursuant to Section 3(a)xiv thereof.

Attached for your consideration is a proposed Resolution.

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACTS 04/21/2025 (RAYMOND COUNTY SECRETARY)

RESOLUTION

Upon a communication from the Chairwoman of the Westchester County Board of Legislators and the County Executive, it is hereby:

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement with the Hispanic Resource Center of Larchmont/Mamaroneck, Inc., d/b/a Community Resource Center (“CRC”), pursuant to which CRC will provide the Build Our Future program to create pathways of opportunities for Hispanic and low-income communities in Westchester County, for a term commencing January 1, 2022 and continuing through December 31, 2022 (the “Agreement”); and be it further

RESOLVED, that in consideration for services rendered, the County shall pay CRC an amount not to exceed \$52,966.00, half due and payable upon contract execution and half due and payable on September 1, 2022; and be it further

RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this 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 this 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 this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to CRC, then CRC shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the Chairwoman of the Westchester County Board of Legislators, or her duly authorized designee, is hereby authorized to execute any documents and take such actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be Charged/Credited:

Fund	Dept	Major Program, Program & Phase Or Unit	Sub-unit	Object/ Sub-Object	Dollars
101	52	2508	0010	5100	\$26,483.00
101	52	2508	0011	5100	\$26,483.00

Budget Funding Year(s) Start Date 1/1/22 End Date 12/31/22
(must match resolution)

