



Kenneth W. Jenkins  
County Executive

Department of Social Services

Leonard G. Townes  
Commissioner

113336

DATE: April 27, 2026

TO: Board of Acquisition and Contract

FROM: Leonard G. Townes  
Commissioner, Department of Social Services

RE: Authority to amend an agreement with Program Design and Development, LLC, for the provision of grant proposal writing services and/or other special projects, for a period from January 1, 2025 through December 31, 2025, for a total not to exceed amount of \$30,000.00, with the County having the option to extend the term of the agreement for two (2) additional one-year terms, in order for the County to exercise the first of two options to extend the term therein for one year, commencing on January 1, 2026 through December 31, 2026, for an amount not to exceed \$30,000.00.

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On August 7, 2025, your Honorable Board authorized the County of Westchester ("County"), acting by and through its Department of Social Services ("Department") to enter into an agreement with Program Design and Development, LLC ("Program Design"), for the provision of grant proposal writing services and/or other special projects, for the period from January 1, 2025 through December 31, 2025, for a not to exceed amount of \$30,000.00, with the County having the option to extend the term of the Agreement for two (2) additional one-year terms. These services included coordinating necessary planning with local service providers and/or participating jurisdictions, researching needed data, collecting documents, preparing application materials, arranging appropriate application review and signatures, and duplicating, assembling, and mailing the applications. The Agreement was subsequently executed.

Program Design has performed satisfactorily under the Agreement. Accordingly, authority from your Honorable Board is now being requested to amend the Agreement in order for the County to exercise the first of its two options to extend the term of the Agreement by one year, commencing on January 1, 2026 and terminating on December 31, 2026, for an amount not to exceed \$30,000.00, pursuant to an approved budget.

Except as otherwise specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect upon the parties.

I most respectfully recommend and urge the adoption of the annexed Resolution.

LGT/cmc

## RESOLUTION

Upon a communication from the Commissioner of Social Services, be it hereby:

RESOLVED, that the County of Westchester (the "County") is hereby authorized to amend an agreement (the "Agreement") with Program Design and Development, LLC ("Program Design"), for the provision of grant proposal writing services and/or other special projects, for the period commencing retroactively on January 1, 2025 through December 31, 2025, for a total amount not to exceed \$30,000.00, with the County having the option to extend the term of the Agreement for two (2) additional one-year terms, in order for the County to exercise the first (DSS3050-A-25, the "First Option") of its two options to extend the term thereof for one year, commencing on January 1, 2026 through December 31, 2026, for an amount not to exceed \$30,000.00; and be it further

RESOLVED, that except as otherwise specifically amended hereby, all remaining terms and conditions of the Agreement shall remain in full force and effect upon the parties; and be it further

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

RESOLVED, 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 herein. If the County subsequently offers to pay a reduced amount to Program Design, then Program Design shall have the right to terminate the Agreement upon reasonable prior written notice; and be it further

RESOLVED, that the County Executive or his duly authorized designee be, and hereby is, authorized to take such actions and execute such documents as may be necessary and appropriate to effectuate the purposes hereof.

Initial Term	\$30,000.00
First Option Term	\$30,000.00
NEW NTE	\$60,000.00

**1. Account to be Charged/Credited:**

	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
	101	22	8900	5860	N/A	\$30,000

**2. Budget Funding Year(s):** 2026  
 Start Date: January 1, 2026 End Date: December 31, 2026  
 (must match resolution)

**3. Funding Source:**

Federal	0%				
State	29%	State ID#(s)			
Operating/ Tax Levy	71%				
Capital	N/A				

**4. Total NTE:** \$30,000.00  
 (must match resolution)