

**113672**

To: Honorable Members of the Board of Acquisition and Contract

From: Honorable Kenneth W. Jenkins  
Westchester County Executive  
Catherine Borgia  
Acting Director, Office for Women

Date: April 21, 2026

Subject: Authority to enter into an agreement with Make the Road New York, pursuant to which it will provide free legal services for immigrants, for a term from January 1, 2026 through December 31, 2026, for an amount not to exceed \$101,064.

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Authority is hereby requested from your Honorable Board for the County of Westchester, acting by and through its Office for Women, (the "County") to enter into an agreement (the "Agreement") with Make the Road New York ("MRNY"), pursuant to which MRNY will provide free legal services for immigrants, for a term commencing on January 1, 2026 and continuing through December 31, 2026, for an amount not to exceed \$101,064, payable quarterly pursuant to an approved budget.

MRNY shall provide services including, but not limited to:

- assisting immigrants in processing U Visa and VAWA applications to submit to United States Citizenship and Immigration Services ("USCIS");
- representing immigrants in Special Immigrant Juvenile Status ("SIJS") cases, including representation in Westchester family court as well as representation in front of United States and Citizenship Services;
- representing immigrants in humanitarian-based cases, which may include humanitarian paroles, SIJS, U Visas, asylum or asylum derivatives, adjustment or consular processing where there is a humanitarian need and an inability to pay; and
- assisting low-income workers living or working in Westchester County in the area of employment rights, including cases related to wage theft, discrimination, sexual harassment, paid sick and paid safe leave violations, and workplace retaliation issues.

Lack of lawful immigration status is one of the root causes of instability and vulnerability in the lives of immigrants and often a means of control by perpetrators of abuse. Access to high quality legal representation is vital in the ability for eligible Westchester

residents to file petitions or applications, which put the resident on a pathway to legal permanent residence and eventually citizenship.

The proposed Agreement will serve a public purpose by increasing the stability and self-sufficiency of immigrant men and women in Westchester.

The goals and objectives of the proposed Agreement are for MRNY to assist immigrants in processing U Visa and VAWA applications, represent immigrants in SIJS cases, represent immigrants in humanitarian-based cases, and assist low-income workers living or working in Westchester County in the area of employment rights.

The goals and objectives of the proposed Agreement will be tracked and monitored by the Office for Women.

Authority to exempt the proposed Agreement from the requirements of the Westchester County Procurement Policy and Procedures, pursuant to Section 3(a)(xxi) thereof, has been submitted for your Board's consideration via separate resolution.

We respectfully recommend the adoption of the attached resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 05/21/2026 - RAYMOND SCUKY, SECRETARY

# RESOLUTION

Upon a communication from the Westchester County Executive and the Acting Director of the Office for Women, be it hereby

**RESOLVED**, that the County of Westchester, acting by and through its Office for Women, (the "County") is hereby authorized to enter into an agreement (the "Agreement") with Make the Road New York ("MRNY"), pursuant to which MRNY will provide free legal services for immigrants, for a term commencing on January 1, 2026 and continuing through December 31, 2026, for an amount not to exceed \$101,064, payable quarterly pursuant to an approved budget; 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 the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and be it further

**RESOLVED**, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any 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	Object/ Sub-Object	Trust Account	Dollars	Funding Year(s)
101	52	2508	5100	N/A	\$101,064	2026

Budget Funding Year(s) 2026  
(must match resolution)

Start Date: 1/1/2026 End Date: 12/31/2026

\$101,064  
(must match resolution)

Funding Source: Tax Dollars \$101,064  
State Aid \_\_\_\_\_  
Federal Aid \_\_\_\_\_  
Other \_\_\_\_\_