



On Base: 110333

Date: January 21, 2025

To: Board of Acquisition and Contract

From: Dr. Belinda S. Miles  
President

Re: Authority for the County of Westchester, acting by and through Westchester Community College, to terminate an agreement with Elaine L. Craft Educational Consulting, LLC, and amend the agreement with Arizona State University to increase the services to be provided and the amount to be paid to Arizona State University for which they will provide additional pre-approved grant services under National Science Foundation Award Division of Undergraduate Education 2311235 for the period from October 1, 2023 through September 30, 2028 by an amount NTE \$498,223.00.

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The National Science Foundation ("NSF") awarded Westchester Community College (the "College") a grant in the amount of \$2,999,678 for a project entitled "NY HSI HUB: Building Community College Capacity in Culturally Responsive Professional Development and Grantsmanship" (the "Grant"). Pursuant to the terms of the Grant, the College was required to enter into contracts with Arizona State University ("Arizona") and Elaine L Craft Educational Consulting, LLC ("Craft Consulting"), as subgrantees.

On April 29, 2024, Your Honorable Board authorized the County of Westchester ("County"), acting by and through the College, to enter into agreements with Arizona in the amount of \$901,222.00, and with Craft in the amount of \$498,223.00, payable pursuant to approved budgets, pursuant to which Arizona will provide professional development for faculty and staff and promote learning and collaboration among two-year colleges; and Craft will provide grantsmanship mentoring and promote learning and collaboration among two-year colleges. The term of the Agreements to run coterminous with the term of the Grant, which extends from October 1, 2023 through September 30, 2028.

These agreements were fully executed, but recently the College was informed that Elaine L. Craft was retiring and that Craft Consulting was no longer

able to provide the contracted services. The NSF has agreed that the services originally to be performed by Craft Consulting should be undertaken by Arizona. No services were provided by Craft Consulting and no funds are owing or have been paid to Craft Consulting.

Accordingly, authority is hereby requested from your Honorable Board to authorize the County, acting by and through the College, to accept the termination of the Agreement with Craft Consulting and amend the agreement with Arizona by increasing the amount to be paid to Arizona by a not to exceed amount of \$498,223.00 for a total amount not to exceed \$1,399,445.00, payable pursuant to an approved budget, pursuant to which Arizona will also provide grantsmanship mentoring and promote learning and collaboration among two-year colleges. All other terms of the Agreement with Arizona will remain the same.

The proposed amendment of the Agreement with Arizona shall serve a public purpose by enabling the College to encourage culturally responsive practices and grantsmanship through professional development within a network of SUNY and CUNY community colleges.

College staff shall continue to review the work of the sub-recipient to make sure it complies with the terms of the grant.

The proposed Agreement is exempt from the Westchester County Procurement Policy and Procedures pursuant to Section 3(a)(iii) thereof.

Accordingly, I recommend adoption of the attached resolution.

BSM/sg  
Encls.

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION  
APPROVED SECRETARY  
APPROVED PAYMENT 01/20/2025

RESOLUTION

Upon a communication from the President of Westchester Community College, be it hereby:

RESOLVED, that the County of Westchester, acting by and through Westchester Community College (the "College"), is authorized to accept the termination of the Agreement with Elaine L. Craft Educational Consulting, LLC and amend the agreement with Arizona State University ("Arizona"), by increasing the not to exceed amount to be paid to Arizona by \$498,223.00 for a total amount not to exceed \$1,399,445.00, payable pursuant to an approved budget, pursuant to which Arizona will also provide grantsmanship mentoring and promote learning and collaboration among two-year colleges; and be it further

RESOLVED, that all other terms of the Agreement with Arizona will remain the same; and be it further

RESOLVED, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute any and all instruments and to take all action necessary to implement the purposes hereof.

Account to be

Charged/Credited

| Fund | Dept | Major Program,<br>Program & Phase<br>Or Unit | Object/<br>Sub-Object | Trust<br>Account | Dollars |
|------|------|--|-----------------------|------------------|---------|
| N/A  |      |  |                       |                  |         |
|      |      |  |                       |                  |         |
|      |      |  |                       |                  |         |

Budget Funding Year \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

(must match resolution)

Funding Source

Tax Dollars \_\_\_\_\_

State Aid \_\_\_\_\_

N/A

Federal Aid \_\_\_\_\_

(must match resolution)

Other \_\_\_\_\_

APPROVED BOARD OF ACQUISITION & CONTRACT - 01/30/2025 - RAYMOND SCULKY, SECRETARY