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October 22, 2026

Village of Buchanan
236 Tate Avenue
Buchanan, NY 10511

Attn: Mr. Marcus Serrano, *Village of Buchanan Administrator*

Subject: **PROPOSAL**
NYSDOT – TAP Grant Award
Westchester County – Complete Streets Grant Award
Grant Administration Assistance for two funding sources

Dear Mr. Serrano and Board of Trustees:

Congratulations to the Village of Buchanan on securing **approximately $1.49 million in combined funding** through the Westchester County *Municipal Complete Streets Program* and the New York State Department of Transportation (NYSDOT) *Transportation Alternatives Program (TAP)* for the Westchester Avenue sidewalk infrastructure project!

We propose to provide grant administration services performed on a time-incurred basis, with total compensation not to exceed **$35,000** for the life of the project without prior written authorization from the Village. Services would be tailored to assist the Village throughout project strategy, implementation and reimbursement, including coordination with funding agency representatives, support with contract execution and grant startup activities, preparation and submission of required reports and reimbursement documentation, maintenance of project records, and assistance with grant correspondence.

Support would also include guidance regarding applicable program requirements, including federal, state, and county compliance obligations, environmental review records (NEPA/SEQRA), procurement documentation, Disadvantaged Business Enterprise (DBE) and/or Minority- and Women-Owned Business Enterprise (MWBE) participation requirements, labor and civil rights documentation, and other administrative requirements associated with the funding sources. Assistance would be provided in compiling, organizing, and submitting supporting documentation needed throughout the life of the project between the two funding sources.

The goal of these services is to support successful project administration by assisting the Village with compliance requirements, maintaining thorough project documentation, and developing records that are organized and sufficient to support grant monitoring, reimbursement requests, and meet county and state or federal grant audits.

We appreciate your consideration and look forward to continuing to support the Village's efforts to improve pedestrian connectivity and safety through this important infrastructure investment.

Sincerely,

Jim Thatcher, Manager, Community Development
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Melanie Krause, Community Development Specialist
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