



Proposal for Services

This proposal outlines services to be performed by Community Planning and Development Advisors, LLC. (CPDA), (CONSULTANT) in the performance of an Agreement with the Development Division, Community Development Division of the City of West Allis .

Scope of Services

CONSULTANT will provide the following technical assistance services to the City of West Allis. These services will commence upon the date of the signed agreement, and will end upon completion of the contract, expected to be by December 31, 2020. The proposed fees for the assistance, \$9,000, is detailed below.

CONSULTANT will provide expertise and assistance to the West Allis Development Division for CDBG and HOME programs, as requested. The technical assistance will focus on the following areas:

- 2020-2024 Consolidated Plan and 2020 Annual Plan preparation and submission to HUD. Focus Group 40 hrs x 125 \$1,500 \$5,000
Provide IDIS training to West Allis Community Development Division staff. 20 hrs x 125 \$2,500 \$9,000

This agreement will result in the following work products and outcomes:

- a) On-going assistance to achieve compliance with the administrative, programmatic and regulatory requirements of IDIS;
b) on-going assistance to achieve compliance with the administrative, programmatic and regulatory requirements of the CDBG and HOME programs; and
c) assist in the planning and the development of the 2020-2024 Consolidated Plan and 2020 Annual Plan for submission to HUD.

Prepared and submitted by:

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Marcia Bergeson, President
Community Planning and Development Advisors, LLC

June 17, 2020