



January 25, 2022

**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 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 services proposed below. The proposed fees of \$10,125 for the assistance are detailed below.

CONSULTANT will provide expertise and assistance to the West Allis Development Division to achieve compliance with the administrative, programmatic, and regulatory requirements of CDBG and HOME programs, as requested. The technical assistance will focus on the following areas:

- Preparation and submission of the 2021 Consolidated Annual Performance and Evaluation Report (CAPER) 30 hrs x \$135 \$4,050
- Provide ongoing assistance with the administrative, programmatic, and regulatory requirements of the CDBG and HOME programs, including ongoing training and assistance with IDIS. 45 hrs x \$135 \$6,075

Prepared and submitted by:

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January 25, 2022

Marcia Bergeson, President

Community Planning and Development Advisors, LLC