



*Community Planning and Development Advisors, LLC*

20900 George Hunt Circle Apt 516 Waukesha, WI 53186 262-352-5589

## **Proposal for Services**

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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 for the assistance, \$5,000 is detailed below.

CONSULTANT will also 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 2020 Consolidated Annual Performance and Evaluation Report (CAPER) 25 hrs x \$125 \$3,125
- Provide ongoing assistance with the administrative, programmatic, and regulatory requirements of the CDBG and HOME programs, including ongoing training and assistance with IDIS.

Prepared and submitted by:

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Marcia Bergeson, President  
Community Planning and Development Advisors, LLC