



January 5, 2023

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 2022 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 5, 2023
 Marcia Bergeson, President
 Community Planning and Development Advisors, LLC