



Community Planning and Development Advisors, LLC

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

January 26, 2024

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 \$10,000 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 2023 Consolidated Annual Performance and Evaluation Report (CAPER)
- Preparation and submission of the 2025 5-Year Consolidated Plan and 2025 Annual Plan.

Prepared and submitted by:

DocuSigned by:

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January 26, 2024

Marcia Bergeson, President

Community Planning and Development Advisors, LLC