

December 7, 2022

Jason Leifer, Supervisor
Town of Dryden
93 East Main Street
Dryden, NY 13053

Dear Supervisor Leifer:

The following is Thoma Development Consultants' written proposal to provide grant writing services in relation to the submission of a 2023 Community Development Block Grant application for a Town housing rehabilitation program. Applications will likely be due in the/fall of 2023.

2023 Housing Rehabilitation – Our fee will be \$7,500. This includes necessary survey and predevelopment work, completion of the environmental review record (not including publication of legal notices), as well as preparation of the final application. We will assist the Town in meeting all New York State requirements. Thoma will also assist the Town in finalizing the grant agreement post-award, not including the completion of an Administrative Plan. As of the 2022 funding round, the NYS Office of Community Renewal now requires that the programmatic environmental review be completed prior to submission of the application. This is a significant level of additional work that unfortunately increases application costs.

If, in the event, the application does not proceed to its expected completion, the Town will be billed for the hours that Thoma has worked not-to-exceed the amount identified above. The above fee is exclusive of reimbursable costs, which will include items such as copying, postage, legal notices, etc. Mileage is not included as a reimbursable expense. All reimbursable costs will be charged at cost.

The Town will be responsible for holding a public hearing prior to submission of the application. Thoma will assist in publication of required legal notices and will provide information in regard to the hearing.

Thank you for the opportunity to assist the Town concerning this important project, and we look forward to the opportunity to work with the Town again. Please sign the acceptance line below and return a copy to me. Should you or any other Town official have any questions do not hesitate to contact me. Thank you for the opportunity to be of service to the Town.

Sincerely,

Richard Cunningham, President

ACKNOWLEDGED AND ACCEPTED:

Town of Dryden

Date