

OFFICE OF THE MAYOR  
Telephone: (716) 286-4310

April 22, 2021

The City Council  
Niagara Falls, New York

*RE: Preparation of 2021-2022 Consolidated Action Plan  
(Department of Community Development)*

Council Members:

The Department of Community Development requested proposals for a consultant for the preparation of its 2021-2022 Annual Action Plan. The consultant will provide services regarding the Consultation (PR-10), Citizen Participation (PR-15), and Needs Assessment (NA) and Housing Market Analysis (MA) sections of the Annual Action Plan 2021-2022, as applicable. In addition, the consultant will oversee and coordinate all public hearings, the public comment portions, as well the six main sections of the Annual Action Plan 2021-2022 (Needs Assessment, Market Analysis, Strategic Plan, Action Plan, Executive Summary, and the Plan Process).

Additionally, the Plan will address the City's HOME Program, the Emergency Solutions Grant Program, and the Community Development Block Grant Program (CDBG) and its related Annual Action Plan 2021-2022. The Plan must be ready to submit to HUD by August 12, 2021.

H. Sicherman and Company, Inc., d/b/a The Harrison Studio, was the only company submitting a proposal. H. Sicherman aided the City in preparing its 5 year plan and is well qualified to provide the services requested. The fee for the services will be not to exceed \$13,000.00. CDBG Administrative funds will be the source of monies to pay for the consulting services.

Will the Council so approve the proposal presented herein and to authorize the Mayor to execute any documents necessary to effectuate the same?

Respectfully submitted,

ROBERT M. RESTAINO  
Mayor

Funding Approval:

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Daniel Morello, City Controller  
City Council Meeting, April 28, 2021

Kennedy \_\_\_\_\_ Soda \_\_\_\_\_ Spanbauer \_\_\_\_\_ Voccio \_\_\_\_\_ Tompkins \_\_\_\_\_