



March 15, 2023

Supervisor Robert A. Wicks  
Town of Lysander  
8220 Loop Road  
Baldwinsville, NY 13027

**RE: *Work authorization for Professional Engineering Services for the Onondaga County Community Development 2023 Funding Request Grant Application Preparation  
Town of Lysander, NY  
CHA Project No.: 078315.0012***

Dear Supervisor Wicks:

CHA is pleased to submit this work authorization for professional engineering services for the Onondaga County Community Development 2023 Funding Request grant application preparation.

The following is our understanding of the project.

### **PROJECT UNDERSTANDING**

The Town of Lysander desires to apply for funding for two (2) projects under the Onondaga County Community Development 2023 Funding Request program. One grant application will be prepared for a project to receive funding up to \$50,000 in funding and one grant application will be prepared for a project to receive up to \$150,000 in funding.

### **EXHIBIT A - SCOPE OF SERVICES**

#### **Task A – Onondaga County Community Development 2023 Funding Request Grant Application Preparation**

1. CHA will participate in a Town Board work session to discuss potential projects eligible for funding.
2. CHA will prepare a grant application for a project requesting \$50,000 in funding which will include the following information:
  - Project description including photographs of the project site
  - Project eligibility
  - Definition of the problem
  - Project implementation schedule

- Project construction cost estimate
  - Project budget
  - Preparation of a State Environmental Quality Review short environmental assessment form.
3. CHA will prepare a grant application for a project requesting \$150,000 in funding which will include the following information:
- Project description including photographs of the project site
  - Project eligibility
  - Definition of the problem
  - Project implementation schedule
  - Project construction cost estimate
  - Project budget
  - Preparation of a State Environmental Quality Review short environmental assessment form.
4. CHA will update the Town of Lysander Community Development Five (5) Year Plan.
5. CHA will present the community development five (5) year plan as required at a public hearing.

Deliverables:

- Complete Onondaga County Community Development 2023 Funding Request for a \$50,000 project
- Complete Onondaga County Community Development 2023 Funding Request for a \$150,000 project
- Updated town of Lysander Community Development Five (5) Year Plan

Assumptions:

- The Town of Lysander Clerk will publish the required public hearing notice in the local paper and provide proof of publication to be included in the grant application.

### **EXHIBIT B - SCHEDULE**

CHA is prepared to begin working on this project upon written authorization to proceed and complete all work prior to the April 7, 2023 submission deadline.

### **EXHIBIT C – FEES**

For the scope of services contained herein, we proposed to be compensated on an hourly basis for a not-to-exceed fee of \$3,975, in accordance with our current Municipal Consulting Agreement. All reimbursable project expenses, including mileage, postage, and printing/reproduction, will be billed at cost.



We appreciate the opportunity to submit this work authorization to the Town. If acceptable, please sign below and return a copy to our office. If you have any questions regarding this work authorization, please do not hesitate to contact me at [ayager@chacompanies.com](mailto:ayager@chacompanies.com).

Sincerely,



Allen J. Yager, P.E.  
Project Manager III / Senior Engineer V

**AUTHORIZATION TO PROCEED:**

By: \_\_\_\_\_  
**Robert A. Wicks, Supervisor**  
**Town of Lysander**

\_\_\_\_\_ **Date**

