



February 25, 2025

Michael Park, Supervisor
Town of Homer
31 North Main Street
Homer, NY 13077

Dear Supervisor Park:

The following is Thoma Development Consultants' written proposal to provide grant writing services related to the resubmission of a Smart Growth Planning Grant to be submitted to the NYS Department of State for preparation of a new Town Comprehensive Plan. We are proposing to provide services on an hourly basis not to exceed \$1,000 for application preparation. Our currently hourly rates are:

Senior Consultant:	\$145
Program Manager:	\$125
Program Assistant:	\$65
Clerical:	\$45

Our services will include working with the Town on to establish a steering committee, hold one or more meetings, and preparation of a final application. We will also assist the Town in meeting all the program requirements. The Town will be responsible for a 10% match. It is anticipated that applications will be due in late July 2025.

All of the above fees are exclusive of reimbursable costs, which would include items such as copying and advertisements. All reimbursable costs will be charged at cost.

Thank you for the opportunity to assist the Town concerning this important project. If the Town desires to proceed, 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.

Sincerely,

Rich Cunningham
Senior Consultant

ACKNOWLEDGED AND ACCEPTED:

Signed: _____
Town of Homer

_____ Date