

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

April 16, 2020

The City Council
Niagara Falls, New York

*RE: Third Party Training and Technical Consultant
Department of Community Development*

Council Members:

As we continue to review the situation in the Department of Community Development, the Administration believes that it is necessary that City employees at the department receive additional training in order to improve program efficiency and to become more versed in U.S. Department of Housing and Urban Development (“HUD”) protocols.

From the vendors that responded to the City’s Request for Proposal, it is hereby proposed that H. Sicherman of Lockport New York undertake this project and perform the required third party training services. The term of a proposed agreement would be for up to 90 days with H. Sicherman carrying out this project at a cost of no more than \$15,000.00. Funding for this project is available from CDBG Administrative Revenue and 2015-17 and 2019 Program Funds.

H. Sicherman will provide on-site training for the Community Development staff, providing our staff with hands-on assistance. This will assist them to be more proficient in the HUD IDIS (software used to set up projects and draw down funds), the reprogramming of prior year HUD formula funds, budgeting, procurement, project close-outs, processing sub-recipient agreements and project planning. This training will be very timely with the new Compliance Officer coming on board (pending City Council approval).

Will the Council so approve and authorize the Mayor to execute an agreement satisfactory to the Corporation Counsel in both form and content?

Respectfully submitted,

ROBERT M. RESTAINO
Mayor

Funding is in place

Daniel Morello
City Controller

Kennedy _____ Spanbauer _____ Tompkins _____ Touma _____ Voccio _____

