



POGGEMEYER
DESIGN GROUP

AN EMPLOYEE OWNED COMPANY

September 17, 2008

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SEP 22 2008

Mr. Eric Norenberg
City Manager
City of Oberlin
85 South Main
Oberlin, Ohio 44074

Re: CDBG DT FY05 Administration
City of Oberlin, Ohio
PDG Job No. 1268-005

Dear Mr. Norenberg:

Please accept this letter amendment to our existing contract with the City to continue to provide technical assistance for the CDBG DT FY05 grant program. Per recent conversations with Gary Boyle, we are amending the contract to continue our administration assistance through the end of the year. We are requesting an additional \$5,000 time and expense fee to finish up the grant program, including program administration, State monitoring, final draw downs and final performance reporting. As you are aware, our original contract was executed in February 2005 for a lump sum fee of \$27,000 for a two-year period.

If this accurately reflects your understanding of our agreement, please sign the original and enclosed copy of the amendment form and return to PDG. This amendment will be open for acceptance for a period of thirty (30) days unless adjusted by PDG or the City in writing.

If there are any questions, please do not hesitate to contact Lauren Falcone in our Westlake Office at (440) 835-1526. It has been a pleasure to work with your Planning Department staff and we appreciate this opportunity to continue to build a positive relationship with the City.

Sincerely,

POGGEMEYER DESIGN GROUP, INC.

Linda H. Hall

Linda H. Hall
Vice President

Enclosure

cc: Gary Boyle, Planning Department

Accepted this 15th day of Oct., 2008, by the undersigned who is duly and legally authorized to enter into such legal contract for the above-referenced entity.

By: *[Signature]*
Title: City Manager

Approved as to form:

[Signature]
Eric Severs, Law Director

