

**Donna Kerwin Lane
CDBG Consultant
60 Ragged Cove Lane
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November 10, 2014

Town of Allenstown – CDBG Administration Proposal
16 School Street
Allenstown, New Hampshire 03275

RFP – CDBG Administration Proposal

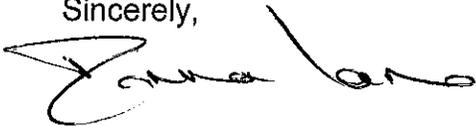
Dear Shaun and Selectmen,

Thank you for the opportunity to submit my Administrative Proposal for the construction of the Suncook Boys & Girls Club CDBG Project.

I have enclosed my resume outlining my 30 years of exclusive CDBG Administration. I have administered well over 200 CDBG projects, including 15+ public facility projects similar to this project. I have also been engaged by NH Community Development Finance Authority (and prior to their Administration of CDBG, by the NH Office of State Planning) to conduct the CDBG Implementation Workshop trainings for all New Hampshire CDBG projects for over 10 years. I believe I'm well qualified to administer your CDBG project. In addition, I am quite familiar with the project as I wrote the CDBG application for it.

Thank you for your time and consideration.

Sincerely,



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM ADMINISTRATION PROPOSAL

Executive Summary: The project is the construction of a new Boys & Girls Club to replace the current modular units. The site is town-owned property, the new building will be owned and maintained by the town, but operated by the Boys & Girls Club of Greater Concord. The Town will be applying for CDBG funds for a senior center to be attached, so consideration of phase II must be considered in the final design/construction of this project. The project is construction, so applicable federal regulations must be adhered to, including compliance with Davis-Bacon Wage Rate requirements.

I propose the administration of, in a satisfactory and proper manner, as determined and as specifically authorized by the Municipality and or Community Development Finance Authority and Community Development Block Grant regulations, that work and those activities in and with respect to the Suncook Boys & Girls Club CDBG Project, as identified and more particularly described in Exhibit A of the Community Development Block Grant Agreement (proposed) between Allenstown and the Community Development Finance Authority.

Specific services to include:

- Environmental Review Record,
- Maintenance of records (on CDBG's GMS system), including financial records,
- Preparation of payment requests (claims),
- Coordination of Engineer/Architect services, including contracting,
- Attending meetings,
- Preparation of Code of Ethics and Financial Management Plan for Town approval,
- Labor compliance, including Davison-Bacon Wage Rate requirements,
- Preparation and submission of semi-annual reports to CDFA, quarterly reports to Selectmen,
- Preparation and submission of close-out report,
- Provide auditors with information and respond to any questions,
- Along with any other federal adherence required by the CDBG Grant Agreement.

I will administer the project myself. I have been writing applications for, and administering CDBG projects, for over 30 years in New Hampshire.

I have administered many, well over 15, public facility projects similar to the Suncook Boys & Girls Club Project. A few more recent include:

Concord Boys & Girls Club Renovation/Expansion. I worked with Chris Emonds, Executive Director Boys & Girls Club of Greater Concord, (603) 224-1061, Emond@concordkids.org

As well as the City of Concord: Matthew R. Walsh, Assistant for Special Projects,
Phone: (603) 225-8570, mwalsh@concordnh.gov
(Another recent, similar project through the City of Concord was Friendly
Kitchen) I work with the City of Concord on a variety of CDBG Projects.

Franklin Besse Rowell Community Center is the renovation of an old school into
a multi-purpose, intergenerational facility. This site included three separate
CDBG projects, a daycare, Headstart, and senior center.
I worked with Elizabeth A. Dragon, Franklin City Manager, (603) 934-3900,
citymgr@franklinnh.org

Concord YMCA Daycare Building Improvements. This project was through
Merrimack County, Kathleen Bateson, County Administrator, (603) 796-6800
kbateson@merrimackcounty.net
I work with Merrimack County on a variety of CDBG Projects.

Proposed Schedule: Given that the CDBG has to go to Governor & Council for
approval, and have completed the environmental review prior to the obligation of
CDBG funds I expect the project to go out to bid in January-February with
construction start-up in Spring 2015 and construction completion by Fall 2015. I
assume efforts will be undertaken try to have the facility operational for Summer
2015.

Compensation for Administration of the Project will be Twelve Thousand Seven
Hundred Fifty Dollars (\$12,750) lump-sum (no additional expenses) for the
complete project. This fee does not include Audit, Advertising, or Legal
expenses. Services will be billed, not more often than monthly, and will reflect
work performed for that period.

This proposal is a firm offer for a ninety (90) day period from opening.

Submitted,



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EDUCATION

E.D.F.P., Economic Development Finance Professional, 1995;
National Development Council
M.B.A., Plymouth State College, 1989; Magna Cum Laude.
Plymouth, New Hampshire
B.S., Niagara University, 1981; Magna Cum Laude.
Niagara University, New York

PROFESSIONAL ACTIVITY

Since 1982: Community Development Block Grant Consultant

Administration of over 100 CDBG completed Projects, valued at over \$40,000,000.
Responsible for financial management, federal regulation adherence, recordkeeping, and reporting of CDBG projects.

Economic Development Projects include business expansions, machinery and equipment purchases, and infrastructure improvements. Administration of Regional Development Capacity Building Projects.

Public Facilities Projects include municipal water and wastewater systems, community centers, senior centers, daycare centers, and handicap accessibility.

Housing Rehabilitation Projects include affordable housing and single family acquisition and rehabilitation, as well as infrastructure improvements in support of affordable housing.

Municipalities previously or presently contracted with to administer CDBG projects:
Belmont, Berlin, Bethlehem, Boscawen, Bradford, Brentwood, Bristol, Campton, Canaan, Charlestown, Conway, Derry, Enfield, Epping, Errol, Exeter, Gilford, Gorham, Greenland, Haverhill, Laconia, Littleton, Madbury, Milton, Newmarket, Northfield, Bristol, Ossipee, Pittsfield, Plymouth, Rumney, Salem, Seabrook, Stratford, Tamworth, Tilton, Warner, Warren, Whitefield, Wolfeboro, Carroll County, Coos County, Grafton County, Rockingham County and Strafford County.

Performed CDBG Training Workshop for the New Hampshire Office of State Planning in 1993 & 1994. Performed CDBG Training Workshop for Community Development Finance Authority in 2004 – 2014.