

Memo

To: Mayor Grenier & City Council
CC: Phil Warren, City Manager
From: Pamela E Laflamme, Director of Strategic Initiatives
Date: November 29, 2023
Re: CDBG Administrator for Boys & Girls Club of NH project

The Community Development Block Grant received by the City for the Boys & Girls Club project at White Mountains Community College had money budgeted for grant administration. We advertised statewide and sent direct solicitations to CDBG consultants. We received one proposal from consultant Donna Lane. Donna Lane has extensive experience with the City and CDBG administration and she has worked with the staff at the Boys & Girls Club of NH. She also wrote the application for the grant.

After careful review of her proposal, Donna's proposal has both experience and a reasonable fee structure for grant administration. I would recommend to the Mayor and Council that the City hire Donna Lane to administer the project for the City for the cost of \$19,500.00.

Suggested Motion: A motion to hire Donna Lane to administer the Boys & Girls Club of NH CDBG Rehabilitation Project Community Block Grant for a sum not to exceed \$19,500.00.