

Memo

To: Mayor Grenier & City Council
CC: Jim Wheeler, City Manager
From: Pamela E Laflamme, Community Development Director
Date: January 2, 2019
Re: CDBG Administrator

The Community Development Block Grant received by the City for the St. Regis CDBG Rehabilitation (Berlin Housing Authority) project had money budgeted for grant administration. We advertised statewide and sent direct solicitations to CDBG consultants. Consultant Donna Lane was the sole applicant for the project. She has extensive experience with the City and CDBG administration.

After careful review 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.

Suggested Motion: A motion to hire Donna Lane to administer the St. Regis CDBG Rehabilitation Project Community Block Grant for a sum not to exceed \$17,000.00.