

Donna Kerwin Lane
CDBG Consultant
60 Ragged Cove Lane
Conway, New Hampshire 03818
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December 22, 2021

City of Berlin - CDBG Housing Application Writing

Dear Pam,

Thank you for the opportunity to submit my CDBG Housing grant writing proposal for a CDBG grant for up to \$500,000 for renovations to the Brown School. Specific grant writing services to include assisting the municipality with the required public hearing, compiling all forms and information required by the application for the municipality, coordinating all information required and all actions required to prepare a CDBG application on NHCDFA's Grant Management System (GMS) for the municipality.

The CDBG grant writing fee is \$4,000 for the application. The grant writing services fee will be due only if CDBG funds are awarded and will come out of the CDBG.

I have enclosed my resume outlining my 40 years of exclusive CDBG Administration. I have written and administered well over 200 CDBG projects. I was also 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.

Thank you for your time and consideration.

Sincerely,
Donna Lane
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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 200 CDBG completed Projects, valued at over \$100,000,000. 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, homeless shelters, daycare centers, and handicap accessibility.

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

Municipalities previously or presently contracted with to administer CDBG projects: Barrington, Belmont, Berlin, Bethlehem, Boscawen, Bradford, Brentwood, Bristol, Campton, Canaan, Charlestown, Conway, Derry, Enfield, Epping, Errol, Exeter, Franklin, Gilford, Gorham, Greenland, Haverhill, Laconia, Littleton, Madbury, Milton, Newmarket, Northfield, Bristol, Ossipee, Pittsfield, Plymouth, Rumney, Salem, Seabrook, Stratford, Tamworth, Tilton, Warner, Warren, Whitefield, Wolfboro, Belknap County, Carroll County, Coos County, Grafton County, Hillsborough County, Rockingham County, Strafford County and Sullivan 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 – 2018.