



Tapply-Thompson Community Center
Request for Qualifications - Architectural & Engineering Services
New Indoor Community Center
Bristol, NH

The Tapply-Thompson Community Center, hereinafter referred to as “TTCC,” invites interested parties to submit sealed qualifications for consulting architectural and engineering services to develop conceptual and schematic design for a new indoor recreation facility / community center at the recently purchased property at 90 Lake Street in Bristol. The plan will guide planning, operations, and financial decisions regarding the TTCC facilities and programs.

I. Background Information

TTCC recently purchased a property at 90 Lake Street in Bristol, NH. The property is adjacent to the Newfound Middle School. There is currently a former restaurant building on the property. TTCC would like to explore constructing a new recreation / community center building on this lot.

There is information available in the appendices herein for the property and building at 90 Lake Street.

II. Purpose of the Project

In order to continue the fundraising effort for the project, TTCC has requested a qualification package for the conceptual and schematic design of a new recreation / community center building on the 90 Lake St. property. This proposal will include both conceptual and schematic design and renderings for the proposed building. TTCC currently operates the facility located at 30 North Main Street in Bristol. The project includes a review of the existing building and programs offered at 30 North Main St. giving consideration as to whether the programs at 30 North Main St. would be better served at 90 Lake St. and what programs TTCC could offer in those new freed up spaces.



The following materials are available to inform the study:

- Appendix A – January 2023 Letter from TTCC E.D. Les Dion & site visit notes
- Appendix B – Award Letter from US Dept of Housing and Urban Development
- Appendix C – Community Project Funding Grant Agreement [Abridged]
- Appendix D – Community Facilities Construction Submittal List [for Grant]
- Appendix E – Preliminary Architectural Feasibility Report [for Grant]
- Appendix F – Aerial Image, Graphic Base Plan
- Appendix G – Pictures of Property at 90 Lake Street, Bristol, NH
- Appendix H - 12.31.25 Action Plan Submission to HUD for CDS Award

TTCC has received federal funding for this project, and all requirements of the funding shall be followed by the selected consultant.

III. Scope of Work

A. 90 Lake St. Existing Facilities Review

The consultant shall evaluate the building and property at 90 Lake Street to the extent necessary to develop options for the proposed indoor recreation facility. At a minimum, the evaluation shall address:

- overall building condition and major systems
- code and accessibility considerations.
- site opportunities and constraints
- adequacy of existing spaces
- deferred maintenance needs
- options for new construction or additions to the existing facility



B. 30 North Main St. Facility Review

The consultant shall meet with the staff and develop a list of spaces and programming that currently occurs at the building. Recommendations shall be made to current use of programming spaces and opportunities to move programming to the 90 Lake St. facility.

C. Conceptual & Schematic Scenario Development

The consultant shall develop conceptual plan options for the building and property at 90 Lake Street.

1. Conceptual Planning Materials, including:

- Conceptual site and floor plan diagrams.
- Summary of space program assumptions.
- Identification of major renovation, addition, or new construction elements.
- Key site implications, as applicable.
- Community uses opportunities and constraints.

2. Schematic Design, including:

- Schematic site and floor plan diagrams.
- Summary of space program.
- Identification of major renovation, addition, or new construction elements.
- Key site implications, as applicable.
- Community uses opportunities and constraints.
- Anticipated project schedule.
- Renderings of the proposed facility.
- Outline specifications of proposed materials.



3. Order-of-Magnitude Cost Estimates — Provide planning-level cost estimates, including:

- Construction costs.
- Soft costs and contingencies.
- Major site costs.
- Escalation assumptions.

4. The consultant shall conduct two public listening sessions.

D. Grant Compliance and Application Materials Completion Assistance

Consultant shall assist TTCC with preparation and completion of grant required documentation, as it pertains to their scope of work.

IV. Submittal Requirements

Qualification submittals shall include the following information:

- A general profile of the firm, including the location of the office, type of activities conducted by the firm, and information regarding the date of incorporation and corporate status.
- Prior experience designing community center in New Hampshire, including experience in facility condition/functional adequacy assessments, and stakeholder input and communications.
- The role and resumes of the project team.
- A listing of any subcontractors to be used in the process.
- The approach of the project team to collect data, disseminating information, and making recommendations.
- A preliminary project schedule with project milestones, assuming the consultant is issued approval to begin on or about September 3, 2026.



- The names and addresses of clients for whom the consultant has conducted similar projects. Include telephone numbers and names of contacts for reference purposes (at least three).
- A statement regarding any past, present, or pending litigation within the past five (5) years, including any claims filed against the consultant's insurance policy.
- At least two samples of community center design projects.

Proposals shall be limited to 30 pages not including the cover sheet, back cover sheet, and section dividers.

V. Terms & Conditions

TTCC reserves the right to reject any or all proposals, waive informalities or minor irregularities, and to award or reject proposals in part or in whole, on any basis it deems in the best interest of the project.

Proposals will be evaluated and selected based on the following criteria (not listed in any order of priority):

- Experience & expertise in developing community center facilities projects.
- Approach to the process.
- Samples of prior community center projects.
- Recent success in providing similar svcs. (as evidenced through references)
- Qualifications.

A qualifications-based selection (QBS) process will be followed for the selection of the design team. The TTCC will use the QBS process to select up to 5 prospective consultants to interview with the TTCC.

The selected consultants will be scheduled for a presentation and interview with the TTCC, on September 9, 2026. The fee for the project will be requested at the time of the interview.

The selected consultant will be expected to sign an AIA B101: Owner and Architect Agreement. Please list any objections or any alterations that will be requested to that document.



VI. RFQ Process Timeline

The timeline for the RFQ process is as follows:

Milestone	Date/Time
Release of RFQ	Monday, July 20, 2026
Mandatory Site Walkthrough	Thurs., Aug. 6, 2026, 10:00 a.m.
Deadline to submit questions by email	Friday, August 14, 2026
Answers to questions emailed to all participants	Friday, August 21, 2026
Proposals due	Thurs., Aug. 27, 2026, at 3:00 p.m.
Interview with TTCC Board	Wednesday, September 9, 2026
Contract negotiation (by TTCC Board)	Wednesday, September 16, 2026

VII. Submission of Proposals

1. Submit a sealed envelope clearly labeled “TTCC Schematic Design RFQ” by 3:00 p.m. on Thursday, August 27, 2026. Sealed RFQ packages may be mailed or hand delivered to the TTCC Office:

TTCC
30 North Main Street
Bristol, New Hampshire 03222

2. Provide three (3) hard copies of the RFQ, and one (1) USB drive containing an electronic copy of the full submission.

VIII. Further Information

Requests for information about the RFQ may be directed to Les Dion, Director of Recreation, via email at ldion@ttccrec.org



APPENDIX A [Page 8]

January 2023 Letter from TTCC executive director Les Dion & site visit notes

APPENDIX B [Page 11]

Award Letter from US Department of Housing and Urban Development

APPENDIX C [Page 15]

Community Project Funding Grant Agreement No. B-24-CP-NH-1383

APPENDIX D [Page 25]

Community Facilities Construction Submittal List [for Grant]

APPENDIX E [Page 32]

Preliminary Architectural Feasibility Report [for Grant]

APPENDIX F [Page 39]

Aerial Image, Graphic Base Plan

APPENDIX G [Page 41]

Pictures of Property at 90 Lake Street, Bristol, NH

APPENDIX H [Page 47]

12.31.25 Action Plan Submission to HUD for Drawdown of CDS Award



APPENDIX A

In January of 2023 the Executive Director, Les Dion, wrote the following Open Letter:

TAPPLY-THOMPSON COMMUNITY CENTER HAS EXCITING NEWS!!

The Board of Directors for the Tapply-Thompson Community Center want to announce some very exciting news! In March of 2022 the Board held a Strategic Planning Session that brought forth a three-year plan for the organization. The plan included a review of current building needs, a plan for future succession planning and hiring of a Grants & Community Engagement Manager.

As we look to the future of our beloved organization, we realized that our current building needs some renovations to better serve our increased programming and activities. Although we do not plan to leave our current building, we realized that we need to have an additional space that would include a full-size gymnasium, community kitchen, and program spaces. With that in mind the decision was made to purchase property 171 North Main Street that abuts the Newfound Memorial Middle School. We realized that we need this space to be in a location that is walkable for our students and close to Kelley Park and this property serves those needs. We have no current plan for this space other than to secure a site that could accommodate our future needs.

The Board hired Frank Marinace Architects to review our current space and study how we could make it more efficient and have easy access to all three floors. The Architects finished their initial study and presented a plan to the Facilities Committee. A meeting was held with TTCC staff to have their input into our needs. The updated plans have been received and we are ready to start planning the phasing of this momentous building renovation by kicking off a Capital Campaign.

A local benefactor has kicked this off with a donation of \$25,000! Their wish is that we can find four additional donors of \$25,000 as soon as possible. If we achieve that goal, they are going to donate an additional \$25,000! All of this has happened in a matter of weeks, and we have already had one donor match...only three to go!

All of us at the TTCC are so grateful to live in a community that supports the needs of our local youth and families in so many ways. These endeavors will be challenging, thrilling and have long term benefits to our Newfound community. We are ready to do the work to make this happen and would encourage support and feedback from those interested in being a part of this project. And last, but certainly not least, a huge thank you to our first two donors for believing in our mission.



In March of 2023 Representatives from the Tapply-Thompson Community Center's (TTCC's) Facilities Committee embarked on a tour of several state-wide Community Centers to uncover elements and features we would like to include in our New Community Center, to be built on 171 North Main Street in Bristol, NH. Their findings are noted below.

The Committee visited three area Centers which include; Franklin, Meredith and Concord, NH. Below are notes on criteria such as what was beneficial, what could be imported to the New Center, and other items such as square footage, land area surrounding the Center, design, construction, cost, how project was funded, and other elements.

For the **Franklin, NH** site the Facilities Committee uncovered the following: Items found to be beneficial and that TTCC could adopt were:

1. Keypads on all the doors.
2. Folding Table with wheels.
3. Extra storage area `built onto stage that utilized wasted space.
4. TTCC could add areas for a locker room, whereas kids would not have to change in the bathroom stalls.

The land area that surrounded the Center was 11.7 acres, as the Center utilized and repurposed a former Elementary School.

Other notes were the Center included a staff bathroom area within the office layout, closet and storage space was within the office footprint, and that they went to automatic lighting throughout the Center.



For the **Meredith, NH** site, the Facilities Committee uncovered the following:
Items found to be beneficial and that TTCC could adopt were:

1. Multi-use rooms.
2. Meeting rooms with sinks.
3. Excellent Arts and Crafts room. {Would TTCC be interested in importing a Makerspace Area?}
4. Air Conditioning throughout the building.
5. Two gymnasiums.

The Center is 18,000 square feet, sitting on 3.5 acres. The design was done by Chris Williams and construction was done by Bowen. The cost of the Center was 3.5 million dollars. The money was raised through taxpayers and an additional \$400,000 raised by the Community Center. The project took 5 years to complete from inception to fully built, as they met with User Groups such as the Boy Scouts and Rotary prior to planning.

For the **Concord, NH** site, the Facilities Committee uncovered the following:
Items found to be beneficial and that TTCC could adopt were:

1. An open reception and office area.
2. Divider in the gymnasium.
3. Poured rubber floor in gymnasium, -very beneficial for Seniors.
4. Sound panels in the rooms -work very well.

The Center is 30,000 square feet and was designed by HL Turner and constructed by Milestone Engineering. The cost of the Center was 8.1 million dollars. Danaher Floor Restoration did the flooring. The Center is in a re-purposed school and was completed in 2018 and serves 40,000 people. They have 7 full-time staff and 6 part-time staff.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, D.C. 20410-1000

OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT

Tuesday, August 27, 2024

Les Dion
Director of Recreation
Bristol Recreation Advisory Council
30 North Main Street
Bristol, NH 03222
Email: ldion@ttccrec.org

Dear Community Project Funding Grantee,

In the Consolidated Appropriations Act, 2024 (Public Law 118-42) (the FY2024 Act), and the Further Consolidated Appropriations Act, 2024 (Public Law 118-47) (the Further FY2024 Act) Congress made \$3,290,054,336 in funding available for Community Project Funding (CPF). These CPF awards are administered by the Department of Housing and Urban Development (HUD). HUD received the information below about your project from Congress. A Grant Number has been added and will be the unique identifier for your project throughout the grant process.

Grant Number: B-24-CP-NH-1383
Project: New Community Center
Grantee/Recipient: Bristol Recreation Advisory Council
Amount: \$1,500,000
HUD Grant Officer: Tracey A. Rho / Tracey.A.Rho@hud.gov
HUD System Officer: Colton Denton / Colton.J.Denton@hud.gov
HUD Regional Environmental Officer: Martha A. Curran / Martha.A.Curran@hud.gov

This letter outlines initial grant award requirements and information needed from you to get started. This Grant Award Package also includes: The "FY2024 Community Project Funding Grant Guide" (FY2024 CPF Grant Guide), the template for your FY2024 Community Project Funding Grant Agreement, and the forms required to complete and submit information online to populate before we sign your FY2024 CPF Grant Agreement. A brief overview of these documents is below:

- 1) **FY2024 CPF Grant Guide:** The FY2024 CPF Grant Guide provides instructions for completing the requested information and filling out the required administrative forms to initiate your FY2024 CPF Grant Agreement. Please refer to this document as it includes important information and forms for accessing the online system (DRGR), as well as other information concerning reporting requirements.

2) FY2024 CPF Grant Agreement for this Award: The FY2024 CPF Grant Agreement specifies the applicable statutory provisions, regulations, and administrative requirements for this award. Please make sure all grantee information and award-specific information is entered completely and accurately before signing this Agreement. When you submit your grant materials on our DRGR Grant Processing Module it will create your customized FY2024 CPF Grant Agreement.

3) Standard Forms and Required Materials: The following forms will be needed:

- a. Form HUD-1044, Assistance Award/Amendment Form (Attached)
- b. Standard Form-424 Application for Federal Assistance (in the online system)
- c. SF-424-B, Assurances for Non construction Programs, and/or SF-424-D, Assurances for Construction Programs (in the online system)
- d. SF-LLL Disclosure of Lobbying Activities (as applicable in the online system):
<https://www.grants.gov/forms/forms-repository/sf-424-family>
- e. SF-1199A - Direct Deposit Sign-Up Form: <https://www.gsa.gov/system/files/SF1199A-20.pdf> The form is to be completed by the grantee and grantee's financial institution. Grantees will need to submit the completed form and upload to DRGR.

Grant Award Process Overview

Below is a step-by-step walk-through of the process and necessary documents and forms to execute your FY2024 CPF Grant Agreement. This process and the forms are also available in the FY2024 CPF Grant Guide, which can also be found on the program's webpage at:

https://www.hud.gov/program_offices/comm_planning/edi-grants/FY_2024 on HUD.gov and on this webpage <https://www.hudexchange.info/programs/cpf/> on the HUD Exchange.

1. Grantees should review the Grant Award Package documents.
2. Grantees should initiate or complete the HUD environmental review.
3. Grantees gather all required information and submit to HUD using the online system DRGR.
4. HUD provides access to DRGR system to access the Grant Processing Module to submit required information, answer questions, and upload documents. Once all required information is submitted online HUD will review the completed grant materials submitted.
5. HUD staff will review the information and documents for completeness. If there are any deficiencies the corrections and/or clarifying questions will be shared with the grantee for correcting or answering the clarifying questions. If not, HUD staff will submit the package internally for a second level review. Then, the Acting Director for the Congressional Grants Division will review the grant package. Finally, your Grant Agreement will be executed.
6. HUD will notify the grantee that their FY2024 Grant Agreement has been fully executed and will share additional materials with the grantee to complete to begin the payment processing activities to receive your funds.

Training and Tools

FY2024 CPF Onboarding Event: This event will take place in September. We will review this letter and grant award package materials along with sharing next steps and how to sign up for a cohort. The event will be recorded and shared online after the event.

FY2024 CPF Grantee Cohorts: This provides you and your staff the opportunity to register for a four-part training for how to prepare your grant materials and submit them online. Information about the registration will be shared via email and during the FY2024 CPF Onboarding Event.

FY2024 CPF Grantee Webinar Series: This provides you and your staff with information about the regulations, requirements, and processes for your grant. Information about the registration for the webinar series will be shared via email and during the FY2024 CPF Onboarding Event.

FY2024 CPF Grantee Online HUD Exchange Resources: This website page includes general information and your specific Fiscal Year information along with links to past and future technical assistance opportunities. The site is also used for you to register for our listserv and for communicating updates to you and those on the listserv.

Overview of Requirements

CPF grants are subject to several Federal requirements. HUD will provide additional information and further clarification regarding applicable requirements and the grant award process in upcoming webinars and additional technical assistance. The most essential requirements include:

- 1) **Administrative Requirements:** CPF grants are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).
- 2) **HUD Environmental Review Requirements:** EDI/CPF grants, like all projects funded by HUD, are subject to requirements under the National Environmental Policy Act (NEPA), HUD's NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58, and appropriate federal environmental and historic preservation laws, regulations, and Executive Orders.
 - To be eligible, activities and expenses must comply with applicable Federal requirements. This includes administrative requirements under 2 CFR Part 200, environmental laws, statutes and Executive Orders, and other "cross-cutting" federal requirements adhered to by HUD.
 - If the environmental review is being conducted by a local government responsible entity under Part 58, a Request for Release of Funds and Certification must be approved by HUD, as applicable. If the environmental review is being completed by HUD under Part 50, the environmental review must be approved and certified by HUD.

- HUD defines the “Federal Nexus” for a program or project as the event that triggers the requirements for federal environmental review under a host of laws, regulations, and Executive Orders, including the prohibition on choice limiting actions.
- For FY2024 grants, the date of the Act's enactment (March 9, 2024) is the federal nexus for compliance with all environmental laws. Once a project is federalized, in keeping with the National Environmental Policy Act (NEPA) and HUD’s NEPA-implementing regulations at 24 CFR Part 50 or 24 CFR Part 58, environmental reviews must be completed, and all necessary HUD approvals must be obtained prior to taking any choice limiting actions, such as acquisition, construction, ground disturbance, and entering into contracts.
- Further explanation and guidance on choice limiting actions and the environmental review process, including historic preservation review, is included within the CPF Grant Guide and on the program’s webpage at: <https://www.hudexchange.info/programs/cpf/>.
- Some projects may already be underway at the time of federal nexus and while it is still best practice to stop all work after the federal nexus before the environmental review is complete for EDI/CPF projects that are already underway at time of federal nexus, grantees are allowed to perform activities after the federal nexus, but only for activities which are part of a pre-nexus contract that obligates them to do so. However, grantees would be doing so at their own risk, as any activity performed, or proposed to be performed, after the federal nexus must be included in the project scope of a satisfactory environmental review to be reimbursable.
- A satisfactory review must show that the project activities will not result in unmitigable environmental harm and must not preclude consultation with the appropriate environmental authorities such as the State Historic Preservation Office (SHPO). Environmental authorities may refuse to consult if physical impacts are made to a site before consultation.
- HUD conducted a nationwide environmental review for FY24 EDI/CPF soft costs to clear activities such as administrative, planning, and operations and maintenance costs (including costs to prepare an environmental review). After execution of the Grant Agreement, eligible soft costs can be incurred after March 9, 2024 (see 2 CFR 200.403). Eligible hard costs can be reimbursed if incurred after a full environmental review is completed (see 2 CFR 200.403).
- HUD Environmental Officers:
<https://www.hud.gov/sites/dfiles/CPD/documents/Community-Project-Funding-Portfolio-Assignments.pdf>.

If you, or your staff, have any questions regarding how to complete or submit the requires documents, please feel free to contact your Grant Officer or System Officer. Please note while your Grant Officer may change over time, we have a team approach to managing your project. Please include your grant number and project in all email correspondence. We look forward to working with you on this important project!

Sincerely,

Nadab Bynum

Nadab Bynum
Acting Deputy Assistant Secretary
for Economic Development

**FY 2024 COMMUNITY PROJECT FUNDING
GRANT AGREEMENT NO. B-24-CP-NH-1383**

Grantee Name: Bristol Recreation Advisory Council
Grantee Address: 30 North Main Street, Bristol, NH 03222-0000
Grantee's Unique Entity Identifier (UEI): F3DSVTPQXMX3
Grantee's Employer Identification Number (EIN): 020245830
Federal Award Identification Number (FAIN): B-24-CP-NH-1383
Assistance Listing Number and Name: 14.251 Economic Development Initiative, Community Project Funding, and Miscellaneous Grants
Period of Performance/Budget Period Start Date: 08/13/2024
Period of Performance/Budget Period End Date: 08/31/2032

This Grant Agreement between the U.S. Department of Housing and Urban Development (HUD) and Bristol Recreation Advisory Council (the Grantee) is made pursuant to the authority of the Consolidated Appropriations Act, 2024 (Public Law 118-42) and the Explanatory Statement for Division L of that Act, which was printed in the Senate section of the Congressional Record on March 5, 2024 (Explanatory Statement) as deemed to be amended by the Further Consolidated Appropriations Act, 2024 (Public Laws 118-47).

In reliance upon and in consideration of the mutual representations and obligations under this Grant Agreement, HUD and the Grantee agree as follows:

ARTICLE I. Definitions

The definitions at 2 CFR 200.1 apply to this Grant Agreement, except where this Grant Agreement specifically states otherwise.

Budget period is defined in 2 CFR 200.1 and begins and ends on the dates specified above for the Period of Performance/Budget Period Start Date and Period of Performance/Budget Period End Date.

Period of Performance is defined in 2 CFR 200.1 and begins and ends on the dates specified above for the Period of Performance/Budget Period Start Date and Period of Performance/Budget Period End Date.

ARTICLE II. Total Grant Amount

Subject to the provisions of the Grant Agreement, HUD will make grant funds in the amount of \$1,500,000.00 available to the Grantee.

ARTICLE III. Award-Specific Requirements

A. Federal Award Description. The Grantee must use the Federal funds provided under this Grant Agreement (Grant Funds) to carry out the Grantee's "Project." Unless changed in accordance with Article III, section C of this Grant Agreement, the Grantee's Project shall be as

FY 2024 COMMUNITY PROJECT FUNDING
GRANT AGREEMENT NO. B-24-CP-NH-1383

described in the Project Narrative that is approved by HUD as of the date that HUD signs this Grant Agreement. For reference, HUD will attach this approved Project Narrative as Appendix 1 to the Grant Agreement on the date that HUD signs this Grant Agreement.

B. Approved Budget. The Grantee must use the Grant Funds as provided by the Approved Budget. Unless changed in accordance with Article III, section C of this Grant Agreement, the Approved Budget shall be the line-item budget that is approved by HUD as of the date that HUD signs this Grant Agreement. For reference, HUD will attach this approved line-item budget as Appendix 2 to this Grant Agreement on the date that HUD signs this Grant Agreement.

C. Project and Budget Changes. All changes to the Grantee's Project or Approved Budget must be made in accordance with 2 CFR 200.308 and this Grant Agreement. To request HUD's approval for a change in the approved Project Narrative and/or Budget, the Grantee must submit a formal letter to HUD's Office of Economic Development - Congressional Grants Division (CGD) Director through the assigned Grant Officer in accordance with HUD's instructions for amending the Project Narrative and/or Project Budget found in the document titled "FY2024 Economic Development Initiative - Community Project Funding Grant Guide" that accompanies the Grant Agreement. The Grantee is prohibited from making project or budget changes that would conflict with the Applicable Appropriations Act Conditions described in Article III, section D of this Grant Agreement. The assigned Grant Officer for this grant is provided in the Award Letter for this grant and found on HUD's website. The CGD will notify the Grantee of whether HUD approves or disapproves of the change. Before the Grantee expends Grant Funds in accordance with any change approved by HUD or otherwise allowed by 2 CFR 200.308, the Grantee must update its grant information in HUD's Disaster Recovery Grant Reporting (DRGR) to reflect that change.

D. Applicable Appropriations Act Conditions. The conditions that apply to the Grant Funds under the Consolidated Appropriations Act, 2024, and the Explanatory Statement, as modified by the Further Consolidated Appropriations Act, 2024 or a later act, are incorporated by this reference and made part of this Grant Agreement. The Grant Funds are not subject to the Community Development Block Grants regulations at 24 CFR part 570 or Title I of the Housing and Community Development Act of 1974.

E. In accordance with 2 CFR 200.307, costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the grant. As authorized under 2 CFR 200.307, program income may be treated as an addition to the Federal award, provided that the Grantee uses that income for allowable costs under this Grant Agreement. Any program income that cannot be expended on allowable costs under this Grant Agreement must be reported and paid to HUD within 120 days after the period of performance, unless otherwise specified by an applicable Federal statute.

F. The Grantee must use the Grant Funds only for costs (including indirect costs) that meet the applicable requirements in 2 CFR part 200 (including appendices). The Grantee's indirect cost rate information is as provided in Appendix 3 to this Grant Agreement. Unless the Grantee is an Institution of Higher Education, the Grantee must immediately notify HUD upon any change in the Grantee's indirect cost rate during the Period of Performance, so that HUD can

amend the Grant Agreement to reflect the change if necessary. Consistent with 2 CFR Part 200, Appendix III (C.7), if the Grantee is an Institution of Higher Education and has a negotiated rate in effect on the date this Grant Agreement is signed by HUD, the Grantee may use only that rate for its indirect costs during the Period of Performance.

G. The Grantee must comply with any specific conditions that HUD may apply to this Grant Agreement as provided by 2 CFR 200.208. If applicable, these conditions will be listed or added as Appendix 5 to this Grant Agreement.

H. The Grantee is responsible for managing the Project and ensuring the proper use of the Grant Funds. The Grantee is also responsible for ensuring the completion of the Project, the grant closeout, and compliance with all applicable federal requirements. All subawards made with funding under this Grant Agreement are subject to the subaward requirements under 2 CFR Part 200, including 2 CFR 200.332, and other requirements provided by this Grant Agreement. The Grantee is responsible for ensuring each subrecipient complies with all requirements under this Grant Agreement, including the general federal requirements in Article IV. A subaward may be made to a for-profit entity only if HUD expressly approves that subaward and the for-profit entity is made subject to the same Federal requirements that apply to all other subrecipients, including all requirements 2 CFR part 200 provides with respect to a subaward, except the audit requirements in 2 CFR part 200, subpart F.

ARTICLE IV. General Federal Requirements

A. If the Grantee is a unit of general local government, a State, an Indian Tribe, or an Alaskan Native Village, the Grantee is the Responsible Entity (as defined in 24 CFR part 58) and agrees to assume all of the responsibilities for environmental review and decision-making and action, as specified and required in regulations issued by the Secretary pursuant to section 305(c) of the Multifamily Housing Property Disposition Reform Act of 1994 and published in 24 CFR Part 58.

B. If the Grantee is a housing authority, redevelopment agency, academic institution, hospital or other non-profit organization, the Grantee shall request the unit of general local government, Indian Tribe or Alaskan Native Village, within which the Project is located and which exercises land use responsibility, to act as Responsible Entity and assume all of the responsibilities for environmental review and decision-making and action as specified in paragraph A above, and the Grantee shall carry out all of the responsibilities of a grantee under 24 CFR Part 58.

C. After March 9, 2024, neither the Grantee nor any of its contractors, subrecipients, and other funding and development partners may undertake, or commit or expend Grant Funds or local funds for, project activities (other than for planning, management, development and administration activities), unless a contract requiring those activities was already executed on or before March 9, 2024, until one of the following occurs:

(i) the Responsible Entity has completed the environmental review procedures required by 24 CFR part 58, and HUD has approved the environmental certification and given a release of funds;

(ii) the Responsible Entity has determined and documented in its environmental review record that the activities are exempt under 24 CFR 58.34 or are categorically excluded and not subject to compliance with environmental laws under 24 CFR 58.35(b); or

(iii) HUD has performed an environmental review under 24 CFR part 50 and has notified Grantee in writing of environmental approval of the activities.

D. Following completion of the environmental review process, the Grantee shall exercise oversight, monitoring, and enforcement as necessary to assure that decisions and mitigation measures adopted through the environmental review process are carried out during project development and implementation.

E. The Grantee must comply with the generally applicable HUD and CPD requirements in 24 CFR Part 5, subpart A, including all applicable fair housing, and civil rights requirements. The Grantee must report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of the Grantee's Project, consistent with the instructions and forms provided by HUD in order to carry out its responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987 (e.g. HUD-27061).

F. The Grantee must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 CFR part 200, as may be amended from time to time. If 2 CFR part 200 is amended to replace or renumber sections of part 200 that are cited specifically in this Grant Agreement, the part 200 requirements as renumbered or replaced by the amendments will govern the obligations of HUD and the Grantee after those amendments become effective.

G. The Grantee must comply with the Award Term in Appendix A to 2 CFR Part 25 ("System for Award Management and Universal Identifier Requirements") and the Award Term in Appendix A to 2 CFR Part 170 ("Reporting Subawards and Executive Compensation"), which by this reference are incorporated into and made part of this Grant Agreement.

H. If the Total Grant Amount, as provided in Article II of this Grant Agreement, is greater than \$500,000, the Grantee must comply with the Award Term and Condition for Grantee Integrity and Performance Matters in Appendix 4 to this Grant Agreement.

I. Unless the Grantee is exempt from the Byrd Amendment as explained below, the Grantee must comply with the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR Part 87, which prohibit recipients of Federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal Government in connection with a specific contract, grant, loan, or cooperative agreement. The Grantee must sign the corresponding certification in Appendix 8 to this Grant Agreement and return it to HUD with this Grant Agreement. The Grantee must include in its award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), the requirements for the certification required by Appendix A to 24 CFR Part 87 and for disclosure using the *Disclosure of Lobbying Activities*

(SF-LLL) form. In addition, the Grantee must obtain the executed certification required by Appendix A and an SF-LLL from all covered persons. "Person" is as defined by 24 CFR Part 87. Federally recognized Indian tribes and TDHEs established by Federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment. State-recognized Indian tribes and TDHEs established only under state law must comply with this requirement.

J. The Grantee must comply with drug-free workplace requirements in Subpart B of 2 CFR Part 2429, which adopts the governmentwide implementation (2 CFR Part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988, Pub. L. 100-690, Title V, Subtitle D (41 U.S.C. 701-707).

K. Unless the Grantee is a Federally recognized Tribe, the Grantee must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as implemented by regulations at 49 CFR Part 24. The URA applies to acquisitions of real property and relocation occurring as a direct result of the acquisition, rehabilitation, or demolition of real property for Federal or Federally funded programs or projects. Real property acquisition that receives Federal financial assistance for a program or project, as defined in 49 CFR 24.2, must comply with the acquisition requirements contained in 49 CFR part 24, subpart B. Unless otherwise specified in law, the relocation requirements of the URA and its implementing regulations at 49 CFR part 24, cover any displaced person who moves from real property or moves personal property from real property as a direct result of acquisition, rehabilitation, or demolition for a program or project receiving HUD financial assistance.

L. If Grant Funds are used for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead-based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead-based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

M. The Grantee must comply with Section 3 of the Housing and Urban Development Act of 1968 (Section 3), 12 U.S.C. 1701u, and HUD's regulations at 24 CFR part 75, as applicable, including the reporting requirements in 24 CFR 75.25. Grants made to Tribes and TDHEs are subject to Indian Preference requirements in Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)). As stated in 24 CFR 75.3(c), grants to Tribes and TDHEs are subject to Indian Preference requirements in lieu of Section 3. Grantees that are not exempt from Section 3 must submit annual reports of Section 3 accomplishment Performance Measures in DRGR in January of the calendar year. This report reflects Section 3 accomplishments for the previous calendar year.

N. The Grantee must not use any Grant Funds to support any Federal, state, or local project that seeks to use the power of eminent domain, unless eminent domain is employed only for a public use. Public use includes use of funds for mass transit, railroad, airport, seaport, or highway projects, and utility projects which benefit or serve the general public (including energy-related, communication-related, water-related, and waste water-related infrastructure), other structures designated for use by the general public or with other common-carrier or public-utility

functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfields, as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Pub. L. 107-118). Public use does not include economic development that primarily benefits private entities.

O. The Grantee must not use any Grant Funds to maintain or establish a computer network that does not block the viewing, downloading, and exchanging of pornography. This requirement does not limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

P. The Grantee must administer its Grant Funds in accordance with the Conflict-of-Interest requirements set forth in Appendix 6 of this Grant Agreement.

Q. The Grantee must comply with the governmentwide debarment and suspension requirements in 2 CFR part 180 as incorporated and supplemented by HUD's regulations at 2 CFR part 2424.

R. The Grantee must comply with the award term regarding trafficking in persons in Appendix 7 of this Grant Agreement.

S. The assurances and certifications the Grantee has made and submitted to HUD are incorporated by this reference and made part of this Grant Agreement.

T. Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. The Grantee must comply with 41 U.S.C. § 4712, which includes informing employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, an employee of the Grantee or a subrecipient—as well as a personal services contractor—who makes a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of:

1. Gross mismanagement of a Federal contract or grant;
2. Waste of Federal funds;
3. Abuse of authority relating to a Federal contract or grant;
4. Substantial and specific danger to public health and safety; or
5. Violations of law, rule, or regulation related to a Federal contract or grant.

U. The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds

obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

ARTICLE V. Drawdown Requirements

A. The Grantee may not draw down Grant Funds until HUD has received and approved any certifications and disclosures required by 24 CFR 87.100 concerning lobbying, if applicable.

B. The Grantee must use DRGR to draw down Grant Funds and report to HUD on activities.

C. The Grantee must enter activity and budget information in DRGR that is consistent with the Grantee's Approved Project Narrative and Approved Budget as described in Article III, sections A and B of this Grant Agreement and complies with HUD's instructions for entering information in DRGR found in the document titled "Grant Award Instructions" that accompanies the Grant Agreement.

D. The Grantee must only enter activities in DRGR that are described in the Approved Budget.

E. The Grantee must expend all Grant Funds in accordance with the activity and budget information in DRGR.

F. Each drawdown of Grant Funds constitutes a representation by the Grantee that the funds will be used in accordance with this Grant Agreement.

G. The Grantee must use DRGR to track the use of program income and must report the receipt and use of program income in the reports the Grantee submits to HUD under Article VI of this Grant Agreement. The Grantee must expend program income before drawing down Grant Funds through DRGR.

H. Notwithstanding any other provision of this grant agreement, HUD will not be responsible for payment of any Grant Funds after the date Treasury closes the account in accordance with 31 U.S.C. § 1552. Because Treasury may close the account up to one week before the September 30 date specified by 31 U.S.C. § 1552, the Grantee is advised to make its final request for payment under the grant no later than September 15, 2032.

ARTICLE VI. Program-Specific Reporting Requirements

In addition to the general reporting requirements that apply under other provisions of this Agreement, the following program-specific reporting requirements apply to the Grantee:

A. The Grantee must submit a performance report in DRGR on a semi-annual basis and must include a completed Federal financial report as an attachment to each performance report in DRGR. Performance reports shall consist of a narrative of work accomplished during the reporting period. During the Period of Performance, the Grantee must submit these reports in DRGR no later than 30 calendar days after the end of the 6-month reporting period. The first of these

reporting periods begins on the first of January or June (whichever occurs first) after the date this Grant Agreement is signed by HUD.

B. The performance report must contain the information required for reporting program performance under 2 CFR 200.329(c)(2) and (d), including a comparison of actual accomplishments to the objectives of the Project as described in Article III, section A of this Grant Agreement, the reasons why established goals were not met, if appropriate, and additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

C. Financial reports must be submitted using DRGR or such future collections HUD may require and as approved by OMB and listed on the Grants.gov website (<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>).

D. The performance and financial reports will undergo review and approval by HUD. If a report submission is insufficient, HUD will reject the report in DRGR and identify the corrections the Grantee must make.

E. No drawdown of funds will be allowed through DRGR while the Grantee has an overdue performance or financial report.

F. The Grantee must report and account for all property acquired or improved with Grant Funds as provided by 2 CFR part 200 using the applicable common forms approved by OMB and provided on the Grants.gov website (<https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>). This reporting obligation includes submitting status reports on real property at least annually as provided by 2 CFR 200.330, accounting for real and personal property acquired or improved with Grant Funds as part of Project Closeout, and promptly submitting requests for disposition instructions as provided by 2 CFR 200.311, 200.31, and 200.314.

ARTICLE VII. Project Closeout

A. The grant will be closed out in accordance with 2 CFR part 200, as may be amended from time to time, except as otherwise specified in this Grant Agreement.

B. The Grantee must submit to HUD a written request to close out the grant no later than 30 calendar days after the Grantee has drawn down all Grant Funds and completed the Project as described in Article III, section A of this Grant Agreement. HUD will then send the Closeout Agreement and Closeout Certification to the Grantee.

C. At HUD's option, the Grantee may delay initiation of project closeout until the resolution of any findings as a result of the review of semi-annual activity reports in DRGR. If HUD exercises this option, the Grantee must promptly resolve the findings.

D. The Grantee recognizes that the closeout process may entail a review by HUD to determine compliance with the Grant Agreement by the Grantee and all participating parties. The

Grantee agrees to cooperate with any HUD review, including reasonable requests for on-site inspection of property acquired or improved with grant funds.

E. No later than 120 calendar days after the Period of Performance, Grantees shall provide to HUD the following documentation:

1. A Certification of Project Completion.
2. A Grant Closeout Agreement.
3. A final financial report giving:
 - i) the amount and types of project costs charged to the grant (that meet the allowability and allocability requirements of 2 CFR part 200, subpart E);
 - ii) a certification of the costs; and
 - iii) the amounts and sources of other project funds.
4. A final performance report providing a comparison of actual accomplishments with the objectives of the Project, the reasons for slippage if established objectives were not met and additional pertinent information including explanation of significant cost overruns.
5. A final property report, if specifically requested by HUD at the time of closeout.

ARTICLE VIII. Default

A default under this Grant Agreement shall consist of any use of Grant Funds for a purpose other than as authorized by this Grant Agreement, any noncompliance with statutory, regulatory, or other requirements applicable to the Grant Funds, any other material breach of this Grant Agreement, or any material misrepresentation in the Grantee's submissions to HUD in anticipation of this award. If the Grantee fails to comply with the terms and conditions of the Grant Agreement, HUD may adjust specific conditions of this Grant Agreement as described in 2 CFR part 200, as may be amended from time to time. If HUD determines that noncompliance cannot be remedied by imposing additional conditions, HUD may take one or more of the remedies for noncompliance described in 2 CFR part 200, as may be amended from time to time. HUD may also terminate all or a part of this award as provided by 2 CFR 200.340 and other applicable provisions of 2 CFR part 200, as may be amended from time to time. Nothing in this Grant Agreement shall be construed as creating or justifying any claim against the Federal government or the Grantee by any third party.

ARTICLE IX. HUD Contact Information

Except where this Grant Agreement specifically states otherwise, all requests, submissions,

and reports the Grantee is required to make to HUD under this Grant Agreement must be made in accordance with HUD's grant instructions found in the document titled "FY2024 Economic Development Initiative - Community Project Funding Grant Guide" that accompanies the Grant Agreement.

This agreement is hereby executed on behalf of the Grantee and HUD as follows:

GRANTEE

Bristol Recreation Advisory Council

(Name of Organization)

BY: Les Dion

(Signature of Authorized Official)

Les Dion, Director of Recreation

(Typed Name and Title of Authorized Official)

07/25/2025

(Date)

HUD

BY: Mark Sorbo

(Signature of HUD Authorized Official)

Acting CPD Field Office Director

(Title of HUD Authorized Official)

08/01/2025

(Date)

COMMUNITY FACILITIES CONSTRUCTION SUBMITTAL LIST (NY)

DESIGN/BID/BUILD PROJECTS>\$250,000

Project Name & Location: New Community Center at 90 Lake Street, Bristol, NH.
 Applicant Name & Contact Information: Bristol Recreation Advisory Council / Tappley-Thompson Community Center / (603) 744-2713 / info@ttccrec.org

	Document	Form/Comment	Rec'd	Accept
	101 Application			
01.	Preliminary Architectural Feasibility Report (PAR/PAFR)	RD Guide 6 including Project Budget/Construction Cost Estimate		
01.a	Project Budget/Cost Certification	Form E		
02.	AIA Agreement between Owner and Architect <i>With AIA Additions/Deletions Report</i>	AIA B101-2017 or approved alternate agreement- see Cited Note 1- Not to exceed (NTE) fee for reimbursable expenses included in the agreement or as an attachment. I.e., printing, travel, etc.		
03.	RD Attachment to AIA Agreement between Owner and Architect	RD Guide 27 Attachment 1- see Cited Note 4 (or RD attachment to alternate agreement-see Cited Note 1) attached to AIA Document and referenced in the AIA Agreement		
04.	Lobbying Certification for Contracts, Grants & Loans	RD 1940-Q, Exhibit A-1 (if contract amount exceeds \$100,000); <i>If lobbying activities need to be reported submit SF-LLL Disclosure of Lobbying Activities (form available on-line)</i>		
	102 Prior to Bid			
05.	Project Manual including Front End Documents and Technical Specifications front cover stamped and signed by the Architect of Record	See Project Manual Front End Documents for list of documents to be given to Architect of Record and included in the front end of the Project Manual.		
06.	Construction Drawings stamped and signed by the Architect of Record			
07.	BABAA Certification Statement- see Cited Note 4	BABAA Architect sample language attached, provide on Project Architect's letterhead		
08.	Environmental Mitigation Measures	Confirm addressed in specifications/drawings		
09.	Other Regulatory Agency review/acceptance of construction documents	If applicable		
10.	CF Authorization to Release for Bid	CF Program delegee to authorize release for bid after all the requirements of the Letter of Conditions have been met.		

FY25 April 2025

RD CF Design-Bid-Build Construction Document Submittal List_NY

COMMUNITY FACILITIES CONSTRUCTION SUBMITTAL LIST (NY)

DESIGN/BID/BUILD PROJECTS>\$250,000

	Document	Form/Comment	Rec'd	Accept
11.	Any addenda issued during bidding to be submitted to the Agency			
	103 Prior to Construction			
	Prior To Award Contract(s) the following documents must be submitted as a complete package for review prior to authorization to award:			
12.	Advertisement for Bids and Proof of Publication	RD Instruction 1942-A, Guide 19, Attach 1- see Cited Note 4- or appropriate substitute. i.e. Notice in paper and/or on-line plan rooms		
13.	Bid Tabulation Sheet prepared by Architect of Record			
14.	Bid Form- Low bidder(s) only	RD 1942-A, Guide 19, Attach.3- see Cited Note 4- or appropriate substitute with RD verbiage including liquidated damages		
15.	Bid Bond	RD 1942-A, Guide 19, Attach. 4 or approved substitute		
16.	Architect of Record's Recommendation to the Owner of the qualified low bidder(s)	Include contract amount, bid alternates accepted (if any), recommendation needs to address the lowest responsive and responsible bidder.		
17.	Approved As-Bid Project Budget/Cost Certification (Based on Approved Agreements & Contract Bids)	Form E		
18.	Lobbying Certification for Contracts, Grants & Loans	RD Instruction 1940-Q, Exhibit A-1, (if contract amount exceeds \$100,000); if lobbying activities need to be reported submit SF-LLL Disclosure of Lobbying Activities (form available on-line)		
19.	CF Authorization to Award	CF Program delegate to authorize award		
	Agency Contract Concurrence: Prior to Preconstruction Conference (or start of construction) the following documents must be submitted as a complete package for Agency review and concurrence:			
20.	Board's Resolution Awarding the Contract	If applicable		
21.	Notice of Award	RD 1942-A, Guide 19, Attachment 7 Issued by Owner to Contractor		
22.	Standard Form of Agreement between Owner and Contractor with Additions and Deletions Report	AIA Document A101-2017 or approved alternate agreement- see Cited Note 1		

COMMUNITY FACILITIES CONSTRUCTION SUBMITTAL LIST (NY)

DESIGN/BID/BUILD PROJECTS>\$250,000

	Document	Form/Comment	Rec'd	Accept
23.	Attachment to Standard Form of Agreement between Owner and Contractor	RD 1942-A, Guide 27, Attachment 3- see Cited Note 4 (or RD attachment to alternate agreement- see Cited Note 1) attached to AIA Document and referenced in the AIA Agreement		
24.	General Conditions of the Contract for Construction	AIA Document A201-2017		
25.	Attachment to General Conditions of the Contract for Construction	RD 1942-A, Guide 27, Attachment 4- see Cited Note 4- attached to AIA A201 and referenced in the AIA Standard Form of Agreement		
26.	Performance Bond	RD 1942-A, Guide 19, Attachment 5 (or AIA Documents with RD Rider Language- see Cited Note 2)		
27.	Payment Bond	RD 1942-A, Guide 19, Attachment 6 (or AIA Documents with RD Rider Language- see Cited Note 2)		
28.	Power of Attorney	From Contractor's Bonding Company		
29.	Contractor's Certificate of Insurance	Including Builder's Risk insurance		
30.	Certification of Owner's Attorney	RD 1942-A, Guide 18, Page 7		
31.	Resume of Proposed Resident Inspector	Borrower & Agency concurrence (and/or RD written exception to full-time requirement if granted)		
32.	CF Concurrence in contract for construction	Concurrence signed by CF Program delegatee; CF Program delegatee will notify the Applicant when they may schedule the Preconstruction Conference.		
33.	Reserved			
104 Construction				
Preconstruction Conference				
34.	Record of Pre-Construction Conference	Form RD 1924-16 or acceptable alternative (not attached- will be provided at contract concurrence) To be completed by the Architect of Record (Project Architect)		
35.	Applicable posters	Loan Specialist distributes applicable poster(s) at pre-construction conference		
36.	Reserved			
37.	Building Permit	Issued by Code Enforcement Official or Authority Having Jurisdiction If applicable		

FY25 April 2025

RD CF Design-Bid-Build Construction Document Submittal List_NY

COMMUNITY FACILITIES CONSTRUCTION SUBMITTAL LIST (NY)

DESIGN/BID/BUILD PROJECTS>\$250,000

	Document	Form/Comment	Rec'd	Accept
38.	Any additional permits	If applicable		
39.	Notice to Proceed	RD Instruction 1942-A, Guide 19, Attachment 8 Issued by Owner to Contractor		
40.	List of Material Suppliers and Subcontractors (if available)			
41.	Project Schedule (if available)			
42.	Schedule of Values (if available)			
	Monthly Payment Estimate & Application			
43.a	Project Budget w/supporting documentation	Form E (with tab sheets/invoices)		
43.	Application Form	AIA G702 with RD Attachment or RD 1924-18		
44.	Schedule of Values	AIA G703 or RD 1924-18 continuation sheet		
45.	Reserved			
46.	Allowance documentation	i.e. invoices for any payment requested out of an allowance line item		
47.	Stored Materials documentation if payment is being requested for stored materials	On Site Stored Materials: invoices and photos of materials showing they are securely stored. Off Site Stored Materials: invoices, photos of materials showing they are clearly marked with the Project Name, Transfer of Title of Ownership (to name the Owner), Right of Owner for Entry to inspect materials, Certificate of Insurance, and Bill of Lading/Packing List		
48.	Monthly lien releases (if there are no Payment and Performance bonds)	Form RD 1924-9 Contractor Release of Liens Form RD 1924-10 Release by Claimants Not applicable if there are surety bonds on the project		
49.	Project Architect's Site Observation Report	Project Architect's meeting minutes and site observation/field report		
50.	Site Observation	RD 1924-12 Inspection Report Internal Agency use only. Document site visit or review of Project Architect's report		
	Change Orders			
51.	Contract Change Order Form	Form RD 1924-7 or AIA G701 Contract Change Order Form with RD Attachment		

COMMUNITY FACILITIES CONSTRUCTION SUBMITTAL LIST (NY)

DESIGN/BID/BUILD PROJECTS>\$250,000

	Document	Form/Comment	Rec'd	Accept
52.	Narrative (non-technical) describing the need for the change order and documentation of how cost increase will be funded	Including revised drawings or sketches (if applicable) stamped and signed by the architect of record		
53.	Back-up documentation	i.e., Detailed cost estimate, labor and material costs, quotes from subcontractors and/or material suppliers, etc.		
53.a	Project Budget	Form E- numbered same as change order. Proposed new contract amount shown in Modified Contract column and remaining contingency.		
	Closeout Documents			
54.	Architect of Record Field Report and Punchlist	At Substantial Completion		
55.	Certificate of Substantial Completion	AIA Document G704 Form- Amount held back from retainage for punchlist items listed on the document		
56.	Agency Substantial Completion	Form RD 1924-12 Inspection Report Internal Agency use only		
57.	Certificate of Occupancy or Certificate of Compliance	or required approvals from municipal and governmental authorities having jurisdiction over the project. If Applicable		
58.	Builder's Warranty	Form RD 1924-19 and/or any other warranty information, with dates signed by the Owner.		
59.	Agency's Final Inspection	Form RD 1924-12 Inspection Report Internal Agency use only -completed by appropriate agency representative		
60.	Verification Owner has received As-Builts, O & M manuals, attic stock, etc. including manufacturer's BABAA Certification statements	on transmittal from Project Architect, or email from Owner BABAA Manufacturer sample language provided in Project Manual and submitted with each submittal/shop drawing- see Cited Note 4.		
61.	Consent of Surety	AIA G707 Consent of Surety Company to Final Payment if performance and payment bonds		
62.	BABAA Certification Statement Contractor- see Cited Note 4	On Contractor's letterhead, language per sample certification statement, BABAA Contractor sample language provided in Project Manual.		
63.	Final Acceptance Letter from State Regulatory or Funding agency (if applicable)			
64.	Contractor Release of Liens from Prime and All Sub Contractors	Contractor Release of Liens from Prime and All Sub Contractors- see Cited Note 3: Form RD 1924-9 Contractor Release of Liens see 1924-9 FMI for instructions. Form RD 1924-10 Release by Claimants		

COMMUNITY FACILITIES CONSTRUCTION SUBMITTAL LIST (NY)

DESIGN/BID/BUILD PROJECTS>\$250,000

Document	Form/Comment	Rec'd	Accept
65. Contractor's Application for Final Payment			
66. Final Project Budget	Form E (with tab sheets, bills/invoices)		
67. 11th Month Warranty Inspection	Schedule Inspection: CF LS, Architect of Record and Contractor, typically between 9-11 month		

Cited Notes:

1. If applicable, please consult with the PSS RD Architect when alternate AIA agreements other than the AIA agreement listed in the submittal list are insisted to be used. Only those alternate AIA Agreements that are discussed with PSS ahead of time which are consistent with the AIA agreement listed in the submittal list should be included along with the corresponding RD Attachment provided by PSS.
2. Use of most recent version AIA bond forms additionally requires a bond rider to be included behind each bond listing Agency as co-obligee. Specifically, RD Instruction 1942-A 1942.18(n)(3) requires *"The United States, acting through Rural Development, will be named as co-obligee on all surety unless prohibited by state law."* Bond rider language reviewed and approved by USDA RD Office of General Counsel (OGC) is attached to the **CF Construction Submittal List**. If anything, other than the above is provided, then the bonds with power of attorney and rider must be reviewed and approved by USDA RD Office of General Counsel (OGC).
3. Release of liens required, if no surety bonds have been provided. IF AIA Documents below are used, a release of liens must be attached:
 - a. AIA Document G706 – Contractor's Affidavit of Payment of Debts and Claims AIA Document G706A – Contractor's Affidavit of Release of Liens
 - b. AIA Document G706A – Contractor's Affidavit of Release of Liens from all subcontractors and material suppliers
4. Build America, Buy America Act (BABAA): Agency Guide Attachments- When the project is not subject to BABAA, the provisions in bold do not apply. BABAA certification statements are only required when the project is subject to the Build America, Buy America Act.

General Notes:

- A. Agency documents listed herein and in the **Project Manual Front End Documents** are attached to this PDF where available. Subsequently issued versions of documents listed herein and/or attached within this PDF where available should be used. The PDF attachments listed in this submittal list are numbered to correspond to the numbering in this list.

COMMUNITY FACILITIES CONSTRUCTION SUBMITTAL LIST (NY)

DESIGN/BID/BUILD PROJECTS>\$250,000

- B. To facilitate the most efficient review process, simply reference the applicable RD Attachment within each AIA document and place the RD attachment document immediately behind the AIA document instead of inserting RD Attachment verbiage within the AIA documents.
Include the AIA Addition and Deletion report.
- C. Use of alternate documents and/or edits to RD pre-approved standard documents listed herein may require USDA RD OGC review with an uncertain review timeframe and uncertain result.

PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT

GENERAL. The following shall be used as a guide for preparation of an Architectural Feasibility Report for Community Facilities proposed to be funded by the United States Department of Agriculture / Rural Development (RD). **The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.**

Please provide the following information as it applies to the proposed project. The level of detail commensurate with the project type and complexity.

1. **Need for the Facility:** Indicate why the proposed facility, new construction and/or rehabilitation is needed?

The biggest need for the building of this new community center is our capacity to enroll everyone that signs up for our programs. In the last few years, we have had over 60 kids on a waiting list for Summer Camp registrations, as we are often at full capacity on the first day we open the registration process. This tells us that we can run one or two more session for Summer Camp alone. We have also had dozens of kids on a waiting list for our Afterschool Program, which we would also duplicate our offerings within a new facility.

The reality we are facing is that we need the space two buildings would provide, as this new community center will create many new jobs and further enable us to meet the continually growing needs of our community. The Tapply-Thomson Community Center {TTCC} employs 50 people on staff now, with 35 being summer employees which are mostly High School and College aged workers. With additional space for programming, we would add another 15 jobs and meet the needs of working adults that without us would have no options for placement of their children while they work full-time jobs.

The long-term value and added outcomes of this new community center will be exponential, as it will create jobs to help serve additional people and programs and will be able to serve everyone who applies for our programs. A senior programming and early childcare piece are two areas we have identified as currently lacking in our area, as this project will meet those items directly. The afterschool and summer camps will also benefit greatly from an additional facility, as our waiting lists for the programs prove the value behind this Capital project. We currently have the lowest costs in our region for After-school and Summer Camp programs and with an additional site will begin to take in all that apply, removing the need for waiting lists, which have historically excluded participants, despite our efforts to include everyone.

We will also be able to offer enrichment activities such as a first-class music program currently being conducted and to continue to offer classes in everything from baby-sitting to first aid. The project will be successful on Day 1, as the increased capacity will house the demand that has been increasing and constant. The additional space will help serve all populations of people within our catchment area and beyond and will serve as a model for best practices and programs. When this program is successful, we will have a shining example of community coming together.

A full-size gymnasium is a main priority and major goal of the new community center, as we currently do not offer this amenity. We have been using local school's sites to house programs and would utilize the new gym to its fullest. We have a huge pickle-ball group right now that would help to bring in revenue and with a new gymnasium, we would be a central hub for our eight-town catchment area and beyond. The proximity of the property currently being negotiated is the most perfect placement we could hope for. It is positioned directly next to the Newfound Memorial Middle School, abuts Kelley Park and is across the way from our current community center.

2. **Existing Facilities:** Describe: include condition, size inadequacy, suitability for continued use, is the facility owned or leased and other pertinent information. Include accessibility concerns/noncompliant issues. Include any structural evaluation reports, hazardous material (i.e., lead based paint, asbestos containing materials, etc.) reports, etc. if available or required.

Our current community center is in very good condition, but barely suitable in size for our clients and constituents. We have a small gymnasium that has just had a new floor installed in 2025 and is less than half the size of a regulation basketball court. For our entire history we have used other towns sites for games and recreational activities. Our afterschool program has to split the building into different zones to address all out attendees. We own the building... We are currently working on lead remediation as there were three small areas that need to be addressed. This work is scheduled and will be done with a plan in place for reporting and remediation results.

3. **Proposed Facility:** Provide a description of the new facilities and proposed features. Will the existing facilities be rehabilitated, added to, or demolished and removed? Will the new proposed facility be owned or leased by the applicant?

We plan to build an 18,000 – 20,000 square foot community center which will include ample space for programing, a commercial kitchen for region-wide events such as Senior luncheons, and a full-sized gymnasium that has been sorely need for our area for decades. We will work on a plan to retrofit the existing building on 90 Lake Street, Bristol, NH and to remove any portion we cannot use in the overall construction of a new community center. Part of the existing structure is a small brick building that abuts the road, known as the Gould House. We will work to keep this structure intact and currently have plans to remove the remaining structure for the majority of the new community centers construction, predominantly to create a full-sized gymnasium, a commercial kitchen and programming space.

We own the property that this project will be built, at the address 90 Lake Street, Bristol, NH. We have worked with the Lakes Region Planning Commission and Environmental Design and Research for an initial design of the new community center and have conducted a Phase One Site Assessment as part of the Environmental Review process. There were no initial finds of concern and we have conducted a public meeting and 30 day review period for comments.

a. Describe the proposed spaces and their functions. Has a program been developed to identify the actual needs of the owner?

The proposed space will address needs outlined in the Tapply-Thompson Community Centers last three-year strategic plan, which was from 2022 – 2025. One of the major goals of this plan was to create amply and safe space for the increasing needs of our community. We have experienced tremendous wait lists for several years and deemed this a priority to renovate our current center and to create a new center for programs such as our afterschool and summer camp.

b. Are there any other construction projects not financed by Rural Development, that will coincide with the execution of this project?

There are no other construction projects that will be undertaken during this period.

c. Will any space be leased to other entities? If yes, please identify the entity leasing the space and the square footage of space being leased. What percentage of the facility is being leased? Note: Percentage of the leased space cannot exceed 25% if leasing to ineligible entities.

d. Describe proposed interior materials and finishes, if known. Identify any portion of the facility that will remain unfinished for future improvement/development/expansion and the area of unfinished space (in square feet).

e. Include a description of the proposed structural framing and exterior wall construction, if known, or what alternatives are being considered:

- Foundation and footing materials
- Exterior wall construction: i.e., CMU, wood stud, steel stud, etc.
- Exterior wall finishes: i.e., wood siding, metal siding, vinyl siding, brick, metal panel, etc.
- Roof type
- Describe proposed structural framing: Pre-engineered metal building, stick built wood framing, structural steel, pre-engineered wood trusses, etc.
- Proposed mechanical systems, energy efficiency rating, green or sustainable technology.

f. Design requirements. List all applicable codes and standards. List applicable accessibility standards to include American Barriers Act ABA.

g. Include building area (square footage).

h. Include a description of any accessory buildings, i.e., combustible material storage buildings, sheds, carport, garages, helipad, etc.

i. Required state or local permits or approvals.

4. Building Site: Describe the proposed site.

a. Is the applicant considering multiple sites? Have they selected a site and why is the chosen site the 1 Updated October 24, 2023 PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT RD Instruction 1942-A Guide 6 preferred option? Indicate site zoning and whether a zoning change is needed (if zoned).

b. Indicate the status of required environmental reports and assessments. Describe how NEPA mitigation measures and Section 106 Memorandum of Agreement (MOA) stipulations, if any, are met. Describe any site contamination and remediation required.

We have conducted and finalized a Phase One Environmental Site Assessment with the Lakes Region Planning Commission and have the final report. There were no significant findings in the report and we have conducted a public meeting and review period for comments concerning the building of the community center.

c. Amount of land required for intended use. Is there sufficient space on the site for future expansion?

This site consists of 1.326 acres and is sufficient for future expansion.

d. Location Map of area indicating site location, shopping areas, churches, schools, hospital, residential areas, etc.

e. Flood Plain Report - FEMA Flood Map. Projects built in a floodplain must meet the mitigation measures from the NEPA environmental review (e.g., elevation out of the floodplain, flood-proof construction, etc.). Ingress/egress routes for critical infrastructure must be elevated above the 500-year floodplain [schools, hospitals, nursing homes, childcare facilities, housing for the elderly, etc. per 1970-F, 1970.255(h)].

f. Geotechnical subsurface investigation, include if complete.

g. Will any wetlands be impacted by this development? Note that RD Community Facility funds cannot be used to impact a wetland, except for utility lines. This restriction applies regardless of 404 permits.

h. Discuss utilities needed to operate the facility. Available utilities: i.e., natural gas availability, public water and sewer services, new or existing well is planned, etc.

i. Include a description of previous use of the site, existing buildings, foundations, underground fuel storage, etc. that may still be present on the site.

j. Does the site have access to a public right of way?

k. Does the applicant own the proposed site or is the purchase price included in the project cost? What is the timeline to purchase the property?

5. **Schematic Site Plan:** Provide the following information if known or available:

- a. Site plan including existing trees and other natural features (i.e., streams, wetlands).
- b. Location of building(s) and proposed site improvements (i.e., parking, sidewalks, etc.).
- c. Include adjacent land use and building locations, etc.
- d. Indicate existing rights-of-way and easements.

6. **Schematic Building Plans and Elevations:**

- a. Building plans with overall dimensions.
- b. Building elevations.

7. **Construction Problems:** Indicate (in detail) information on items which may affect the cost of construction and/or acceptability of the site (i.e., presence of rock, high water table or flood plain, Land fill or unstable soils, natural gas and mineral rights (indicate owner or lessee), hilly site or flat site (potential difficulty surface water drainage), difficulty accessing the site, hazardous materials, cultural or historical considerations, supply chain issues, contractor mobilization, etc.

8. **Preliminary Cost Estimate:**

- a. Building Construction (including fixed equipment).
- b. Site Development.
- c. Land and Rights. 2 Updated October 24, 2023 PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT RD Instruction 1942-A Guide 6
- d. Architect Fees (Fixed Fee Amount) and NTE for reimbursable expenses.
- e. Construction Monitoring (including BABAA)
- f. Engineering Costs (explain i.e., subsurface investigation, hazardous material evaluation, etc.)
- g. Environmental
- h. Direct Expenditures including tests and special inspections and utility hook-ups.
- i. Movable equipment: Furnishings, fixtures, and equipment.

- j. Legal services/Bond Counsel services
- k. Interim financing interest and detailed list on the cost of issuance during construction.
- l. Administrative
- m. Contingencies (10% of building construction and site development, up to 20% for rehab work).
- n. Others (explain).
- o. Total of all above.

9. Annual Operating Budget:

- a. Income: Include rate schedule. Project income realistically. Discuss the source of revenue and how the new facility would increase or reduce operating income.
- b. Operation and maintenance costs - Project costs realistically. In the absence of other data, base on actual costs of other existing facilities of similar size and complexity. Include facts in the report to substantiate operation and maintenance cost estimates.
- c. Debt Service or Rental Cost (if applicable) - Costs for Proposed Facility.
- d. USDA requires borrowers to establish a capital asset replacement reserve with deposits annually for the life of the loan to pay for repairs and/or replacement of capital assets. Identify all short-lived capital assets for the project (i.e., roof, HVAC equipment, flooring, etc.), the frequency of replacement, cost of replacement, and the annual reserve deposit required to cover scheduled repairs and/or replacements.

10. Proposed Construction Contract Method:

- a. Include a description of the proposed construction contract method. Competitive sealed bids, publicly advertised, will be required for most construction projects. When proposing an alternate contracting method, prior written approval by Rural Housing Service, National Office is required. Please indicate if Construction Manager as Constructor (CMc), Construction Manager as Advisor (CMa) or Design Build (DB) (contract methods other than design-bid-build) is being considered for this project. All procurement transactions, without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition.
- b. Describe the current design phase and, if any, approvals to date. Estimated timeframes for project development (i.e., design, plans and specs, bid, permitting, review periods, contracts, legal reviews, project closeout, etc.)
- c. Construction Monitoring Services: Please provide a description of the proposed full-time construction monitoring in accordance with RD Instruction 1942-A, § 1942.18(o)(2)(iii)(3), Full-Time Resident Inspection is required during construction.

11. Build America, Buy America Act: 2 CFR 200 and 2 CFR 184. 3 Updated October 24, 2023
PRELIMINARY ARCHITECTURAL FEASIBILITY REPORT RD Instruction 1942-A Guide 6

a. Indicate the amount of federal funding requested. • RD funding: • Funds from other federal agencies (list each agency and amount from each):

b. Indicate the Applicant's entity type:

- Nonprofit organization • State or Local Government
- Indian Tribe
- Institution of Higher Education

c. More information regarding BABAA is available at:

- <https://www.rd.usda.gov/build-america-buy-america> •
<https://www.rd.usda.gov/media/file/download/babaa-customers-guide-02-27-23.pdf>

12. Photographs:

a. Provide photographs of the site and adjacent areas.

<file:///C:/Users/forus/Cloud-Drive/Mark/171%20Main%20Street%20New%20Center%20Work/Shahen%20CDS%20FY%2025/Picture%20of%2090%20Lake%20Street,%20Bristol,%20NH..webp>

b. If an existing building, include interior and exterior of the existing building and note location of any proposed additions.

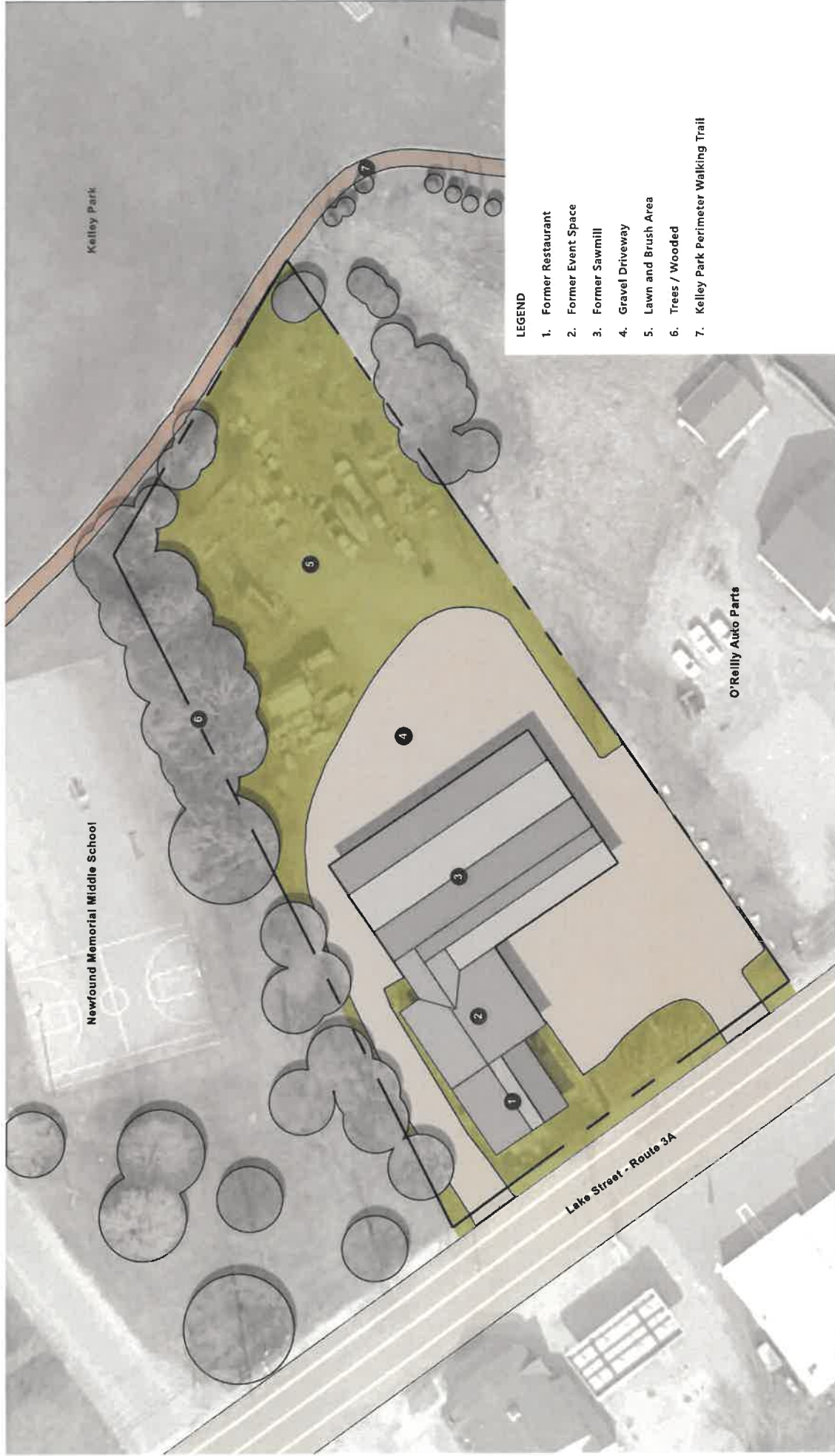
13. Conclusions and Recommendations: Include site suitability and/or possible alternatives to the proposed plan.



90 Lake Street - Community Visioning

Aerial Image
Bristol NH - Early Concepts
June 2026

PAGE: -/10



Pictures of property at 90 Lake Street, Bristol, NH and site of future community center



Property at 90 Lake Street, Bristol, NH



Pictures of property at 90 Lake Street, Bristol, NH and site of future community center



Patio outside & interior of historic brick and wooden beam building



Pictures of property at 90 Lake Street, Bristol, NH and site of future community center



Historic brick and wooden beam building



Pictures of property at 90 Lake Street, Bristol, NH and site of future community center



Back side of building and property line bordering Kelley Park



Pictures of property at 90 Lake Street, Bristol, NH and site of future community center



North side of building & parking lot from south standing viewpoint



Pictures of property at 90 Lake Street, Bristol, NH and site of future community center



Former commercial kitchen and prep stations



12.31.2025 Action Plan Submission to HUD for Drawdown of \$1.5M CDS Award

These funds will be used to towards constructing an 18,000 – 20,000 square foot New Community Center that will help meet the ongoing demands of our service area. We have been in negotiations to purchase a piece of property for this endeavor and will use the funds to partially pay for that property acquisition.

We will also use the funding for design of the building, site work and groundwork, engineering work, partial demolition and retrofitting of the existing building and to begin the construction of this much needed facility to help alleviate the waiting list issues we are currently experiencing.

The timeline for this project is to have an agreement for purchase of the property at 90 Lake Street, Bristol, NH, completed by the end of the year. We have begun our project and have conducted a Phase One Site Assessment with the Lakes Region Planning Commission and Nobis Engineering and have this completed report included in our Action Plan.

There were no findings of contaminants or other aspects needing attention in the site assessment, as we have received the final report. After our Action Plan is approved, we will begin design work of the new community center. A public comment period is currently ongoing and being conducted at this time.

We will also work on a plan to retrofit the existing building on 90 Lake Street, Bristol, NH and to remove any portion we cannot use in the overall construction of a new community center. Part of the existing structure is a small brick building that abuts the road, known as the Gould House. We will work to keep this structure intact and currently have plans to remove the remaining structure for the majority of the new community centers construction, predominantly to create a full-sized gymnasium, a commercial kitchen and programming space. The timeline for these pieces of the project look to begin by Spring or Summer of 2026.

Our project will then move to site work, groundwork and foundational elements, engineering work, mechanical installation and initial framing of the new community center, occurring in the Fall of 2026 and continuing into 2027. Additional framing construction of the structure will then begin in the summer or fall of 2027.

Project Narrative:

- Grant Number: B-24-CP-NH-1383
- Project: New Community Center
- Recipient: Bristol Recreation Advisory Council
- Amount Awarded: \$1,500,000

These funds will be used to towards constructing an 18,000 – 20,000 square foot New Community Center that will help meet the ongoing demands of our service area. We have been in negotiations to purchase a piece of property for this endeavor and will use the funds to partially pay for that property acquisition. We will also use the funding for design of the building, site work, engineering and groundwork, partial demolition and retrofitting of the existing building and to begin the construction of this much needed facility to help alleviate the waiting list issues we are currently experiencing. We hope to also include a full energy efficient solar array which will accompany this project for future utility costs savings.

The timeline for this project is to have an agreement for purchase of the property at 90 Lake Street, Bristol, NH, completed by the end of the year. We have already conducted a Phase One Site Assessment with the Lakes Region Planning Commission and Nobis Engineering and have our final report with no findings. There were no findings of contaminants or other aspects needing attention in the site assessment. After our Action Plan is approved we will begin design work of the new community center. A public comment period has been ongoing with a Public Meeting occurring on November 17th, 2025. We are glad to report that there were no significant issues raised during the public meeting and we had an overwhelmingly positive response from attendees.

We will also work on a plan to retrofit the existing building on 90 Lake Street, Bristol, NH and to remove any portion we cannot use in the overall construction of a new community center. Part of the existing structure is a small brick building that abuts the road, known as the Gould House. We will work to keep this structure intact and currently have plans to remove the remaining structure for the majority of the new community centers construction, predominantly to create a full-sized gymnasium, a commercial kitchen and programming space.

The timeline for these pieces of the project look to begin in 2026. Our project will then move to site work, groundwork and foundational elements, engineering work, mechanical installation, and initial framing of the new community center, occurring by the end of 2027. We will also be including security installations with lock-down controls and camera installation to ensure the safety of all our constituents.

The biggest outcome and goal we hope to reach for the building of this new community center is our capacity to enroll everyone that signs up for our programs. In the last few years, we have had over 60 kids on a waiting list for Summer Camp registrations, as we are often at full capacity on the first day we open the registration process. This tells us that we can run one or two more session for

Summer Camp alone. We have also had dozens of kids on a waiting list for our Afterschool Program, which we would also duplicate our offerings within a new facility.

The new Community Center will open us up to other funding avenues, as added capacity would help address target populations, further aligning us with grant opportunities. The reality we are facing is that we need the space two buildings would provide, as this new community center will create dozens of new jobs and further enable us to meet the continually growing needs of our community.

The Tapply-Thomson Community Center (TTCC) employs 50 people on staff now, with 35 being summer employees which are mostly High School and College aged workers. With additional space for programming, we would add another 15 jobs and meet the needs of working adults that without us would have no options for placement of their children while they work full-time jobs.

The long-term value and added outcomes of this new community center will be exponential, as it will create jobs to help serve additional people and programs and will be a guidepost for positive community inclusion. A senior programming and early childcare piece are two areas we have identified as currently lacking in our area, as this project hopes to meet those items directly. The afterschool and summer camps will also benefit greatly from an additional facility, as our waiting lists for the programs prove the value behind this Capital project. We currently have the lowest costs in our region for After-school and Summer Camp programs and with an additional site will begin to take in all that apply, removing the need for waiting lists, which have historically excluded participants, despite our efforts to include everyone.

We will also be able to offer enrichment activities such as a first-class music program currently being conducted and to continue to offer classes in everything from baby-sitting to first aid. The project will be successful on Day 1, as the increased capacity will house the demand that has been increasing and constant. With significant increases in staffing, it will be a solid job creator and will be a direct reinvestment into the communities we serve. The additional space will help serve all populations of people within our catchment area and beyond and will serve as a model for best practices and programs. When this program is successful, we will have a shining example of community coming together.

A full-size gymnasium is a main priority and major goal of the new community center, as we currently do not offer this amenity. We have been using local school's sites to house programs and would utilize the new gym to its fullest. We have a huge pickle-ball group right now that would help to bring in revenue and with a new gymnasium, we would be a central hub for our eight town catchment area and beyond. The proximity of the property currently being negotiated is the most perfect placement we could hope for. It is positioned directly next to the Newfound Memorial Middle School, abuts Kelley Park and is across the way from our current community center.

With this new community center, all of our program spaces would be within eye shot, visually in range of each programming space, -which is immensely important for childcare services and safety issues. Within our organization we have several committees, as our Program Committee will track attendance and participation records to ensure that we no longer have participants on waiting lists. We will also chart increases in program offerings and ensure that all voices are heard through surveys and questionnaires that will allow our participants to share their thoughts and experiences.

New community participation will be tracked through a database and CRM program we are currently using that will also allow us to communicate more effectively with our constituents through email blasts and digital marketing. We will also hold multiple public meetings for input on what the community wants to see included in this space.

We will continue to apply for all applicable grant opportunities and associated programs to import as many enrichment opportunities as possible, as our rural location truly underscores the need for exposure to the Arts and Cultural Diversity. We currently have a Westward Bound Teen Expedition program that identifies 'at risk' populations and offers a unique opportunity to travel the Western part of the United States, visiting 8 National parks and recording their experiences within trip journals and a post adventure write-up. We follow these students through their high school years and have seen the amazing progress of students as these shared experiences provide a solid platform with which helps them to develop social skills and cooperative techniques as they navigate their high school years.

This award and our progress will be tracked by participation, the creation of mentors within our leadership areas and through as many metrics as we can adopt as we chart our journey of growth and expansion of programs. The Tapply-Thompson Community Center is a vital resource for the communities we serve, as we cater to all ages and all abilities, offering a safe place for people to come. We have several programs that reflect public benefit, such as Senior events, After-school programming, and our Newfound Every Child is Ours Program. We hope to add an early childcare component to the new community center and hope to work with area Head Start leaders to create this niche.

The Newfound Every Child Is Ours is a program of the TTCC. We supply food to children in the Newfound Regional School District. Every Child is Ours is a national nonprofit which has a goal of providing children in need with food. There are hundreds of children in our community who go home from school on Fridays and have little or no food over the weekend. During the week, these same children rely on the schools' breakfast and lunch programs for meals. Our goal is to send these children home at the end of the school week with bags of food to eat throughout the weekend. We are currently filling 178 bags of food per week to families in need. We also conduct a Parent's Night Out program, Operation Warm - Winter Coat and Hat Drive, Baby-sitting and Fitness classes, along with a Westward Bound Teen Expedition trip, which identifies 'at risk' students and provides an opportunity for a once-in-a-lifetime experience. Our Operation Warm program just outfitted 153 children already this year with warm winter gear, as the need continues to increase.

We are committed to meeting the various needs of our community and have been a vital resource for the people within our catchment area. With the New Community Center we project that this endeavor will bring in up to 15 new jobs to the community. Because capacity has been such an ongoing issue, these new jobs and this new building will house similar programs already in place. New positions will include a Camp Director, a new secretary for both Centers, additional administration where needed and support staff to help the smooth running of all our programs. Summer staff will increase by up to 10 positions, as we will duplicate our current programs and with the new space will finally be able to serve all that wish to attend. An additional Program Director will also be added to help run the 70+ programs we operate every year.

To support these efforts, we will look into other positions that will support the overall organization such as an Accounts Manager, marketing personnel and key programming staff that will bring in new enrichment programs to our current slate of offerings. This new community center is very needed as our communities needs currently exceed our capacity. We are continuing our fundraising efforts and are simultaneously applying for State funds through the Community Development Finance Authority. We have just received a call that our appropriations request to Congresswomen Maggie Goodlander's office has passed through the first tier of approvals, for \$1,000,000 towards the creation of this new community center. We are exploring USDA RD and State Tax Credit funding to capital stack this project and will continue to work on grant opportunities as they present themselves.

We have submitted an overall project budget below and will work on this project in two phases, the first phase will be covered by the \$1,500,000 CPF award. We anticipate our Overall Project Budget for a new community center to be \$6,000,000.

Project Location: 90 Lake Street Bristol NH 03222

This is centrally located in the Town of Bristol directly abutting Kelley Park and adjacent to the Newfound Memorial Middle School. It is directly across the street from our current community center.