

Tab 5: Organizational and Management Plan

The City of York has administered the RACP grant that was awarded to the Crispus Attucks Association of York, Pennsylvania in 2003. Their experience will provide the foundation of the management controls for the **Expanding Educational Opportunities in York** Project. In addition, a solid team has been assembled to check and double-check each piece of the project to assure compliance with all aspects of this grant.

Michael O'Rourke, Esquire, the Business Administrator of the City of York, will have the final review of all paperwork submitted to the state. He will also attend the monthly RACP/construction update meetings to assure that the city is represented and knowledgeable of the current status of the project.

Richard Arcuri, of Arcuri Consulting Services, LLC, is the Owners Representative for the project. He is responsible for contractor compliance, expense reviews, approving payment requests and change orders, and other associated duties. He will work closely with the state-assigned consultant at every stage of the project and attend the monthly meetings.

Chris Dawson, is the architect and inspector of the project. He will lead the monthly construction meetings, oversee the construction, requirements, materials and performance of the building. His staff of engineers will be assigned to their specialty areas as needed.

Donna Williams is the CFO of the Crispus Attucks Association. She will review all invoices for accuracy and verify completion of the work. At that point, she will then consolidate the invoices for payment, and subsequent reimbursement, if applicable, from grant sources.

Carol Kauffman, Community Development Director of the Crispus Attucks Association, is the representative of the sub-applicant. She will attend all meetings, approve reports, review all invoices, and approve them for payment by Crispus Attucks. All documents to be submitted to RACP will be reviewed and approved by her prior to submission to the city, and ultimately, the state.