

REQUEST FOR PROPOSALS  
Town of Derry, NH  
CDBG-Administration

The Town of Derry, NH, requests written proposals from qualified firms or individuals interested in being considered for hire by the Town as Grant Administrator to manage a \$500,000+/- Community Development Block Grant (CDBG) Project. Frost Resident's Cooperative, Inc., located in Derry is a 30-unit manufactured housing community that has water supply and distribution problems, as well as septic system issues. This project is the connection of the water and septic systems into the municipal systems that have recently been extended past the Park.

Specific administrative services to include the environmental review records, maintenance of records, accounting, meetings, compliance with labor regulations, reporting and other federal adherence required by the CDBG Grant Agreement.

Maximum administration budget available is \$17,300.

This project is funded through a Community Development Block Grant from the Community Development Finance Authority under the provisions, and subject to the requirements, of Title I of the Housing and Community Development Act of 1974, as amended.

This is an equal opportunity/affirmative action agency. All qualified proposals will receive consideration without regard to race, color, religion, creed, age, sex, or national origin.

Previous CDBG administration experience required.

Please submit clearly marked proposals, outlining experience and administration fee, no later than August 11, 2017

to:

Town of Derry  
c/o David R Caron, Town Administrator  
14 Manning Street  
Derry, NH 03038  
(603)432-6100