

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 \$12,000+/- Community Development Block Grant (CDBG) Project. The project is the Abbott Court Planning Grant which will study the town-owned properties located in Downtown Derry. Specific administrative services may include the environmental review, maintenance of records, accounting, meetings, compliance with labor regulations, reporting and adherence to other government and specific program requirements as outlined in the CDBG Grant Agreement.

Maximum administration budget available is \$2,000.

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 1 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. Minority owned, women owned, and Section 3 contractors are encouraged to submit proposals.

Previous CDBG administration experience required.

Please submit proposals, outlining experience and administration fee, no later than July 20, 2018 to:

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

Posted: 06/29/18  
Derry Municipal Center  
Derry Public Library  
Taylor Library