

REQUEST FOR PROPOSALS
Town of Exeter
CDBG-Administration

The Town of Exeter, 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. The project is energy improvements to Exeter Housing Authority's 4 properties (107 residential units) in Exeter, NH. Specific administrative services to include the environmental review, 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 \$17,500.

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 proposals, outlining experience and administration fee,
no later than May 2, 2016, to:
Exeter Board of Selectmen/CDBG Admin
10 Front Street
Exeter, New Hampshire 03833
(603)778-0591