

REQUEST FOR PROPOSALS  
Sullivan County, NH  
CDBG-Administration

Sullivan County, NH, requests written proposals from qualified firms or individuals interested in being considered for hire by the County as Grant Administrator to manage a \$500,000 Community Development Block Grant (CDBG), total project cost approx. \$9,000,000.

The project is the renovation of the Goddard Block Building, 54-62 Pleasant St, Claremont, NH into approx. 36 units of primarily affordable housing.

CDBG Administrative services to include the maintenance of records, accounting, meetings, compliance with labor regulations – including Davis-Bacon Wage Rate compliance, reporting and adherence to other government and specific program requirements as outlined in the CDBG Grant Agreement.

Maximum administration budget available is \$16,000.

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

Previous CDBG administration experience preferred.

Please mail proposals, outlining experience and administration fee, no later than **February 28, 2018** addressed to:

Sullivan County/ CDBG Administration  
14 Main Street  
Newport, New Hampshire 03773  
(603)863-2560