

REQUEST FOR PROPOSALS
Town of Belmont
CDBG-Administration

The Town of Belmont requests written proposals from qualified firms or individuals interested in being considered for hire by the Town as Grant Administrator to manage a \$304,000 Community Development Block Grant (CDBG) Project. The project is to build a pumphouse above ground, install two new water tanks, new booster pumps, and other water system improvements for Westview Meadows Association, a neighborhood of twenty-four (24) homes in Belmont.

Specific administrative services to include environmental review coordination, maintenance of records, accounting, meetings, compliance with labor regulations (including compliance with Davis Bacon wage rates), reporting and other federal adherence required by the CDBG Grant Agreement.

Maximum administration budget available is \$14,500.

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 December 20, 2018, to:
Town of Belmont - CDBG Admin
PO Box 310
Belmont, NH 03220
(603)267-8300