



TOWN OF BRISTOL
230 Lake Street, Bristol, NH 03222

REQUEST FOR PROPOSALS
Town of Bristol, NH
CDBG-Administration

The Town of Bristol, 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) for the 16-079-CDHS - Bristol: New England Fam Hsg/Newfound River Apts - 2016. Total project cost is \$6million+/-The CDBG project is site acquisition, demolition and site preparation for a project that will result in the construction of 29 units of affordable housing & 3 units of market rate housing at 409 Lake Street in Bristol.

CDBG Administrative services to include the 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 \$13,000.

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 email proposals, outlining experience and administration fee, no later than February 20, 2017 to Bristol Town Administrator, Nicholas J. Coates at townadmin@townofbristolnh.org.