



TOWN of SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE • SALEM, NH • 03079

603-890-2040 • FAX: 603-890-2091

REQUEST FOR PROPOSALS

Town of Salem, NH

2022-034

CDBG-Administration

The Town of Salem 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) Housing Project. Full project cost \$23 million. The project is the acquisition of 55 Main Street for the proposed Depot & Main affordable housing project, 74 units. The project subrecipient is The Depot & Main, LLC. Specific administrative services to include the environmental review records coordination, maintenance of records, accounting, meetings, reporting and other federal adherence required by the CDBG Grant Agreement.

Maximum administration budget available is \$18,500.

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 all proposals, outlining experience and administration fee, no later than May 27, 2022, to the Purchasing Agent:

**Town of Salem, NH
RFP 2022-034
CDBG-Administration
Gia Faccadio, Purchasing Agent
33 Geremonty Drive
Salem, NH 03079**