



TOWN OF SALEM, NEW HAMPSHIRE

33 GEREMONTY DRIVE, SALEM, NH 03079

(603) 890-2107 • FAX: (603) 898-1223

**Community Development Department
Planning Division
Human Services**

Town of Salem CDBG-Administration

The Town of Salem, NH, requests written proposals from qualified firms or individuals interested in being considered for hire by the Town of Salem as Grant Administrator to manage a \$500,000 Community Development Block Grant (CDBG) Project. The project is Salem Ford at 60 South Broadway, Salem, NH 03079. Specific administrative services may include the environmental review, 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 \$15,000.

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 required.

Please submit proposals, outlining experience and administration fee, no later than January 19, 2018, to:

André L. Garron, Community Development Director - Assistant Town Manager
Town of Salem
33 Geremonty Drive
Salem, NH 03079
(603) 890-2107