

Town of Windham
Request for Proposals
CDBG Small Cities Program Application Preparation and Program Administration
and Administration and Implementation of Program Income

The Town of Windham seeks Proposals from firms or individuals to prepare a 2019 Small Cities Community Development Block Grant application for submission to the Connecticut Department of Housing and provide professional administrative and technical services if the grant is awarded. Proposals will also include providing professional and technical services for the administration and implementation of the Town's Small Cities Program Income.

These services may include, but are not limited to, grant preparation, administration, environmental reviews, housing rehabilitation inspections and specifications, affirmative action, fair housing and equal opportunity, Section 3, Davis-Bacon and State Prevailing Wage Certification, citizen participation, and Program Income.

Selection criteria will be based on the following general criteria listed in descending order: number of successful applications previously submitted, working knowledge of federal and state regulations for DOH Small Cities Grants, experience and qualifications of the personnel, fee proposal and any other factors deemed of benefit to the community.

Firms or individuals must be able to provide evidence of insurance meeting the Department of Housing requirements.

Three (3) copies of Proposal complete with fee structure should be submitted in a sealed envelope to Human Services Department, 47 Crescent Street, Willimantic, CT 06226, no later than Friday December 14, 2018 at 10:00AM, regardless of the method of delivery. The Human Services Department is open Monday – Thursday 7:30 am – 4:30 pm and Friday 8:00 am – 2:00 pm.

The Town of Windham reserves the right to select any proposal, which in the opinion of the Town, presents the best value to the community in terms of experience, knowledge, cost and the ability to complete the tasks in a timely fashion. Compensation is not available for grant writing if grant is not awarded. Faxed proposals will not be accepted.

Windham is an EEO/AA employer and encourages small, minority, women owned and Section 3 firms to apply.

Dated at Windham, Connecticut, November 30, 2018
James Rivers, Town Manager