



Grant Writing and Grant Administration Services

The City of Troy requests proposals for grant writing and grant administration services to assist in a proposed project to be partially financed with Community Development Block Grant (CDBG) funds estimated in the amount of \$1,000,000.00. The proposed project consists of infrastructure improvements to Menne Meyer Road.

Administration services shall include, but are not limited to, the implementation of the project in conformance with the following CDBG compliance areas: Economic Development, Environmental Review, Financial Management, Contract Management, Procurement, Labor Standards, Equal Opportunity/Civil Rights, Citizen Participation, Acquisition, and Close-out.

Information provided to the City shall include at a minimum:

- 1) The specialized experience and technical competence of the firm with respect to CDBG grant administration and related work;
- 2) The past record of performance of the firm with respect to such factors as accessibility to clients, quality of work, and ability to meet schedules;
- 3) The capability of carrying out all aspects of grant related activities starting November 22, 2016;
- 4) Cost of services (please submit separate cost for grant writing and grant administration);
- 5) References from previous clients of related work with the firm within the past five years; and
- 6) Documentation of compliance with E-Verify requirements.

1,2,3 and 4 above have priority weighting final selection.

The above information should be submitted in a Sealed Envelope no later than 4:00 p.m., Monday, November 21, 2016 to the City of Troy, Attention Jodi Schneider, City Clerk, 800 Cap Au Gris, Troy, MO 63379. For more information contact the City at (636) 528-4712.

The City of Troy is an Equal Opportunity Employer and invites the submission of qualifications from minority and women-owned firms.

Jodi Schneider, MRCC
City Clerk