

The City of Coeur d'Alene has completed its first year as a direct recipient of CDBG funding from the United States Department of Housing and Urban Development (HUD). Administrative services were contracted to a local agency for one year. It is time to solicit proposals for grant administrative services.

The City is seeking proposals for a two-year term with an option for two (2) one-year additional terms. If you and/or your organization are interested in submitting a proposal, please do so by Wednesday, June 17, 2009, 5:00 p.m., returning your proposals to Renata McLeod via email at renata@cdaid.org or regular mail; Attn: Renata McLeod, 710 E. Mullan Avenue, Coeur d'Alene, Idaho 83814.

Please include the following in your proposal:

- Cost for services (contract total not hourly)
- Experience in managing HUD or similar grant dollars
- Capability to perform the grant administration duties, including necessary resources and staffing, including the primary and secondary contacts
- List of organizations that you intend to partner with
- Clear outline of how you plan to administer the funds and manage the documentation required
- Location of a local area office

The expectation for the Grant Administrator would be to handle the acceptance of grant requests, verification of income documentation, all federal requirements regarding CDBG and CDBG-R dollars, presentations to the City Council regarding funds, preparation of sub-award agreements, coordination with city staff for Council approvals; preparation of the annual action plans and CAPERS reports (including public input and city involvement), and collaboration with the City Ad Hoc Committee. Additionally, professional offices must be located within 15 miles of Coeur d'Alene City Hall to ensure ease of access to the citizens of Coeur d'Alene.

Submittals will be judged based on cost, experience, capability, partnership opportunities, and plan to administer the funds.

Please note the City has recently completed its year-end CAPERS report and Action plan for program year 2009, which can be found on the city web site (www.cdaid.org).

Please feel free to contact Troy Tymesen (769-2221) or Renata McLeod (666-5741) if you have any questions or would like additional information.