

**MARTIN COUNTY  
REQUEST FOR PROPOSALS FOR  
GRANT ADMINISTRATION SERVICES**

Martin County is seeking professional services for the administration of a Community Development Block Grant (CDBG) in the amount of \$550,000 awarded by the NC Department of Commerce. The project will include the renovation of an existing building through the Neighborhood Revitalization program.

Martin County is soliciting proposals for grant administration services to assist the County in the administration and management of this project in compliance with all applicable requirements under the North Carolina State CDBG Program. The fee for administration services will be paid with CDBG funds.

**Scope of Services**

Grant administration services shall include, but are not limited to, standard tasks necessary for the implementation of the project in conformance with the following CDBG compliance areas:

- Release of Funds and other Funding Conditions
- Citizen Participation Plan
- Fair Housing Plan and Quarterly Activities
- Equal Employment and Procurement Plan
- Section 3 Plan
- Section 504 Plan
- Language Access Plan
- Residential Displacement and Relocation Assistance Plan
- Labor Standards
- Assistance with Procurement of Other Professional Services
- Assistance with Project Files in County Office
- Assistance with Public Hearings
- Completion of Required Reports including Annual Performance Reports
- Assistance with Financial Reimbursement Forms
- Preparation of Grant Close Out Documents

**Proposal Requirements**

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| 1. Experience with CDBG grant administration and HUD requirements.        | 30 points |
| 2. Qualifications, knowledge, technical expertise of Grant Administrator. | 30 points |
| 3. Capacity to perform tasks in a timely manner.                          | 30 points |
| 4. Documentation of Debarment Compliance.                                 | 10 points |

The above information should be submitted no later than Monday, February 6, 2023 at 5:00 p.m. to Martin County, Attention: Mr. James Bennett, County Manager, 305 East Main Street, Williamston, NC 27892.

Upon completion of review, a recommendation will be made to the County Board of Commissioners for approval. Martin County is an Equal Opportunity Employer and invites the submission of proposals from Small Business Enterprises, Minority Business Enterprises, and Women Business Enterprises.

This information is available in Spanish or any other language upon request. Please contact Ms. Julia Rease at (252) 789-4301 or 305 East Main Street, Williamston, NC 27895 for accommodations for this request.

Esta informacion esta disponible en espanol o en cualquier otro idioma bajo peticion. Por favor pongase en contacto con Ms. Julia Rease al (252) 789-4301 o en 305 East Main Street, Williamston, NC 27895 de alojamiento para esta solicitud.

