Notice is hereby given that the Town of Thurston will receive proposals for RFP 2025.1 Program Delivery and Grant Administration Services – Town of Thurston Community Development Block Grant (CDBG) Single-Family Housing Rehabilitation Program. These services will assist the Town to implement a town-wide residential rehabilitation program to assist 5 Low-to-Moderate Income (LMI) homeowners funded under a 2024 CDBG award. The contract for these services supporting the 2024 CDBG award will be for the two-year term of the award.

For this project, the selected firm will assist the Town to monitor and supervise all CDBG program activities, including but not limited to:

Program Delivery - SHPO submissions/coordination; Preparing project bid documents; Distributing bid requests; Reviewing bid requests; Preparing and executing contracts; General file project maintenance; Working with property owners directly.

Grant Administration - Preparation of NYSOCR reports; Closeout/monitoring of program; Preparation/coordination of disbursement requests; Marketing the program; Other general administrative or compliance tasks related to the program.

Please provide a proposal that includes a detailed scope of work describing the level of effort as well as a cost proposal that you determine to be necessary to insure the successful management of the Town’s housing rehabilitation program. The scope should be sufficiently detailed to document your familiarity with the rules, regulations, and requirements of the CDBG program. Proposals shall not exceed $35,000 for Program Delivery and $15,000 for Grant Administration services.

The deadline for submitting your proposal is:

**March 7th, 2025 at 4:00 PM EST**

**Via e-mail:** [**btoy@stcplanning.org**](mailto:btoy@stcplanning.org) **and** [**thurston.supervisor@gmail.com**](mailto:thurston.supervisor@gmail.com)

The full RFP document is available on the Town’s webpage at: <https://townofthurstonny.org/>. Please contact Michael Volino at thurston.supervisor@gmail.com or 607-227-5621 and/or Brian Toy at btoy@stcplanning.org or 607-962-5092 ext. 210 for further information. The Town of Thurston strongly encourages Minority and Women Owned Business Enterprises and Section 3 Firms to apply.