

City of Gardner

FY2021

Community Development Block Grant

Request for Proposals

The City of Gardner, acting through its Department of Community Development and Planning (DCDP), invites interested parties to develop and submit proposals for its FY2021 Community Development Block Grant application. As a Mini-Entitlement community, the City is eligible to receive up to \$825,000 from the Massachusetts Small Cities Program administered by the Department of Housing & Community Development (DHCD).

To be considered, proposals must meet these threshold criteria:

- Comply with National Objective;
- An eligible activity under Title I of the Housing and Community Development Act of 1974;
- Consistent with local planning documents (e.g. Community Development Strategy);
- Consistent with needs assessments developed by Community Action Agencies (if applicable);
- Located within a designated target area (if applicable).

Proposals must be sent by mail or parcel delivery only and must be received by 12:00 p.m., Friday, November 6th, 2020. Please address all submission envelopes to: City of Gardner CDBG, Attn: Assistant Director – BG21 RFP, Room 202, Manca Annex, 115 Pleasant Street, Gardner, MA 01440. Hand Delivery, Postmark date, email, and facsimile submissions will NOT be accepted. A proposal packet, containing information about threshold requirements, cost reasonableness, submittal forms, timelines and other pertinent information will be provided to all meeting attendees or by contacting Jeff Legros, Assistant Director, to request a copy.

DCDP will conduct a Public Hearing and pre-proposal briefing on **Wednesday, October 14th at 3:00 p.m.** The Hearing and pre-proposal briefing will be held remotely via a Zoom teleconference virtual web meeting. **All proponents interested in submitting a proposal are required to attend.**

To request an access link or dial-in number to the Zoom Meeting please call or email Jeff Legros, Assistant Director, at: 978-630-4011, ext. 1; jlegros@gardner-ma.gov. Instructions on how to access the meeting using the Zoom application, a web browser, or telephone will be provided to all who request it.

For more information or further assistance, or for persons who may require other accommodations, translation into other languages, or speech translation for persons with impaired hearing please contact Jeff Legros, Assistant Director at **978-630-4011, ext. 1**. Every effort will be made to provide reasonable accommodations with prior notice of at least 3-days.

By: Department of Community Development and Planning
Jeff Legros, Assistant Director