

Sample Advertisement for Request for Proposals or Request for Qualifications

The (grantee name) has been awarded a federal Community Development Block Grant in the amount of \$_____ by the Montana Department of Commerce for (description of project).

Contingent upon this award, the (town or city council or county commission) is requesting proposals (statement of qualifications) for (professional service type, e.g., engineering services, architectural services and/or grant administration services, as applicable) to assist the governing body in designing and in supervising the construction of this project and/or, as applicable, proposals for management services to assist the (grantee name) in the administration of this project in compliance with all applicable requirements under the CDBG program.

Copies of the detailed request for qualifications or request for proposals, as applicable, including a description of the services to be provided by respondents, the minimum content of responses and the factors to be used to evaluate the responses, can be obtained by contacting (name, address and telephone).

All responses to the detailed RFQ, or RFP as applicable, must be submitted by (date) to (mayor/commissioner), (address), (city), MT (zip code).

CDBG regulations governing the grant require that to the greatest extent feasible, opportunities for training, employment and contracting arising in connection with this CDBG-assisted project will be extended to low- and very low-income individuals, especially those employed by Section 3 business concerns, participating in YouthBuild,

living within the service area or the neighborhood of the project or residing in public or Section 8-assisted housing.

Training and employment, as well as contracting opportunities, are presented in the U.S. Department of Housing and Urban Development's [Section 3 portal](#). Prospective trainees, employees and contractors of HUD-assisted projects are encouraged to utilize this resource. In addition, contractors are encouraged to review the Section 3 portal's frequently asked questions for additional guidance or clarification.

CDBG regulations governing the grant also require that opportunities for contracting will be extended to disadvantaged, minority and women-owned businesses. DBE, MBE and WBE businesses are encouraged to register on [Montana's DBE registry](#). Registrants will receive targeted outreach for opportunities pertaining to assisted projects that are covered by DBE/MBE/WBE.

For more information, please contact (name) at (address) or call (phone number).