



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

ROOM 32 • CITY HALL • BURLINGTON, VERMONT 05401
(802) 865-7144 • (802) 865-7142 (TTY) • (802) 865-7024 (FAX)

www.cedoburlington.org

REQUEST FOR PROPOSALS COMMUNITY & ECONOMIC DEVELOPMENT OFFICE CDBG ADVISORY BOARD FACILITATION

The Community & Economic Development Office is soliciting proposals for facilitation of the City of Burlington's Community Development Block Grant (CDBG) Advisory Board process. The Advisory Board reviews all applications for funding from the City's CDBG program and makes allocation recommendations to the Mayor and to City Council. The Board is scheduled to meet for a total of 14 hours in the upcoming year, as follows:

2011 Proposed CDBG Advisory Board Meeting Schedule

Wednesday, January 12, 2011
(Snow Date: Thursday, January 13)
Orientation
6:00 to 8:30 p.m.

Wednesday, February 1, 2011
(Snow Date: Thursday February 2)
Public Service Questions and Conflicts Meeting
6:00 to 8:00 p.m.

Wednesday, February 16, 2011
(Snow Date: Thursday, February 17)
Public Service Allocations Meeting
6:00 to 9:00 p.m.

Wednesday, March 2, 2011
(Snow Date: Thursday, March 3)
Development Questions and Conflicts Meeting
6:00 to 8:00 p.m.

Wednesday, March 23, 2011
Development Allocations Meeting
6:00 to 9:00 p.m.

Tuesday, March 29, 2011
Final Wrap-Up Meeting
6:00 to 7:30 p.m.

Proposals will be reviewed based on group facilitation skills and experience, knowledge of the Community Development Block Grant process, and price. Proposals should be submitted in writing to:

Margaret Bozik
Community & Economic Development Office
149 Church Street, Room 32
Burlington, VT 05401
mbozik@ci.burlington.vt.us

Submission by e-mail is acceptable. Proposals must be received no later than 4:00 p.m. (EST) on Friday, October 29, 2010 to be considered.