



## COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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[www.cedoburlington.org](http://www.cedoburlington.org)

October 18, 2011

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:

### 2012 Proposed CDBG Advisory Board Meeting Schedule

Wednesday, January 4, 2012

(Snow Date: Thursday, January 5)

Orientation

6:00 to 8:30 p.m.

Wednesday, January 25, 2012

(Snow Date: Thursday, January 26)

Public Service Questions and Conflicts

Meeting

6:00 to 8:00 p.m.

Wednesday, February 16, 2012

(Snow Date: Thursday, February 17)

Public Service Allocations Meeting

6:00 to 9:00 p.m.

Wednesday, March 7, 2012

(Snow Date: Friday, March 9)

Development Questions and Conflicts

Meeting

6:00 to 8:00 p.m.

Wednesday, March 28, 2012

(Snow Date: Thursday, March 29)

Development Allocations Meeting

6:00 to 9:00 p.m.

Wednesday, April 4, 2012

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](mailto:mbozik@ci.burlington.vt.us)

Submission by e-mail is acceptable. Proposals must be received no later than 4:00 p.m. (EST) on Thursday, November 10, 2011 to be considered.