

The City of Boone is requesting proposals for grant application writing and grant administration services to assist with a projects to be potentially funded with Community Development Block Grant (CDBG) funds through the Iowa Economic Development Authority (IEDA).

The City of Boone is applying to receive funds for four upper story housing units.

The selected contractor will work with the City of Boone to ensure compliance with CDBG Program requirements. Activities will include, but are not limited to, grant application writing, project reporting, preparation of disbursement requests, and other activities required under the State of Iowa's CDBG Program. A full description of the work specifications is available online, at www.boonegov.com or at City Hall, 923 8th Street, Boone, Iowa.

Proposals to the City of Boone should include the minimum information:

- Experience with IEDA's CDBG program
- Demonstrated compliance with IEDA's Certified Grant Administrator Policy
- Description of past grant administrative services provided
- A Grant Administration Staffing Plan, detailing the capacity to complete all necessary grant administration activities
- References from previous clients of related work within the past five years
- A proposed schedule that aids the City of Boone's proposed project in meeting CDBG program constraints
- Proposed estimate for Cost of Services

Proposals must be submitted no later than by 5:00 p.m. on July 15, 2026. Proposals should be submitted to City of Boone, 923 8th Street, PO Box 550, Boone, Iowa.

Questions regarding this request for proposals should be directed to Ondrea Elmquist (515) 432-4211 ext. 1103