



SEMORPC

Southeast Missouri Regional Planning &
Economic Development Commission

November 1, 2023

Mr. Rodney Bollinger
Director of Administrative Services
City of Jackson
101 Court Street
Jackson, Missouri 63755

RE: Proposal and Bid for Grant Writing and
Administration Services for Construction of Public
Roadways and Utilities

Dear Mr. Bollinger:

Enclosed is a proposal for grant writing and administration services for the City of Jackson's CDBG proposed project for the construction of public roadways and utilities. If Southeast Missouri Regional Planning Commission is awarded the administrative services contract, then, the grant writing fee is \$0.00. If Southeast Missouri Regional Planning Commission is not awarded the administrative services contract, the grant writing fee is \$2,500.00. The cost for providing grant administrative services will be \$38,000 and is contingent upon the award of the CDBG grant to Jackson.

I believe we have covered all of the requirements for this proposal and thank you for the opportunity to submit the proposal and bid.

If you have any questions regarding the enclosed, please feel free to contact me.

Sincerely,

Margaret Yates
Grant Administrator

MY/kj

Enclosure

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