

EXHIBIT 4-D.3

SAMPLE FORMAT FOR ADVERTISING AVAILABILITY OF REQUEST FOR PROPOSAL (RFP)

(Short Form)

(Note: In order to reduce the cost of publicizing an RFP, Grantees may use a format such as the following to advertise the availability of a request for proposals for Professional Services, in lieu of publishing the entire text of the RFP. **If this approach is used, Grantees should be sure to allow sufficient time for persons or firms to request and receive a copy of the full RFP and to prepare a response).**

(Grantee Name) has been awarded a federal Home Investment Partnership Program (HOME) Grant by the Montana Department of Commerce (MDOC) for (description of project).

Contingent upon final approval of this award, the Governing Board is requesting proposals for (architecture, engineering or grant administration) services to assist the (Grantee Name) in (designing and supervising the construction of this project or administering this project), in compliance with all applicable requirements under the Montana HOME Program.

Copies of the detailed request for proposals (RFP), including a description of the services to be provided by respondents, the minimum content of responses, and the factors that will be used to evaluate the responses, can be obtained by contacting (name, address, and telephone). All proposals in response to the detailed RFP must be submitted by (date).

(Name of Grantee) is an Equal Opportunity Employer. Minorities and women are encouraged to apply.