

REQUEST FOR PROPOSALS
MSHDA CDBG MI Neighborhood Grant Administrator

The proposal deadline is February 9, 2026, at 12:00 noon.

St. Joseph County is seeking proposals from Certified Grant Administrators for management and third-party administrative (TPA) services required for implementation of a Community Development Block Grant (CDBG) funded MI Neighborhood Grant through the Michigan State Housing Development Authority (MSHDA).

Project Summary

St. Joseph County has been awarded a \$300,000 CDBG Homeowner Rehabilitation Grant through the MSHDA MI Neighborhood Program. The term of the grant is December 1, 2025 to December 31, 2027. The total grant amount of \$300,000, including a maximum 18% earmarked for planning and administration activities.

Eligible households must be owner-occupied and at or below 80% of Area Median Income (AMI). Priority will be given to homes with urgent health and safety needs, including lack of heat, active leaks, structural deficiencies, and electrical or plumbing hazards, as well as to elderly homeowners, people with disabilities, veteran households, and households with children. Eligible rehabilitation activities may include roof and structural repairs, window and door replacement, siding and insulation, HVAC replacement, plumbing and electrical upgrades, lead hazard reduction (as required), and accessibility improvements.

The St. Joseph County program will be implemented through an application-based process supported by public outreach via flyers, local nonprofit coordination, utility bill inserts, social media, the County website, newspaper notices, public meetings, and direct outreach to senior and disability service providers. Homeowner eligibility will be verified through income documentation, proof of ownership, insurance, and property tax status. Properties must be single-family, owner-occupied units within St. Joseph County and meet environmental and feasibility standards.

St. Joseph County is seeking a qualified TPA to administer the MHIP Program in compliance with all MSHDA and HUD requirements. The TPA will manage outreach, application intake and eligibility verification, environmental review coordination, procurement assistance, financial management support, construction and labor compliance monitoring, reporting, and grant closeout. St. Joseph County will retain ultimate responsibility for grant compliance while leveraging the TPA to ensure regulatory adherence and successful program execution.

Form of Contract

St. Joseph County will award a fixed-sum contract, subject to approval by and funding from the MSHDA. CDBG funds can be used to cover the overall program administration costs associated with the funded CDBG project. The total budget for the project is

\$300,000, with \$45,762 allocated to grant administration costs, including Third-Party Administrative services.

PART ONE: SCOPE

Scope of Services

The selected TPA will assist St. Joseph County with all aspects of program administration, compliance, and reporting, including but not limited to:

General Tasks

Review project files in the St. Joseph County office or digitally to facilitate easy file sharing between St. Joseph County and MSHDA. These files must demonstrate compliance with applicable federal regulations and CDBG guidelines. The project files must be monitored throughout the program to ensure they are complete and that all necessary documentation is retained in St. Joseph County's files.

Standards

1. Advise St. Joseph County on the format and content of grant metric reports. These reports include, but are not limited to: Progress Reports, Audit Reports, Job Creation Reports, and Milestones.
2. Assist in preparing income verification/compliance reports.
3. Other general tasks related to program compliance.

Program Development, Marketing, and Implementation

1. Collaborates with St. Joseph County Staff on the Grant Management Plan.
2. Supports the development of Program Guidelines, Policies, and Procedures.
3. Manages day-to-day operations of the MHIP program: Conducts applicant outreach, intake, and eligibility verification.
4. Performs home inspections, scope-of-work development, and cost estimates.
5. Manages procurement by soliciting bids from approved contractors, reviewing proposals, and recommending selections.
6. Oversee job scheduling, progress monitoring, final inspections, and quality control.

3. Financial Management

1. Prepares Payment Requests at least quarterly in accordance with CDBG's financial management procedures.
2. Prepares invoices and documents and works with St. Joseph County to ensure a timely drawdown of CDBG funds.
3. Advise St. Joseph County on any procedural steps or financial tracking requirements that may be imposed by MSHDA, in addition to their established account procedures.

4. Make progress inspections and confirm local match documentation each time a payment request is issued.
5. Advise, prepare, and review any Change Orders.
6. Assist St. Joseph County in drafting, processing, and recording a neutral five-year second mortgage establishing lien rights in favor of MSHDA for any project receiving \$10,000 or more in CDBG funds per home. MSHDA will provide template forms and guidance; the TPA is responsible for ensuring proper execution and recording.
7. Assist St. Joseph County with grant-related submissions to MSHDA.
8. Provide and organize all supporting documentation for disbursement requests, including IGX forms, invoices/proof of services, contractor statements or waivers, payroll deduction authorizations, and SAM/HUD deniability information for new subcontractors.

4. Environmental Review

1. Conduct Tier 1 (general) ER for program-wide activities.
2. Conduct Tier 2 (site-specific) ER for each assisted property.
3. Prepare all required ER documentation, certifications, and mitigation measures for Categorically Excluded Subject to 58.5 projects.
4. Submit ER documentation for review and clearance before project implementation.
5. Prepare Environmental Review amendments as needed for changes in project scope and ensure ongoing compliance throughout the project lifecycle.
6. Coordinate the collection of all necessary property and site information and respond to any inquiries to support timely review and approval.

5. Procurement

1. Conduct the complete procurement process in compliance with 2 CFR Part 200, including drafting and publicizing bid opportunities, managing the selection process, and maintaining all required procurement records (e.g., advertisements, bid openings, selection rationale, minutes, and procurement reports).
2. Verify contractor qualifications, including licensing, insurance, SAM/HUD clearance, and HUD Limited Denial of Participation checks, and ensure all agreements meet program requirements.
3. Prepare and submit all contractor bids and supporting documentation to MSHDA for review and approval, and coordinate any required MSHDA approvals.
4. Collect and file all procurement-related documentation, including executed contracts, insurance, selection rationale, and bid opening minutes.

Non-Davis Bacon Projects

1. Prepares bid documents consistent with federal regulations and CDBG guidelines.
2. Check payroll documentation (if required).
3. Review Contractor Payment Application materials and verify that sufficient documentation is included for submittal to the MSHDA for reimbursement.
4. Confirm contractor clearances, specific to applicable Lead and Asbestos Abatement.
5. Review any inspection reports related to the project.

Monitoring and Close Out

1. Attend and assist St. Joseph County during the MSHDA's monitoring visit(s).
2. Assist with close-out documentation.

PART TWO: PROPOSALS

Qualifications and Requirements

The proposal must include:

1. The proposed fixed sum fee.
2. A brief history of the firm and qualifications of each person in the firm who will be assigned to the project, and their role in the project.
3. Previous experience of administering CDBG and MSHDA housing grants, with no significant unresolved findings or delays.
4. Three (3) references, including contact information for the point of contact, for which the firm has been under contract with CDBG administration during the last three calendar years, and the type of CDBG project under contract.
5. Knowledge and experience with 2 CFR Part 200 financial management standards and requirements of agencies administering federal funds.

The responsible consultant whose proposal will be most advantageous to St. Joseph County will be selected.

Evaluation and Selection Criteria

Proposals will be evaluated in accordance with the Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) Program, including Chapter 13 – Third-Party Administrators, and applicable federal procurement standards under 24 CFR Part 570 and 2 CFR Part 200. St. Joseph County will utilize a competitive procurement process in which price is a required consideration but not the sole determining factor. The contract will be awarded to the responsive and responsible proposer whose proposal is determined to be most advantageous to the County.

1. Cost Proposal (Fixed Fee) – **20 Points**

The total quoted fixed fee shall be considered as part of the evaluation. Cost will represent twenty percent (20 points) of the total possible score. The proposal with the lowest total fixed fee will receive the maximum points. All other proposals will receive a proportionally reduced score using the following formula:

$$\text{Cost Score} = (\text{Lowest Proposed Cost} \div \text{Proposer's Cost}) \times 20$$

2. Qualifications and Experience – **40 Points**

Evaluation will consider the firm's demonstrated experience administering Michigan CDBG-funded projects; knowledge of MSHDA policies, procedures, and reporting requirements; familiarity with 24 CFR Part 570 and 2 CFR Part 200; experience serving as a Third-Party Administrator as defined in MSHDA Chapter 13; and the qualifications of the individual(s) assigned to the project.

3. Availability and Capacity to Perform the Work – 20 Points

Proposals will be evaluated based on the firm's staffing capacity, workload availability, ability to meet required timelines, and demonstrated ability to manage compliance, reporting, and monitoring requirements.

4. Proximity and Responsiveness – 20 Points

Consideration will be given to the firm's geographic proximity to St. Joseph County and its ability to provide timely, responsive, and on-site support as necessary.

Total Possible Points: 100

Proposal Procedure

All applicants shall submit all information requested herein in the proposal document in its entirety, in order for the proposal to be deemed responsive. Failure to do so may result in the proposal being declared non-responsive and rejected.

The proposed documents shall be submitted to:

St. Joseph County
Attn: Ms. Angie Steinman
Re: TPA CDBG Proposal Program
Administrator's Office
125 W Main Street
Centreville, MI 49032

Or emailed to steinmana@stjosephcountymi.gov

Any questions must be in writing and submitted by email to:

Angie Steinman
St. Joseph County Finance Director
steinmana@stjosephcountymi.gov

Proposals shall be submitted no later than February 9th at 12:00 noon.

ANTICIPATED AWARD SCHEDULE

Date of Request: January 15th, 2026

Last day of Questions: February 8th, 2026

Proposal Due Date: February 9th, 2026 at 12:00 noon.

Bid Notes

1. The Finance Director is available to speak with the Bidder to provide more specifics and answer questions. Please call (517) 264-4713 to make an appointment.
2. All services requested should be addressed. If a service cannot be provided, it should be noted in the proposal. Information should be provided regarding all charges associated with each service. If no cost is stated, it will be assumed that no fees are to be charged.
3. Any substitutions, alternates, or combinations should be clearly marked.
4. St. Joseph County is not responsible for any costs incurred before the awarding of the contract by St. Joseph County.
5. Bidders must include current proof of workers' compensation (statutory limits) and a certificate of public liability and property damage insurance in the amount of \$500,000 and be willing to add St. Joseph County as an additional insured.
6. All proposals must be valid for a period of sixty (60) days from the time of bid submission.
7. St. Joseph County Grant Application to the MSHDA CDBG MI Neighborhood Program is available upon request.

Proposals must be received by 12:00 p.m. (noon) by February 9, 2026. Proposals will be publicly opened, read, and available for review at the time specified. Following the proposal opening, the proposals are reviewed by St. Joseph County administration and make a recommendation to the St. Joseph County's Board of Commissioners at its next regular meeting. Proposals will be awarded at the next regularly scheduled Board of Commissioner's meeting following the due date for proposal receipt.

NON-DISCRIMINATION CLAUSE

In the performance of any Contract or Purchase order resulting here from, the Contractor agrees to obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work, and all ordinances and requirements of the Village regulating or applying to public improvements.

Furthermore, the Contractor agrees not to discriminate against any employee or applicant for employment, to be employed in the performance of this Contract or Purchase Order with respect to his or her hire, tenure, terms, conditions, or privileges of employment because of religion, race, color, national origin, ancestry, age, sex, height, weight, marital status or physical or mental disability except when said disability prevents such individual from performing the essential job functions and the disability cannot be reasonably accommodated.

The Contractor further agrees that every subcontract entered into for the performance of this Contract or Purchase Order will contain a provision requiring non-discrimination in employment, as herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract or Purchase Order.

ADA COMPLIANCE

St. Joseph County will provide necessary and reasonable auxiliary aids and services, as well as assistance in completing forms, to individuals with disabilities when conducting business with the City of Morenci. Individuals requiring such auxiliary aids or services should be requested.

Angie Steinman

Angie Steinman, County Finance Director

Date Posted: January 15, 2026