COUNTY OF ARENAC
CERTIFIED GRANT ADMINISTRATOR
REQUEST FOR PROPOSALS

DATE OF RELEASE:	**09/25/2026,** 9:00 AM
BID DUE DATE:	EXTENDED TO **10/30/2026** at 3:00 PM
BID OPENING DATE:	**11/02/2026,** 10:00 AM 120 N. Grove Street, Standish, MI 48658 Rm. 202
BID AWARD DATE:	Dependent on MSHDA Approval
BID DELIVERY LOCATION:	Attn. Austin Hazeltine, County Coordinator 120 N. Grove Street, Standish, MI 48658, Rm. 202
CONTACT:	Austin Hazeltine, County Coordinator (989) 846-6188, ahazeltine@arenaccountymi.gov

The **County of Arenac** is seeking proposals from Certified Grant Administrators for management, environmental review, and administrative services required for implementation of a Community Development Block Grant (CDBG) funded through the Michigan State Housing Development Authority (MSHDA). The project consists of the rehabilitation of approximately ten (10) homes, with a projected average budget per home of $25,000.

PROJECT SUMMARY

MSHDA's CDBG funds are awarded to municipalities to support a range of housing related activities, classified as Reconstruction, Homeowner Rehabilitation, Infrastructure, Rental Rehabilitation, and Manufactured Housing. The County of Arenac will utilize CDBG funds for activities classified under **"Homeowner Rehabilitation."** These activities are meant to preserve affordable owner-occupied housing units through offering low-and-moderate-income homeowners, those making less than 80% of the area median income (AMI), grant funds to address health and safety concerns, code compliance, and maintenance issues. Eligible project costs are the actual costs of rehabilitating housing and soft costs, including but not limited to interior and exterior improvements to meet code requirements, roof repair or replacement, siding, windows, plumbing, electrical, mechanical, and insulation.

The primary roles of the selected Certified Grants Administrator will also include oversight of Financial Management and record keeping, National Objective Compliance, Environmental Review, Contractor Procurement, Monitoring and Closeout, and other general tasks. While it is expected that the County staff will complete the required documentation and management tasks, the Certified Grants Administrator will be essential in providing oversight to the program, ensuring CDBG compliance requirements, and supporting appropriate and sufficient record keeping.

FORM OF CONTRACT

The County of Arenac will award a fixed-sum contract subject to approval by and funding from MSHDA.

CDBG funds can be utilized for the payment of overall program administration costs associated with the funded CDBG project.

The total budget for the Homeowner Rehab project is $295,000, which will cover both rehabilitation activity costs and administrative costs. Of this total, $45,000 is limited to administrative costs which will be **shared between the County of Arenac staff and the Certified Grants Administrator** for grant administration and environmental review.

PART ONE: SCOPE

The scope of work the consultant must be prepared and qualified to provide is as follows:

1. **General Tasks**
   a. Review project files in the County of Arenac's office or digitally so that file sharing can easily occur between County and MSHDA. These files must demonstrate compliance with applicable and federal regulations and CDBG guidelines. The project files must be monitored throughout the program to ensure they are complete, and all necessary documentation is being retained in the County's files.
   b. Advise County on format and content of Progress Reports.
   c. Assist in the preparation of Environmental Review documents and/or administrative paperwork to SHPO.
   d. Assist in the preparation of Program Guidelines.
   e. Other general tasks as related to program compliance.

2. **Financial Management**
   a. Assist in preparation of Payment Requests at least quarterly in accordance with CDBG's financial management procedures.
   b. Advise County on any procedural steps or financial tracking that may be required by MSHDA in addition to their established account procedures.
   c. Make progress inspections.
   d. Review any Change Orders submitted by the County.
   e. Assist County with grant related submissions to MSHDA.
   f. Provide support documentation for Disbursement Requests.
   g. Assist the County with mortgage/lien documents for sites exceeding $10,000 in project costs.

3. **National Objective Compliance, Surveys, and Income Verification**
   a. Assist with Compliance, and Household Income Verification Reports and packet submission.

4. **Environmental Review**
   a. *Complete Environmental Review Procedures for CEST Tiered Reviews (Tiers I & II) subject to the National Environmental Policy Act (NEPA) Standards.
   b. Assist the County with maintaining the Environmental Review documentation and any SHPO (if applicable) documentation.
   c. Assist the County in providing documentation to CDBG Program Specialist for environmental release of funds for the awarded project.
   d. If the Scope changes for a project, assist the County in creating Environmental Review Amendment materials for review by the CDBG Specialist.
   e. Assist with documentation and activity requirements associated with hazards like asbestos, lead, and radon. **(As the projects will be capped at $25,000, lead will be presumed for pre-1978 homes; we do not plan to conduct Lead Assessments.)**

*Important:

The County will complete Environmental Review for the CDBG project in a CEST Tiered format. Tier I will be completed first and will include a broad-level review of the entire project area (the County of Arenac limits). Tier I deals with the grant's overall broad target area and Tier II is a site-specific review completed on each individual property as it is identified after publication and prior to commitment of funds to the project site.

The extent of Tier II reviews will be partly dependent on the findings of the Tier I review. The Certified Grant Administrator in their proposal will treat Tier II reviews as included in the Environmental Review task to complete **twenty (20) total reviews**, though this total will be contingent on the findings of the Tier I review and if any Tier II reviews result in a walk-away determination from the County. The Certified Grant Administrator will be asked to provide a per-unit figure for Tier II reviews.

In summary, the Certified Grant Administrator should include in their proposal considerations for:

a. One (1) Tier I Review
b. Ten (10) Tier II Reviews
    a. The Certified Grant Administrator will be asked to specify a per-review value. The County will initially contract with the Certified Grant Administrator for ten (10) Tier II reviews. If more reviews are needed, the County will pay the per-unit rate per additional review.

Please see **PART FOUR: GUIDANCE FOR PROPOSAL SUBMISSION** for details on how to include this in the proposal.

5. **Contractor Procurement**
    a. Provide required procurement reports and assist the County in obtaining approvals from MSHDA as appropriate. Procurement will include that for both contractor selection for construction activities and possibly environmental review consultation (for instance, radon and asbestos).
    b. Collect and file necessary procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
    c. Collect and file agreements between Homeowners and the Selected Contractors, including verification of required insurance and licensing documentation related to the selected contractors.
    d. Confirm contractor clearances, specifically applicable lead and asbestos clearances.
    e. Provide SAM and HUD Limited Deniability Checks related to selected contractors.

6. **Construction Management**
    a. Assist County staff in preparation of cost estimates and bid document preparation to ensure bid specification documentation is consistent with state and federal regulations and CDBG guidelines.
    b. Gather necessary before-photos for each project site.
    c. Review Proceed to Work Order(s) and assist County with submitting this to MSHDA.
    d. Review Contractor Payment Application materials and verify that sufficient documentation is included for submittal to MSHDA for reimbursement, including Homeowner Approval.
    e. File any inspection reports related to the project.
    f. Assist the County staff with completing final inspections.
7. **Monitoring and Close Out**
    a. Attend and assist County during the MSHDA's monitoring visit(s) [if any].
    b. Assist with close-out documentation including after-photos, project summaries, satisfaction surveys, etc.

PART TWO: PROPOSALS

To be considered, proposals must be received by the County of Arenac prior to **8:30 AM** Eastern Standard Time on **[10/13/2026].** A public bid opening will take place at 10:00 AM on **[10/13/2026]** at the Arenac County Building. The County of Arenac reserves the right to reject any or all proposals. The bid award is contingent upon approval from MSHDA.

Questions concerning this request should be addressed to **Austin Hazeltine, County Coordinator** ahazeltine@arenaccountymi.gov or (989) 846-6188. Sealed Proposals can be delivered to:

COUNTY OF ARENAC
Attn. Austin Hazeltine, County Coordinator
SUBJECT LINE OR LABEL: **MSHDA Grant Administrator Proposal**

1. In person at: **Room 202, Arenac County Building, 120 N. Grove St., Standish, MI 48658**
2. By mail at: **PO Box 747, Attn: Austin Hazeltine, 120 N. Grove St., Standish, MI 48658**

DO NOT EMAIL PROPOSALS. PROPOSALS CANNOT BE ACCEPTED DIGITALLY.

The proposal must include:

1. The total number of hours anticipated for each task (based on scope provided),
2. An hourly rate, including fringe benefits, travel, and material costs, if applicable,
3. Proposed total fixed sum fee: (Total contracting fee shall not exceed this amount),
    a. Additional specified fee for Tier II Environmental Reviews over twenty (20)
4. A brief history of the firm and qualifications of each person in the firm who will be assigned to the project,
5. A brief history of the firm's NEPA Environmental Review Experience and capacity in 2026 to complete CEST Tier I and Tier II reviews, and
6. Three (3) references including contact information for the point of contact, for which the firm has been under contract with for CDBG administration during the last three calendar years and the type of CDBG project under contract.

Please see **PART FOUR: GUIDANCE FOR PROPOSAL SUBMISSION** for details.

The responsible consultant whose proposal will be most advantageous to the County will be selected. The County acknowledges that the services outlined in the scope of work may require a Certified Grant Administrator to subcontract certain tasks, like environmental review. Proposals should reflect pricing and hour estimates for the *entire* scope of work. We are not accepting joint proposals.

PART THREE: SELECTION CRITERIA

All responses will be evaluated according to the following criteria and corresponding point system. Proposals will be evaluated based on the submitted materials. Sufficient information must be included in the proposal to ensure the correct number of points is assigned. Incomplete or incorrect information may result in a lower score.

100 points is the total possible points, which will be allocated according to the following scoring system:

REQUIRED CONSIDERATION

Quoted fixed sum fee (Cost): **30 points**

The County must consider cost of the proposal as part of its selection criteria.

Example:
30% (30 points) of total possible points are the price consideration.

Proposal 1 is for $ 15,000
Proposal 2 is for $ 14,000
Proposal 3 is for $ 16,000
Step 1: Determine points allocated for price -- 100 x 30% = 30 points
Step 2: Award maximum points to the lowest priced proposal (Proposal 2 is awarded **30 points**)
Step 3: Allocate a proportionally reduced number of points to the higher proposals

Proposal 1 $\frac{14,000}{15,000}$ x 30 = **28 points** Proposal 3 $\frac{14,000}{16,000}$ x 30 = **26.25 points**

Qualifications of the firm and individual(s) assigned to work on the project: **30 points**

Demonstrated availability and capacity to support the project: **30 points**

Firm's proximity to project site: **10 points**

TOTAL POINTS **100 Points**

PART FOUR: GUIDANCE FOR PROPOSAL SUBMISSION

When outlining your proposal, please see the following format for guidance on how to break out the per-unit rate for Tier II Environmental Reviews.

ABC COMPANY PROPOSAL SUMMARY

Based on the scope of work outline in the Request for Proposals, ABC Company expects the following hours will be required to complete the specified services. Provided is a breakdown for ABC Company's anticipated hours for each service and corresponding rate:

1.	General Tasks	Anticipated Hours: 20 hours
2.	Financial Management	Anticipated Hours: 15 hours
3.	National Objective Compliance	Anticipated Hours: 10 hours
4.	Environmental Review (including twenty Tier II reviews)	Anticipated Hours: 40 hours
5.	Contractor Procurement	Anticipated Hours: 30 hours
6.	Construction Management	Anticipated Hours: 20 hours
7.	Monitoring and Closeout	Anticipated Hours: 10 hours

Total Anticipated Hours	145 hours
(MULITPLY)	*x*
Rate per hour (include salary, fringe, travel, materials)	$5.00
TOTAL FIXED SUM FEE	**$725**

ADDITIONALLY: ABC COMPANY SPECIFIES THE FOLLOWING RATE:

Environmental Tier II Review Rate (Rate per review) **$10**