

VAN BUREN COUNTY, MICHIGAN REQUEST FOR PROPOSALS

Third-Party Administrator (TPA)

MSHDA CDBG MI Neighborhood Program – Homeowner Rehabilitation

RFP Issue Date: May 13, 2026 | Proposals Due: June 3, 2026 by 4:00 p.m.

Submit Proposals To:

Van Buren County Community Services Department
Attn: Lisa Ransler, Community Services Director
219 E. Paw Paw Street, Suite 201, Paw Paw, MI 49079
Email: RanslerL@vanburencountymi.gov

1. Introduction

Van Buren County, Michigan invites proposals from qualified firms experienced in Michigan CDBG and MI Neighborhood administration to provide grant administration services for a Community Development Block Grant (CDBG) awarded through the Michigan State Housing Development Authority (MSHDA) MI Neighborhood Program. The selected Third-Party Administrator (TPA) will support the County in implementing a homeowner rehabilitation program in compliance with all applicable federal and state requirements.

This RFP is issued in accordance with:

- MSHDA CDBG policies and the MI Neighborhood Program guidelines
- HUD regulations under 24 CFR Part 570
- Environmental requirements under 24 CFR Part 58
- Federal procurement standards set forth in 2 CFR Part 200

Van Buren County will retain ultimate responsibility for grant compliance while utilizing the selected TPA for day-to-day administration and technical expertise.

This RFP is open to all respondents able to meet the objectives and requirements described in this document. Woman-Owned Businesses (WBE), Minority-Owned Businesses (MBE), and/or Veteran-Owned Businesses (VBE) are encouraged to respond.

2. Project Summary

Van Buren County has been awarded \$472,000 in CDBG funding for a homeowner rehabilitation program, consisting of \$400,000 in direct rehabilitation funds and \$72,000 for eligible administrative costs (Grant No. DD-2023-10814-CDB). The grant term is anticipated to run from July 1, 2026 through December 31, 2027.

The program will serve income-eligible, owner-occupied households at or below 80% of Area Median Income (AMI) across all four cities, seven villages, and 18 townships of Van Buren County. Priority will be given to homes with urgent health and safety needs, including:

- Lack of heat or unsafe mechanical systems
- Active roof leaks or structural deficiencies
- Electrical or plumbing hazards
- Lead-based paint hazards (as applicable)

Priority populations may include elderly homeowners, persons with disabilities, veteran households, and households with children.

The total CDBG award includes a maximum of 18% for planning and administration, inclusive of Third-Party Administrator services, in accordance with MSHDA policy. The maximum assistance amount per home shall not exceed \$40,000.

3. Scope of Services

The selected TPA will assist the County with full program administration, including but not limited to the following:

A. Program Development and Implementation

1. Collaborate with County staff to finalize the Grant Management Plan, Program Guidelines, and policies and procedures.
2. Design and support outreach strategies, including public notices, application materials, and coordination with local service providers.
3. Manage application intake, eligibility verification (income, ownership, occupancy), and file documentation.
4. Conduct housing inspections, develop scopes of work, and prepare cost estimates.
5. Prepare and submit semi-annual progress reports and other reports as required by MSHDA.

B. Procurement and Construction Oversight

6. Conduct procurement activities in compliance with 2 CFR Part 200, including preparation of bid documents, solicitation, bid review, and selection documentation.
7. Verify contractor qualifications, including licensing, insurance, SAM.gov clearance, and HUD Limited Denial of Participation checks.
8. Coordinate construction scheduling, progress inspections, change orders, and final inspections.
9. Ensure compliance with lead-based paint (24 CFR Part 35), asbestos, and other applicable federal requirements.
10. Review contractor payment application materials and verify documentation is sufficient for MSHDA reimbursement.
11. Prepare and submit all contractor bids and supporting documentation to MSHDA for review and approval; coordinate any required MSHDA endorsements.
12. Collect and file all procurement-related documentation, including executed contracts, insurance certificates, selection rationale, and bid opening minutes.

Non-Davis Bacon Projects

13. Prepare bid documents consistent with federal regulations and CDBG guidelines.
14. Check payroll documentation (if required).
15. Review Contractor Payment Application materials and verify that sufficient documentation is included for submittal to MSHDA for reimbursement.
16. Confirm contractor clearances specific to applicable lead and asbestos abatement requirements.
17. Monitor administrative paperwork to ensure ongoing compliance.
18. Review and document all inspection reports related to the project.

C. Environmental Review

Important: The TPA may assist in the preparation of environmental review documentation; however, Van Buren County shall retain sole authority and responsibility as the Responsible Entity and Certifying Officer under 24 CFR Part 58. The TPA shall not sign, certify, or submit

any environmental review documents on behalf of the County. All final environmental determinations require the signature of the County's designated Certifying Officer.

19. Assist County staff in preparation and completion of all required Tier 1 (program-wide) and Tier 2 (site-specific) Environmental Review documentation per assisted property. All documentation is subject to review and approval by the County's Certifying Officer prior to submission.
20. Prepare Environmental Review amendments as needed for changes in project scope and ensure ongoing compliance throughout the project lifecycle.
21. Submit ER documentation for review and clearance prior to project implementation, after County Certifying Officer approval.
22. Coordinate the collection of all necessary property and site information to support timely review and approval.
23. Note: Van Buren County will prepare and submit all Exempt Activity documentation independently, as the Responsible Entity under 24 CFR Part 58.34(a).

D. Financial Management and Reporting

Internal Control: Final approval of all payment requests and financial disbursements shall remain with Van Buren County. The TPA's role is to prepare, compile, and verify documentation; the County retains sole authority to authorize submission to MSHDA and to approve release of funds.

24. Prepare payment requests and supporting documentation at least quarterly, in accordance with CDBG financial management procedures, for County review and approval prior to submission to MSHDA.
25. Assist with financial tracking, match documentation, and reimbursement requests submitted to MSHDA following County authorization.
26. Advise Van Buren County on any procedural steps or financial tracking requirements imposed by MSHDA.
27. Make progress inspections and confirm local match documentation each time a payment request is issued.
28. Advise, prepare, and review any Change Orders for County approval prior to implementation.
29. Assist the 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.
30. 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.

E. Compliance, Monitoring, and Closeout

31. Maintain complete, organized, and audit-ready project files throughout the program term.
32. Assist the County in preparing for and during MSHDA monitoring visits.
33. Ensure compliance with applicable cross-cutting federal requirements including Section 3, Title VI, Section 504, Section 109, and the Americans with Disabilities Act.
34. Prepare and submit closeout documentation in accordance with all MSHDA and HUD program requirements.

4. Minimum Qualifications

Respondents must demonstrate all of the following to be considered eligible:

- Experience with CDBG programs, including homeowner rehabilitation programs and federal grant administration.
- Proven familiarity with MSHDA policies, HUD regulations under 24 CFR Part 570, and federal procurement standards under 2 CFR Part 200.
- Demonstrated knowledge of Davis-Bacon Act requirements, income verification procedures, and lead-safe housing compliance.
- A record of administering grant programs without significant unresolved findings, monitoring concerns, or delays.
- Adequate staffing capacity and availability to meet program timelines and provide responsive, on-site support as needed.
- Demonstrated integrity and compliance with all applicable public policy requirements.
- Proof of Professional Liability Insurance, Workers' Compensation, and General Liability Insurance. Van Buren County must be named as an Additional Insured.

5. Proposal Submission Requirements

Proposals must be concise and clearly organized. The narrative portion of proposals shall not exceed 10 pages (excluding cover letter, resumes, cost proposal, and appendices). Proposals must include all of the following:

35. Cover Letter – Summarizing the firm's interest, relevant qualifications, and understanding of the program.
36. Firm Profile – Including relevant certifications, organizational history, and key personnel assigned to this project.
37. Relevant Experience – Evidence of administering grants. Include comparable projects completed, with client name, contact information, award amount, and brief description.
38. Proposed Approach – Outlines program administration methodology, staffing plan, coordination with County staff, and demonstrated understanding of MSHDA compliance requirements.
39. Cost Proposal – Identifying a fixed-fee or itemized administrative cost. Total TPA administrative fees shall not exceed 18% of the total grant award (\$472,000). All cost components must be clearly itemized.
40. Grant Management Plan Commitment – A statement of commitment to execute MSHDA Form 13-A (Grant Management Plan) with Van Buren County and to work to execute that document promptly upon award.
41. Part 200 Certification – Certification of compliance with 2 CFR Part 200 financial management standards and requirements for agencies administering federal funds.
42. References – At least three (3) verifiable references from similar projects, including contact name, phone, and email.

43. Independent Price Determination Statement – A statement certifying that the pricing submitted was independently determined and is in full compliance with applicable procurement requirements.

6. Evaluation Criteria

Proposals will be evaluated by a County review panel using the following weighted criteria:

Evaluation Criteria	Points
Qualifications and Relevant Experience	20
Proposed Approach and Methodology	20
Cost Proposal	20
Capacity, Availability, and Responsiveness	25
References and Past Performance	15
TOTAL	100

Van Buren County reserves the right to interview one or more respondents prior to making a final selection. The highest-scoring qualified proposer will be recommended to the Van Buren County Board of Commissioners for contract award.

7. Submission Instructions

Proposals must be received no later than June 3, 2026 by 4:00 p.m. Late submissions will not be accepted.

Submit proposals to:

Van Buren County Community Services Department

Attn: Lisa Ransler, Community Services Director
219 E. Paw Paw Street, Suite 201, Paw Paw, MI 49079
Email: RanslerL@vanburencountymi.gov

Questions regarding this RFP must be submitted in writing no later than May 22, 2026 by 4:00 p.m. All questions and answers will be distributed to all known prospective respondents to ensure transparency.

This RFP is being advertised in a newspaper of general circulation in Van Buren County in accordance with MSHDA CDBG procurement requirements and 2 CFR Part 200. The RFP is also posted on the Van Buren County website and distributed to the MSHDA TPA Interested Party List and regional professional networks.

Any proposal not received by the date and time stated above will be returned unopened to the submitting firm and will not be considered.

All proposals must remain valid for a period of sixty (60) days from the proposal submission deadline.

8. Anticipated Schedule

Milestone	Date
RFP Issued	May 13, 2026
Questions Due	May 22, 2026 by 4:00 p.m.
Q&A Addendum Issued	May 26, 2026
Proposals Due	June 3, 2026 by 4:00 p.m.
Interviews (if applicable)	June 5, 2026
Selection / Award	June 9, 2026 (COW/BOC Meetings)
Anticipated Contract Start	July 1, 2026

9. Terms and Conditions

- Van Buren County reserves the right to reject any or all proposals and to waive minor irregularities in proposals received.
- All contracts are subject to MSHDA approval and funding availability. No work may commence and no costs may be incurred until a fully executed contract is in place.
- Proposals are subject to disclosure under the Michigan Freedom of Information Act (Public Act 442 of 1976). Contracts and related attachments are subject to public disclosure.
- The selected TPA must comply with all applicable federal, state, and local laws, including nondiscrimination requirements, ADA requirements, and MSHDA CDBG guidelines.
- The contents of the successful proposal may become contractual obligations. Failure to accept these obligations may result in cancellation of the award.

- The selected TPA shall serve as the single point of contact for all contractual matters and shall be responsible for all services proposed, including those provided by any subcontractors.
- No media releases pertaining to this RFP or the resulting contract shall be issued without prior written approval of Van Buren County.
- Van Buren County retains ultimate responsibility for CDBG grant compliance and program oversight throughout the contract term.
- File and Records Ownership: All program records, participant files, environmental review records, procurement files, financial records, and supporting documentation created or maintained under this contract shall remain the sole property of Van Buren County and shall be transferred to the County in an organized, accessible format upon request or upon contract termination, for any reason. The TPA shall not retain original records and shall cooperate fully with any transition to a successor administrator.
- Conflict of Interest: No officer, employee, or agent of Van Buren County shall participate in the selection, award, or administration of a contract supported by CDBG funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, or any member of their immediate family, their partner, or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award. Any potential conflict of interest must be disclosed in writing to Van Buren County prior to proposal submission.
- Respondents certify that no federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, or an officer or employee of Congress in connection with this procurement (Byrd Anti-Lobbying Amendment).
- All proposals must remain valid and irrevocable for sixty (60) days from the proposal submission deadline. Van Buren County is not responsible for any costs incurred by respondents in preparing or submitting proposals.
- If interviews are conducted, each panelist must complete a written Interview Evaluation and Score Sheet for each firm interviewed. All scoring documentation must be retained in the procurement file and is subject to review at MSHDA monitoring.

10. Form of Contract

Van Buren County will award a fixed-sum contract, subject to approval by and funding availability from MSHDA. The contract will specify performance standards, reporting requirements, timelines, and all applicable compliance provisions. CDBG funds may be used to cover program administration costs associated with the funded CDBG project, not to exceed 18% of the total grant award.

The County will provide direct oversight of the TPA's performance throughout the contract term, ensuring adherence to all procurement, financial management, and program delivery requirements.