

PROCUREMENT PROCESS FOR SELECTING A CERTIFIED GRANT ADMINISTRATOR

Administrative services must be procured when paid partially or fully with Community Development Block Grant (CDBG) funds. Please utilize the MEDC's Certified Grant Administrator (CGA) procedure below unless the Unit of General Local Government's (UGLG) procurement process is more strict.

1. UGLG prepares a Request for Proposal (RFP) for the CDBG Program Specialist's review. Procurement must include price/rate proposals from an adequate number of qualified CGA's. Refer to the Grant Administration Manual (GAM) for more information on Procurement, Conflict of Interest, Women, Minority and Disadvantaged Business Enterprises. See Sample Certified Grant Administrator Request For Proposal (GAM Form 14-D).
2. CDBG Program Specialist emails the RFP to the MEDC's Certified Grant Administrators. Generally, the RFP shall be posted 15 days prior to the proposal due date. All responses from CGA's on the current Certified Grant Administrator List must be considered by the UGLG.
3. UGLG evaluates RFP responses and contacts references provided by the CGA. Evaluation factors to consider can include:
 - a. Price
 - b. Number of CDBG Projects currently administered by the CGA firm
 - c. CGA Firm proximity to the project site
4. UGLG provides award recommendation to the CDBG Program Specialist. The following must be included:
 - a. List of who responded and a copy of each consultants' response
 - b. Score criteria and score sheet
 - c. Explanation of who was selected and why
 - d. Proposed Administrative Contract

AUTHORIZATION REQUEST PROCESS FOR ENGAGING A CERTIFIED GRANT ADMINISTRATOR

If an Administrative Contract would be signed prior to the execution of a grant agreement between the UGLG and MEDC, the UGLG must request pre-agreement authorization from the CDBG Program Specialist. The UGLG will need to submit the following Grant Administration Manual Chapter 5 Exempt forms, signed by the Certifying Officer, and supporting documentation to the CDBG Program Specialist:

1. Form 5-A, Determination of Level of Environmental Review
2. Form 5-B, Finding of Exempt Activity
3. Form 5-E, Exempt Activities Determination Letter, including business name and requested amount

Certifying Officer: The UGLG must designate a Certifying Officer (CO) - the "responsible federal official" - to ensure compliance with NEPA and the related provisions in the CFR Part 58, including the federal laws and authorities cited at 58.5. This person is the chief elected official, chief executive official, or other official designated by formal resolution of the governing body. The CO has the authority to assume legal responsibility for certifying that all environmental requirements have been followed, is authorized to certify the Request for Release of Funds and to represent the UGLG in federal court. This function may not be assumed by administering agencies or consultants.

If the UGLG is not satisfied with its selected CGA, the UGLG shall contact the CDBG Program Specialist.