

SAMPLE

CERTIFIED GRANT ADMINISTRATOR REQUEST FOR PROPOSAL

(This is only a sample. Each Unit of General Local Government (UGLG) must prepare a scope of work specific to its needs. If a section or section component does not apply, it should be removed.)

The **City/County/Township/Village** is accepting proposals from Certified Grant Administrators for management and administrative services required by the **City/County/Township/Village** for implementation of a proposed Community Development Block Grant (CDBG) if funded by the state. The project for which funds will be requested consists of **enter project description, including estimated project cost/budget, type of project, special compliance components i.e., environmental concerns, easements, etc.**

OVERVIEW

The **City/County/Township/Village** will award a fixed sum contract subject to approval by and funding from the state. CDBG funds can be utilized for the payment of overall program administration costs associated with the funded CDBG project.

PART ONE: SCOPE

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

1. General Tasks

- a. Establish project files in the UGLG's office and digitally so that file sharing can easily occur between UGLG and MEDC. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure they are complete, and all necessary documentation is being retained in the UGLG's files.
- b. Assist UGLG in meeting Citizen Participation requirements noted in its Citizen Participation Plan. This can include reviewing public hearing notices to ensure compliance.
- c. Assist in collecting and maintaining applicable Section 3 documentation to meet compliance standards
- d. Prepare, receive, and submit signed grant metric reports from the UGLG. These reports include, but are not limited to: Progress Reports, Audit Reports, Job Creation Reports and Milestones.
- e. Prepare and submit the semi-annual HUD 2516 and HUD 4710 reports.
- f. Assist in preparing Grant Amendment documents if necessary. Also, assist the UGLG with developing a public hearing notice, if required. If the project scope changes and the Environmental Review level is affected, review and assist in the preparation of Environmental Review amendment documents or administrative paperwork to SHPO.
- g. Other general tasks as related to program compliance.

Total estimated hours for General Tasks: Hours

2. Financial Management

- a. Prepare Payment Requests at least quarterly in accordance with CDBG's financial management procedures.
- b. Review the UGLG's financial management processes which includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and conforms to generally accepted principles of municipal accounting.

- c. Make progress inspections and certify private and other match investment each time a payment request is issued.
- d. Review Change Orders submitted by the UGLG.
- e. Assist UGLG with annual Single Audit Certification completion and submission to MEDC.

Total estimated hours for Financial Management: Hours

3. Environmental Review

- a. If the Determination Level for Environmental Review is *Exempt* or *Categorically Excluded Not Subject To 58.5*, the Certified Grant Administrator can assist the UGLG in the preparation of necessary Environmental Review documentation. If the Environmental Review level is determined to be *Categorical Excluded Subject to 58.5*, consultation with the CDBG Project Specialist is required.
- b. If the Environmental Review level is determined to be an *Environmental Assessment* or an *Environmental Impact Statement*, all Environmental Review documentation will be created by qualified Consulting Agency(ies) and SHPO and collected by the UGLG and Certified Grant Administrator.
- c. Assist UGLG 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 UGLG in creating Environmental Review Amendment materials for review by the CDBG Specialist.

Total estimated hours for Environmental Review: Hours

4. Land Acquisition and Relocation (NOT APPLICABLE FOR ALL PROJECTS)

- a. Assist UGLG in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, etc.).
- b. Assist UGLG in complying with regulations governing relocation of persons, including individuals, businesses, and farms.

Total estimated hours for Land Acquisition, Relocation, and One for One Replacement: Hours

5. Procurement

- a. Provide required procurement reports and assist the UGLG in obtaining approvals from MEDC as appropriate.
- b. Collect and File procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- c. Collect file contract agreements between UGLG and the Selected Contractor. Collect and file insurance documentation related to the selected contractor.
- d. Provide SAM and HUD Limited Deniability Checks related to selected contractor.
- e. Collect and File Section 3 documentation.

Total estimated hours for Procurement: Hours

6. Construction and Labor Compliance

Non-Davis Bacon Projects:

- a. Assist project architect or engineer in bid document preparation to ensure bid specification documentation is consistent with state and federal regulations.
- b. Check payroll documentation.
- c. Review Contractor Payment Application materials and ensure that Supplies and Labor Amounts are present on all categories for reimbursement.
- d. File contractor clearances, specific to applicable Lead and Asbestos Abatement
- e. Monitor administrative paperwork to ensure compliance with equal opportunity, labor provisions, and Section 3 requirements.

- f. File any inspection reports related to the project.

Davis-Bacon Projects:

- a. Assist project architect or engineer in bid document preparation consistent with state and federal regulations.
- b. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- c. Review construction contracts to ensure they comply with state and federal regulations. Examples of regulations include the following: Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 504, etc.
- d. File contractor clearance(s), specific to applicable Lead and Asbestos Abatement.
- e. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s) with wage and fringe benefit information. Review documents to ensure the following documents are provided, if applicable: Apprentice Compliance, Independent Contractors, Payroll Restitution.
- f. Conduct on-site interviews and compare the results with the appropriate payrolls.
- g. Monitor administrative paperwork to ensure compliance with equal opportunity, labor standards provisions, and Section 3 requirements.

Total estimated hours for Construction and Labor Compliance: Hours

7. Rental Rehabilitation Specific Tasks (RENTAL REHAB PROJECTS ONLY)

- a. Assist UGLG with housing rehabilitation activities to assure compliance with all CDBG regulations.
- b. Collect and File SHPO response, if applicable for UGLG project file.
- c. Assist architect and UGLG in bid document preparation to ensure verbiage is consistent with state and federal regulations.
- d. Assist UGLG in reviewing payroll worksheets to ensure compliance.
- e. Conduct on-site interviews and compare the results with appropriate payrolls.
- f. File inspection reports related to the project.
- g. Work with UGLG and private property owner(s) to assure rental compliance and eligibility.
- h. Collect and File leases for Fair Housing and MEDC compliance requirements.

Total estimated hours for Rental Rehabilitation Specific Tasks: Hours

8. Monitoring and Close Out

- a. Attend and Assist UGLG during the MEDC's monitoring visit(s).
- b. Assist with close-out documentation.

Total estimated hours for Monitoring and Close Out: Hours

9. National Objective Compliance, Surveys, and Income Verification

- a. For job creation: File semi-annual employment data and associated income certification forms.
- b. For blight elimination: File local building inspector letter certifying the project eliminated specific conditions of blight.
- c. For housing projects: File the Certificate of Occupancy. Collect and file lease information showing that at least 51% of the rental units are leased to low-income households.
- d. Compliance, Surveys, and Income Verification Reports are not required for area benefit projects based on population.

Total estimated hours for National Objective Compliance: Hours

TOTAL HOURS FOR ALL TASKS: Hours

PART TWO: PROPOSALS

To be considered, proposals must be received by the **City/County/Township/Village** prior to **Time on Day Month, Year**. The **City/County/Township/Village** reserves the right to reject any or all proposals. Questions concerning this request should be addressed to **Contact Person** at **Phone Number**. Proposals can be delivered to **Name of person accepting proposals**:

1. By email at **provide email address**
2. In person at **provide address**
3. By mail at **provide address**

The proposal must include:

1. The proposed fee,
2. The total number of hours for each task,
3. An hourly rate, including fringe benefits plus travel and material costs, if applicable,
4. A brief history of the firm and qualifications of each person in the firm who will be assigned to the project, and
5. A list of UGLGs, contact information for those UGLG references the firm has been under contract with for CDBG administration during the last three calendar years and the type of CDBG project under contract.

The responsible consultant whose proposal will be most advantageous to the UGLG will be selected.

PART THREE: SELECTION CRITERIA

(Note: *These are sample criteria only. Each UGLG must develop its own criteria and identify those along with the corresponding point system (including ranges) which will be used to evaluate the proposals received.*)

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

REQUIRED CONSIDERATION

(Note: *Price must be one of the criteria utilized in evaluating proposals and must be evaluated using a point system which allocates at least ten percent of the total possible points to price consideration.*)

The lowest proposal will receive the maximum points. Other, more expensive proposals will receive reduced points based on the following formula with rounding to the nearest tenth.

(Note: *If a competitive range and oral interviews will be held, then the package must state that procedure.*)

Lowest Cost Proposal = Points

Example:

100 points is the total possible points. (Other point scales may be chosen.)

10% of total possible points are the price consideration. (Greater than 10% may be chosen.)

Proposal 1 is for \$ 27,000

Proposal 2 is for \$ 20,000

Proposal 3 is for \$ 30,000

Step 1: Determine points allocated for price -- $100 \times 10\% = 10$ points

Step 2: Award ten points to the lowest priced proposal (Proposal 2 is awarded **10 points**)

Step 3: Allocate a proportionally reduced number of points to the higher proposals

Proposal 1 $\frac{20,000}{27,000} \times 10 = \mathbf{7.4 \text{ points}}$

Proposal 3 $\frac{20,000}{30,000} \times 10 = \mathbf{6.7 \text{ points}}$

Number of CDBG projects *currently* administered by firm:

Administering no CDBG projects	10 pts.
Administering 1 - 4 CDBG projects	5 pts.
Administering 5 or more CDBG projects	0 pts.

Firm's proximity to project site:

Under 2-hour drive	10 pts.
Within 2.5 – 4.0 hours' drive	5 pts.
4.5 hours or more drive	0 pts.

Firm is a certified Section 3 Business	pts.
Firm is a Minority Business Enterprise	pts.
Firm is a Women Business Enterprise	pts.
Firm is a Disadvantaged Business Enterprise	pts.

TOTAL POINTS**Points**