

**ARLINGTON TOWNSHIP**  
**52022 34<sup>TH</sup> AVENUE**  
**BANGOR, MI 49013**  
**PHONE: (269) 427-7300**

REQUEST FOR PROPOSAL (RFP)  
Third-Party Administrator Services for CDBG Housing Rehabilitation Program

RFP Issue Date: March 5, 2026

Proposal Submission Deadline: March 16, 2026 at 5:00 PM.

Contact Person: Georgette Peterson, Supervisor

[supervisor@arlingtontownship.com](mailto:supervisor@arlingtontownship.com)

Phone: 269-427-7300

## **INTRODUCTION**

Arlington Township, located in Van Buren County, Michigan, invites qualified, certified third-party vendors to submit proposals to provide full program administration services for a Community Development Block Grant (CDBG) awarded for a homeowner rehabilitation program targeting low to middle income residents. The township seeks a vendor to provide hands-on assistance with all aspects of the grant, including program implementation, compliance, reporting, and community engagement. This RFP is issued in accordance with federal procurement regulations under 2 CFR Part 200 and Michigan State Housing Development Authority (MSHDA) CDBG policies, ensuring maximum open competition, documentation of the procurement process, and compliance with HUD requirements under 24 CFR Part 570.

## **BACKGROUND**

Arlington Township is a rural community committed to improving the quality of life for its residents. The township has been awarded \$400,000 to fund homeowner rehabilitation for approximately 20 low-income households, with an average allocation of \$20,000 per home. A portion on this award will be used for 3<sup>rd</sup> party administration of the program. The program aims to address substandard housing, enhance safety, and promote housing stability. The township requires a vendor with expertise in CDBG regulations, grant administration, and community-based rehabilitation programs to ensure successful execution. Administrative costs, including those for the selected vendor, shall not exceed 18% of the total CDBG award, as per MSHDA CDBG Policy Manual guidelines.

## **SCOPE OF SERVICES**

### General Tasks

1. Review project files and facilitate document sharing between Arlington Township and MSHDA. All files must demonstrate compliance with applicable federal regulations and CDBG policy manual. Project files must be monitored throughout the program to ensure they are complete, and all necessary documentation is retained by Arlington Township.
2. Provide the Township with grant metrics reports throughout the course of the grant. In addition to other documents, these may include progress reports on active projects, audit reports, and other milestones.

### Program Development, Marketing and Implementation

1. Collaborate with Arlington Township on the Grant Management Plan.
2. Support the development of Program Guidelines, Policies and Procedures.

3. Manage day-to-day operations of the program. Conduct applicant outreach, intake and eligibility verification.
4. Make progress inspections and confirm local match documentation each time a payment request is issued.
5. Manage procurement by soliciting bids from approved contractors, reviewing proposals, and recommending selections.
6. Assist Arlington Township with grant-related submissions to MSHDA.

#### Fiscal Management

1. Prepares Payment Requests at least quarterly in accordance with CDBG's financial management procedures.
2. Prepares invoices and documents and works with Arlington Township to ensure a timely drawdown of DCBG funds.
3. Advise the Township on any procedural steps or financial tracking requirements that may be imposed by MSHDA, in addition to their established account procedures.
4. Advise, prepare and review any Change Orders
5. Assist Arlington Township with grant-related submissions to MSHDA.
6. 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.

#### Environmental Review

1. Assist Arlington Township in preparation and completion of all required Environmental Review paperwork per assisted household.
2. Prepare all required ER documentation, certifications, and mitigation measures for Categorical Excluded Subjects.
3. Submit ER documentation for review and clearance before project implementation.
4. Prepare Environmental Review amendments as needed for changes in [project scope and ensure ongoing compliance throughout the project lifecycle.
5. Coordinate the collection of all necessary property and site information and respond to any inquiries to support timely review and approval.

#### Procurement and Contractors

1. Conduct the complete procurement process in compliance with 2 CFR Part 200, including drafting a publicizing bid opportunity, 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 Participating checks, and ensure all agreements meet program requirements.
3. Prepare and submit all contractor bids and supporting documentation to MSHDA for review, approval and coordinate any required MSHDA endorsements.
4. Collect and file all procurement-related documentation, including executed contracts, insurance, selection rationale, and bid opening minutes.

#### **Grant Monitoring and Close-Out**

The selected TPA shall be responsible for program administration, compliance, documentation and reporting throughout the contract period.

1. Attend and assist Arlington Township during MSHDA's monitoring visit(s).
2. Assist with close-out documentation.

#### **National Objective Compliance, Surveys, and Income Verifications**

1. Assist with compliance and income verification reports.

### **Minimum Qualifications**

1. Experience administering CDBG-funded housing rehabilitation programs or similar programs.
2. Demonstrated knowledge of MSHDA and HUD requirements for program management.
3. Experience with income verification, lead-safe housing requirements.
4. Capacity to deliver timely, high-quality administrative services.

### **Proposal Requirements**

1. Statement of commitment to execute a Grant management plan with the Township and work to execute the document promptly upon award.
2. Certification of compliance with Part 200 financial management standards and requirements for agencies administering federal funds
3. The bid is a proposed fixed sum fee.
4. 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.
5. Description of previous experience of administering CDBG and MSHDA housing grants, or other similar programs with no significant unresolved findings or delays.

### **Submission Instructions**

Please limit responses to no more than 10 pages. The cover letter, resumes and cost proposal are not included in the 10-page limitation. Complete RFP packages shall be submitted via email to Georgette Peterson, Supervisor Arlington Township

To: [supervisor@arlingtontownship.com](mailto:supervisor@arlingtontownship.com)

Subject line: CDBG TPA Service RFP Response – Arlington Township

