

**Request for proposal (RFP) Gladwin County
REQUEST FOR Third Party Administrator for CDBG Housing Improving Local
Livability (CHILL) Grant**

MSHDA's CDBG Housing Improving Local Livability (CHILL) Program provides annual grants to non-entitlement units of general local government—cities, towns, townships, villages, or counties not currently receiving a direct allocation of CDBG funds from housing and Urban Development (HUD), two activity types are eligible for funding: homeowner rehabilitation, to preserve affordable housing units; and demolition/reconstruction/resale, to remove blight and infill with single-family housing for resale to income eligible homebuyers. Gladwin county has applied for 10 HIP (Homeowner Improvement Project) and 1 DRR (Demolition Reconstruction Resale). Pending grant approval.

- Third party administrator will create flyers and marketing to advertise program.
- Third party administrator will create homeowner application and guidelines for applicants for completeness.
- Third party administrator will meet with perspective homeowners and review applications for completeness.
- Third party administrator will verify homeowners low-moderate income eligibility.
- Third party administrator will verify that the property is a single-family owner.
- Third party administrator will interview homeowners as to the scope of the project(s)
- Third party administrator will do home inspections to ensure that home project meets MSHDA eligibility rehab requirement.
- Third party administrator will create a procedure for the selection of projects. Not all applicants may be chosen.
- Third party administrator will work with homeowners to get.
- Third party administrator will schedule an environmental review of the property.
- Third party administrator will work with contractor after chosen to submit appropriate MSHDA paperwork.
- Third party administrator will work with homeowners to ensure a second mortgage is attainable, if a project is over \$10,000.00 homeowners must secure a second mortgage.
- Third party administrator will submit performance reports to MSHDA.
- Third party administrator will submit bids to MSHDA for approval.
- Third party administrator will create a timeline of the projects and update appropriately.
- Third party administrator will ensure that the builder is licensed and that the contract meets MSHDA eligibility criteria.
- Third party administrator will oversee the project and provide progress reports to MSHDA within deadlines.
- Third party administrator will prepare all MSHDA closing and reporting document requirements when the project is complete.

SUBMISSION OF PROPOSAL:

Proposals will be received until 12:00 noon on February 6, 2024, at the office of the Gladwin County Administration, 401 West Cedar Avenue, Gladwin, Michigan 48624. To be accepted, all proposals are to be submitted, in a **sealed package** marked "Response to Gladwin County Third Party Administrator for CHILL Grant". Proposals must be sent by US Mail, courier service such as Federal Express or United parcel Service, or hand delivered. No proposals will be accepted via fax transmission or by email regardless of the time of delivery. Three (3) copies of the proposal should be sent or delivered to the Gladwin County Administrator Office at the address listed above. Please include Letter of Interest, Resume, Rate charged for services, and References.

Sealed bids will be opened at the Board Meeting on Tuesday February 7, 2024, at 9:00 a.m. The Award for services will be made on Tuesday, February 7, 2024, during the Board of Commissioners' 3:00 p.m. Public Hearing Board Meeting.