CITY OF BANGOR

257 West Monroe Street / Bangor, Michigan 49013
Telephone: 269.427.5831 / Email: clerk@cityofbangormi.gov / Website: www.cityofbangormi.org
City Manager Justin Weber Treasurer Stephenie Cagle Clerk Shelly Umbanhowar

REQUEST FOR PROPOSALS (RFP)

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Third-Party Administrator (TPA)
Community Development Block Grant (CDBG) – City of Bangor Homeowner Rehabilitation Program
Issued by: City of Bangor
Issue Date: 03/06/2026
Proposal Due Date: Friday, April 17, 2026 at 1:00 PM]

I. INTRODUCTION

The City of Bangor (UGLG) is soliciting proposals from qualified firms or individuals to serve as a **Third-Party Administrator (TPA)** for a housing rehabilitation project funded through a $400,000 Community Development Block Grant (CDBG) award administered by the Michigan State Housing Development Authority (MSHDA).

The purpose of this project is to improve the quality of life for residents by funding essential home repairs for approximately twenty (20) owner-occupied homes occupied by households earning at or below 80% of Area Median Income (AMI).

The selected TPA will assist the UGLG in ensuring full compliance with federal and state regulations.

The UGLG remains ultimately responsible for grant compliance.

II. PROJECT OVERVIEW

- **CDBG Award Amount:** $400,000
- **Total Project Funds for Housing Activities:** $328,000
- **Maximum Administrative Budget (18%):** $72,000
- **Estimated Homes Assisted:** Approximately 20
- **Eligible Households:** ≤ 80% AMI
- **Activity Type:** Owner-Occupied Housing Rehabilitation

Eligible repairs may include, but are not limited to:

- Roof replacement
- HVAC repair/replacement
- Plumbing and electrical repairs
- Accessibility improvements

- Lead hazard mitigation (if applicable)
- Health and safety corrections

III. SCOPE OF SERVICES

The TPA will provide comprehensive grant administration services including, but not limited to, the following:

A. Grant Administration & Compliance

- Prepare and implement Grant Management Plan (13-A)
- Ensure compliance with:
  - 24 CFR Part 570
  - 2 CFR Part 200
  - Davis-Bacon (if applicable)
  - Section 3 requirements (if applicable)
- Maintain grant files and documentation
- Prepare required progress and financial reports
- Coordinate with MSHDA staff
- Assist with monitoring and grant closeout

B. Environmental Review

- Prepare Environmental Review Record (ERR) documentation appropriate to project level
- Coordinate SHPO consultation if required
- Submit documentation to MSHDA for Release of Funds
- Prepare amendments if project scope changes

C. Income Verification & National Objective Compliance

- Conduct household income verification
- Ensure eligibility documentation meets HUD requirements
- Maintain complete income files
- Prepare beneficiary reports
- Ensure compliance with Low/Moderate Income (LMI) national objective

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D. Procurement & Contractor Oversight

- Assist UGLG with contractor procurement in accordance with 2 CFR Part 200
- Maintain procurement documentation
- Verify SAM and HUD Limited Denial eligibility
- Collect Section 3 documentation (if applicable)
- Assist in preparation of bid specifications (if required)

E. Labor Standards Compliance

If Davis-Bacon applies:

- Obtain wage determinations
- Include wage decisions in bid documents
- Review weekly certified payrolls
- Conduct employee interviews
- Complete payroll review documentation

If Davis-Bacon does not apply:

- Review contractor invoices and payment applications
- Ensure labor and material documentation is complete
- Monitor compliance with equal opportunity provisions

F. Financial Management & Disbursement

- Prepare and submit disbursement requests (IGX)
- Collect supporting documentation:
    - Invoices
    - Contractor waivers
    - Payroll documentation (if applicable)
- Review and process change orders
- Maintain financial tracking records

G. Monitoring & Closeout

- Assist UGLG during MSHDA monitoring visits
- Address any monitoring findings
- Ensure Certificates of Occupancy (if applicable)
- Complete closeout reporting and documentation

IV. PROCUREMENT REQUIREMENTS

This RFP is issued in accordance with:

- 2 CFR Part 200 (Uniform Administrative Requirements)
- MSHDA Policy Manual
- Local procurement policies

Full and open competition will be maintained. Cost will be a required evaluation factor.

The UGLG will document the entire procurement process and will not execute a contract until written approval is received from MSHDA.

V. PROPOSAL REQUIREMENTS

Proposals must include:

1. Firm qualifications and organizational background
2. Experience administering:
    - CDBG-funded housing rehabilitation programs
    - Federal grant programs
    - MSHDA programs (if applicable)
3. Description of proposed approach to managing approximately 20 housing units
4. Identification of key personnel and roles
5. Certification of compliance with 2 CFR Part 200 financial standards
6. Three (3) references
7. Detailed cost proposal (clearly itemized)

Administrative costs may not exceed $72,000 (18% of award).

VI. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Experience with CDBG and housing rehabilitation projects
- Capacity to manage approximately 20 units within funding limits
- Compliance history
- Quality of grant management approach
- Cost effectiveness
- Ability to meet timelines and requirements

Award will be made to the proposer whose proposal is most advantageous to the community, considering cost and other evaluation factors.

VII. CONTRACT TERMS

- Contract amount: Not to exceed $72,000
- Contract contingent upon MSHDA approval
- Written administrative agreement required
- UGLG retains ultimate responsibility for grant compliance

VIII. SUBMISSION INSTRUCTIONS

Submit proposals to:

Shelly Umbanhowar
Clerk
City of Bangor
257 W Monroe Street Bangor, MI 49013
clerk@cityofbangormi.gov

Deadline: Friday, April 17, 2026 @ 1:00 PM
Late proposals will not be accepted.

IX. QUESTIONS

All questions must be submitted in writing to:
clerk@cityofbangormi.gov
By: Thursday, April 16, 2026