



# REQUEST FOR PROPOSALS (RFP) THIRD-PARTY GRANT ADMINISTRATOR MSHDA COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECT

**Issued By:** Tilden Township

**Project Name:** Former National Mine School Development

**RFP Issue Date:** 6/24/2026

**Proposal Due Date and Time:** 7/16/2026 @ 1pm

**Anticipated Contract Award Date:** 7/21/2026

**Anticipated Contract Term:** June 1, 2026, through May 2028

**Point of Contact:** Ashlee Kinnunen,  
Deputy Treasurer/Grant Administrator  
3145 Co Rd PG, Ishpeming  
906-486-6580  
[Tildendepartmentreasurer@tildentwp.org](mailto:Tildendepartmentreasurer@tildentwp.org)

## 1. Purpose and Background

Tilden Township is soliciting proposals from qualified firms or individuals to provide third-party grant administration services for a project to be funded, in part, with funds made available through the **Michigan State Housing Development Authority (MSHDA)** Community Development Block Grant (CDBG) program. MSHDA allocates CDBG funds through its neighborhood and community development programs for eligible units of general local government and related public purposes. Tilden Township seeks a contractor with demonstrated experience administering federally funded community development and housing projects and the capacity to support the project in compliance with all applicable federal, state, and local requirements.

The anticipated project is: **Infrastructure Development at the former National Mine School Site**. The selected third-party administrator will assist Tilden Township in implementing the project in accordance with MSHDA program requirements, the applicable CDBG policy manual, and federal procurement and grant administration standards. Administrative costs, including third-party administration, must be allowable,

reasonable, documented, and within program limits established by MSHDA and applicable regulations.

## 2. Scope of Services

The selected contractor will provide professional grant administration services necessary to assist Tilden Township in the implementation, management, reporting, and closeout of the MSHDA CDBG-funded project. The scope may include, but is not limited to, the following services:

- Assist with project start-up, implementation planning, and development of administrative systems, forms, and schedules.
- Advise the local unit of government on compliance with MSHDA CDBG requirements, HUD requirements, and all other applicable federal and state laws, regulations, and guidance.
- Support citizen participation, public hearing notices, and required public communications, as applicable.
- Assist with beneficiary intake, application procedures, eligibility documentation, and recordkeeping, if applicable to the project type.
- Coordinate or support environmental review processes and ensure no choice-limiting actions occur before environmental clearance, when required.
- Prepare or assist with procurement-related documents, bid packages, cost reasonableness documentation, and contractor selection records, as applicable.
- Support financial management, draw requests, budget tracking, invoicing review, and supporting documentation.
- Maintain complete project files and documentation required for monitoring, audits, and program compliance.
- Prepare and submit required reports, performance updates, reimbursement requests, and closeout materials to Tilden Township and/or MSHDA, as required.
- Monitor project progress, identify issues affecting schedule or compliance, and recommend corrective actions.
- Coordinate with municipal staff, contractors, property owners, beneficiaries, and other stakeholders, as applicable.
- Assist with labor standards, Section 3, fair housing, equal opportunity, lead-based paint, URA, and other cross-cutting federal requirements to the extent applicable to the project.
- Attend meetings with Tilden Township, MSHDA, contractors, and the public, as reasonably required.

- Provide grant closeout services, final reporting, and file organization sufficient to support retention and audit requirements.

Respondents may propose additional services they believe are necessary for successful project implementation. The final scope of services will be negotiated with the selected respondent and incorporated into the contract.

### 3. Minimum Qualifications

- Demonstrated experience administering Community Development Block Grant (CDBG) projects, preferably including projects funded through MSHDA.
- Knowledge of applicable federal requirements, including 2 CFR Part 200 procurement and grant standards, and project requirements customarily applicable to CDBG-funded activities.
- Experience with project reporting, documentation, monitoring preparation, and grant closeout.
- Capacity to provide timely, accurate, and responsive services throughout the grant term.
- Ability to work effectively with local government staff, elected officials, contractors, beneficiaries, and state program representatives.
- Appropriate business licensing, insurance, and authorization to conduct business in the State of Michigan.
- No disqualifying conflicts of interest and ability to comply with all applicable ethics and conflict-of-interest requirements.

### 4. Proposal Submission Requirements

To be considered, proposals must be received by the due date and time listed in this RFP. Proposals shall be submitted to the Point of Contact identified above in the manner specified below:

- **Cover Letter:** Signed by an authorized representative, identifying the respondent, principal contact person, and acknowledgment of the RFP terms.
- **Firm Profile:** Legal name, address, organizational structure, years in business, and description of services offered.
- **Relevant Experience:** Description of similar projects completed, especially MSHDA CDBG or other federally funded grant administration work.
- **Project Approach:** Proposed work plan, understanding of the project, key tasks, timeline, and coordination approach.

- **Project Team:** Identification of key personnel, roles, qualifications, and relevant experience.
- **References:** At least three client references for similar work, including contact name, organization, phone number, and email address.
- **Fee Proposal:** Proposed compensation structure, including a not-to-exceed amount, hourly rates if applicable, reimbursable expenses, and any assumptions.
- **Required Certifications/Disclosures:** Conflict-of-interest disclosure, litigation disclosure, debarment/suspension certification, proof of insurance, and any other information required by local procurement policy.
- **Submission Format:** [Insert number of hard copies, electronic copy requirements, file naming instructions, sealed envelope instructions, or portal submission details.]

Questions regarding this RFP must be submitted in writing to the Point of Contact no later than [Date and Time]. Responses, interpretations, and any changes to the RFP will be issued by written addendum, if applicable. Respondents are responsible for acknowledging all addenda in their proposals.

## 5. Evaluation and Selection Criteria

Proposals will be evaluated based on qualifications, experience, responsiveness, and cost, in accordance with applicable procurement requirements and the best interests of Tilden Township. The following criteria may be used:

- Relevant experience with MSHDA CDBG and comparable federally funded projects.
- Demonstrated understanding of the project and applicable compliance requirements.
- Qualifications and availability of key personnel.
- Quality, completeness, and responsiveness of the proposal.
- References and past performance.
- Reasonableness and competitiveness of proposed fees.

Tilden Township reserves the right to request interviews, seek clarifications, negotiate scope and price, and select the proposal determined to be most advantageous. Selection is subject to successful contract negotiation, verification of qualifications, compliance with procurement requirements, and, where applicable, approval by MSHDA and/or the governing body.

## 6. Contract Terms and Compliance Requirements

- The selected respondent will enter into a written contract with Tilden Township. No work may begin until all required approvals are obtained and the contract is fully executed.
- The contract will be contingent upon project funding, grant award or reservation, and continued availability of funds.
- Compensation shall be limited to eligible, reasonable, and properly documented costs, subject to contract terms and grant requirements.
- The contractor must comply with all applicable federal, state, and local laws, regulations, executive orders, and program guidance, including those governing procurement, equal opportunity, nondiscrimination, records retention, and access for monitoring and audit.
- The contractor must maintain complete and accurate records and provide access to such records upon request by Tilden Township, MSHDA, HUD, the State of Michigan, the U.S. Comptroller General, or other authorized oversight entities.
- The contractor must disclose any actual, potential, or apparent conflicts of interest and comply with all conflict-of-interest requirements applicable to CDBG-funded procurements and contracts.
- The contractor may be required to provide certificates of insurance, proof of legal authority to do business, and other documentation as a condition of award.
- If applicable to the project, the contractor must support compliance with labor standards, Section 3, fair housing, environmental review, lead-based paint requirements, URA, and other cross-cutting federal requirements.

## 7. Reservation of Rights

Tilden Township reserves the right to reject any or all proposals, waive informalities or irregularities, request additional information, cancel or amend this RFP, reissue the RFP, or make no award if deemed in its best interest or required by law or funding conditions. Issuance of this RFP does not obligate Tilden Township to award a contract or to pay any costs incurred by respondents in preparing proposals.

Tilden Township is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, familial status, or any other protected characteristic under applicable law.

## 8. Proposal Checklist

- Cover letter signed by authorized representative
- Firm profile
- Description of relevant experience
- Project approach and work plan
- Key personnel and qualifications
- References
- Fee proposal
- Conflict-of-interest and required disclosures
- Proof of insurance and other requested documentation
- Acknowledgment of addenda, if any
- Proposal submitted by the deadline in the required format

Tilden Township appreciates your interest in supporting this MSHDA CDBG-funded project and looks forward to reviewing your proposal.

## Addendum No. 1: CDBG Budget Information

This addendum supplements the Request for Proposals for Third-Party Grant Administrator services for Tilden Township’s MSHDA Community Development Block Grant (CDBG) funded project. The following budget information is provided for respondents’ use in preparing fee proposals and project administration approaches.

CDBG funds in the amount of \$177,000 will be used to complete infrastructure for two out of the five homes proposed as well as administration costs. Of the total, \$27,000 (18%) is limited to administration which will be shared between Tilden Township Staff (10%) and selected Third Party Administrator (8%).

<b>Budget Item</b>	<b>CDBG Funding Amount</b>
Infrastructure development for two homes	\$150,000
Shared administration	\$27,000
<b>Total CDBG Funding Identified in Addendum</b>	<b>\$177,000</b>

Respondents should account for these budget amounts when describing their proposed approach, cost assumptions, and grant administration services. All costs remain subject to eligibility, reasonableness, documentation, program requirements, and final approval by Tilden Township and applicable funding authorities.

*Respondents must acknowledge receipt of this addendum in their submitted proposals.*

Printed Name:

Initials:

Signature: