



LAKE COUNTY LAND BANK AUTHORITY
800 10TH STREET, SUITE 210
BALDWIN MI 49304
231-745-4622

Lake County Land Bank Authority

REQUEST FOR PROPOSAL

MSHDA CDBG MI NEIGHBORHOOD GRANT ADMINISTRATOR

DATE OF RELEASE:	August 4, 2026
BID DUE DATE:	August 21, 2026 @ 3:00 pm
BID OPENING DATE:	August 25, 2026 @ 3:00 pm Lake County Courthouse 800 10 th Street, Suite 210 Baldwin Michigan 49304
BID AWARD DATE:	TBD per MSHDA Approval
BID DELIVERY LOCATION:	Attn: Lake County Land Bank / K.Allen 800 10 th Street, Suite 210 Baldwin, Michigan 49307
CONTACT:	Kellie Allen, Treasurer/Chairperson 231.745.4622 Office kallen@co.lake.mi.us

The Lake County Land Bank Authority is seeking proposals from Certified Grant Administrators for management, environmental review, and administrative services required for implementation of a Community Development Block Grant (CDBG) funded through the Michigan State Housing Development Authority (MSHDA). The project consists of the rehabilitation of approximately 30 homes, with a projected average budget per home of \$20,000.

PROJECT SUMMARY

MSHDA's CDBG funds are awarded to municipalities to support a range of housing related activities, classified as Reconstruction, Homeowner Rehabilitation, Infrastructure, Rental Rehabilitation, and Manufactured Housing. The Lake County Land Bank Authority will utilize CDBG funds for activities classified under "Homeowner Rehabilitation." These activities are meant to preserve affordable owner-occupied housing units through offering low-and-moderate-income

homeowners, those making less than 80% of the area median income (AMI), grant funds to address health and safety concerns and maintenance issues. Eligible project costs are the actual costs of rehabilitating housing and soft costs, including but not limited to interior and exterior improvements to meet code requirements, roof repair or replacement siding, windows, plumbing, electrical, mechanical, and insulation.

Based on the evaluation of housing characteristics in Lake County, the Lake County Land Bank Authority has identified a sizable local need for housing rehabilitation services for low-and-moderate income homeowners. Lake County faces a critical housing shortage marked by widespread blight, aging housing stock, and a lack of safe, affordable homes for low-income and workforce residents. Nearly half of all households (49.1%) qualify as low- to moderate-income, and over 53% meet the ALICE definition—families earning above poverty but below the cost of living. The county's 2024–2029 Housing Study identified a five-year gap of 937 units, including 308 rentals and 629 owner-occupied homes, with the most acute needs among very-low-income households paying over 30% of income toward housing. Despite having over 13,000 total housing units, more than 63% are vacant seasonal properties, leaving only 4,931 occupied homes for residents—81% owner-occupied and 19% renter-occupied—and just 0.3% renter vacancy, effectively a closed market. The median home value has risen to \$123,000, while rents have climbed 74% since 2010 to a median of \$863, leaving 57% of renters and 26% of homeowners cost-burdened. These pressures are compounded by limited new construction (only 28 new homes permitted in 2023) and the presence of at least 101 uninhabitable structures and 70 blighted properties. This project will directly address these challenges by improving existing housing conditions. Through MI Neighborhood funding, the Lake County Land Bank Authority will assist up to 30 low-income homeowners with critical repairs that improve safety, livability, and energy efficiency while reducing community blight.

There has been strong public support for introducing housing rehabilitation services in the County to provide necessary repairs to maintain health and safety, support aging in place, and prevent displacement. Lake County Land Bank Authority staff anticipate a high participation in this program and is treating this project as a pilot for potential future housing redevelopment activities.

In 2026, the Lake County Land Bank Authority will begin accepting applications for homeowners to participate in the housing rehabilitation program. Preliminary research of property owners in the County limits has confirmed that many will meet the Low-to-Moderate income requirements and owner-occupancy for the CDBG program. There are single-family properties where this funding will be targeted, though all qualified applications will be accepted. While estimates have not been completed, the County's rough approximation is that homes will require on average \$20,000 in repairs. Project costs will not exceed \$20,000 per home.

It is anticipated that the demand for these resources will outweigh the grant funds received. Funds will be prioritized based on the relative need of the qualified property owners, application timing, and project feasibility, which will be determined through the income verification, timestamp review, and project specifications.

Lake County Land Bank Authority (LCLBA) Board, comprised of staff and local specialists, will be responsible for selecting project sites. With the assistance of the Certified Grants Administrator, the

LCLBA Board will complete the screening for eligibility with the MSHDA program guidelines and develop the appropriate scopes of work. The primary roles of the selected Certified Grants Administrator will also include oversight of Financial Management and record keeping, National Objective Compliance, Environmental Review, Contractor Procurement, Monitoring and Closeout, and other general tasks. While it is expected that the LCLBA staff will assist with required documentation and management tasks, the Certified Grants Administrator will be essential in providing oversight to the Program, ensuring CDBG compliance requirements, and supporting appropriate and sufficient record keeping.

FORM OF CONTRACT

The LCLBA will award a fixed-sum contract subject to approval by and funding from MSHDA. CDBG funds can be utilized for the payment of overall program administrative costs associated with the funded CDBG project. The total budget for the Homeowner Rehabilitation project is \$695,000 which will cover both rehabilitation activity costs and administrative costs.

PART ONE: SCOPE

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

1. General Tasks

- a. Review project files in the County offices or digitally so that file sharing can easily occur between the County and MSHDA. These files must demonstrate compliance with applicable and federal regulations and CDBG guidelines. The project files must be monitored throughout the program to ensure they are complete, and all necessary documentation is being retained in the County's files.
- b. Advise County on format and content of Progress Reports.
- c. Assist in the preparation of Environmental Review documents and/or administrative paperwork to SHPO.
- d. Assist in the preparation of Program Guidelines.
- e. Other general tasks as related to program compliance.

2. Financial Management

- a. Assist in preparation of Payment Requests at least quarterly in accordance with CDBG's financial management procedures.
- b. Advise the County on any procedural steps or financial tracking that may be required by MSHDA in addition to their established account procedures.
- c. Make progress inspections and confirm local match documentation each time a payment request is issued, if applicable.
- d. Review any Change Orders submitted by the County.
- e. Assist the County with grant related submissions to MSHDA.
- f. Provide support documentation for Disbursement Requests.
- g. Assist the County with mortgage/lien documentation for sites exceeding \$10,000 in project costs.

3. National Objective Compliance, Surveys, and Income Verification
 - a. Assist with Compliance, and Household Income Verification Reports and packet submission.
4. Environmental Review
 - a. *Complete Environmental Review Procedures for CEST Tiered Reviews (Tiers I & II) subject to the National Environmental Policy Act (NEPA) Standards.
 - b. Assist the County with maintaining the Environmental Review documentation and any SHPO (if applicable) documentation.
 - c. Assist the County in providing documentation to CDBG Program Specialist for environmental release of funds for the awarded project.
 - d. If the Scope changes for the project, assist the County in creating Environmental Review Amendment materials for review by the CDBG Specialist.
 - e. Assist with documentation and activity requirements associated with hazards like asbestos, lead, and radon. As the projects will be capped at \$20,000, lead will be presumed for pre1978 homes; we do not plan to conduct Lead Assessments.)

***Important**

The County will complete Environmental Review for the CDBG project in a CEST Tiered format. Tier I will be completed first and will include a broad-level review of the entire project area (Lake County limits). Tier I deals with the grant's overall broad target area and Tier II is a site-specific review completed on each individual property as it is identified after publication and prior to commitment of funds to the project site.

The extent of Tier II reviews will be partly dependent on the findings of the Tier I review. The Certified Grant Administrator in their proposal will treat Tier II reviews as included in the Environmental Review task to complete thirty-five (35) total reviews, though this total will be contingent on the findings of the Tier I review and if any Tier II reviews result in a walk-away determination from the LCLBA. The Certified Grant Administrator will be asked to provide a per-unit figure for Tier II reviews

In summary, the Certified Grant Administrator should include in their proposal consideration for:

- a. One (1) Tier I Review
- b. Thirty-five (35) Tier II Reviews
 - 1 . The Certified Grant Administrator will be asked to specify a per-review value. The County will initially contract with the Certified Grant Administrator for thirty-five (35) Tier II Reviews. If more reviews are needed, the County will pay the per-unit rate per additional review.

Please see PART FOUR: GUIDANCE FOR PROPOSAL SUBMISSION for details on how to include this in the proposal.

5. Contractor Procurement
 - a. Provide required procurement reports and assist the LCLBA in obtaining approvals from MSHDA as appropriate. Procurement will include that for both contractor selection for

construction activities and possibly environmental review consultation (i.e., radon the asbestos).

- b. Collect and file necessary procurement records, including selection process, advertisements, reasons for selections, minutes or bid openings, etc.
- c. Collect and file agreements between Homeowners and the Selected Contractors, including verification of required insurance and licensing documentation related to the selected contractors.
- d. Confirm contractor clearances, specifically applicable lead and asbestos clearances.
- e. Provide SAM and HUD Limited Deniability Checks related to selected contractors.

6. Construction Management

- a. Assist LCLBA staff in preparation of cost estimates and bid document preparation to ensure bid specification documentation is consistent with state and federal regulations and CDBG guidelines.
- b. Gather necessary before-photos for each project site.
- c. Review Proceed to Work Order(s) and assist the LCLBA with submitting the same to MSHDA.
- d. Review Contractor Payment Application materials and verify that sufficient documentation is included for submittal to MSHDA for reimbursement, including Homeowner Approval.
- e. Conduct and file any inspection reports related to the project.
- f. Assist LCLBA staff with completing final inspections.

7. Monitoring and Close Out

- a. Attend and assist LCLBA during any MSHDA monitoring visit(s).
- b. Assist with the close-out documentation, including after-photos, project summaries, satisfaction surveys, etc.

PART-TWO: PROPOSALS

To be considered, proposals must be received by the LCLBA prior to 3:00 pm Eastern Standard Time on August 21, 2026. LCLBA staff will record bids after 3:00 pm on August 21, 2026. The LCLBA reserves the right to reject any or all proposals. The bid award is contingent upon approval from MSHDA.

Questions concerning this request should be addressed to Kellie Allen, Lake County Treasurer, at kallen@co.lake.mi.us or 231.745.4622. Sealed Proposals (1 paper copy) can be delivered to:

LAKE COUNTY LAND BANK AUTHORITY

Attention: Kellie Allen, Treasurer/Chairperson

SUBJECT LINE OR LABEL: MSHDA Grant Administrator Proposal / CDBG

- 1. Via email Kellie Allen at kallen@co.lake.mi.us

2. In person or by mail at: Lake County Land Bank Authority, Attn. Kellie Allen, 800 10th Street – Suite 210, Baldwin MI 49304

The proposal must include:

1. The total number of hours anticipated for each task (based on scope provided).
2. An hourly rate, including fringe benefits, travel, and material costs, if applicable.
3. Proposed fixed sum fee with additional specified fee for Tier II Environmental Reviews over thirty (30).
4. A brief history of the firm and qualifications of each person in the firm who will be assigned to the project.
5. A brief history of the firm's NEPA Environmental Review Experience and capacity in 2026 to complete CEST Tier I and Tier II reviews.
6. Three (3) references including contact information for the point of contact, for which the firm has been under contract with for CDBG administration during the last three (3) calendar years and the type of CDBG project under contract.

Please see **PART FOUR: GUIDANCE FOR PROPOSAL SUBMISSION** for details.

The responsible consultant whose proposal will be most advantageous to the County will be selected. The County acknowledges that the services outlined in the scope of work may require a Certified Grant Administrator to subcontract certain tasks, like environmental review. Proposals should reflect pricing and hour estimates for the entire scope of work. If subcontractors are known, the Certified Grant Administrator should include the name(s) of the business(es) in the proposal

PART THREE: SELECTION CRITERIA

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

Total Possible Points: 100 which will be allocated according to the following scoring system:

REQUIRED CONSIDERATION

Quoted fixed sum fee (Cost)

30 points

The LCLBA must consider cost of the proposal as part of its selection criteria.

Example

30% (30 points) of total possible points are the price consideration

Proposal 1 is for \$15,000

Proposal 2 is for \$14,000

Proposal 3 is for \$16,000

Step 1: Determine points allocated for price - $100 \times 30\% = 30$ points

Step 2: Award maximum points to the lowest priced proposal (Proposal 2 is awarded 30 points)

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

Proposal 1 $\frac{14,000}{15,000} \times 30 = 28$ points

Proposal 3 $\frac{14,000}{16,000} \times 30 = 26.25$ points

Qualifications of the firm and individual(s) assigned to work on project: 30 points

Demonstrated availability and capacity to support the project: 30 points

Firm's proximity to project site: 10 points

TOTAL POINTS

100 Points

PART FOUR: GUIDANCE FOR PROPOSAL SUBMISSION

When outlining your proposal, please see the following format for guidance on how to break out the per-unit rate for Tier I Environmental Review.

ABC COMPANY PROPOSAL SUMMARY

Based on the scope of work outline in the Request for Proposals, ABC Company expects the following hours will be required to complete the specified services. Provided is a breakdown for ABC Company's anticipated hours for each service and corresponding rate:

1. General Tasks	Anticipated Hours:	20 hours
2. Financial Management	Anticipated Hours:	15 hours
3. National Objective Compliance	Anticipated Hours:	10 hours
4. Environmental Review (including 20 Tier II reviews)	Anticipated Hours:	40 hours
5. Contractor Procurement	Anticipated Hours:	30 hours
6. Construction Management	Anticipated Hours:	20 hours
7. Monitoring and Closeout	Anticipated Hours:	10 hours

Total Anticipated Hours	145 hours
(MULTIPLY)	x
<u>Rate per hour (include salary, fringe, travel, materials)</u>	<u>\$5.00</u>
TOTAL FIXED SUM FEE	\$725.00

ADDITIONALLY: ABC COMPANY SPECIFIES THE FOLLOWING RATE

Environmental Tier II Review Rate (rate per review)	\$10.00
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