

REQUEST FOR PROPOSAL (RFP)

Village of Paw Paw, Michigan

Community Development Block Grant (CDBG) Administration Services

RFP Issue Date: October 8, 2026

Proposal Submission Deadline: November 8, 2026

1. INTRODUCTION

The Village of Paw Paw, 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 income-qualifying 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.

2. BACKGROUND

The Village of Paw Paw is a rural, full-service community committed to improving the quality of life for its residents. The township has been awarded \$400,000 CDBG to fund homeowner rehabilitation for approximately 10-20 income-qualifying households, with an average allocation of between \$20,000 & \$40,000 per home. The program aims to address substandard housing, enhance safety, and promote housing stability. The Village 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.

3. SCOPE OF SERVICES

The selected vendor shall provide comprehensive, hands-on assistance for the CDBG program, including but not limited to:

Program Administration:

1. Manage all appropriate aspects of the CDBG program, including eligibility verification (e.g., low- and moderate-income certification), homeowner outreach, and application processing.

2. Coordinate inspections, contractor bidding, and rehabilitation work to meet HUD standards, including environmental reviews under 24 CFR Part 58.
3. Ensure compliance with federal regulations, including labor standards (e.g., Davis-Bacon Act where applicable, Section 3, and Copeland Anti-Kickback Act), environmental reviews, lead-based paint requirements (24 CFR Part 35), and fair housing requirements (e.g., Title VI, Section 504, Section 109).
4. Integrate a program with the Village team.

Community Engagement:

1. Design and implement outreach strategies to inform eligible residents about the program.
2. Facilitate public meetings and workshops to gather community input and provide program updates.

Reporting and Compliance:

1. Prepare and submit all required reports to MSHDA and HUD, including quarterly performance reports and financial documentation, unless otherwise specified in integration plan with the township.
2. Maintain accurate records for audits and ensure adherence to 2 CFR Part 200 procurement and financial management standards, including documentation for monitoring and grant closeout.

Technical Assistance:

1. Provide training to township staff on CDBG program requirements.
2. Offer ongoing support for troubleshooting issues during program implementation. The vendor must assist in preparing necessary documentation for MSHDA approval, such as a Grant Management Plan outlining roles and responsibilities, and ensure all contracts incorporate required federal provisions (e.g., access to records, equal opportunity clauses).

4. QUALIFICATIONS**Vendors should demonstrate:**

1. Certification and experience in CDBG grant administration, with a minimum of three (3) years of relevant experience administering federal and MSHDA grants without significant unresolved findings or delays.
2. Proven track record of successfully managing grant programs in the State of Michigan, preferably in rural Michigan communities.
3. Familiarity with MSHDA and HUD regulations, including 2 CFR Part 200, Davis-Bacon

Act, Lead-Based Paint requirements, and environmental review processes.

4. Staff capacity to provide hands-on support, including on-site assistance in Lawrence Township as needed.

5. Strong communication skills and experience in community engagement with diverse populations.

6. Certification of compliance with 2 CFR Part 200 financial management standards for administering federal funds.

5. SUBMISSION REQUIREMENTS

Proposals shall not exceed 15 pages (excluding appendices) and must include:

1. Cover Letter: A one-page letter summarizing the vendor's interest and qualifications.

2. Company Profile: Overview of the firm, including years in business, staff qualifications, and relevant certifications.

3. Experience: Description/s of previous experience.

4. Approach: Detailed plan for managing the CDBG program, including timelines, staffing, and community engagement strategies.

5. Cost Proposal: Itemized budget, including hourly rates, total estimated cost (not exceeding 18% of the grant award for administrative services), and any additional fees.

Costs should align with the \$400,000 grant scope and demonstrate reasonableness under 2 CFR Part 200.

6. Certifications: Proof of relevant certifications and compliance with federal procurement standards, including a Grant Management Plan if applicable.

7. References: Contact information for three (3) professional references familiar with the vendor's previous work.

6. EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

1. Experience with Grant Programs (30%): Demonstrated success in similar administration projects.

2. Approach and Methodology (25%): Clarity and feasibility of the proposed plan.

3. Cost Effectiveness & History (20%): Reasonableness of the budget relative to services provided, within the 18% administrative cap.

4. Community Engagement (15%): Strength of outreach and communication strategies.

5. Qualifications and Capacity (10%): Staff expertise and ability to provide hands-on support.

7. SUBMISSION PROCESS

Submit one (1) electronic copy (PDF format) to b.myrkle@pawpaw.net and (1) hard copy to:

Village of Paw Paw
Village Manager
111 E Michigan Ave
Paw Paw, MI 49079

Deadline to submit is November 8, 2026 at 4 p.m. – both the electronic and hard copies must be received by this time. Hard copies can be hand delivered to the above address between 8 a.m. and 4 p.m., Monday through Friday, excluding holidays.

Questions: Direct inquiries to Village Manager Bryan Myrkle at b.myrkle@pawpaw.net by November 1, 2026. Questions and responses will be posted on the Village website.

8. TIMELINE

RFP Issued: October 8, 2026

Questions Due: November 1, 2026

Proposals Due: November 8, 2026

Vendor Interviews (if needed): November 9 2026 through
November 20, 2026

Selection Notification: November 23, 2026 (estimated)

Contract Start: November 30, 2026 (estimated)

9. TERMS AND CONDITIONS

The Village of Paw Paw reserves the right to reject any or all proposals, waive irregularities, or negotiate with the selected vendor. The selected vendor must comply with all federal, state, and local laws, including non-discrimination and equal opportunity requirements, MSHDA CDBG policies, and HUD regulations. The Village (UGLG) remains ultimately responsible for grant compliance. The contract term will align with the CDBG program duration, with options for renewal based on performance. All contracts must include required federal clauses and be approved by MSHDA prior to execution if specified. Proposals and related documents may be subject to public disclosure under Michigan's Freedom of Information Act.