



SPAULDING TOWNSHIP
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SPAULDING TOWNSHIP CERTIFIED GRANT ADMINISTRATOR REQUEST FOR PROPOSALS

BID DUE DATE:	Thursday, April 23, 2026, prior to 3:00 PM
BID OPENING DATE:	Tuesday, May 5, 2026, at 11:00 AM 5025 East Road, Saginaw MI 48601
BID AWARD DATE:	Dependent on MSHDA Approval
BID DELIVERY LOCATION:	Email to: office@spauldingtwp.com or Hand deliver to Spaulding Township Attn. Edward Masters, Spaulding Township Supervisor 5025 East Road, Saginaw MI 48601
CONTACT:	Edward Masters, Spaulding Township Supervisor (989) 777-0950, office@spauldingtwp.com

Spaulding Township is seeking proposals from Certified Grant Administrators for management 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 fourteen (14) homes, with a projected average budget per home of \$20,000.

Spaulding Township is also seeking proposals from Certified Grant Administrators for environmental services required for implementation of a Community Development Block Grant (CDBG) funded through the Michigan State Housing Development Authority (MSHDA) for this same project.

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. Spaulding Township 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 Spaulding Township has identified a sizable local need for housing rehabilitation services for low-and-moderate income homeowners. A majority of Spaulding Township's homes were built between 1940 and 1969. Since the 1970s, the building of homes has decreased significantly, with the lowest amount being built during 2000 to 2009. The data indicates that no new homes were built in the period 2010-2017. Spaulding Township's homes were built earlier than the majority of Saginaw County's. Issues that can arise with older homes are increased deterioration that can require significant renovations, as well as functional obsolescence because they may not include features available in more modern homes. This majority in turn results in residents being cost burdened.

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

In 2026, Spaulding Township will begin accepting applications for homeowners to participate in the housing rehabilitation program. Preliminary research of property owners in Spaulding Township 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 Spaulding Township's rough approximation is that homes will require on average \$20,000 in repairs. Project costs will not exceed \$25,000 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.

Spaulding Township staff will be responsible for selecting project sites. With the assistance of the Certified Grant Administrator, the Spaulding Township 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 Grant Administrator will also include oversight of Financial Management and record keeping, National Objective Compliance, Contractor Procurement, Monitoring and Closeout, Household Income Eligibility, Processing Applications for Assistance, Program Guidelines(preparation of), Outreach and Public Information, Property Selection for Acquisition, Contractor Selection Process, Cost Estimates, Inspections, Lead Based Paint Requirements, Specifications and other general tasks. While it is expected that the Spaulding Township staff will complete the required documentation and management tasks, the Certified Grant Administrator will be essential in providing oversight to the program, ensuring CDBG compliance requirements, and supporting appropriate and sufficient record keeping.

FORM OF CONTRACT

Spaulding Township 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 administration costs associated with the funded CDBG project.

The total budget for the Homeowner Rehab project is \$354,000, which will cover both rehabilitation activity costs and administrative costs. Of this total, 18% (\$63,720) is limited to administrative costs which will be shared among Spaulding Township staff, Third Party Administrator (TPA) and Environmental Administrator.

Spaulding Township issued an additional Request for Proposal for Environmental services.

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 Spaulding Township's office or digitally so that file sharing can easily occur between Spaulding Township 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 Spaulding Township's files.
- b. Advise Spaulding Township on format and content of Progress Reports.
- c. Assist in the preparation of Program Guidelines.
- d. 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 Spaulding Township 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.
- d. Review any Change Orders submitted by the Spaulding Township.
- e. Assist Spaulding Township with grant related submissions to MSHDA.
- f. Provide support documentation for Disbursement Requests.
- g. Assist the Spaulding Township with mortgage/lien documents 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. Contractor Procurement

- a. Provide required procurement reports and assist the Spaulding Township in obtaining approvals from MSHDA as appropriate. Procurement will include that for both contractor selection for construction activities.
- b. Collect and file necessary procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- c. Assist Spaulding Township to collect and file agreements between Homeowners and the Selected Contractors, including verification of required insurance and licensing documentation related to the selected contractors.
- d. Assist Spaulding Township to confirm contractor clearances.
- e. Provide SAM and HUD Limited Deniability Checks related to selected contractors.

5. Construction Management

- a. Assist Spaulding Township 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. Conduct initial inspections and develop scope of work for each project. Gather necessary before-

photos for each project site.

- c. Review Proceed to Work Order(s) and assist Spaulding Township with submitting this 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. File any inspection reports related to the project.
- f. Assist the Spaulding Township staff with completing final inspections.

6. Monitoring and Close Out

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

PART TWO: PROPOSALS

To be considered, proposals must be received by Spaulding Township prior to **3:00 PM** Eastern Standard Time on **Thursday, April 23, 2026**. A public bid opening will take place at 11:00 AM on **Tuesday, May 5, 2026**, at the Spaulding Township Office. Spaulding Township 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 **Edward Masters, Spaulding Township Supervisor** office@spauldingtwp.com or (989) 777-0950. Sealed Proposals can be delivered to:

SPAULDING TOWNSHIP

Attn. Edward Masters, Spaulding Township Supervisor

SUBJECT LINE OR LABEL: MSHDA Grant Administrator Proposal

1. In person at: **Spaulding Township Office, 5025 East Road, Saginaw MI 48601**
2. Email to office@spauldingtwp.com

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 total fixed sum fee: (Total contracting fee shall not exceed this amount),
4. A brief history of the firm and qualifications of each person in the firm who will be assigned to the project,
5. 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 calendar years and the type of CDBG project under contract.

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

The consultant whose proposal will be most advantageous to the Spaulding Township will be selected. The Spaulding Township acknowledges that the services outlined in the scope of work may require a Certified Grant Administrator to subcontract certain tasks. 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: GUIDANCE FOR PROPOSAL SUBMISSION

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. Contractor Procurement	Anticipated Hours: 30 hours
5. Construction Management	Anticipated Hours: 20 hours
6. Monitoring and Closeout	Anticipated Hours: 10 hours

Total Anticipated Hours	105 hours
(MULTIPLY)	x
Rate per hour (include salary, fringe, travel, materials)	\$5.00
TOTAL FIXED SUM FEE	\$525

ADDITIONALLY: ABC COMPANY SPECIFIES THE FOLLOWING RATE: