

# MSHDA CDBG MI Neighborhood Grant Administrator

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## Request for Proposals

MSHDA CDBG MI Neighborhood Grant Administrator

<b>RFP Posted</b>	January 15, 2026
<b>Proposals Due</b>	January 30, 2026 at 12:00 noon
<b>Anticipated Notice of Award</b>	January / March, 2026
<b>Questions to</b>	Francine Zysk, <a href="mailto:francine.zysk@lenawee.mi.us">francine.zysk@lenawee.mi.us</a>

### To Be Completed by Organization Submitting Proposal:

<b>1. Organization Information</b>	
Organization Name	
Street Address	
Email Address	
Phone Number	
Name of Project/Program Director	
Title of Project/Program Director	
Name of Authorized Representative	
Title of Authorized Representative	
Signature of Authorized Representative	
Date	

**2. History and Qualifications of Individuals Assigned to Roles for Project**

**3.a. Previous Experience and Qualifications**

**3.b. Availability & Capacity**

<p><b>4. Budget</b></p>	<p>Phase 1: 22 units, program funds \$369,000, administrative funds \$81,000, totaling \$450,000. These funds will be utilized and expended to 12/31/2026.</p> <p>Can you accommodate this deadline?              _____ Yes       _____ No</p> <p>Phase 2: 53 units, program funds \$861,000, administrative funds \$189,000, totaling \$1,050,000. Grant #NDD-2023-797-CDB re subject to a two year term, beginning December 1, 2025 ending December 31, 2027</p> <p>Can you accommodate this deadline?              _____ Yes       _____ No</p>
<p><b>5. Cost Proposal (Fixed Fee)</b></p>	<p>\$_____</p>
<p><b>6. New or Existing project/program</b></p>	<p>_____ Existing       _____ New</p> <p style="text-align: center;"><i>Check one</i></p>
<p><b>7. References</b>        Three references, including contact information for the point of contact, for which the firm has been under contract with CDBG administration during the last three calendar years, and the type of CDBG project under contract.</p>	<p>1.</p> <p>2.</p> <p>3.</p>
<p><b>8. Knowledge &amp; Experience</b>        Explain with Part 200 financial management standards and requirements of agencies administering federal funds.</p>	