

Request for Proposal for Administrative Support Services  
for the  
Lake County Community Development Block Grant Program  
Requested by  
Board of Lake County Commissioners  
January 3, 2010

**I. BACKGROUND**

Lake County, Ohio ("County"), an Ohio political subdivision and a federal funds entitlement community, is an annual recipient of U.S. Department of Housing and Urban Development ("HUD") Community Development Block Grant and HOME funds. The County is requesting proposals from qualified consultants to provide administrative support services for the County's Community Development Block Grant ("CDBG") and HOME Programs. ("Program") The County's programs adhere to an October 1 – September 30 fiscal year.

**II. SERVICES**

The County intends to contract with a qualified consulting firm to assist in administering the County's CDBG and HOME Programs and to evaluate the organizational framework of the Program. The consultant selected by the Board of County Commissioners will be responsible to perform those administrative duties required of grant recipients and prescribed by HUD.

The CDBG administrative services shall be provided through a contract with the Board of County Commissioners administered by the Lake County Federal Grants/Planning Commission office. In conjunction with those responsible persons employed by the County, the consultant will be required to perform the following scope of work:

- (1) Determine eligibility of projects and proposals with County Staff.
- (2) Prepare new application forms and internal review documents (evaluation criteria).
- (3) Assist in the preparation of the required planning documents including the Consolidated Plan.
- (4) Prepare a subrecipient monitoring plan.
- (5) Assist with the necessary environmental review procedures.
- (6) Assist with Davis-Bacon compliance issues.
- (7) Evaluate the "Housing Rehabilitation Program Guidelines" and make recommendations.
- (8) Assist with economic development loan programs to ensure consistency with HUD requirements (i.e. job creation).
- (9) Create a Programmatic Agreement with the Ohio Historic Preservation Office.
- (10) Perform such other tasks as are agreed to in writing by both parties.

**III. AGREEMENT TERMS**

The successful contractor will be required to enter into a written contract with the County, which contract will be valid through September 30, 2011.

#### **IV. SUBMISSION REQUIREMENTS**

1. Qualified applicants will have experience administering CDBG, HOME and other federal grant programs, preparing and submitting federal reports and compliance documents. Specific information and past experience is required for the following areas:
  - a. Comprehensive understanding and experience administering CFR Title 24 Part 570 for County level governments;
  - b. Consolidating Planning Process (including public participation, and preparation of the five year Consolidated Plan, Annual Action Plans and CAPER);
  - c. IDIS reporting;
  - d. Preparation of the necessary Environmental Review Records, FONSI and other environmental documents in accordance with CFR Title 24 Part 58;
  - e. Evaluation of the existing Lake County Housing Rehabilitation Programs and potential preparation of a new Housing Rehabilitation Program including Full Single Family Rehabilitation, Emergency Repair Programs and Mobility Accessibility Programs;
  - f. Preparation of Subrecipient Monitoring Plans and evaluation standards to be used by County staff.
2. Applicants will have until 4:30 p.m., January 18, 2010 to submit a full proposal in accordance with this request. The following items shall be included:
  - a. *Statement of Qualification (including personnel).*
  - b. *Past Experience (see IV, 1)*
  - c. *Project Outline*
  - d. *Proposed cost analysis*

#### **V. REQUEST FOR PROPOSAL LOGISTICS**

1. *Contact Information*

RFP questions should be directed to the following individual:

Jason Boyd  
Lake County Planning Commission  
125 E. Erie St.  
Painesville, Ohio 44077  
440.350.2740  
jboyd@lakecountyohio.org

2. *Submission Deadline*

Five sealed copies of the RFP must be received by 4:30 P.M. on January 18, 2011 under the following heading:

Jason Boyd  
Lake County Planning Commission  
RE: CDBG  
125 E. Erie St.  
Painesville, Ohio 44077

3. *Selection Notification*

The selected firm will receive notification within 30 business days of the submission deadline. Firms will be evaluated against the merits of this proposal and conformance with applicable regulations.

***The County reserves the right to accept or reject any or all RFP responses without further action and to waive any defects in the submissions.***