City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 fax
tcmanage@traversecitymi.gov

November 3, 2026

Bidder:

The City of Traverse City will receive bids in the Planning & Zoning Department, Second floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **November 20, 2026, at 4:30 PM** for the following:

Community Development Block Group (CDBG) Funding Proposals FY 2026/27

If the specifications are obtained from the City's website link at: City of Traverse City Bids, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids are posted by sending an e-mail requesting same to tcmanage@traversecitymi.gov

The City of Traverse City reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City. The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

Bids must be emailed. Please indicate in the subject line of your e-mail that you are submitting a "Sealed Bid" together with the project description, "Community Development Block Group (CDBG) Funding Proposals FY 2026/27" and submit your e-mailed bid to tcmanage@traversecitymi.gov **before November 20, 2026, at 4:30 PM.**

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed bid prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met. If you have any questions, please contact Leslie Sickterman, Deputy Planning Director at (231) 922-4411 before the bid is submitted.

PLEASE SUBMIT BID TO: Ariane Sarasin, Executive Coordinator
400 Boardman Avenue, 2nd floor
Traverse City, MI 49684
tcmanage@traversecitymi.gov

SUMMARY

The City of Traverse City ("City") is seeking proposals/applications through this Request for Proposals (RFP) from non-profit organizations, public agencies, and others serving the Traverse City community who are interested in applying for FY 2026-27 CDBG funding.

A total of $370,257 in funding is available for PY 2026/27.

The $370,257 is planned to be divided into these categories:

- $64,280 addressing housing needs (including but not limited to security deposit/rental assistance, and rehabilitation of housing serving low- and moderate-income households)
- $45,560 addressing homelessness (including homeless services at shelters and prevention)
- $204,920 addressing public infrastructure needs in low-moderate income areas

Up to a maximum of 20% of the City's allocation from HUD may be spent on administration. The City's Annual Plan calls for 15%, or $55,500 to be allocated toward program administration, including fair housing services.

In addition, the City has a minimum of **$243,000 in prior years unexpended CDBG funding that is available to be reallocated.**

These funds must primarily benefit low-income and moderate-income residents of Traverse City. Through this RFP, the City seeks qualified respondents for consideration of CDBG funding award as a sub-recipient to the City.

For this RFP, the City is seeking proposals for eligible activities within Traverse City's jurisdictional boundary. Eligible activities may include but are not limited to the activities below:

- Day shelters and services supporting persons experiencing homelessness or at risk of homelessness
- Overnight shelters and services supporting persons experiencing homelessness or at risk of homelessness
- Rehabilitation of rental housing or permanent supportive housing to lower economic barriers to such housing for low-income and moderate-income residents, seniors, and those at risk of homelessness
- Programs providing tenant-based rental or security deposit assistance for low and moderate income households, seniors, and those experiencing homelessness

Please note the foregoing list is not exhaustive; other qualifying activities may be considered and selected for award pursuant to the RFP process outlined herein. The solicitation of CDBG applications for this RFP is to assist the City in carrying out eligible activities that meet the needs of very low- and low-income persons primarily related to housing and homelessness.

I. Introduction and Community Background

The Community Development Block Grant (CDBG) program was created by the Housing and Community Development Act of 1974. The primary purpose of the CDBG program is the development of viable urban communities by providing decent housing, a suitable living environment and expanded economic opportunities, primarily for persons of very low- and low-income.

Traverse City became an entitlement community in 2023 as a result of the City's status as the seat of the newly-designated Metropolitan Planning Organization (MPO) for the region. Beginning in fiscal year 2024/25, the City will began receiving an annual allocation of CDBG funds. The City directs these funds to housing, economic development, infrastructure improvements, public facilities, and public service projects designed to meet the needs of very low- and low-income persons consistent with the City's adopted 5 Year Consolidated Plan. Income limits for very low- and low-income persons for 2024 are shown in the table below. Traverse City is a community of fewer than 16,000 people. Approximately 40% of the City's population is estimated to be of low or moderate income.

2026 HUD INCOME LIMITS GRAND TRAVERSE COUNTY

FY 2024 Income Limit Area	Median Income	FY 2024 Income Limit Category	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Grand Traverse County, MI	$113,900	Extremely Low (30%*)	23,950	27,350	30,750	34,150	38,680	44,360	50,040	55,720
		Very Low (50%)	39,900	45,600	51,300	56,950	61,550	66,100	70,650	75,200
		Low (80%)	63,800	72,900	82,000	91,100	98,400	105,700	113,000	120,300

II. Eligibility and Scope of Application.

There is no minimum request under this RFP. All completed applications received by the deadline will be reviewed and considered for funding. Any non-profit service organizations providing services sought under this RFP are encouraged to apply. The City is accepting applications in two categories: housing and homelessness.

Applications not funded in FY 2026-27 may be considered and waitlisted for funding in FY 2027-28 or considered for prior year unexpended funding (a minimum of $243,000). Pursuant to OMB requirements, non-profit organizations receiving CDBG funds may charge an indirect cost allocation to their grant.

All sub-recipients will be required to adhere to all applicable Federal statutes, regulations, and award terms and conditions that apply to these funds. These restrictions are included in the attached Draft Grant Agreement.

III. Proposal Content and Submission.

Applications must be received by the City no later than November 20, 2026 at 4:30 PM. Based on funding availability and at the City's sole discretion, the City may consider reviewing and accepting applications submitted after this deadline. The City may request additional information from an applicant as needed, contact any current users of an applicant's services, solicit information from any available sources concerning any aspect of an application, and seek and review any other information deemed pertinent to the evaluation process.

Successful applicants will be required to enter into a written subrecipient agreement with the City, provide liability insurance and proof of workman's compensation insurance, if applicable.

An application responding to this RFP must contain/comply with the following at a minimum:

1. Describe your organization, its mission and achievements, programming, and staff capacity. Include the organization's governing board members (if applicable).

2. List the names and titles of the organization staff responsible for various grant implementation duties.

3. Provide a written description of previous experience with federal grants. Identify any significant audit findings or delays.

4. Provide a detailed description of the activities and services for which you are seeking funding and related budget.

IV. Selection Process.

Proposals for funding award will be evaluated based on the following criteria:

- Program Eligibility: The proposed use of CDBG funds is consistent with federal regulations and is determined to be an eligible activity.
- The project meets one of the following national objectives: housing for low-moderate income persons, homelessness prevention, community and economic development.
- Community Need: The project/program must address a well-defined community need benefiting Traverse City's lowest income residents.
- Program Administration Capacity: Capacity is demonstrated from information in the application, which requests detailed information on the number of years of operations, qualifications and experience of program staff, and a complete description of all programs administered by the applicant agency.

After the submittals are evaluated, the City, at its sole discretion, may elect to interview the top respondents. The interview will help to clarify each proposal and the approach and qualifications for the project. Respondents may be asked to submit additional documentation at or after the interview stage. Based upon the interview and evaluation of the proposals, the top-ranked applicants will be recommended to City Commission for grant award. In addition, the City reserves the right to select proposals and award grants without conducting interviews or abandon this RFP. Final selection of awardees and authority awarding the grant funds shall be at the sole discretion of the City Commission. Any contract resulting from this RFP shall not be effective unless and until approved by the appropriate City officials.

Estimated Schedule for Proposal Submittal and Selection:

Date	Description
November 3, 2026	RFP issued - Application Opens
November 9, 2026	Question Submission Deadline
November 13, 2026	Question Response Deadline (To be posted for all respondents)
November 20, 2026	Application Due
Week of November 30	Potential Interviews Conducted
December 21, 2026	Estimated Date of Grant Award – City Commission Action

The City reserves the right to modify or terminate this estimated schedule at its sole discretion, with notice to respondents. To be considered by the City, respondents must timely submit a proposal electronically by 4:30 PM on **November 20, 2026** as provided in Section III above.

V. General Requirements.

Applicant understands and acknowledges that the representations below are material and important and will be relied on by the City in evaluation of the proposal. Submission of an application for this RFP shall constitute an agreement to all terms and conditions specified in the RFP.

Conditions of Responding to this RFP

This RFP is not an offer by the City to contract with a proposer responding to this RFP. This RFP does not commit the City to award a grant, enter into an agreement, to pay any costs incurred in the preparation of a proposal for this RFP or any related application materials or to comply with applicable CDBG guidelines, or to procure or contract for any services. Each applicant submitting an application in response to this RFP acknowledges and agrees that the preparation of all materials for submittal to the City and all presentations, related costs and travel expenses are the applicant's sole responsibility and the City shall not, under any circumstances, be responsible for any cost or expense incurred by the applicant.

The City reserves the right to: accept or reject any or all applications, in whole or in part, or to alter the selection process in any way; to issue addenda to clarify or modify the contents of this RFP; to extend, shorten or postpone the selection process for its own convenience at any time; to waive any minor defects, irregularities, informalities, or irregularities in this RFP or in applications received; to accept or reject any individual subgrantee that an applicant proposes to use; to request additional information and/or clarifications from any or all responders to this RFP at any time; and to negotiate with any qualified applicants or to cancel the RFP in part or whole at any time.

Execution of Sub-Recipient Funding Agreement

By submitting a response to this RFP, the selected awardee agrees to execute a CDBG Grant Agreement with the City. Respondents must be prepared to enter into the agreement under the standard terms, and all Federal statutes, regulations, and award terms that apply to these funds as referenced in the attached Grant Agreement and be able to provide the required insurance at its sole cost and expense. If the City is unable to negotiate a satisfactory agreement with the top-ranked consultant, with terms and conditions the City determines, in its sole judgment, to be fair and reasonable, the City may elect not to select a respondent for award of grant.

GENERAL INSTRUCTIONS

1. The deadline for submissions is 4:30 p.m. on **November 20, 2026**. Submittals will be accepted via email (please provide a .pdf). Please limit submittals to no more than 20 pages. **Please direct inquiries to:**

Leslie Sickterman, Deputy Planning Director
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684
lsickterman@traversecitymi.gov
231-922-4411

2. The City of Traverse City reserves the right to waive irregularities, to reject any or all submissions, to re-solicit submissions, and to negotiate with selected respondents if such action is deemed to be in the City's best interests.

3. The City of Traverse City retains the right to negotiate modifications to all submissions.

4. No reimbursement will be made for any costs incurred in responding to this request.

5. A completed copy of the City of Traverse City Vendor Agreement (Found attached to this document)

RFP Release	November 3, 2026
Questions due	November 9, 2026
Response to questions issued by City (If any received)	November 13, 2026
Proposals due	November 20, 2026
Interviews or phone consultations	Week of November 30th
Subrecipient(s) approved (anticipated)	December 21, 2026

Bidder - Please complete and return

BID SUMMARY

TITLE: Community Development Block Group (CDBG) Funding Proposals FY 2026/27

DUE DATE: November 20, 2026, by 4:30 PM

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept the City's standard Purchase Order / Service Order / Contract, the terms of which are not negotiable, and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

(a) conviction of a criminal offense incident to the application for or performance of a contract;

(b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;

(c) conviction under state or federal antitrust statutes;

(d) attempting to influence a public employee to breach ethical conduct standards; or

(e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in

the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:

i. The Natural Resources and Environmental Protection Act.

ii. A persistent and knowing violation of the Michigan Consumer Protection Act.

iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.

iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.

v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Submitted by:

_____	_____
Signature	Company Name
_____	_____
Name and Title (Print)	Company Address
_____	_____
Phone	City, State, Zip

EMAIL ADDRESS:

_____