1. **SCOPE OF WORK**

Lake County is seeking a Consultant to provide expertise and services that specialize in grant funding related to the County’s Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME). Consultant, in conjunction with County staff, will develop plans and programs to expend the annual allocation of grant funds. Consultant agrees, under the terms and conditions of this Request for Proposal (RFP) and the applicable federal, state, and local laws and regulations, to undertake, perform and complete necessary CDBG (Entitlement) grant program administration activities required to implement and complete the County’s CDBG projects in compliance with applicable laws and regulations and in a timely manner.

1. **PROGRAM ADMINISTRATION SERVICES TO INCLUDE, BUT NOT LIMITED TO:**
	1. Preparation and submittal of the County’s Consolidated Plan for the CDBG (Entitlement) program;
	2. Preparation and submittal of the Annual Action Plan to be completed in collaboration with County staff;
	3. Preparation and submittal of the Consolidated Annual Performance and Evaluation Reports (CAPER);
	4. Preparation and submittal of all HOME Program Plans;
	5. Preparation and submittal of the Analysis of Impediments to Fair Housing Choice Plan;
	6. Have access to upload required information into the Integrated Disbursement and Information System (IDIS);
	7. Review bid documents and contract documents for compliance, as needed;
	8. Oversight of project schedule and compliance;
	9. Perform all required Environmental Review Record (ERR) as required by HUD regulations;
	10. Perform oversight of David Bacon Labor Standards compliance for County and Urban County Partner projects;
	11. Representation during site visits and monitoring;
	12. Preparation of project contracts;
	13. Monitor Contractor and engineer progress;
	14. Review change orders and amendments to ensure compliance;
	15. Prepare documents for administrative / financial close outs;
	16. Assistance with future audits related to projects performed under this Scope of Services;
	17. Preparation and submittal of any substantial program amendments; and
	18. Provide all other technical assistance as needed.
2. **MINIMUM QUALIFICATIONS AND EXPERIENCE**
	1. Proposing firm and personnel must have a minimum of five (5) years of experience in successfully providing administrative management services for CDGB and related HUD grant funded programs in compliance with applicable rules and regulations.
	2. Consultant shall provide relevant experience and qualifications for each technical person who will be involved in the performance of this contract including educational background, academic degrees, professional associations, current job title, responsibilities, type of work performed, and experience on projects similar to that requested in this RFP.
3. **SPECIAL PROVISIONS**

All research / study materials produced as a result of this proposal will become the property of Lake County at the conclusion of this study. The appropriate County staff will have access to all study documents upon request.

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