CITY of CAPE GIRARDEAU

REQUEST FOR QUALIFICATIONS (RFQ)

CDBG ENTITLEMENT PROGRAM ADMINISTRATION AND COMPLIANCE CONSULTING SERVICES

City of Cape Girardeau, Missouri

I. INTRODUCTION

The City of Cape Girardeau, Missouri ("City") is soliciting Statements of Qualifications from qualified consulting firms to provide Community Development Block Grant (CDBG) Entitlement Program Administration and Compliance Consulting Services.

The City is a direct entitlement recipient of Community Development Block Grant funding from the U.S. Department of Housing and Urban Development (HUD) and is actively implementing its first five-year Consolidated Plan and Annual Action Plan. The City seeks a qualified consultant to provide ongoing technical assistance, regulatory guidance, compliance support, program administration services, and staff capacity-building assistance as it continues to develop and administer a compliant and effective entitlement program.

The selected consultant will serve as a strategic advisor to City staff and provide subject matter expertise regarding HUD regulations, federal compliance requirements, program implementation, environmental review procedures, housing and community development activities, performance reporting, and monitoring readiness.

The City seeks a consultant with extensive experience assisting HUD CDBG Entitlement Communities and a demonstrated ability to provide practical regulatory guidance while supporting local capacity development. The City's objective is to establish a long-term, sustainable program administration framework that ensures compliance with federal requirements while maximizing the community impact of CDBG investments.

The City anticipates entering into a one-year professional services agreement with options for annual renewal, subject to satisfactory performance, funding availability, and mutual agreement of the parties.

II. PROJECT BACKGROUND

The City of Cape Girardeau is a HUD Entitlement Community located in southeast Missouri and serves as the regional economic, healthcare, educational, and employment center for the surrounding area.

The City recently completed its inaugural HUD Consolidated Plan and Annual Action Plan and is transitioning from HUD-funded technical assistance toward long-term local administration of its entitlement program. The City receives approximately $311,000 annually in CDBG Entitlement funding and anticipates utilizing a portion of its annual administrative allocation to support consultant services.

The City's Consolidated Plan identifies priorities that include:

- Preservation and expansion of affordable housing opportunities.
- Housing rehabilitation activities benefiting low- and moderate-income households.
- Homebuyer assistance.
- Neighborhood revitalization and redevelopment.
- Property acquisition and redevelopment activities.
- Removal of barriers to affordable housing.
- Public infrastructure improvements benefiting low- and moderate-income residents.

The City is currently working with the PORCH Initiative, a nonprofit housing development organization, to implement housing rehabilitation and neighborhood revitalization activities within targeted areas of the community. Through this partnership, the City anticipates utilizing CDBG funding to support affordable housing development, rehabilitation, acquisition, and related neighborhood stabilization activities. The selected consultant will be expected to provide technical assistance related to developer agreements, environmental review compliance, project eligibility, national objective documentation, federal compliance requirements, and implementation oversight associated with these and similar activities.

As a relatively new entitlement grantee, the City is focused on establishing strong administrative systems and compliance procedures while developing staff expertise in HUD program requirements. The City seeks a consultant capable of serving both as a technical advisor and a capacity-building partner to assist with implementation of current activities and preparation for future HUD monitoring and oversight.

The City anticipates continued implementation of housing rehabilitation, homebuyer assistance, acquisition, redevelopment, and public infrastructure activities over the next several years and seeks a consultant capable of supporting these efforts while ensuring compliance with all applicable federal requirements.

III. SCOPE OF SERVICES

1. Narrative

The selected consultant shall provide comprehensive CDBG Entitlement Program administration support, regulatory guidance, and compliance assistance to the City of Cape Girardeau. Services are intended to supplement City staff expertise and provide specialized technical assistance necessary to ensure compliance with HUD regulations and successful implementation of the City's Consolidated Plan and Annual Action Plans.

The consultant shall provide ongoing support related to housing and community development activities, environmental review compliance, performance reporting, monitoring readiness, and program management. The consultant shall work collaboratively with City staff, nonprofit partners, developers, subrecipients, and other stakeholders to ensure CDBG-funded activities are implemented in accordance with applicable federal requirements.

A significant component of the engagement will include assisting the City in developing internal administrative capacity and compliance systems. The City intends to progressively increase internal program management capabilities over time, and the selected consultant shall be expected to provide training, mentoring, templates, policies, procedures, and technical resources that support this objective.

The consultant shall serve as an on-call resource for regulatory interpretation, compliance questions, HUD systems guidance, project eligibility determinations, environmental review requirements, federal reporting obligations, and monitoring preparation. Services may include review of existing files and procedures, development of corrective actions, and recommendations regarding best practices for entitlement program administration.

2. Specific Scope of Services

Program Administration and Technical Assistance

- Provide ongoing technical assistance regarding HUD regulations and CDBG program requirements.
- Review proposed projects for eligibility and national objective compliance.
- Assist City staff with program implementation and compliance decisions.
- Provide regulatory interpretation and guidance.
- Review policies, procedures, and program documentation.
- Assist with development and maintenance of internal controls.

Housing and Community Development Activities

- Provide technical assistance regarding housing rehabilitation programs.
- Assist with homebuyer assistance activities.

- Review acquisition and redevelopment activities.
- Assist with nonprofit housing development projects.
- Support implementation of affordable housing initiatives.
- Assist with neighborhood revitalization activities.

Developer and Subrecipient Support

- Assist with development and review of developer agreements.
- Assist with subrecipient agreements.
- Review performance requirements and compliance obligations.
- Provide technical assistance regarding project implementation.
- Assist with risk assessment and monitoring procedures.

Environmental Review Compliance

- Provide guidance regarding environmental review requirements under 24 CFR Part 58.
- Review Environmental Review Records (ERRs).
- Assist with Tier II environmental reviews.
- Review environmental documentation and supporting materials.
- Assist with environmental review procedures and compliance monitoring.

Federal Compliance

- Davis-Bacon and labor standards guidance.
- Section 3 compliance assistance.
- Uniform Relocation Act (URA) guidance.
- Fair Housing compliance support.
- Civil Rights and Equal Opportunity compliance assistance.
- Federal procurement compliance guidance.
- Financial management and recordkeeping guidance.

IDIS and Reporting

- IDIS activity setup and administration assistance.
- Drawdown and financial reporting support.
- Performance measurement assistance.
- CAPER preparation assistance.
- Annual Action Plan assistance.
- Consolidated Plan amendment assistance.
- Accomplishment reporting review.

Monitoring and Risk Management

- Conduct quarterly compliance reviews.
- Conduct annual mock HUD monitoring reviews.
- Assist with preparation for HUD monitoring visits.
- Review program files and documentation.

- Identify compliance risks and corrective actions.
- Assist with responses to HUD monitoring findings.

Training and Capacity Building

- Provide ongoing staff mentoring and technical assistance.
- Conduct annual compliance training.
- Develop templates, forms, and guidance documents.
- Assist with development of administrative procedures.
- Support long-term local capacity development.

Public Participation and Planning

- Assist with public hearing requirements.
- Assist with citizen participation requirements.
- Review public notice procedures.
- Assist with plan amendments and updates.
- Support community engagement activities.

On-Call Consultation

- Telephone consultation.
- Email consultation.
- Virtual meetings.
- Periodic onsite meetings.
- Expedited responses to urgent compliance matters.

The consultant should be expected to assist with the City's current partnership with PORCH Initiative and any future housing developers, subrecipients, or nonprofit partners involved in implementing CDBG-funded activities.

III. Minimum Qualifications

- Minimum five years of CDBG consulting experience
- Experience supporting at least three HUD CDBG Entitlement Communities
- Experience with HUD monitoring reviews
- Experience with IDIS, CAPERs, and environmental reviews
- Experience with affordable housing and rehabilitation programs

IV. Evaluation Criteria

1. HUD CDBG Entitlement Program Experience – 25 Points
2. Affordable Housing and Community Development Experience – 15 Points
3. Environmental Review and Regulatory Compliance Expertise – 15 Points
4. HUD Monitoring and Risk Management Experience – 15 Points
5. Project Team Qualifications – 15 Points

6. References and Past Performance – 10 Points
7. Capacity and Responsiveness – 5 Points

NOTE: Experience administering HUD CDBG Entitlement Programs will be weighted more heavily than experience administering state-administered CDBG programs. Firms demonstrating extensive entitlement experience will receive greater consideration.

V. Contract Structure

- One-year initial term with three optional one-year renewals.
- Annual not-to-exceed amount $50,000.
- Compensation based on negotiated hourly rates and approved scope of work.

VI. Performance Evaluation

- Routine inquiries answered within two business days
- Urgent compliance inquiries answered within one business day
- Quarterly program review meetings
- Quarterly compliance file reviews
- Annual mock HUD monitoring review
- Annual staff training

VII. PROJECT TIMELINE

- **RFQ Issued:** Thursday, July 2, 2026
- **Proposals Due:** Thursday, July 23, 2026
- **Anticipated Selection & Award:** Friday, July 31, 2026
- **Project Start:** Upon execution of contract
- **Estimated Term:** One-year from execution of a contract with option to extend annually

VIII. PROPOSAL SUBMISSION REQUIREMENTS

Each proposal should include:

1. **Cover Letter**
2. **Firm Overview** (background, history, and qualifications relevant to this solicitation)
3. **Firm Experience and References** (as detailed in this solicitation)
4. **Staffing Plan** (names, roles, resumes of key personnel)
5. **Fee Schedule** (including flat fees, hourly rates, and reimbursable costs)

Submit proposals in digital PDF format to:
Attn: Alex McElroy

Grant Coordinator
City of Cape Girardeau
amcelroy@cityofcapegirardeau.org
44 North Lorimier Street
Cape Girardeau, MO 63701

IX. GENERAL CONDITIONS

- The City reserves the right to reject any or all proposals.
- This RFQ does not commit the City to award a contract or pay costs incurred in preparation.
- The selected firm must comply with HUD procurement standards and applicable federal requirements.

X. CONTACT INFORMATION

For questions or clarifications, contact:
Alex McElroy
Grant Coordinator
City of Cape Girardeau
amcelroy@cityofcapegirardeau.org
Office: (573) 339-6734
44 North Lorimier Street
Cape Girardeau, MO 63701