

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS

DATE OF ISSUE: June 20, 2016

TO: Potential Providers of Services

RE: Request for Proposals (“RFP”) to purchase media placement services in various publications statewide as required for Authority programs

I. Services Sought by Authority

The Michigan State Housing Development Authority (“Authority”) is seeking an organization authorized to do business in Michigan to purchase media placement services in various publications statewide as required for Authority programs.

Michigan law allows for veterans preference only; however, women-owned, minority-owned, and small businesses authorized to conduct business in the State of Michigan are encouraged to register with Buy4Michigan and submit proposals.

II. Contents of this RFP

- Overview of services sought, tasks and activities (“Scope of Work” or “SOW”)
- Exhibit A – Notices to Bidders
- Exhibit B – Proposal Submission
- Exhibit C – Proposal Format
- Exhibit D - Project Personnel Form

III. Overview

The Authority seeks a media placement service provider (“Bidder” or “selected contractor”) to purchase media placement services in various publications statewide. The Authority is required by law, administrative rules, department procedures, court orders, etc. to place notices in various publications statewide.

The following highlight Authority divisions that will regularly place notices. Other divisions may request services as needs arise:

- a. Executive – Government & Media Affairs, Housing Initiatives, etc.
- b. Finance
- c. Legal Affairs
- d. Rental Assistance and Homeless Solutions
- e. Rental Development – Development, Environmental Quality, LIHTC, etc.
- f. State Historic Preservation Office

The selected contractor will also advise and educate Authority representatives related to contractor services sought as outlined below.

IV. **Objectives, Tasks & Activities**

A. General Objectives. To successfully perform the services described in Section III above, the selected contractor must meet the following general objectives:

1. Timeliness. The Authority must abide by deadlines imposed by program requirements and applicable laws. Short deadlines may be required for:

- a. Creating, proofing, editing & formatting ad/artwork to meet specifications.
- b. Providing a detailed quotation for Authority review and approval.
- c. Providing a proof for Authority review and approval.
- d. Providing tear sheets / affidavits of published notices.

2. Accuracy. The Contractor must be able to accurately:

- a. Work with various news media throughout the state.
- b. Directly communicate with staff from multiple divisions within the Authority, each with specific program requirements.
- c. Place notices, and resolve missed notice publication.
- d. Provide detailed monthly invoice with accounting codes specific to each division, or other division-specific references, so payments can be accurately tracked internally.

B. General Tasks & Activities. Including but not limited to the following:

1. Print-ready proof as specified by program requirements, or by law.
2. Detailed quotation provided by deadline as specified by program requirements.
3. Written approval of Authority staff to publish notice.
4. Verify publication of notice.
5. Provide a tear sheet / affidavit to Authority staff.
6. Submit a detailed invoice.
7. Adherence to all contract obligations.

C. Specific Tasks & Activities

The selected contractor will provide the following services:

Preparatory Services -

1. Prepare information for placement in news media by creating, proofing, editing and formatting ad/artwork in order to meet specifications provided by the Authority or as required by law.
2. Have a relationship with news outlets both statewide and more specific geographically, for example, by region, by county, etc.
3. Broker with news outlets to obtain the best pricing on behalf of the Authority.
4. Be knowledgeable of statutory requirements pertaining to legal notice postings..
5. Provide a quotation within 4-48 hours, based on specific program requirements and/or as requested by the Authority. The quotation shall contain, at minimum, the list of the publications in which the notices will appear, run dates, readership for run dates, cost of the publication, and cost of affidavits.

6. Provide to the Authority a proof of the notice for review and approval within two (2) business days. The Authority shall have approximately two (2) business days to review and approve the proof. **Selected contractor must get written approval prior to placement of notice (electronic is acceptable).**
7. Recommend how to achieve highest circulation to readership to ensure programmatic goals and legal requirements.

Placement Services -

1. Demonstrate experience placing notices into publications statewide.
2. Place notices in publications by the deadline specified by program requirements.
3. Place notices in publications for the time frame requested by the Authority.

Verification Services -

1. Follow up that notices were published, and immediately resolve missed postings (i.e., notify the Authority and recommend alternatives).
2. Verify publication with tear sheets of actual notices (electronic is acceptable).
3. Provide affidavit of publication, via specific program requirements, within five (5) days of publication.
4. Provide detailed invoices within thirty (30) days of placement.

**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS**

EXHIBIT A

NOTICE TO BIDDERS

I. Bidder Qualifications/Requirements

Proposals not including requested information may be viewed by the Authority as non-responsive and not considered further. Bidders are strongly encouraged to review their proposals prior to submission to ensure that all requested information is included.

- A. Bidder's Experience.** The Authority has identified the following qualifications that it believes are necessary for the successful performance and completion of the services described in the Scope of Work. The Bidder must:
1. Have experience providing media placement services; and
 2. Assign experienced personnel to perform the services or have personnel supervised by experienced staff.
- B. Bidder's Authorized Signatory.** An official authorized to commit the Bidder to the terms and conditions of the proposal must sign the proposal being submitted. The Bidder must clearly identify the full title and authorization of the designated official and provide a statement of bid commitment with the accompanying signature of the official. Attach any resolutions authorizing the approved signatory with the proposal. Include the name and telephone number of person(s) in your organization authorized to expedite any proposed contract with the Authority.
- C. Bidder Organization Authorized to Transact Business in Michigan.** The Bidder must be either a Michigan entity (limited partnership, Limited Liability Company, for-profit corporation or non-profit corporation, etc.) or, if foreign, authorized to do business in the State of Michigan. Bidder should confirm the status of its organization with the Michigan Department of Licensing and Regulatory Affairs. Organizations not in good standing and/or dissolved will not be considered further.

Proposals from Sole Proprietors Will Not be Accepted

Questions regarding specific requirements to transact business in the State of Michigan should be referred to or otherwise contact the Michigan Department of Licensing and Regulatory Affairs, Corporations, Securities & Commercial Licensing Bureau at:

http://www.michigan.gov/lara/0,4601,7-154-61343_35413---,00.html.

- D. Bidder's Minimum Internet/Technological Capabilities.** The Bidder must have phone, internet, and e-mail access. Internet and e-mail access must be adequate

enough to allow the Bidder to receive, download and upload data, files and attachments from Authority staff. (Current state standards are limited to a functional size of 20 MB).

- E. Limits on Liability & Indemnification.** The Bidder must review and acknowledge that the Authority will require the Bidder to satisfy the following requirements prior to the execution of a contract with the Authority. If the Bidder has objections, please provide an explanation with your proposal outlining the objection.

If awarded a contract, the Bidder agrees to:

1. Indemnify, defend and hold harmless the Authority, its Board, officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:
 - a. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from (1) the services provided ("Services") or (2) performance of the Services, duties, responsibilities, actions or omissions of the Bidder or any of its subcontractors under an awarded contract.
 - b. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from a breach by the Bidder of any representation or warranty made by the Bidder in an awarded contract.
 - c. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or related to occurrences that the Bidder is required to insure against as provided for in an awarded contract.
 - d. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents arising out of or resulting from the death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by the Bidder, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage is caused solely by the negligence or reckless or intentional wrongful conduct of the Authority.
 - e. any claim, demand, action, citation or legal proceeding against the Authority, its employees and agents which results from an act or omission of the Bidder or any of its subcontractors in its or their capacity as an employer of a person.

- f. any action or proceeding threatened or brought against the Authority to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service supplied by the Bidder or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States or foreign patent, copyright, trade secret or other proprietary right of any person or entity, which right is enforceable under the laws of the United States.

F. Bidder's Insurance Coverage. The Bidder must maintain and provide evidence, satisfactory to the Authority, of the following minimum insurance coverage:

1. General Liability Insurance for \$1,000,000 with the Authority shown as additional insured;
2. Errors and Omissions Insurance for \$1,000,000 for each occurrence and \$1,000,000 annual aggregate;
3. Worker's Compensation Insurance (if required under state law). Any citing of a policy of insurance must include a listing of the States where that policy's coverage is applicable.
4. If required by the Authority, Cyber Security Insurance for \$1,000,000.

G. Project Personnel. Bids must acknowledge and identify project personnel who will be performing services pursuant to an awarded contract and (a) sign the contract on behalf of the selected contractor and/or (b) are listed in the form attached and incorporated into this RFP as Exhibit D.

II. Notifications to Bidders

A. Questions Regarding RFP. Questions raised by Bidders concerning the RFP must be submitted in writing via either email or fax.

- To ensure a fair and impartial process, the Authority's Procurement Office will only address those questions concerning the RFP submitted in writing via email or fax.
- Phone calls involving the RFP or related questions will not be accepted.
- Firms submitting bids shall not contact any Board members or Authority staff.

- Submit questions using the subject line **Media Placement Services RFP** to the attention of:

**Michigan State Housing Development Authority
c/o Procurement Office
735 E. Michigan Avenue
Lansing, Michigan 48912**

**E-mail: MSHDA_Procurement@michigan.gov
Fax: (517) 335-0125**

- Address all questions regarding the RFP to the Authority's Procurement Office.
- Questions must be received in writing by June 27, 2016 at 4 pm.
- Responses to properly submitted questions will be posted by June 30, 2016.
- The Authority will hold no other question sessions or bidder's conferences.
- All questions and answers related to this RFP will be supplied to Bidders providing the Procurement Office with notification of intent to submit a proposal.

B. Revisions to RFP. If, prior to the proposal deadline, the Authority deems it necessary to provide additional clarifying information, or to revise any part of the RFP, supplements or revisions will be provided to all Bidders who have indicated they will submit a proposal. Proposals will then be evaluated based on the terms and conditions of the RFP, any supplements or revisions to the RFP, and the answers to any written questions.

C. Michigan Freedom of Information Act. All documents submitted to the Authority are subject to the Michigan Freedom of Information Act ("FOIA"). In the event a request for submitted documents is made to the Authority, the Authority's FOIA Coordinator will redact or withhold information and/or documents that are exempt from disclosure under FOIA. See *MCL 15.243 et seq.* Please note that any requests by non-MSHDA personnel to review proposals will be denied until the deadline for submission of the bids has expired. See *MCL 15.243(1)(i)*.

Please submit FOIA requests to the Authority as follows:

**MSHDA FOIA Coordinator
c/o Legal Affairs
735 E. Michigan Avenue
Lansing, MI 48912**

D. Payments to Pensioned Retirees. 2007 PA 95, MCL 38.68c requires retirees of the State Employees Retirement System ("Pensioned Retirees") who become

employed by the State either directly or indirectly through a contractual arrangement with another party on or after October 1, 2007 to forfeit their respective state pensions for the duration of their reemployment. **Accordingly, any pensioned retiree who provides or renders services pursuant to the contract for which bids will be made under this RFP shall be required to forfeit his or her pension during the term of the contract.**

Proposals must acknowledge and confirm whether pensioned retirees will render services under the contract being sought through this RFP. If the Bidder intends to use a pensioned retiree, the Bidder must submit written confirmation from the pensioned retiree that he or she agrees to forfeit his or her pension during the term of the contract, if awarded. If awarded a contract, the Bidder must submit a copy of the pensioned retiree's directions to the State of Michigan's Office of Retirement Services ("ORS") to withhold the retiree's pension payments until the end of the contract term by having the pensioned retiree complete a Retiree Rehire Certificate. A copy of the Retiree Rehire Certificate will be required to be submitted prior to executing an awarded contract.

- E. Contract Award Approvals.** Prior to executing an awarded contract, the Authority must seek and obtain Michigan Civil Service approval. The required forms will be submitted to Civil Service prior to the Authority's Board approval.

Contracts that equal or exceed \$45,000 must be approved by the Authority's Board. Thereafter, an awarded contract will be forwarded to the selected Bidder with instructions to review, sign, and return two "originals". Upon receiving the signed "originals", the Authority's Procurement Office will submit the signed "originals" to a duly authorized signatory for final execution on behalf of the Authority. One fully executed "original" will then be returned to the selected contractor.

- F. Applicable Laws.** The selected contractor will be required to comply with all Michigan and federal laws, as well as acquire any permits or permission-related documents to provide services being sought.

- G. Submissions Subsequent to Award.** As part of an awarded contract, the selected contractor will be required to review and provide and/or acknowledge additional documents including but not limited to:

- Certifications Regarding Debarment, Suspension and Other Responsibility Matters form.
- W-9 Request for Taxpayer Identification Number and Certification.
- Retiree Rehire Certificate.

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EXHIBIT B

PROPOSAL SUBMISSION

I. Submitting Proposal

- Bidders wishing to submit proposals must submit an electronic copy of a proposal to provide the services described in the Scope of Work.
- Submitted proposals must respond to and address the tasks, activities, listed requirements and questions outlined in the Scope of Work of this RFP and its attached and incorporated exhibits.
- The Authority shall not be liable for any costs that a Bidder may incur while preparing a proposal.
- The Authority shall not be liable for any costs that a Bidder may incur prior to the complete execution of a contract.
- If the Authority enters into a contract, the Authority's consideration (payment) shall be limited to the term of the contract.

II. Proposal Delivery

- A. Due Date.** Proposals responding to this RFP are due July 14, 2016 at 4 p.m.
- B. Originals and Copies.** Submit one proposal in electronic format via email or fax outlining how the Bidder will provide the services described in the Scope of Work.
- C. Delivery of Proposal.** Direct all deliveries to:
- Email: MSHDA_Procurement@michigan.gov
Fax: (517) 335-0125**
- D. Commencement of Work.** Project work shall not commence until execution of a project contract. The selected contractor shall not proceed with performance of the project work or incurring of project costs until both parties have signed the project contract to show acceptance of its terms and conditions. The Authority shall not be responsible for costs incurred prior to the execution of a contract.
- E. Project Control.** The selected contractor will carry out this project under the direction and control of the Authority and its designated Contract Administrator.

III. Selection of Proposal

The selection of a proposal shall be subject to a review by the Authority's Legal Affairs Division concerning conflicts of interest and/or participation in Authority programs by the Bidder, its officers, employees, subcontractors or independent contractors.

A. Selection Criteria. The Authority will select the proposal based on Selection Criteria listed below:

- | | | |
|----|---|--------------------|
| 1. | Previous media placement experience | (20 Points) |
| 2. | Published legal notice samples | (10 Points) |
| 3. | Communication plan to address multiple staff, and specific program requirements | (25 Points) |
| 4. | Adequacy of proposed methodology, staffing, and time frames for performing services | (25 Points) |
| 5. | <u>Reasonableness and feasibility of fees</u> | <u>(20 Points)</u> |

Total Possible Points:

100 Points

B. Proposal Selection. The Authority's review may take up to four weeks after the closing date for submitting proposals. The Authority anticipates notifying the selected contractor on or about August 1, 2016 via e-mail and posting on the Authority's website; however, the selection and final notice of award will be contingent on approval by the Michigan Civil Service Commission and the Authority's Board.

C. Cancellation of Selected Proposal. The selection of a proposal by the Authority may be cancelled at any time prior to the complete execution of a contract. If the Authority cancels its selection of a proposal, the Authority may repost this or a similar RFP and re-seek proposals. Reasons for canceling the selected proposal may include, but are not limited to, the following:

1. Refusal of Department of Civil Service to process required forms.
2. Refusal of duly authorized Authority signatory to execute the contract.

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EXHIBIT C

PROPOSAL FORMAT

I. Overview

- Proposals must be submitted in the format described in this Exhibit C as outlined below.
- There should be no attachments, enclosures or exhibits other than those considered by the Bidder to be essential to a complete understanding of the proposal.
- Each section must be clearly identified with appropriate headings and/or table of contents.
- The proposal should be clear, accurate, and complete, with sufficient detail to enable the Authority to evaluate the services and methods proposed.

II. Headers/Table of Contents

A. Business Organization. Include the following information and supporting documentation:

1. The full name and address of Bidder, including any "Doing Business As" titles.
2. The branch office or name and address of registered agent, if applicable.
3. The type of entity (e.g., Michigan corporation, Michigan nonprofit corporation, Michigan limited liability company, foreign). Note that if awarded a contract, the selected contractor will be required to provide proof of authorization to conduct business in the State of Michigan.

B. Management and Personnel. Answer/Address the following:

1. **Officer and Management Summary.** Identify managers and/or officers who will manage the contract if it is awarded and provide their resumes or CVs. Identify officers and managers by name and position. List their responsibilities and the specific tasks each officer and manager assigned to the project will carry out and the anticipated time frames for each task. Provide current contact information including the manager(s) and/or officer(s) name, title, mailing address, email address, and phone and fax numbers.
2. **Personnel Summary.** Identify proposed key project personnel, including job titles, responsible for performing the activities and services described in the Scope of Work.

C. Experience.

1. **Prior Experience of Bidder.** Indicate prior experience of your organization that you consider relevant to the successful accomplishment of the project described in this RFP. Include sufficient detail to demonstrate the relevance of such experience. Include descriptions of qualifying experience, including project descriptions, costs, and starting and ending dates of projects successfully completed. Also include the name, address, and telephone number of the responsible official of the client organization who may be contacted.
2. **Experience of Proposed Personnel Assigned to Provide Services.** The proposal should describe the education and experience of the personnel who will be assigned to provide the proposed services, including managers who may oversee work of personnel.
3. **Examples of Work.** The following examples of recent work should be submitted with the application:
 - a. Two (2) published legal notices; minimum of 500 words each
4. **Confirm Whether Any Assigned Personnel Receive Pension Payments from the State of Michigan.** If any assigned personnel receive pensions from the State of Michigan, you must provide confirmation, signed by each assigned person with a State of Michigan pension, that he or she acknowledges and agrees that he or she must forfeit any pension payments made during the term of the contract. If a contract is awarded, each assigned person with a State of Michigan pension must submit a copy of the pensioned retiree's directions to the State of Michigan's Office of Retirement Services to withhold the retiree's pension payments during the contract term.
5. **Professional References.** Include professional references who can provide information regarding the Bidder's prior past performance.
6. **Additional Information and Comments.** Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

D. Proposed Services.

1. **How Services will be Rendered.** The selected contractor shall provide media placement services on simultaneous postings, complying with the specific requirements of Authority programs and staff. Address and describe the process used to render the services, how the services will be rendered, and how the services will comply with the requirements of Authority programs and staff. This should be an overview of the methodology to be used, a description of a knowledgeable and adequate staff, and a communication plan to successfully provide media placement services for the Authority.

2. **Use of Subcontractors.** If any work will be subcontracted, describe the following:
 - a. Work that will be subcontracted.
 - b. The process used to select the subcontractors.
 - c. The subcontractor's experience and expertise.
 - d. The names of the firms/individual(s) who will perform the subcontracted work.
 - e. How quality of service will be monitored and ensured.
3. **Standards.** Describe or address the following:
 - a. The standards that the services will satisfy. (If standards of a professional association will be followed, identify the standards and the association.)
 - b. How quality of service will be monitored and ensured.
 - c. Whether "best practices" will be followed. (If applicable, identify the organization and/or document establishing such standards.)
4. **Security of Data.** If the services to be rendered require the collection and/or use of confidential and/or personal data, confirm the following:
 - a. Has your organization established and used a policy to address the security of paper and electronic data? (***Please do not submit a copy of your security policy.***)
 - b. Does your policy address the removal of confidential and/or personal data from storage media? (For example, does your firm's policy include the removal or "wiping" of data from hard drives when a computer is no longer used?)
5. **Copyrighted Materials.** Acknowledge and/or confirm the following:
 - a. You agree that any and all products produced as a result of this contract shall be the property of the Authority.
 - b. You agree that the Authority shall (a) hold a copyright on all materials or products produced under the contract and (b) be allowed to file for a copyright with the United States Copyright Office.
 - c. You acknowledge that submitted documents will not contain in part or whole copyrighted materials.

E. Price Proposal

- 1. Price Proposal.** All rates quoted in proposals submitted in response to this RFP will be a firm fixed price for the duration of the contract. No price changes will be permitted. *(Note that proposals should reflect per diem rates in effect at the time of proposal submission. State per diem rates are subject to change during the term of an awarded contract.)*

In their proposal, the Bidder shall provide a final price for the posting of the sample legal notice attached to this RFP as Exhibit E attached and incorporated into this RFP. The provided legal notice is an example of a typical posting; legal notices vary according to specific program requirements and guidelines. The estimated number of legal notices to be published by the Authority over the next 12 months is 100 but may vary.

The Bidder shall submit a final price, and a brief recommendation for maximum readership, for the single weekday publication of the sample legal notice in:

- a. The City of Marquette
- b. The Detroit News

The published font size shall be 12 pt. However, the Authority is not concerned for this purpose about overall notice dimensions or size on the published page.

The final price shall be the publishing fee and all associated expenses, including, but not limited to, staff time, design services, tear sheets, and affidavits.

By submitting the bid, the Bidder acknowledges that it bears the risk that its expenses may exceed the proposed amount.

F. Disclosure of Participation and Interests in Authority Programs.

- 1. Disclosure of Interests in Authority Programs.** Authority programs include, but are not limited to, the Housing Voucher Program, any loans where the Authority is the lender, and any grants made by or administered by the Authority.
- 2. Submission of Conflicts of Interests.** Submit a list of all interests that the Bidder, its officers, board members, and employees respectively have in Authority programs. If the Bidder intends to use independent contractors or subcontractors to render services, include the interests that independent contractors or subcontractors and their officers, board members, and employees respectively have in Authority programs.
- 3. Potential Conflicts of Interests.** Indicate in the proposal whether the Bidder is currently under contract and/or has been awarded a grant from the Authority. Please confirm whether any potential conflict of interest will exist if the Authority enters into a contract with the Bidder.

Potential conflicts of interest may arise from the Bidder's officers, employees, members, board members, independent contractors or subcontractors the Bidder will use to render services if the firm enters into a contract with the Authority.

If the Bidder is currently under contract or is receiving a grant from the Authority, indicate if the Bidder or project personnel holds a position with another entity that may be under contract or receiving a grant from the Authority.

Include an organizational chart from each entity under contract or awarded a grant from the Authority in which the Bidder or project personnel holds a position. Include each employee's position and title within the entity. In addition, indicate whether the Bidder or the project personnel is responsible for making financial decisions in his/her capacity and what measures have been implemented to ensure that funds are not comingled.

- 4. Family Members Who Work for Authority.** Please list the names of the Bidder's officers, board members, and employees who have family members who work for the Authority and the names of the family members who work for the Authority.

REST OF PAGE LEFT INITIALLY BLANK

G. Signature Clause to be Signed by Bidder's Authorized Signatory. Insert into the proposal and have the authorized signatory sign the following signature clause at the end of the proposal:

I confirm that I have submitted this proposal on behalf of

_____ in response to the Michigan State Housing Development Authority's Request for Proposals for media placement services in various publications statewide.

By: _____

Position: _____

Date: _____



**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
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**EXHIBIT D
PROJECT PERSONNEL**

See appended document titled

CERTIFICATE VERIFYING PROJECT PERSONNEL

**CERTIFICATE VERIFYING PROJECT PERSONNEL OF THE
CONTRACTOR/SUBCONTRACTOR**

The Contractor/Subcontractor acknowledges that the following personnel are Project Personnel of the Contractor/Subcontractor:

(1) Name _____
(Print or type name above line)

Title with Contractor/Subcontractor _____

Is this person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____/No _____

(2) Name _____
(Print or type name above line)

Title with Contractor/Subcontractor _____

Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____/No _____

(3) Name _____
(Print or type name above line)

Title with Contractor/Subcontractor _____

Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____/No _____

Name of Signatory for Contractor/Subcontractor:

Printed Name: _____
(Print or type name above line)

Its: _____

Signature: _____

Federal Identification Number: _____



**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
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EXHIBIT E

SAMPLE LEGAL NOTICE

See appended document titled

**COMBINED NOTICE
NOTICE TO PUBLIC OF NO SIGNIFICANT IMPACT ON THE ENVIRONMENT
AND NOTICE TO PUBLIC OF REQUEST FOR RELEASE OF FUNDS**



COMBINED NOTICE
NOTICE TO PUBLIC OF NO SIGNIFICANT IMPACT ON THE ENVIRONMENT
AND NOTICE TO PUBLIC OF REQUEST FOR RELEASE OF FUNDS

TO ALL INTERESTED AGENCIES, GROUPS AND PERSONS:

Michigan State Housing Development Authority (MSHDA)
735 East Michigan Avenue
Lansing, Michigan 48912
Phone: (517) 373-6880
TTY No.: (800) 382-4568

These notices shall satisfy two separate but related procedural requirements for activities to be undertaken by MSHDA.

Notice of Intent to Request a Release of Funds

On or about **May 23, 2016** the Michigan State Housing Development Authority (MSHDA) will request the **U.S. Department of Housing and Urban Development (HUD)** to release Federal funds under Section 8 (o)(13) of the U.S. Housing Act of 1937 (42 U.S.C. 1437f(o)(13)) as amended, for the following development:

**Grand View Place –Grand Rapids Kent County
68 Units New Construction**

**21 Project Based Vouchers
\$12,253,731 Low Income Housing Tax Credit Equity
\$2,464,000 HUD 221(d)4 Loan
\$50,874 Deferred Developer Fee
\$14,768,605 Total Approximate Development Cost**

MSHDA intends to award to **Grand View Place Limited Dividend Housing Association Limited Partnership** up to **21 units of Project Based Voucher (PBV) rental** assistance in support of the development of Grand View Place, located at 936 Front Avenue NW, in the City of Grand Rapids, Kent County. Currently the property has one building (former Ryder Truck Garage) which will be demolished. The development plan is comprehensive and includes construction of a 64-unit, four-story pavilion building with an elevator and four city front townhouses. All units will be visitable and there will be 7 barrier free units. Seventy-one parking spaces are planned for the site, including marked handicap spaces. Each unit will include several amenities such as microwave range hoods, dishwashers, and central air conditioning, as well as energy efficient "green" features such as extra insulation, Low-E windows, and Energy Star appliances. A community room will be built on the ground floor primarily to facilitate supportive services for the permanent supportive housing residents. The targeted tenant population is low-income families, homeless, chronically homeless, and special needs, with a preference for veterans.

Notice of FONSI

MSHDA also gives notice that it has been determined that the release of funds (vouchers) for the above development will not constitute an action significantly affecting the quality of the human environment and, accordingly, MSHDA has decided not to prepare an Environmental Impact Statement under the National Environmental Policy Act of 1969 (NEPA, 42 USC 4321). The reasons for the decision not to prepare such a Statement are as follows:

No significant environmental adverse impacts or hazards were identified in the course of the environmental review.

An Environmental Review Record respecting the proposed development has been made by MSHDA, which documents the environmental review of the proposed development and more fully sets forth the reasons why such a Statement is not required. This Environmental Review Record is on file at **MSHDA, 735 E. Michigan, Lansing, Michigan 48912. The records are available for public examination and copying upon request between the hours of 8 a.m. and 5:00 p.m., Monday through Friday. Please contact [REDACTED] or TTY no. 800-382-4568 for further information.**

No further environmental review of such development is proposed to be conducted prior to the request for release of Federal funds.

Public Comments on Finding

All interested agencies, groups, and persons disagreeing with this decision are invited to submit written comments for consideration. Such written comments should be received at MSHDA's address listed above on or before May 20, 2016. All such comments so received will be considered and MSHDA will not request the release of Federal funds or take any administrative action on the proposed project prior to the date specified in the preceding sentence.

Release of Funds (Vouchers)

Grand View Place LDHA Limited Partnership will undertake the development described above with PBV rental assistance. The PBV program is authorized by Section 8 (o)(13) of the U.S. Housing Act of 1937 (42 U.S.C. 1437f(o)(13)). MSHDA is certifying to HUD that MSHDA and Kevin Eisenheimer MSHDA's Executive Director and Michele Wildman MSHDA's Chief Housing Investment Officer, are consenting to accept the jurisdiction of Federal courts if an action is brought to enforce responsibilities in relation to environmental reviews, decision-making, and action; and that these responsibilities have been satisfied. The legal effect of the certification is that upon its approval **Grand View Place LDHA Limited Partnership** may use the PBV assistance, and HUD will have satisfied its responsibilities under the National Environmental Policy Act of 1969.

Objections To Release of Funds

HUD will consider objections to its release of vouchers and MSHDA certification received by **June 7, 2016**, or a period of fifteen days following its actual receipt of the request (whichever is later) only if they are on one of the following bases: (a) the certification was not executed by the Certifying Officer of MSHDA; (b) MSHDA had omitted a step or failed to make a decision or finding required by HUD regulations at 24 CFR Part 58; (c) a grant recipient or other participants in the project have committed funds or incurred costs not authorized by 24 CFR Part 58 before approval of a release of funds by HUD; or (d) another Federal agency acting pursuant to 40 CFR Part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality. Objections must be prepared and submitted in accordance with the required procedures (24 CFR Part 58) and shall be addressed to: **Douglas C. Gordon, HUD Detroit Area Office, 477 Michigan Avenue, Detroit, MI 48226.** Potential objectors should contact MSHDA to verify the actual last day of the objection period.

Kevin Eisenheimer, Executive Director
Michele Wildman, Chief Housing Investment Officer
Michigan State Housing Development Authority (MSHDA)
735 East Michigan Avenue
Lansing, MI 48912

