

**Request for Qualifications  
Perry County  
Is seeking  
Professional Administrative Services for  
Perry County's Community Development Block Grant Program**

**Date:** July 10, 2025

**Requesting Agency:**

Perry County, Ohio  
Perry County Commissioners  
Address: 212 South Main Street  
New Lexington, OH 43764

**Project Location:**

Projects located in Perry County, Ohio

**Project Description:**

1. In a timely and satisfactory manner, as determined by the administration of Perry County, perform the work program described by the goals, objectives and regulations set forth in the State of Ohio, Community Development Block Grant Program and Grant Agreements.

**Scope of Services:**

- A. Agency will carry out necessary Citizen Participation requirements, as set forth by the Citizen Participation Plan to allow CDBG Programs to be undertaken within the County.
- B. Agency will prepare and submit necessary CDBG application documents to the Ohio Department of Development on behalf of the County.
- C. Agency will perform Environmental Reviews for CDBG funded projects awarded to the County.
- D. Agency will procure needed Engineering/Architectural services for CDBG funded projects through an RFQ process on behalf of the County.
- E. Agency will prepare bidding documents and handle the bidding process according to Federal guidelines (24 CFR 85.36) for the procurement of necessary Contract Services for CDBG funded projects.
- F. Agency will provide contract enforcement and management for CDBG funded projects.

(Scope of Work Continued)

- G. Agency will provide labor compliance services to the county including, site visits to CDBG funded project sites, employee wage interviews and wage rate reviews and verification.
- H. Agency will provide Financial Management for CDBG funds on behalf of the county including, performing draws for funds, coordinating “Pay Ins” of funds with County Auditor and Treasurer, and processing payments to vendors.
- I. Agency will perform Grant Status Reports and provide completed reports to the responsible agency.
- J. Agency will work with ODOD Analysts to complete program monitoring and any financial audits of CDBG funded programs upon project completion.
- K. Agency will perform a Fair Housing Training Program that includes presentations to:
  - 1. Residents of areas targeted for CDBG assistance, including the targeted project communities of New Straitsville, Corning and Hemlock.
  - 2. Special populations (e.g. individuals with disabilities, seniors, etc.) targeted by a CDBG activity (if applicable). Perry County is targeting a Limited Clientele Beneficiary in Perry County Senior Center.
  - 3. Six additional schools, organizations, or civic groups (three per calendar year during the grant period).
  - 4. Performing a Fair Housing Outreach Program, which consists of distributing fair housing information and materials to 10 area agencies, organizations, or public events, which serve the CDBG Program Service Areas and potential program participants. Materials must be distributed quarterly throughout the grant period, which is January 1, 2026-December 31, 2027.

**Seeking summary proposal for the following items:**

**A. Firm and Individual Qualifications**

- The history of the firm including the year founded.
- The educational background of owner and key personnel.
- The experience of owner and key personnel.

**B. Proximity to the project site**

- Location and mailing address of the main office and any field office.
- Proximity to project site, in distance.

**C. Capacity to Perform Work**

- A narrative describing the firm’s experience with the specific nature of the project.
- A narrative of the firm’s equipment and facilities.
- Availability of staff to start and complete administrative services for the project.
- Preliminary schedule showing the amount of time that your firm believes would be necessary to have the project completed and grant closed.

**D. References**

- A minimum of three references on similar types of projects. If you cannot provide references on similar projects, please provide references on other types of projects. Please include telephone numbers, contact persons, and mailing address.

**E. Past Performance for Public Authority**

- Any previous work performed for the Perry County Commissioners.

- Any familiarity that your firm has with the requirements of CDBG funding and Grant Management.

**F. Affirmative Action**

- Additional points may be awarded to small businesses and businesses owned or controlled by socially and/or economically disadvantaged groups. Please indicate if your firm fits into one of the abovementioned categories.

We appreciate your time spent reviewing this project. Please feel free to contact the Perry County Commissioners Office with any questions you may have. 740-342-2045.

We are requesting all interested firms submit Statements of Qualifications's to our office at this address: 212 South Main Street, New Lexington, Ohio 43764 by August 10, 2025.