

**2017
CITY OF EDEN PRAIRIE CDBG PROGRAM
REQUEST FOR PROPOSALS (RFP)**

You are invited to submit a proposal to the City of Eden Prairie according to this Request for Proposals (RFP). Proposals are due no later than December 29, 2016. Accepted proposals will be funded July 1, 2017 – June 30, 2018. Please email completed application to the address below.

Jeanne Karschnia
City of Eden Prairie
jkarschnia@edenprairie.org

A. ORGANIZATION INFORMATION

Organization Name:

Program Name:

Street Address:

City/State/Zip Code:

DUNS Number:

Contact Person/Title:

Contact Person Phone/Email:

B. PROGRAM INFORMATION

Funding Request \$ _____

Is this request to fund an existing CDBG-FUNDED program? ___Yes ___No

Leveraged Funds: (What other public or private funds does this program utilize)

Source	Amount	Applied For or Committed

Program Budget: Please include Program and Organizational budget

Program Location:

Address:

Is this a citywide program? _____

Program Description: Please provide a detailed description of the program in which you are seeking support of, including, but not limited to the goals and objectives, the population to be served, work to be performed, activities to be undertaken/services to be provided, implementation schedule, anticipated results/accomplishments.

Community Need: Explain the community need for the proposed program and what community benefits will result because of it, including benefits that directly serve those with special needs or low- to moderate incomes. Describe how Eden Prairie residents will benefit from the program.

Program Accomplishments/Results: Number of Eden Prairie residents/households to be assisted/served using Eden Prairie CDBG funds, number of housing units to be rehabilitated/built/purchased,

Program Name	2015 Actual	2016 Estimated	2017 Projected

Consolidated Plan Priorities: (Please see enclosed sheet to identify what priorities the project will meet):

Metropolitan Livable Communities Act: If applicable, describe how project will assist community in achieving Metropolitan Livable Communities Act goals.

Funding and Cost Effectiveness: Describe what the consequences would be if your organization did not receive the full amount of funding requested.

C. GENERAL INFORMATION

Proposals, Conditions, and Limitations

1. This RFP request does not obligate the City of Eden Prairie to award a contract or to pay for any costs incurred in the preparation of a proposal to this request. The city reserves the right to accept or reject any proposal received from this request, to negotiate with agency representatives, and to cancel and/or change this RFP.
2. **Please submit your proposal to the Eden Prairie City Offices before 4:00 p.m., Thursday, December 29, 2016.** Proposals may be emailed to jkarschnia@edenprairie.org. Proposals will only be considered if they are received before this time.

Proposal/Funding Review Process

Review Committee

Proposals will be evaluated by the Human Services Review Committee (HSRC) which is composed of City of Eden Prairie staff. The Committee has been designated by the City Council to review all proposals for human services submitted by various agencies and compare them against the Consolidated Plan Priorities. The Committee will discuss the proposals and make recommendations to the Eden Prairie City Council. Final funding determinations will be based upon evaluation of the information furnished.

City Council

The Eden Prairie City Council will consider the funding recommendations of the HSRC and will make a final determination at the March 7, 2017 City Council meeting.