

**2025**  
**CITY OF EDEN PRAIRIE CDBG PROGRAM**  
**REQUEST FOR PROPOSALS (RFP)**

You are invited to submit a proposal to the City of Eden Prairie in response to this Request for Proposal (RFP). Proposals are due no later than **Dec. 20, 2024**. Accepted proposals will be funded July 1, 2025–June 30, 2026. Please email completed application to the address below.

Jeanne Karschnia  
City of Eden Prairie  
[jkarschnia@edenprairie.org](mailto:jkarschnia@edenprairie.org)

**A. OVERVIEW**

Each year, the City of Eden Prairie receives a Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development (HUD). The City administers this grant through its Housing and Community Services Division. The grant is used for a variety of activities each year. The activities are selected by the Human Services Review Committee and City Council through an annual budget process for the program. Typically, each year the activities will include: Housing Programs, Senior Services, Public Services and Fair Housing initiatives. To help address human service needs identified within the community, services should be provided to and available for Eden Prairie residents whose income is below the 80% HUD Income Limit. All services should be provided according to the State Human Rights Act 363 and the Disabilities Act of 1990 (ADA).

**B. ORGANIZATION INFORMATION**

**Organization Name:**

**Program Name:**

**Street Address:**

**City/State/Zip Code:**

**DUNS Number:**

**Contact Person/Title:**

**Contact Person Phone/Email:**

**C. 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 |
|--------|--------|--------------------------|
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|        |        |                          |
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|        |        |                          |
|        |        |                          |

**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 | 2023 Actual<br>7/1/23-6/30/24 | 2024 Estimated<br>7/1/24-6/30/25 | 2025 Projected<br>7/1/25-6/30/26 |
|--------------|-------------------------------|----------------------------------|----------------------------------|
|              |                               |                                  |                                  |

**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.

#### **D. 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 p.m., Friday, Dec. 20, 2024.** Proposals may be emailed to [jkarschnia@edenprairie.org](mailto: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 18, 2025, City Council meeting.