

**Urban Hennepin County Community Development Block Grant Program (CDBG)
FY2013 (July 1, 2013 thru June 30, 2014)
Request for Proposal (RFP) for City of Brooklyn Park Funds**

RFP DUE: Tuesday JANUARY 15, 2013 by 4:30 PM

Public Hearing: February 4, 2013

A. GENERAL INFORMATION

1. Name of Organization: _____
 - a. Address: _____
 - b. Phone: _____
 - c. Organization years in operation: _____

2. Name of program for which funding is being requested: _____
 - a. Who does the program serve? _____
 - b. Is your proposed program currently in operation? Yes _____ No _____
 - c. If yes, number of years the program has been in operation: _____
 - d. If no, what remains to be completed before the program can begin? List all tasks yet to be completed.
When is the planned starting date? _____

3. What is your organization's experience in administering public funds? _____

4. List below the person(s) responsible for submitting this RFP, and for administering the proposed program:
Submitting RFP: _____ Title _____
 - a. Phone: _____ Fax: _____
 - b. Email: _____
 - c. Is this a paid staff position? Y _____ N _____
Program Administrator: _____ Title _____
 - a. Phone: _____ Fax: _____
 - b. Email: _____
 - c. Is this a paid staff position? Y _____ N _____

5. Amount of Brooklyn Park FY2013 CDBG funds requested: \$ _____

6. The City of Brooklyn Park Mission Statement is as follows: ***A Thriving Community Inspiring Pride Where Opportunities Exist for All.*** City priorities include services for youth, diversity and leveraging community resources.
 - a. How does your proposed program activity support the Brooklyn Park Mission and priorities?

B. INFORMATION ABOUT YOUR PROPOSED PROGRAM:

1. Proposed program description. Be concise, yet thorough in describing the activity of only the program for which funding is being sought, and in only as much detail as needed. Include Brooklyn Park local need(s) and population served. CDBG funds cannot be used to replace current program funds. If this an existing program, funds must be used to expand the program.

2. Describe the anticipated results and accomplishments for your proposed program. Include historical data as appropriate.
3. What is the internal protocol to be used to evaluate the success of your proposed program and the benefit(s) to the community?
4. Do other entities provide Brooklyn Park residents the same, or similar, services for which you are requesting funding? Briefly describe why your program is unique in the service activity you are proposing to fund.
5. **Implementation Schedule: (*Identify major project tasks to occur during the 12 months of the funding cycle*). FY2013 expenditure period runs July 1, 2013 through June 30, 2014.**

Task:	Date
Task:	Date
Task:	Date

7. Budget: List your Agency/Organization funding source(s) only for the specific program for which FY2013 CDBG funds are being requested. Add additional lines as needed.

FUNDING SOURCES	AMOUNT
Proposed FY2012 CDBG	\$
Other Federal Funds (specify)	\$
State (specify)	\$
County (specify)	\$
Municipal (specify)	\$
Metropolitan Council	\$
Private (specify)	\$
Other (specify)	\$
Program Total	\$

8. List below specifically what activities or items the CDBG funds are proposed to be spent on in the delivery of your program.

HUD requires specific documentation to receive reimbursement for program activities for which CDBG funds have been allocated. Required documents include certified verification that at least 51% of households served are low/moderate income eligible per HUD income limits and staff time spent on program operation is to be documented. Please sign the statement below certifying your organization has the capacity to participate in the CDBG process and can provide the required documentation in the implementation schedule.

I, _____, _____ of _____
 Name Title Agency/Organization
 verifies and takes responsibility for providing all required program documentation to receive CDBG reimbursement.

NOTE: A complete RFP Application for CDBG funds must include the following:

- Completed and signed FY2013 RFP Application
- Copy of your Agency/Organization's 501(c)(3) letter

Preferred method of receiving the completed RFP is a Word Doc sent by email to: marjorie.mangine@brooklynpark.org
 Or mail, or hand deliver it to: City of Brooklyn Park, Community Development Dept, Attn: M. Mangine, 5200 85th Avenue N, Brooklyn Park, MN 55443. **Due date is by 4:30 PM, January 15, 2013**