

City of Midwest City

GRANTS MANAGEMENT DEPARTMENT

REQUEST FOR PROPOSALS Public Service Activities 2025 CDBG Program

RFP Open: February 6, 2025
Submittals Due: March 10, 2025

I. INTRODUCTION

The City of Midwest City annually receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). Of those funds, 15% can be used for public service activities. The City of Midwest City would like to receive proposals for eligible public service activities in the community.

II. PURPOSE

The City maximizes the benefit of these CDBG funds by providing city managed activities and by contracting with local non-profit organizations to conduct eligible public service activities. This Request for Proposals (RFP) contains information on CDBG, eligible activities, and directions for submitting a proposal for 2025-26 CDBG Public Service Activities, for the period of July 1, 2025 through June 30, 2026.

III. BACKGROUND

The primary objective of the CDBG program is the development of viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities for persons of low to moderate income. As a Community Development Block Grant (CDBG) Entitlement Community, Midwest City receives a yearly formula grant from HUD that is to be used to further program goals to 1) provide decent, safe, and sanitary housing, 2) provide a suitable living environment, and 3) expand economic opportunities. All CDBG activities must meet one of three National Objectives:

1. Provide a benefit to low and moderate-income persons; or
2. Prevent or eliminate slum and blight; or
3. Meet an urgent community need that threatens the health or welfare of residents.

If your proposal meets the income requirement on a household basis, at least 51 percent of your beneficiary households must be low income. Certain persons, including certain seniors,

homeless, illiterate and disabled persons, may be presumed to be low-income. Otherwise, as of June 1, 2024, income limits for low- and moderate-income households are as follows:

Family Size (Number of Persons in Family)								
	1	2	3	4	5	6	7	8
Income Limits	\$50,150	\$57,300	\$64,450	\$71,600	\$77,350	\$81,300	\$88,800	\$94,550

Contracts for public service activities will be funded with federal Community Development Block Grant (CDBG) funds. Selected contractors must comply with all federal CDBG requirements to include consistency with the current City of Midwest City’s Consolidated Plan. The Midwest City Council adopted the current Consolidated Plan which identifies the following strategies for providing decent housing, suitable living environments, and expanding economic opportunities for low-income populations.

1 - Decent, Affordable Housing:

- a. Provide low income (LI) homeowners with needed rehabilitation grants to address code deficiencies, accessibility and/or emergency repairs.
- b. Assist low to moderate (LMI) homeowners with financial assistance for home rehabilitation.
- c. Assist low to moderate (LMI) homebuyers with down payment financial assistance.
- d. Assist with transitional housing opportunities for homeless families.
- e. Assist with increasing the supply of affordable infill housing within existing residential developments.

2 - Suitable Living Environments:

- a. Invest in low and moderate income areas/clientele by improving or constructing infrastructure, public improvements, and public facilities.
- b. Eliminate slum and blighted properties, city-wide, through acquisition, rehabilitation and/or demolition.
- c. Provide public services to low and moderate income persons, through senior programs, at-risk youth programs, transportation assistance, crime prevention,

homeless services, programs for the disabled, child care/after school programs, educational programs, utility assistance, job training, improving quality of life, etc.

d. Promote and insure fair housing and equal opportunity in all programs.

3 – Economic Opportunity:

a. Encouraging economic independence and promoting economic development activities within Midwest City, to include job creation, job training and internships, life skill enhancement, higher education and technical education opportunities, Ticket to Rose Program Outreach, Volunteer Income Tax Assistance Program, etc.

IV. SCOPE OF WORK

Eligible public services are social service activities in the community that benefit low- to moderate-income citizens. A public service activity is defined as services (including labor, supplies, and materials) which are directed toward improving the community's public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare (but excluding the provision of income payments identified under §570.207(b)(4)), homebuyer down-payment assistance and recreational needs. This RFP is limited strictly to public service activities which benefit the low to moderate income in Midwest City. Your proposal must demonstrate a community need and whether the proposed project will be a new service, an expansion of an existing service or a continuation of activities presently funded with City of Midwest City CDBG funds.

V. REPORTING REQUIREMENTS

As a condition of the CDBG contract, your organization will be required to provide activity and beneficiary reports bi-annually, after 6 months into the fiscal year and again at the completion of the fiscal year, once a final figure of beneficiaries can be calculated. In addition to the number of beneficiaries the organization will indicate the level of income in accordance with the current provided income guidelines, as well as demographic information to include race, ethnicity, disability, and Female Head of Household status. Low/mod income eligibility documentation shall be maintained by contractor and provided upon request.

VI. PROPOSAL AND ATTACHMENTS

Please complete the attached proposal to the best of your ability. Failure to provide any of the required information or attachments will remove the proposal from consideration. If you have any questions or concerns please contact the Grants Management Office at the numbers listed in Section X. below.

Grants Management staff will review proposals for completeness, eligibility and adherence to evaluation criteria in Section VII. Proposals that are not accepted will be notified in writing. Those recommended to the Citizens Advisory Committee on Housing and Community Development will be notified of the meeting date & time to present their proposals.

VII. EVALUATION CRITERIA

The following criteria will be used to evaluate the proposals received. In an effort to reach a decision, the city reserves the right to evaluate all factors it deems appropriate, whether or not such factors have been included in the criteria.

- A. Beneficiaries
- B. Project Approach and Need
- C. Experience and Qualifications
- D. Program Budget
- E. Past Performance/Compliance with Contract*

*Only applicable if organization has been previously funded.

VIII. COMPENSATION

Compensation for the proposed work shall be in accordance with the submitted proposal and may be subject to contract negotiation. The total compensation for all accepted proposals for public service activities will not exceed fifteen percent of the 2025 CDBG allocation for the City of Midwest City.

IX. AWARD OF CONTRACT

The final award amount of public service funds is contingent upon federally appropriated funds authorized for the City of Midwest City. Timing is subject to the federal appropriation process and release of funds. The City reserves the right to determine the completeness of all proposals and to accept proposals other than the lowest. The City also reserves the right to reject any or all proposals without cause. The award of contracts for eligible public service activities will be made in the best interest of the City and will be final. Past awarded contracts have been in the range of \$1,000 to \$14,000 for the period of one year.

X. PROPOSAL SUBMISSION DATE AND SCHEDULE

One (1) complete and legible copy of a proposal and any related information, should be received by 5:00 p.m., Monday, March 10, 2025. Submissions received after the closing date will be considered for evaluation solely at the discretion of the city if it is determined to be in the best interest of the city to do so. All proposals should be hand-delivered, emailed or mailed to:

City of Midwest City
Grants Management Department
100 N Midwest Blvd.
Midwest City, OK 73110
grantsmgmt@midwestcityok.org

All proposals and documents submitted will become the property of the City of Midwest City. Technical assistance with the proposal documents and process is available upon request. Please contact Terri Craft, Grants Manager at 405-739-1217, tcraft@midwestcityok.org or Ashley Stephenson, Planning Assistant at 405-739-1221, aestephenson@midwestcityok.org

Proposal

Name of the Organization: _____

Address: _____

Business Phone: _____ Fax: _____ Email _____

Contact Person: _____ Title: _____

Purpose of the Organization (or Mission Statement):

Number of years the Organization has been in operation: _____

Non-profit organization: _____ 501(C)(3) _____ Other please specify

CDBG National Objective: _____ Benefits low/ moderate income persons

_____ Aid in the elimination of slum/blight

Amount of proposal: _____

Other program funding Sources and Amounts:

Source: _____ Amount: _____

Source: _____ Amount: _____

Source: _____ Amount: _____

Number of people served with current program funding: _____

Expected number of additional people served if proposal is funded: _____

Attachments

Please provide attachment(s) addressing the following:

- A. History – A detailed summary outlining the history of your organization as well as the activity / program to be funded with CDBG funds.
- B. Beneficiaries – Include a description of the population the organization serves. Please include the number of beneficiaries as well as a justification of need.
- C. Budget – Include a proposed program / activity budget
- D. Administration – A summary of the anticipated staff and the administrative capacity to operate and manage the activity / program.
- E. Any other pertinent information supporting the proposal.