

**City of St. Louis Park
2025 REQUEST FOR PROPOSALS
FOR SOCIAL SERVICES**

The City of St. Louis Park is seeking proposals for social services from non-profit agencies serving residents in St. Louis Park. The city has budgeted \$250,000 for this RFP. Funding parameters and priority goals for the purpose of advancing the city's strategic priorities are as follows:

Funding Parameters

- Any State recognized non-profit organization is eligible to apply
- Projects must serve St. Louis Park residents
- Services must be compatible with city goals and strategic priorities
- Total funding for this RFP is \$250,000. Minimum request is \$10,000.

Program Goals

Funding through this program is intended for non-profit agencies serving residents in St. Louis Park that offer basic needs services that the city could provide and that address at least one of the following program goals:

- Emergency housing assistance for low-income persons at or below 60% AMI for renters and 115% for homeowners.
- Services to support senior independence to allow low-income adults 60 and older to remain in their home
- Services for individuals and households experiencing food insecurity to improve access to healthy food
- Support programs that assist landlords providing affordable rental housing* to offset rent losses due to evictions for non-payment of financial obligations by tenants at or below 60% AMI (*rent must be affordable to households at or below 60% AMI and must be verified)
- Other basic needs services, subject to conformance with city policies.

Eligible expenses

- Direct services to St. Louis Park residents that meet one or more of the above priority goals
- A maximum of 15% of the funding request can be for staffing costs directly for the administration of the proposed program. No other administrative expenses are eligible.

Award Criteria

Proposals must meet one or more of the following criteria:

- Demonstrated need of the proposed service for the targeted population
- Compatibility with the RFP priority goals
- Provide direct service to St. Louis Park residents
- Demonstrated efforts to serve low-income persons of all races/cultures/ethnicities
- Demonstrated value to the community
- Certified Non-Profit agency

Proposals must be received by 4:30 p.m. December 2, 2024

Late proposals will not be accepted

PROPOSAL SUBMISSION INSTRUCTIONS

The information requested in the attached Request for Proposals must be addressed in your proposal.

Submit **1 electronic copy (word or pdf)** of your proposal by **4:30 p.m. December 2, 2024 (LATE PROPOSALS WILL NOT BE ACCEPTED)** to:

Marney Olson
Housing Supervisor
molson@stlouisparkmn.gov

Applicants may be asked to respond in writing to additional questions. The City of St. Louis Park will tentatively notify applicants of recommended award by December 31, 2024. Formal award of contracts for services will occur in early 2025.

Agencies awarded contracts will be required to sign a service agreement for calendar year 2025 and submit semi-annual reports on service outcomes.

Contact Marney Olson at 952.924.2196 or molson@stlouisparkmn.gov with any questions.

Proposals must be received by 4:30 p.m. December 2, 2024
Late proposals will not be accepted

City of St. Louis Park

2025 REQUEST FOR PROPOSALS FOR SOCIAL SERVICE ASSISTANCE

Proposals for social services must include the following:

PROPOSAL HEADING

1. Agency name, address, contact person, phone and email
2. Amount of request
3. Brief description of service(s) to be provided
4. Identify priority area(s) the proposed services are addressing:
 - a) Emergency housing assistance for low-income renter households below 60% AMI and/or 115% AMI for homeowners.
 - b) Services to support senior independence to allow low-income adults 60 and older to remain in their home
 - c) Services for individuals and households experiencing food insecurity to improve access to healthy food
 - d) Support programs that assist landlords providing affordable housing to offset rent losses due to evictions for non-payment of financial obligations by tenants at or below 60% AMI.
5. Explain how the services you are proposing to provide will benefit St. Louis Park residents
6. Indicate any additional funding from other sources for the proposed program.
7. Explain any formal or informal partnership you have with the City of St. Louis Park

ADMINISTRATION

1. Provide a mission statement for your agency.
2. Provide verification of your organization's non-profit legal status.
3. Indicate your **total agency budget** for 2025.
4. Indicate your **proposed project budget** for 2025. Itemize proposed expenses and describe as applicable. Indicate both proposed city funds and other funds to support the project. City funds are for direct service costs with a 15% cap for staffing costs directly for the administration of the proposed program.

PROGRAM

1. Describe service to be funded, including:
 - a) Brief statement detailing the service, the need for the service, and how it will be provided
 - b) Target population(s); estimated number of **unduplicated** individuals you plan to serve residing in St. Louis Park
 - c) Eligibility criteria and process
 - d) How clients are involved in the planning process for service
 - e) Desired client outcomes and methods of evaluating and measuring client progress and outcomes (use attached "Proposed Outcome/Evaluation Methods" form)
3. Describe outreach efforts to target populations, including immigrant and low-income individuals.

Please contact Marney Olson at molson@stlouisparkmn.gov or 952.924.2196 with questions.

**City of St. Louis Park Social Service Programs - 2025
Proposed Outcomes/Evaluation Methods**

Name of Applicant Organization: _____

Address: _____

Contact Person: _____

Phone: _____ **Email:** _____

Brief description of service(s): _____

<p>Outcomes: State 3 to 5 measurable outcomes of proposed service(s) – <u>relate outcomes to client progress</u></p> <p>Outcomes indicate what result, benefit, or change would come from the service provided. Outcomes can be: 1) <i>initial</i>, such as increased knowledge, understanding, or skills; 2) <i>intermediate</i>, such as change in a specific behavior or attitude; or 3) <i>long term</i>, such as a change in the condition or status of people.</p>	<p>Indicators: Describe methods of evaluating proposed outcomes – <u>how you will measure client progress</u></p>
Empty space for applicant input	Empty space for applicant input