

City of Ogden RFP for CDBG Administration Services

The City of Ogden is requesting proposals for grant administration services to assist with a project funded with Community Development Block Grant (CDBG) funds through the Iowa Economic Development Authority (IEDA).

The City of Ogden is applying to receive funds to complete improvements to upper story housing units in the downtown business district.

The selected contractor will work with the City of Ogden to ensure compliance with CDBG Program requirements. Activities will include, but are not limited to, project reporting, preparation of disbursement requests, and other activities required under the State of Iowa's CDBG Program. A full description of the work specifications is available at City Hall at 513 W Walnut Street, Ogden, IA, 50212.

Proposals to the City of Ogden should include the minimum information:

- Experience with IEDA's CDBG program
- Demonstrated compliance with IEDA's Certified Grant Administrator Policy
- Description of past grant administrative services provided
- A Grant Administration Staffing Plan, detailing the capacity to complete all necessary grant administration activities
- References from previous clients of related work within the past five years
- A proposed schedule that aids the City of Ogden's proposed project in meeting CDBG program constraints
- Proposed estimate for Cost of Services

Proposals must be submitted no later than July 6th, 2026 by 3:00 P.M. Proposals should be submitted to Emily Clausen, City Administrator, at admin@ogdeniowa.org or by mail to PO Box 694, Ogden, IA, 50212.

Questions regarding this request for proposals should be directed to Emily Clausen, City Administrator, at admin@ogdeniowa.org or by phone at 515.275.2917.