CITY OF SHREVEPORT
NEIGHBORHOOD INVESTMENT PROGRAM (NIP)
2014 REQUEST FOR PROPOSALS

APPLICATION PROCESS

ISSUANCE OF PROPOSALS: **Monday, September 30, 2013**

DEADLINE FOR RECEIPT OF PROPOSALS: **Monday, October 28, 2013 no later than 5:00 p. m.**

ORIGINAL AND THREE (3) COPIES DUE

The City of Shreveport, Department of Community Development, must be in receipt of an original and three (3) copies of the proposal complete with all attachments, on or before the above date. These deadlines are firm as to date and hour. Applications that arrive after the deadline or incomplete applications **will not** be accepted. Diskettes, facsimiles, electronic mail, or other electronic documents **will not** be accepted. The application must be signed by the applicant's Board Chairman, CEO, Director, or President. All proposals become the property of the city of Shreveport.

You may access this proposal by going to www.shreveportla.gov and clicking on Department of Community Development or you may pick up a copy at the Department of Community Development, 401 Texas Street, First Floor, Shreveport, LA 71130.
The grant period for funding is January 01, 2014 to December 31, 2014.

Informational Workshop will be held Thursday, October 10, 2013 @ 5:30 p. m., 401 Texas Street, First Floor Lobby, Shreveport, Louisiana. Attendance is not mandatory, but respondents will be accountable for the information presented.

Hand or Courier Delivery*: *Mailing Address:

Department of Community Development, Bureau of Administration, 401 Texas Street, First Floor, Shreveport, LA or Post Office Box 31109, Shreveport, LA 71130, Attention: Bonnie Moore, Director.

For additional information regarding this Request for Proposal, contact Fred Thomas, Bureau Chief or Jackie S. Brown, Planner III, at (318) 673-5900.

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CITY OF SHREVEPORT
DEPARTMENT OF COMMUNITY DEVELOPMENT
NEIGHBORHOOD INVESTMENT PROGRAM

APPLICATION FOR FUNDING

I. Applicant Information:

Tax I. D. No. _____

Name of Applicant/Organization:_____

Street Address: _____

Phone No._____ Fax No. _____E-mail_____

Council District: _____

Date your association organized: _____

Signature of authorized representative: _____ Title_____

II. Project Information:

Amount of NIP funds requested:_____
Type of physical improvement project (s):_____
Name/Title of project (optional):_____
Location of Project (specific address of proposed site):_____
Neighborhood benefiting from project: _____
Neighborhood Boundaries: North: _____ South: _____
(Street Name) East: _____ West: _____
Estimated Project Start Date: _____Estimated Project Completion Date_____
Have you received a NIP grant in the past? _____ Yes _____ No
If yes, specify the year (s)_____

This is not an agreement until the City of Shreveport and the individual authorized to execute the contract on behalf of the organization have signed the contract.

Checklist of Required Documents

Cover Sheet (Application Form)	(1) _____
Proposal Narrative	(2) _____
A Listing of Board of Directors or Members (include which ones are community residents)	(3) _____
A copy of current IRS 501(c)(3) tax exempt statement indicating that you are not a private foundation and an explanation of any changes in your IRS status (if applicable)	(4) _____
Most Current Certified Financial Statement, Bank Statement, or Audit; (not to exceed two years old)	(5) _____
Authorizing Resolution by Board of Directors or Officers to Apply for City funds	(6) _____
Articles of Incorporation and Bylaws (if a nonprofit organization) and Certificate from Secretary of State	(7) _____
Vendor's Application	(8) _____
List of Project Leaders and Team Members	(9) _____
W-9 Form and Copy of Occupational License	(10) _____
Project Budget	(11) _____
Project Timeline	(12) _____
Affidavit	(13) _____

SECTION I: GRANT INFORMATION AND REQUIREMENTS

A. BACKGROUND AND PROGRAM OVERVIEW

In 2003, the City Council approved funding to establish a Neighborhood Investment Program (NIP) under Resolution No. 94 of 2003. This program was implemented in 2004 as a pilot program. NIP has been a significant component of the city's overall neighborhood revitalization strategy. This program is designed to support the efforts of neighborhood-based organizations to implement redevelopment initiatives at the neighborhood level in each Council District. This program is administered by the City of Shreveport ("City") through its Department of Community Development. NIP will support a mixture of citywide and local community development activities. This represents a dramatic change in the way the city works with its residents to reclaim neighborhoods through extensive grassroots citizen involvement to identify neighborhood character, needs and assets in an effort to improve the quality of life.

Community/neighborhood-based organizations can be empowered to successfully improve and maintain their surroundings. Neighborhood capacity building involves not only assisting residents in developing skills and knowledge to tackle social, economic, and physical revitalization issues, but also involves promoting a strong sense of community, a spirit of optimism, and a feeling of capability among residents and leaders.

The City will invite community/neighborhood-based organizations to apply for funding initiatives that develop strategies for their neighborhoods, improve the relationship between citizens and government within these neighborhoods, and promote comprehensive approaches to community development. This program will promote strong partnerships within the city's neighborhoods. Projects will be identified and developed by various neighborhood-based organizations serving throughout the city.

B. PROGRAM MISSION

The mission of the program is to improve the quality of life in neighborhoods, and build the programmatic and financial capacity of neighborhood-based organizations. The concept of NIP believes that a healthy neighborhood is one in which residents and external stakeholders are willing to invest time, energy, and money in the neighborhood.

The theme for the program is *"Neighbors Working in Unity to Change their Community".*

C. PROGRAM GOALS AND OBJECTIVES

The funding made available will assist in improving neighborhood conditions and stimulate community involvement by utilizing city funds to build viable neighborhoods through community development activities designed for all residents, without discrimination.

The major goals and objectives of the program include:

- Coordinate activities with the City to provide more focused effective delivery of services and response to problems within neighborhoods;
- Strengthen relationships with neighborhoods by involving them in decisions about what is needed to sustain livability;
- Systematically apply city resources to make a dramatic impact in neighborhoods;
- Help the neighborhood groom new leaders to carry on the work of sustaining a quality neighborhood;
- Find a way to identify neighborhood "character" in concrete terms, and efforts that will be undertaken to preserve those unique qualities;
- Proactively address issues related to the aging of neighborhoods and their infrastructure; and
- Catalog and respond to specific needs and opportunities in neighborhoods.

D. ELIGIBLE APPLICANTS

A community/neighborhood-based organization is an organization with a majority of its members residing or doing business in a commonly recognized neighborhood. NIP has funding available only for these types of organizations. A community/neighborhood-based organization may be any wholly secular neighborhood association, civic organization or committee located within the city limits of Shreveport that has been formally organized for at least six (6) months prior to the application date, and have at least nine (9) active members who are residents of the neighborhood. To be eligible for funding under this proposal, at least 75% of the general membership must be composed of residents in the neighborhood in which projects or services will be provided, and organizations must have held at least two (2) neighborhood meetings during the current calendar year (2013). All of the above requirements must be validated by some credible written source such as approved minutes or official articles of incorporation. Funding under Phase III and Phase IV will be limited to organizations with a documented IRS 501 (c) (3) tax exemption status.

Eligibility Requirements by Phase			
Phase	Criteria	Eligible Projects/ Costs	Ineligible Costs/Projects/Activities
Phase I	Organization must be inexistence for at least six (6) months	Neighborhood Identification Gateway Signs/Plaques/Flags Neighborhood Pocket Parks Adopt-A-Park Litter Abatement (neighborhood cleanups, etc.) Graffiti Removal Community Gardens/Playgrounds Tool Lending Project Street Lighting Beautification Projects Sidewalk Repairs Community Benches and Bus Benches Project Maintenance	*Administrative Expenses* (operational) i. e. salaries, office space, travel costs, accounting services are not eligible. However, *Program Administrative* costs are eligible, i.e. office supplies, postage, publications; Fundraising Activities; Investment Activities; Political Activities; Religious Activities; and Entertainment Related Activities
Phase II	Organization must be in existence for at least one (1) year and has formalized as a non-profit organization and have established by-laws	(same as above)	(same as above)
Phase III	Organization must in existence for at least two (2) years with an IRS 501 (c) (3)	(same as above)	(same as above)
Phase IV	Organization must be in existence for at least five (5) years with an IRS 501 (c) (3) tax exemption status; Organization must have a physical office and operating on a daily basis in service delivery; Organization must have an active Executive Director, and Board of Directors; Organization must have received funding from the city of Shreveport for at least five (5) consecutive years, and will be receiving fiscal year 2012 civic appropriations.	(same as above) paint/repair projects to neighborhood facility.	(same as above)

E. INELIGIBLE APPLICANTS

Individuals, commercial establishments, political groups, or government agencies are ineligible for this grant.

F. ELIGIBLE PROJECTS

NIP grants are designed to encourage community/neighborhood-based organizations to implement community/neighborhood improvement projects. These projects should be designed to build clean, healthy, safe, and attractive communities with strong, independent, and capable neighborhood-based organizations.

Organizations are encouraged to implement projects which promote inter-racial and/or inter-generational diversity, broad neighborhood support and volunteerism from within the neighborhood, and which focuses on harmony, respect, understanding, and appreciation. Under this proposal, recipients are encouraged to do a joint project within its respective Council District.

In order to be eligible for funding, organizations must:

- **provide a physical improvement to the neighborhood**;
- provide a public benefit within the neighborhood boundaries defined in this application;
- have an accountable neighborhood resident to serve as the authorized representative;
- have goals which can be accomplished no later than the end of the funding period; and
- have neighborhood support.

Physical improvement projects may only be installed or constructed on common property owned by the applicant, or approved public property. Physical improvements may not be made or installed on private property unless said improvements are available for public use and enjoyment by residents in the neighborhood, and the applicant has written permission from the property owner to use the property for a public benefit. Obtaining adjudicated or expropriated property is not eligible under this program. **The city of Shreveport requires a building permit for any man-made structure being built or installed on the city's right-of-way or private property.**

Eligible Activities

Applicants must identify a physical improvement project first. Examples of eligible physical improvement projects are, but not limited to: paint projects, landscaping projects, gateways or community beautification day, etc. In addition, one or more of the following eligible activities may also be approved:

- Charitable Community Events (block parties, health and safety fairs);
- Neighborhood Surveys (newsletter, neighborhood directories, etc);
- Crime Prevention Activities (neighborhood watch); and
- Educational Activities for Youth (back to school supplies)

G. ELIGIBLE PROJECT LOCATIONS

Eligible projects must be located within the city limits of Shreveport. Projects/activities must take place within the boundaries of the neighborhood that is stated in the application. Projects must be situated within the Council District that is designated for the neighborhood. All physical improvement projects must be in the right-of-way or on approved public property, or common property that can be used for a public benefit.

H. DISTRIBUTION OF FUNDS

In an effort to better serve all communities and create a visible impact, these funds will be distributed among the city's seven (7) council districts. Organizations in the same council district are encouraged to make joint application. A map depicting the Council Districts is attached to this application.

I. LEVELS OF FUNDING

Grants will be awarded on a competitive basis. An organization may submit an application for only one of the levels of funding identified below. The following levels of funding will be applied.

Phase I: Small Project Development	up to $3,000	up to $500 for program administrative expenses
Phase II: Intermediate Project Development	up to $6,000	up to $1,000 for program administrative expenses
Phase III: Advanced Project Development	up to $10,000	up to $2,000 for program administrative expenses
Phase IV: Minimum Façade Improvement	Up to $15,000	Up to $3,750 for program administrative expenses

Program administrative expenses can only be used for printing, publication, and reproduction of brochures and newsletters, pre-approved supplies/minor office equipment for an organization which has an existing facility. Per unit cost of any equipment cannot be greater than $500, and will be inventoried by the city.

J. GRANT REQUIREMENTS

For those organizations selected, city funds will be administered via the Department of Community Development. Terms of the grant award will be specifically detailed for organizations and will be listed in the grant agreement signed by each organization.

To ensure that each project follows the purpose stated in the original application, a monthly performance report must be submitted along with each request for grant disbursements. Those organizations that do not use the funding for the approved purposes stated in their applications will be required to reimburse the city the full amount and be subject to additional penalties.

K. PROGRAM BENEFITS

City sponsored training and technical assistance will be provided to organizations that receive funding under NIP in an effort to strengthen the capacity, increase participation, and enhance individual involvement in neighborhood revitalization activities and governmental relations. Technical assistance and additional support services such as how to establish a nonprofit organization, grant writing skills, and assistance with funding new community projects may be provided. Training workshops and technical assistance sessions will be conducted by qualified entities dedicated to improving the city's environment and enhancing its economy.

Through community forums, neighborhood meetings and other outreach methods, the organizations will learn how to interface with city government; be educated on crime prevention strategies; and be assisted with community building and enhancement projects. The following proposed strategies outlined will be implemented under this program:

- Provide one-on-one technical assistance;
- Conduct educational forums for neighborhoods organizations and residents;
- Assist organizations and residents with planning and conducting enhancement projects;
- Plan and hold neighborhood forums;
- Publicize events of the organizations to residents, businesses, and media to promote a positive image and encourage involvement;
- Awareness of the needs and goals of the neighborhood;
- Distribute literature to residents and businesses; and
- Capacity building training for organizations that desire to become nonprofits and 501(c) (3) nonprofit organizations

SECTION II: APPLICATION INSTRUCTIONS

APPLICATION OUTLINE

The proposal narrative must be formatted as outlined below. Proposals that are not submitted in the following format will not be reviewed. This section shall not exceed six pages, double spaced in 12 font. The application outline must address all of the following items below:

Background and Capacity of Organization

Briefly describe your organization. This description should include the length of existence, the number of officers, members, and mission. ***List the names and addresses of all board members who reside in the neighborhood.*** Explain the organization's capacity to successfully implement the proposed project in a timely manner.

Prior Experience of Organization

Description of past completed projects involving community and neighborhood activities in the past three (3) years, including the type of project, project location, and how it benefited the community. For Phase IV applicants only, please specify the required four (4) projects that have been conducted in the neighborhood, and the two (2) that are considered housing and/or economic development.

Extent of Neighborhood Involvement

Describe the manner in which you will attract volunteers to your project. Describe how a significant number of people with diverse interests in the neighborhood will be involved in and benefit from this project. Identify the joint council district project that you would like to see conducted by the recipients in your district, if applicable.

Capacity to Carry Out Project

This summary should provide a written timeline to show benchmarks for project implementation and completion. Describe any recent, relevant and successful demonstrated experience in undertaking similar projects. Include the knowledge and experience of the proposed day-to-day project team leader.

Description of Project and Soundness of Project

This summary should provide an overview of entire project(s), including type of physical improvement project and project location. Describe how this project will benefit the neighborhood. This summary should also address the quality and cost-effectiveness of the proposed project. This project must be clearly understood, well planned, and ready to proceed. The budget should be reasonable and cost effective. Also, if funds are being requested for any project areas which have been previously funded under NIP, organizations must submit a maintenance plan to depict how it will maintain any beautification projects beyond the scope of this program.

Mission and Vision of Organization

Briefly describe the mission of your organization. Describe your long term plans for your organization as it relates to community activities, and ways your organization desires to address concerns in the neighborhood. Describe how this project and future projects will help to achieve the mission of the organization.

Joint Group Application and Collaboration

State whether your organization is submitting this application along with another neighborhood-based organization in your neighborhood. Also, describe any partnerships that were formed or will be formed to plan and implement this project.

Identify Needs and Gaps in Services in Neighborhood

List the priority needs that the organization has identified in the neighborhood along with any gaps of services that have been noted.

NEIGHBORHOOD INVESTMENT PROGRAM
RATING CRITERIA

Rating Procedures

Applications will be reviewed, and a numerical score will be assigned to each criterion. The maximum score that will be given is 100.

CRITERION	SCORE
Background and Capacity of Organization	(0-10)
Prior Experience of Organization	(0-10)
Extent of Neighborhood Involvement	(0-15)
Capacity to Carry Out Project	(0-10)
Description and Soundness of Project	(0-15)
Mission and Vision of Organization	(0-10)
Joint Group Application	(0-10)
Identify Needs and Gaps in Services in Neighborhood	(0-20)

Total Score _____

V E N D O R ' S A P P L I C A T I O N

Please e-mail, mail or fax application to:
City of Shreveport Purchasing Division
PO Box 31109 Shreveport, LA 71130-1109
505 Travis Street Shreveport, LA 71101-3042
Phone: (318) 673-5450 Fax: (318) 673-5408
Web site: www.ci.shreveport.la.us

All information must be provided typed or printed.

☐INITIAL APPLICATION ☐REVISION	Date of Application:	Dunn & Bradstreet number or other name/number.	Copy of Current Business/Occupational License or W-9 Form is Required. Is it attached? ☐yes ☐no **or mailed?** ☐

Vendor Name:	Federal Identification or S.S. Number:
Sales (Order) Address (Street, City, State & Zip Code):	Phone Number:
Remittance Address (Street, City, State & Zip Code):	Fax Number:
Web Site Address:	Years in business:

Type of Organization: ☐ Partnership ☐ Sole Proprietorship ☐ Corporation ☐ DBE Ownership % Minority Ownership %

Type of Business or Service: (Check all that apply) ☐Architect/Engineer ☐Manufacturer or Producer ☐ Distributor ☐MFGR'S Agent ☐ Retailer ☐Service Establishment ☐ Wholesaler ☐Construction

Commodity codes are used to determine what type of product or service your company provides. It is imperative that the five digit commodity codes are listed on your application. These codes can be accessed on the web at www.ci.shreveport.la.us under Bids & RFPs, Section 900 or by calling our office. **Click on the three digit code and the five digit codes will be shown. All of the 900 range commodity codes are for services & construction.** Please list all commodity codes that apply. Use back if more space is needed or send additional codes with e-mail when send application to: katrina.smith@ci.shreveport.la.us and copy to: tanny.days@ci.shreveport.la.us. **When working on City property, see Section 600 for Insurance Requirements.**

(1) _____	(2) _____	(3) _____	(4) _____	(5) _____	(6) _____	(7) _____	(8) _____
(9) _____	(10) _____	(11) _____	(12) _____	(13) _____	(14) _____	(15) _____	(16) _____
(17) _____	(18) _____	(19) _____	(20) _____	(21) _____	(22) _____	(23) _____	(24) _____
(25) _____	(26) _____	(27) _____	(28) _____	(29) _____	(30) _____	(31) _____	(32) _____
(33) _____	(34) _____	(35) _____	(36) _____	(37) _____	(38) _____	(39) _____	(40) _____

Please check all of the classifications below that apply. FSC/DBE require certification by the Fair Share & DBE City Offices.

Small Business (SBE)	Large Business (LBE)	Fair Share Certified (FSC)	Disadvantaged Business (DBE)	Architect or Engineer (AEC)	Women Owned Business (WBE)
☐	☐	☐	☐	☐	☐

Persons Authorized to sign bids and Contracts in your name (If an agent, so specify)		Persons to contact on matters concerning bids and contracts	
Name	Official Capacity	Name	Official Capacity

I understand that I will need to watch for the City's ads in the legal section of *The Times* and/or on our web site so that I will know when to contact the City for a copy of an Invitation for Bid (IFB), a Request for Proposal (RFP), or a Request for Statement of Qualification (RFS).

I certify that the information supplied herein (including attached pages) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal officer, so far as is known, is in arrears on money owed to the City, is now debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services to any agency thereof.

E-Mail A

Form **W-9**
(Rev. January 2003)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name

Business name, if different from above

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.) | Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Note: *If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.*

Social security number
| | | – | | – | | | | |

or

Employer identification number
| | – | | | | | | |

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person ▶ Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: *If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515,** Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

AUTHORIZING RESOLUTION

Name of Organization: _____

Be it resolved by the Board of Directors or Members of _____ domiciled

in _____, That _____ is hereby

authorized to sign any and all contracts and/or agreements with the City of Shreveport and to do any and all things necessary to execute the contracts and/or agreement on behalf of this corporation.

That I, _____ , _____
(Name) (Position of Authority)

herby certify that the above and foregoing resolution is a true and correct copy of a resolution of the Board of Directors or Members of this organization which was passed at a meeting , duly called on _____, 20 _____at which a quorum was present. This resolution has been entered into the records of this organization, has not been rescinded or modified, and remains in full force and effect on this date.

Dated this _____ day of _____, 20 _____.

WITNESSES:

_____ Signature: _____

_____ Federal Tax ID Number: _____

Neighborhood Investment Program BUDGET FORM Fiscal Year 2014

Please provide detailed explanation of each line item.

Agency Name _____

Budget Categories				
Line Item Object	Funding Amount			Total
	NIP Amount	Other Amount	In-Kind	
	-			
Total				

CITY OF SHREVEPORT-PURCHASING DIVISION

P.O. BOX 31109 SHREVEPORT, LOUISIANA 71130-1109 Suite 610, 505 TRAVIS SHREVEPORT, LA 71101-3042
Phone 318/673-5450 web site: www.shreveportla.gov Fax 318/673-5408

July 10, 2008
FAXED TO: _____
ATTENTION: _____

Section 26-211 of the Code of Ordinances has been changed effective February 5, 2008 to include the following:

(b) No contract to which the City is a party shall be awarded to any person who:

1) Has not paid all taxes, licenses, fees and other charges which are outstanding and due the City, or
2) Owns any property which is adjudicated to the City or which has demolition liens, grass cutting liens, or any other property standards liens on it, or
3) Owns more than 25% of a legal entity that owns any property which is adjudicated to the City or which has demolition liens, grass cutting liens, or any other property standards liens on it, or
4) Who has a member of his immediate family who owns any property which is adjudicated to the City or which has demolition liens, grass cutting liens, or any other property standards liens on it.

***

d) For purposes of this subsection, the following terms shall have the following meanings:
1) "Immediate family" means the contractor's children, the spouses of his children, his brothers and their spouses, his sisters and their spouses, his parents, his spouse, and the parents of his spouse.
2) "Own" shall mean to be the last record owner of property prior to a tax sale or adjudication.

Because of this, the City Attorney's Office has provided the attached affidavit that we must require of every Contractor/Vendor that does business with the City. Please return this affidavit by mail at your earliest convenience so that we can issue your firm purchase orders now or in the future. DO NOT RETURN WITH ANY OF YOUR BID DOCUMENTS.

If you have any questions concerning this matter, please call the number listed below within three working days after receipt of this letter.

Sincerely,

Tom Mattox, CPPO, C.P.M.
Purchasing Agent

cc: File

Enclosure: Affidavit

If you have any questions, please call Frances Antoine at 318/673-5450 or Mary Fuller at 318/673-5458. Please mail original affidavit with notary seal to: Purchasing Affidavit, P.O. Box 31109, Shreveport, LA 71130. **We will not be allowed to issue your firm a purchase order or payment until a properly executed affidavit is returned**.

APPENDIX 2-AFFIDAVIT ATTESTING THAT CONTRACTOR, LEGAL ENTITIES OF CONTRACTOR AND IMMEDIATE FAMILY MEMBERS OF CONTRACTOR DO NOT OWN ADJUDICATED OR LIEN PROPERTY

BEFORE ME, the undersigned Notary Public duly qualified and commissioned, came and appeared authorized representative of _____ Federal I.D. Number of: _____ Who does hereby state as follows, to-wit:

I. Contractor does not own any property which is adjudicated to the City of Shreveport or which has demolition liens, grass cutting liens, or any other property standards liens on it.

II. Contractor does not own more than 25% of a legal entity that owns any property which is adjudicated to the City or which has demolition liens, grass cutting liens, or any other property standards liens on it.

III. To the best of his/her knowledge, the Contractor does not have a member of his immediate family who owns any property which is adjudicated to the City or which has demolition liens, grass cutting liens, or any other property standards liens on it. "Immediate family" is defined as the contractor's children, the spouses of his children, his brothers and their spouses, his sisters and their spouses, his parents, his spouse, and the parents of his spouse.

IV. Contractor has paid all taxes, licenses, fees, and other charges which are outstanding and due to the City.

V. Contractor will provide written notification to the City's Purchasing Agent not later than the next work day after any of the above statements becomes invalid.

VI. This affidavit shall expire one year from the date shown below unless renewed by the contractor.

THUS DONE AND PASSED before me, Notary, on this _____ day of _____, 20 __.

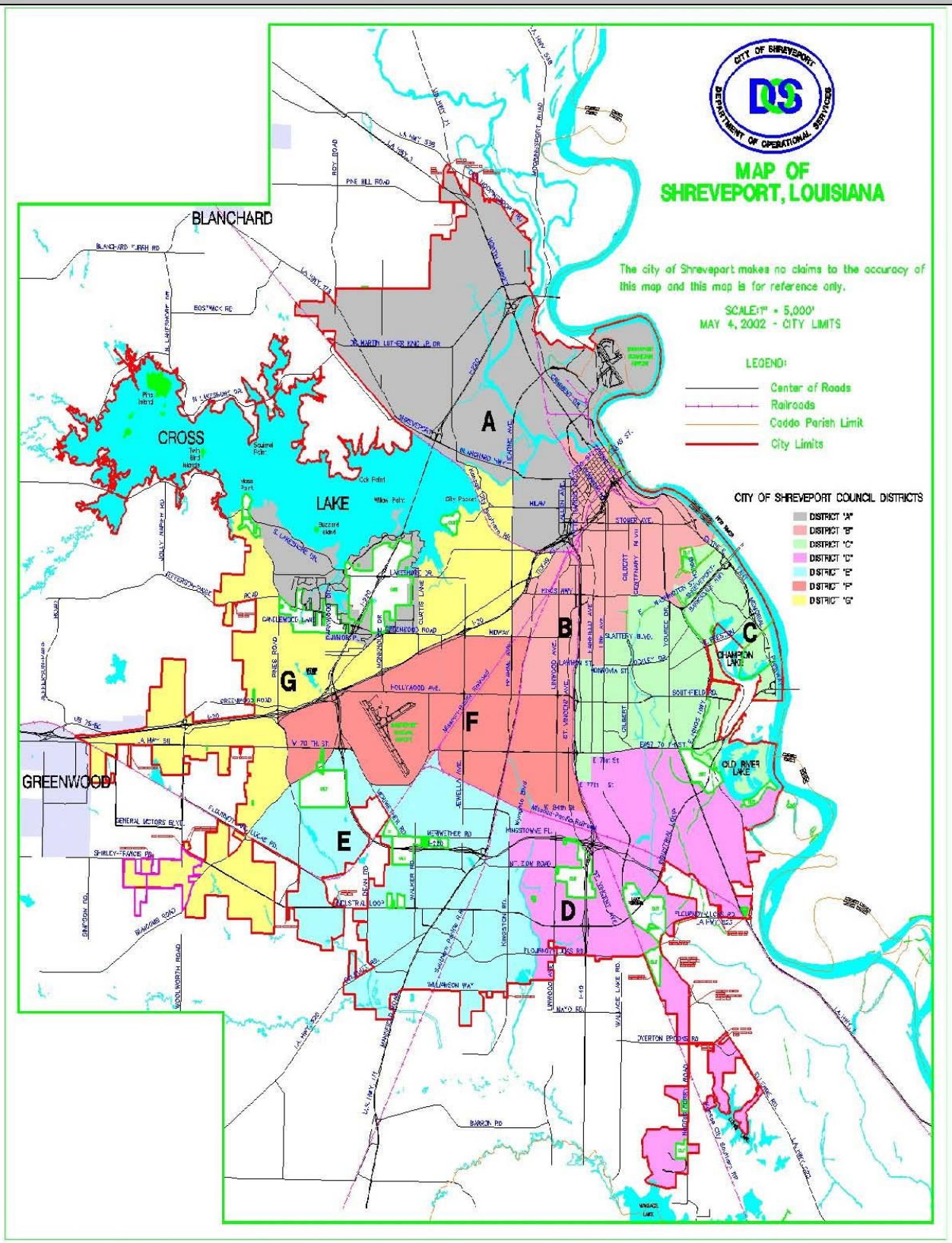
Signature: _____ Title: _____

NOTARY PUBLIC: _____ Seal:_____
Signature

Note: The notary identification number is required. The City of Shreveport also requires an original seal.

Revised 4-4-08

SECTION IV: ATTACHMENTS



CITY COUNCIL MEMBERS	
District A	Rose McCulloch, 2509 Kemp Lane, Shreveport, LA 71107, 227-0803 (home) Council Fax: (318) 673-5270, e-mail: rose.mcculloch@shreveportla.gov
District B	Jeff Everson, POB 543, Shreveport, LA 71162, 347-2554 (home), 429-0271 (business), Council Fax: 673-5270, jeff.everson@shreveportla.gov
District C	Oliver Jenkins, POB 31109, Shreveport, LA 71130-1109, 294-7277 (home) Council Fax: 673-5270, Oliver.Jenkins@shreveportla,gov
District D	Michael Corbin, POB 31109, Shreveport, LA 71130-1109, Council Office: 673-5252, Council Fax: 673-5270, Michael.corbin@shreveportla.gov
District E	Ron Webb, 2406 Helmsdale Court, Shreveport, LA, 688-6800 (home), 564-8080 (cell), Council Fax: 673-5270, ron.webb@shreveportla.gov
District F	Joe Shyne, 4532 Alton Shreveport, LA 71109, 426-2292 (home), Council Office: 673-5262, Council Fax: 673-5270, joe.shyne@shreveportla.gov
District G	Sam Jenkins, 2419 Kings Highway, Shreveport, La, 71104, 636-4266 (business), Council Fax: 673-5270, sam.jenkins@shreveportla.gov