

**Request for Statement of Qualifications  
for  
Financial Intermediary for a Small Business Initiative Program**

The city of Shreveport is requesting Statement of Qualifications (SOQ) from experienced institutions or firms to administer the City's *Small Business Loan Program* to include management, oversight, and monitoring. The "Financial Intermediary" must be an institution or firm that is highly professional, knowledgeable and possesses expertise in the lending industry.

Community Development Block Grant (CDBG) funds through the U. S. Department of Housing and Urban Development (HUD) will be used for this initiative. Program guidelines require that the public benefit standards are met in accordance with 24 CFR 570.209(b) of the HUD regulations. The Financial Intermediary must significantly leverage these funds with other private and public dollars.

Respondents must have a minimum of five (5) years experience assisting jurisdictions or other governmental entities with this type of program design and/or has worked with CDBG funds for a minimum of five years. Those interested must be an independent party, and the agency must not reflect any real or apparent conflict of interest with the City of Shreveport.

All loans shall be reviewed for HUD compliance, public benefit standards and financial feasibility. Program funds must first meet the CDBG National Objective to benefit low and moderate income persons.

Additionally, each loan must meet a minimum level of public benefit from the expenditure of loan funds. The minimum standard is:

The project must lead to the creation or retention of at least one full-time or two part time equivalent jobs, based upon a standard work week, per \$35,000 of loan funds used; or

- A. Job Creation and Retention
- B. Area Benefits
- C. Low-to-Moderate Income Limited Clientele
- D. Elimination of Slum or Blight
- E. Micro Business Enterprises
- F. Obtain Final Approval of the Hiring and Training Plan

The following lending criteria/underwriting guidelines must be used:

- A. Project costs are reasonable;
- B. All sources of project financing are committed;
- C. To the extent practicable, loan funds are not substituted for private funding;
- D. The project is financially feasible;
- E. To the extent practicable, the return on the owner's equity investment will not be unreasonably high;

- F. To the extent practicable, loan funds are disbursed on a pro rata basis with other financing provided to the project; and
- G. Sufficient public benefit will be received from the expenditure of project funds.

It will be the responsibility of the Financial Intermediary to prepare the loan package and make recommendations for funding.

The activities determined to be eligible to receive financial assistance through the City' Small Business Loan Program are as follow:

- A. Land acquisition;
- B. Real property acquisition;
- C. Utility and road infrastructure improvements;
- D. New construction of commercial and industrial buildings;
- E. Rehabilitation of commercial and industrial buildings;
- F. Purchase and installation of equipment and fixtures;
- G. Refinancing of existing debt (a part of a new project creating new job opportunities);
- H. Financing of working capital accounts;
- I. Any other CDBG eligible activity approved by the Loan Committee; and
- J. Loans for inventory will be considered

**Other eligible activities, such as public facilities (area benefit), limited clientele assistance, or eliminating slum and blight will not be funded out of the Small Business Loan Program.**

Ineligible businesses for this program are:

- A. Business involved in speculation
- B. Not-for-profit corporations
- C. Illegal activities
- D. Gambling activities
- E. Bars, taverns
- F. Lending or investment companies
- G. Restaurants with less than 70% gross food sales
- H. Real estate promotion/developers
- I. Used Car Business
- J. Barber/Beauty Shop
- K. Clothing/Specialty Stores

Ineligible purposes:

- A. Debt consolidation
- B. Refinancing
- C. Personal residence
- D. Personal automobiles

- E. Airplanes
- F. Landlord deals
- G. Working capital
- H. Purchase of livestock
- I. Real estate investment

Disqualified Persons or Entities:

- A. No members of the administration or City Council or person related to a council member within the second degree by consanguinity of affinity shall be eligible to apply for a loan under the Small Business Loan Program during his/her tenure or for two (2) years thereafter.
- B. No members of the Loan Committee or person related to a board member within the second degree by consanguinity of affinity shall be eligible to apply for a loan under the Small Business Loan Program during his/her tenure or for two (2) years thereafter.
- C. No director of employee of the City' Department of Community Development, their supervisor, or person related to the director, employees or supervisors of the Department within the second degree by consanguinity of affinity shall be eligible to apply for a loan under the Small Business Loan Program during his/her tenure or for to (2) years thereafter.
- D. All other City of Shreveport employees and elected or appointed officers not specifically addressed above shall be eligible to apply for a loan under the Small Business Loan Program; however, no special consideration shall be given to such an applicant.
- E. Failure to honor contractual obligations or to proceed in accordance with contract specification or HUD regulations;
- F. Failure to satisfy, upon completion, the requirements of an assistance agreement or contract;
- G. Deficiencies in ongoing construction projects; or
- H. Falsely certifying in connection with any HUD program, whether or not the certification was made directly to HUD.

## STATEMENT OF QUALIFICATIONS (SOQ)

**This SOQ must include a brief history of the firm or organization and a resume of each person in the office who will be assigned to the project; narrative of qualifications; organization's standard fees; references including a listing of governmental bodies for which the respondent has been under contract and a similar project reference list.**

### I. Agency Information

- A. Name, Address, Telephone Number, Facsimile Number, Contact Person
- B. Type of Organization
- C. Narrative of Qualifications (education and experience)
- D. The organization's standard fee for these services

### II. References

- A. A list of governmental agencies for which the respondent has been under contract
- B. Similar projects reference list

A selection committee will review all submissions. All responses will be evaluated on the basis of the information requested.

This Statement of Qualification can be obtained at the Department of Community Development, 1237 Murphy Street, Room 314, Shreveport, LA, during regular business hours, beginning Thursday, October 1, 2009, 8:30 a.m. through 4:30 p.m. The Statement of Qualification is also posted on the city's website at [www.shreveportla.gov](http://www.shreveportla.gov).

If interested in applying for these professional services, please respond no later than 5:00 p. m., Friday, October 09, 2009. All responses shall be directed to Ms. Bonnie Moore, Director, Department of Community Development, Post Office Box 31109, Shreveport, LA 71130 or hand delivered to 1237 Murphy Street, Room 314, Shreveport, LA, 71101, (318) 673-5900.