

**SUBAWARD AGREEMENT FOR THE AMERICAN RESCUE PLAN ACT  
BETWEEN  
CADDO PARISH, LOUISIANA AND  
THE CITY OF SHREVEPORT, LOUISIANA**

This Subrecipient Agreement (“Agreement”) for the federally-funded American Rescue Plan Act (“ARPA”) (codified at 31 C.F.R. Part 35) is made entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2022 between the Parish of Caddo, (“Parish”) and the City of Shreveport (“the Subrecipient”).

WHEREAS, the Parish has received funding through the ARPA from the United States Department of the Treasury; and

WHEREAS, the Grantee wishes to engage the Subrecipient to assist the Grantee in utilizing certain American Rescue Plan Act (ARPA) funds; and

WHEREAS, the Parish desires to offer a Subaward to the Subrecipient with respect to ARPA from the U.S. Treasury Department for the purpose of assisting citizens that have suffered negative economic impacts as a result of the COVID-19 pandemic in accordance with all federal, state, and local guidelines; and

WHEREAS, this Agreement shall make the Subrecipient a subrecipient/pass-through entity under 2 C.F.R. § 200.1 receiving a subaward under ARPA §§ 602(c)(3) and 603(c)(3) of the Social Security Act (codified at U.S.C. §§ 802-803, as amended), which implements § 9901 of ARPA and the Subrecipient shall carry out a program or project on behalf of the Parish with the Parish’s Federal award funding.

THEREFORE, in consideration of the covenants and conditions hereinafter set forth, the Parish and the Subrecipient agree as follows:

1. Information Required by the Uniform Grant Guidance (“UGG”) (2 C.F.R. § 200.332).

- a. The Subrecipient’s name (must match the name associated with its unique entity identifier): **City of Shreveport.**
- b. The Subrecipient’s unique entity identifier (formerly known as DUNS number): **E4TMLTXS3WV9.**
- c. Federal Award Identification Number (“FAIN”): **SLFRP0025.**
- d. Federal Award Date of the award to the Parish: **March 11, 2021.**
- e. Subaward Period of Performance Start and End Date: The Subaward period of performance shall begin on **January 1, 2022** and shall end on **December 31, 2022**, unless terminated earlier in accordance with the provisions of this Agreement.
- f. Subaward Budget Period Start and End Date: The Subaward budget period shall begin on January 1, 2022 and shall end on December 31, 2022.
- g. Amount of Federal Funds Obligated by this Agreement by the Parish to the Subrecipient: **AMOUNT WRITTEN OUT (Four Hundred Thirty-two Thousand and zero dollars).**

- h. Total Amount of Federal Funds Obligated by the Parish to the Subrecipient, including the amounts in this Agreement: AMOUNT WRITTEN OUT (\$Four Hundred Thirty-two Thousand and zero dollars).
- i. Total Amount of the Federal Award committed to the Subrecipient by the Parish: AMOUNT WRITTEN OUT (\$Four Hundred Thirty-two Thousand and zero dollars).
- k. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (“FFATA”): \_\_\_\_\_
- l. Contact information:

1) Name of Federal Awarding Agency and Contact Information:

United States Department of Treasury  
Attn: State and Local Fiscal Recovery Funds  
1500 Pennsylvania Avenue N.W.  
Washington, D.C. 20220  
SLFRP@treasury.gov  
Telephone: 202-622-2000  
Website: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-fund>

2) Contact Information for the Grantee

Parish of Caddo  
Jalisa Thomas  
Grants Manager  
P.O. Box 1127  
Shreveport, LA 71163  
jthomas@caddo.org  
318-226-6900  
<https://www.caddo.org>

3) Contact Information for the Subrecipient:

City of Shreveport, Office of Community Development  
Bonnie Moore, Director  
401 Texas Street  
Shreveport, LA 71101  
Bonnie.Moore@shreveportla.gov  
318-673-5900  
<https://www.shreveportla.gov>

m. Assistance Listing Number and Title: 21.027 Coronavirus State and Local Fiscal Recovery Funds

- 1) The amount made available under the Federal award and the Assistance

Listings Number at time of disbursement is: WRITE OUT AMOUNT (\$Four Hundred Thirty-two Thousand and zero dollars).

- n. This subaward is a program grant and not for Research and Development.
  - o. Indirect Cost Rate: (*de minimis* cost rate) maximum of indicated in the budget: there are no indirect costs
2. Scope of Work. The Subrecipient shall perform all services according to the Federal award project description as indicated in the Scope of Work contained in Exhibit A (“Work”), attached hereto and incorporated by this reference. Any deviation from the provisions detailed
- a. Invoices. On or before the fifteenth (15th) day of each month, the Subrecipient shall submit invoices for the most recent month ended to the Parish for the duration of the Work and for one (1) month after the completion of the Work, setting forth actual expenditures of the Subrecipient in accordance with this Agreement. The Subrecipient shall provide backup documentation with all invoices to show compliance with all Federal, state, and local laws.
  - b. Disapproval of Compensation. The Parish may disapprove the requested compensation. If the compensation is so disapproved, the Parish shall notify the Subrecipient as to the disapproval and the reason(s) therefor in writing. If payment is approved, no notice will be given.
  - c. Payments. Specific project completion dates may be negotiated during the contract term. Payment may be reduced, delayed, or denied until acceptable work products are produced.
3. Costs.
- a. Costs shall be necessary, reasonable, and directly related to the scope of the Work. All costs shall be legal and proper. The budget in Exhibit A shall control amounts of allowable expenditures within budget categories.
  - b. Documentation of Costs. The Subrecipient shall maintain records on materials purchased, services performed, individuals and families served, and all actions and items related to the Work. All costs shall be supported by evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible by the Parish.
4. Reporting and Monitoring.
- a. Reporting. The Subrecipient shall submit monthly financial reports to the Parish fifteen (15) calendar days after the month’s end for the duration of the Work as well as a final report at the conclusion of the Work. Additional programmatic reports or metrics

reporting may be required based on program needs. Monthly and final reports shall contain information regarding the progress of the Work and the financial information related thereto. The Subrecipient shall further comply with any additional reporting obligations established by the Parish as it relates to this subaward. Failure to provide the required documentation and information shall affect the funding in this Agreement and future requests for funding and may result in the termination of this Agreement.

- b. Monitoring. The Parish shall monitor the Subrecipient to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals as listed in Exhibit A are achieved, as required by 2 C.F.R. § 200.332(d). The Parish shall monitor the Subrecipient and identify any failures in the administration and performance of the award. The monitoring plan shall also serve to identify whether the Subrecipient needs technical assistance. Should the Parish find any deficiencies by means of its monitoring of the Subrecipient, the Parish reserves the right to terminate this Agreement as provided herein or to require the Subrecipient to take corrective action as in its sole discretion it sees fit.

In addition to program performance, the Parish shall monitor financial performance as required by 2 C.F.R. § 200.332(d)(1)). Monitoring shall be used to document allowable and unallowable costs, time, and effort reporting and travel. Monitoring also will be used to follow up on findings identified in an earlier monitoring visit, from document reviews or after an audit to ensure the Subrecipient took corrective action. 2 C.F.R. § 200.332(d)(2).

5. Responsibilities. The Subrecipient shall furnish the necessary resources, materials, services, and otherwise to do all things necessary for the performance of the Work described in the scope of work in Exhibit A, along with the budget required for that performance in Exhibit A
6. Access to Records.
  - a. The Parish, its auditors, the Federal awarding agency, the Inspectors General, and the Comptroller General of the United States, or any of their authorized representatives shall have access to and the right at any time during normal business hours to examine, audit, excerpt, transcribe, and copy on the Subrecipient's premises any records, financial statements, and files of the Subrecipient which will allow the Parish to meet the requirements of 2 C.F.R. § 200.332, for audits, or for any other applicable law, policy, or procedure. This right includes timely and reasonable access to the Subrecipient's personnel for the purpose of interviews and discussion related to such documents. 2 C.F.R. § 200.337(a). Furthermore, the Parish shall have access, during normal business hours, to examine, audit, test, and analyze any and all items purchased or constructed in whole or in part using funds provided pursuant to this Agreement.
  - b. The Subrecipient shall retain all records pertinent to program activities and financial expenditures incurred under this Agreement for a period of five (5) years after the date of submission of the final expenditure report under this subaward. Notwithstanding the above, if there are litigation, claims, audits, negotiations, written notification from the

Federal awarding agency, or other actions that involve any of the records cited and that have started before the expiration of the five (5) year period, then such records must be retained until the final completion of the actions and resolutions of all issues has occurred.

7. Debarment and Suspension. The Subrecipient represents that neither it nor any of its principals has been debarred, suspended, or determined ineligible to receive federally funded contracts. The Subrecipient is subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986), 2 C.F.R. Part 180, and 2 C.F.R. Part 3000. The Subrecipient further agrees that it will notify the Parish immediately if it or any of its principals is placed on the list of parties excluded from federal procurement or non-procurement programs.
8. Federal Funding Accountability and Transparency Act of 2006. In compliance with the Federal Funding Accountability and Transparency Act of 2006, as amended (Pub.L. 109-282) (“FFATA”), and 2 C.F.R. Part 25, the Subrecipient shall obtain a unique entity identifier (formerly a DUNS number) and an active registration in System for Award Management (“SAM”). The Subrecipient shall maintain its unique entity identifier and an active SAM registration for the duration of this Agreement. In addition, the Subrecipient shall provide the Parish with all information requested by the Parish to enable the Parish to comply with the reporting requirements of FFATA and other applicable law.
9. Licenses, Certifications, Permits, and Accreditation. The Subrecipient, its employees, and its subcontractors shall procure and keep current any license, certification, permit, or accreditation required by Federal, state, or local law. The Subrecipient shall submit to the Parish proof of any such licensure, certification, permit, or accreditation upon request.
10. Closeout. The Parish shall determine whether all applicable administrative actions and all required work under the project description have been completed by the Subrecipient at the end of the period of performance. If all required work has been completed, the Parish or the Federal awarding agency shall close out the Federal award. If the Subrecipient fails to complete the requirements of this subaward, the Federal awarding agency or the Parish shall closeout the award with the information available. 2 C.F.R. § 200.344.
11. Audits. The parties shall comply with the provisions of the Single Audit Act, as amended (codified at 31 U.S.C. §§ 7501, *et seq.*), the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. Part 200), and any other applicable law. The Subrecipient shall allow the Parish to monitor its activities in connection with the Work to ensure that the subaward is used for authorized purposes and is used in compliance with Federal, state, and local laws, regulations, the terms of the Federal award, and the terms of this Agreement. Should the Parish find any deficiencies by means of its audits of the Subrecipient, the Parish reserves the right to terminate this Agreement as provided herein or to require the Subrecipient to take corrective action as in its sole discretion it sees fit.

12. Limitations on Expenditures. the Subrecipient shall not be reimbursed or otherwise compensated for any expenditures incurred or services provided prior to the Effective Date or following the earlier of the expiration or termination of this Agreement. The Parish shall only reimburse the Subrecipient for documented expenditures incurred during the term of this Agreement that are: (i) reasonable and necessary to carry out the work detailed in the project description, (ii) documented by contracts or other evidence of liability consistent with established Federal, state, and local procurement guidelines, and (iii) incurred in accordance with all applicable requirements for the expenditure of funds payable under this Agreement.

13. Program Income. It is not the intent of this Agreement to produce income relating from the Work. However, any income directly generated from the use funds associated with this Agreement by the Subrecipient shall be returned to the Parish.

14. Termination for Cause.

- a. Default. If either party fails to perform a material obligation under this Agreement, the other party may consider the non-performing party to be in default and may assert a default claim by giving the non-performing party a written and detailed notice of default. Except for a default by a party for failing to pay any amount when due under this Agreement, which must be cured within twenty (20) calendar days after the receipt of the written notice of default, the defaulting party shall have thirty (30) calendar days after receipt of the written notice of default to either (i) cure the default or (ii) if the default is not curable within thirty (30) calendar days, to provide a written cure plan. The defaulting party shall begin implementing the cure plan immediately after receipt of the written notice of default by the other party that the other party approves the plan.
- b. Termination. If a defaulting party fails to cure the default as provided above, unless otherwise agreed in writing, the non-defaulting party may terminate any unfulfilled portion of this Agreement. Upon termination of this Agreement, each party shall pay to the other party any funds due under this Agreement up to the date of termination. Upon a material breach of this Agreement by the Subrecipient, the Parish may require full repayment of any monies advanced under this Agreement.
- c. In the event the Subrecipient fails to comply with Federal, state, or local laws, regulations, the terms of the Federal award, or the terms of this Agreement, the Parish reserves the right to terminate this Agreement. The Parish shall do so by providing the Subrecipient thirty (30) calendar days' written notice.
- d. This Agreement shall automatically be terminated in the event funds under Federal award are discontinued by the Federal awarding agency for any reason. Such termination shall take effect upon receipt of written notice by the Subrecipient from the Parish. If there is a need to settle on an early termination, partial payment up to the termination date shall be made and shall be determined by the incurrence of allowable costs, by completion of tasks related to the Work, by the percent of time completed up

to the settlement, or by some other method as defined by the Parish upon review of the Subrecipient's records.

- e. Notwithstanding any other provision of this Agreement, should there be any fraud, misrepresentation, embezzlement, or any other criminal activity associated with this project by either party, the other party may pursue any and all legal and equitable remedies available to it against any and all parties associated with this Agreement.

#### 15. Termination for Convenience.

- a. Either party may terminate this Agreement by giving written notice to the non-terminating party at least thirty (30) calendar days' prior to the termination. The parties shall agree upon the termination conditions, including the effective date of termination and, in the case of partial termination, the portion of the award to be terminated.
- b. The Subrecipient may terminate this Agreement upon thirty (30) calendar days' prior written notice to the contact person for the Parish as indicated in this Agreement. The notice of termination shall set forth the reasons for such termination, the effective date of termination, and in the case of partial termination, the portion of the award to be terminated.

#### 16. General Terms and Conditions.

- a. Compliance with Applicable Laws. The Subrecipient and its agents and representatives shall perform all activities funded by this Agreement in accordance with all applicable Federal, state, and local laws, ordinances, and regulations that in any manner affect or apply to the Work, including without limitation laws which regulate the use of funds allocated under ARPA, and with the terms and conditions of the Federal award.

The parties agree and acknowledge that this Agreement is reflective of requirements issued and identified with the *Interim Final Rule* of the United States Department of the Treasury and that this Agreement is subject to change with the *Final Rule* of the United States Department of the Treasury, which has not been yet issued as of the date of this Agreement.

- b. Taxes. The Subrecipient shall pay all current and applicable local, Parish, Parish, state, and Federal taxes, licenses, and assessments related to the Work to be performed by the Subrecipient pursuant to this Agreement including, but not limited to, those payments required by all Federal, state, and local laws, and any other laws under which the Subrecipient may be liable.
- c. Performance Term Extension. The Parish may consider an extension of the term of performance based on justifiable circumstances beyond the control of the Subrecipient. The Subrecipient shall make application in writing and shall submit appropriate documentation to the Parish regarding such circumstances. Any such request for extensions shall be subject to the written approval by the Parish. The decision of the Parish shall be final and conclusive.
- d. Indemnification. The Subrecipient agrees that it shall indemnify and save harmless the Parish, its officers, agents, and employees from:

- 1) Any claims or losses for services rendered by any contractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of this Agreement; and
  - 2) Any claims or losses resulting to any person or firm injured or damaged by the erroneous willful or negligent acts or omissions, including disregard of Federal, state, or local statutes or regulations by the Subrecipient, its officers, employees, or contractors in the performance of this Agreement.
- e. Conflicts of Interest. The Subrecipient represents that none of its employees, officers, or directors presently have any interest, either directly or indirectly, which would conflict in any manner with the Subrecipient's performance or procurement under this Agreement, and that no person having such interest will be appointed or employed by the Subrecipient.
- f. Entire Agreement. This Agreement contains the entire agreement and understanding between the parties hereto and supersedes any prior or contemporaneous written or oral agreements, representations, and warranties between them respecting the subject matter hereof. This Agreement is also composed of the following:
- 1) Exhibit A – Scope of Work and Performance Goals and Grant Award Budget.
- g. Amendment. The parties may amend or modify this Agreement at any time, provided that such amendment(s) or modification(s) make specific reference to this Agreement and are executed in writing by a duly authorized representative of both parties. Such amendment(s) or modification(s) shall not invalidate this Agreement, nor relieve or release the parties from their obligations under this Agreement.
- h. Jurisdiction. This Agreement shall be construed according to the laws of the State of Louisiana and venue for any action related thereto shall lie exclusively in Caddo Parish, Louisiana.
- i. Force Majeure. Any failure to perform a material obligation under this Agreement that is caused by a Force Majeure shall not be considered a default by that party. Force Majeure is defined as delay caused by activities or factors beyond the party's control, including, but not limited to, delays by reason of strikes, acts of God, fires, floods, delays or defaults by suppliers of materials or services, or acts of the public enemy.
- j. Independent Contractor. It is expressly agreed that the Subrecipient is acting as an independent contractor in performing the services specified herein. The Parish shall carry no workers' compensation insurance, health or accident insurance to cover the Subrecipient or Subrecipient's employees for any type of loss which might result to the Subrecipient or the Subrecipient's employees in connection with the performance of the Work set forth in this Agreement. The Parish shall not pay any contribution to Social Security, unemployment insurance, federal or state withholding taxes, nor provide any other contributions or benefits which might otherwise be expected in an employer- employee relationship, it being specifically agreed that the Subrecipient is not acting herein as an employee of the Parish, but shall, at all times, and in all respects, have the rights and liabilities of an independent contractor.
- k. Severability. In the event any section, subsection, subdivision, paragraph,

subparagraph, item, sentence, clause, phrase, or word of this Agreement is declared or adjudged to be invalid or unconstitutional, such declaration or adjudication shall not affect the remaining provisions of this Agreement, as if such invalid or unconstitutional provision was not originally a part of this Agreement.

- l. Headings. The headings and captions of this Agreement are provided for convenience only and are intended to have no effect in construing or interpreting this Agreement. The language in all parts of this Agreement shall be in all cases construed according to its fair meaning and not strictly for or against either party.
- m. Compliance with Law. The parties mutually represent that throughout the term of this Agreement their respective performance under this Agreement shall be, and shall remain, in compliance with all applicable federal, state, and local laws and regulations.
- n. The terms and conditions of this Agreement shall be binding upon the parties hereto, their respective heirs, executors, administrators, successors, and assignees.
- o. Assignment. The Subrecipient shall not assign or transfer any interest in this contract without the prior written approval of the Parish.
- p. All continuing covenants or obligations herein shall survive the expiration or earlier termination of this Agreement.
- q. Nondiscrimination. The Subrecipient agrees to comply with all applicable federal and state laws and regulations regarding nondiscrimination, and specifically agrees not to discriminate against any individual on the basis of race, color, creed, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, or genetic information, and to require such compliance in contractual agreements with subcontractors and sub-subcontractors.
- r. Title VI Civil Rights Act Implementation and Assurances. The Subrecipient, and its sub-contractors, sub-recipients, sub-grantees, successors, transferees, and assignees shall comply with:
  - a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d, *et seq.*, 78 stat. 252) and its applicable federal statutory, regulatory authorities, other pertinent directives, circulars, policy, memoranda, and guidance prohibiting discrimination on the basis of race, color, national origin, age, sex, and disability and give assurance that it will promptly take any measures necessary to ensure such compliance;
  - b. All applicable provisions governing the Parish's and applicable federal department's or agency's access to records, accounts, documents, information, facilities, and staff;
    - c. Any program or compliance reviews, or complaint investigations, or both, conducted by the Parish or Federal department or agency;
    - d. Record retention and reporting requirements, maintain and preserve all project Records for a minimum of five (5) years and all requests for documents and materials in a timely, complete, and accurate manner; and

- e. All other reporting, data collection, and evaluation requirements, as required by the Parish, prescribed by law, or detailed in program guidance.
- s. Americans with Disabilities Act. The Subrecipient agrees to comply with the requirements of the Americans with Disabilities Act and the Equal Employment Opportunity Act, and the regulations promulgated pursuant thereto, and to require such compliance in any contractual agreements with subcontractors.
- t. Standards of Work. The Subrecipient agrees to implement the Subaward and perform pursuant to the requirements of this Agreement in a manner consistent with that level of care and skill ordinarily exercised by subrecipients currently practicing under similar conditions, particularly in reference to restricted or sponsored programs. The Subrecipient understands that this Agreement is being issued under a federal award.
- u. Disclosure of Information. Any confidential or personally identifiable information acquired by the Subrecipient during the course of the Subaward shall not be disclosed by the Subrecipient to any person, firm, corporation, association, or other entity for any reason or purpose whatsoever without the prior written consent of the Parish, either during the term of this Agreement or in the event of termination of this Agreement for any reason whatsoever. The Subrecipient agrees to abide by applicable Federal regulations regarding confidential information and research standards, as appropriate for federally supported projects.
- v. Authority. The officials who executed this Agreement hereby represent and warrant that they have full and complete authority to act on behalf of the Parish and on behalf of the Subrecipient, respectively, and that by their signatures below, the terms and provisions hereof constitute valid and enforceable obligations of each.
- w. Copies Same as the Original. This Agreement shall be executed in the original and any number of executed copies. Any copy of this Agreement so executed shall be deemed an original and shall be deemed authentic for any other use.

(Signatures on next page)

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers on the day and year first above written.

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_

CADDO PARISH

By \_\_\_\_\_  
Woodrow Wilson, Jr.  
Administrator & CEO

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_

CITY OF SHREVEPORT

By \_\_\_\_\_  
Adrian S. Perkins  
Mayor

## **EXHIBIT A SCOPE OF SERVICES**

### **A. Principal Tasks:**

The Subrecipient will be responsible for administering the Project for homeless, low-income individuals, who are experiencing housing insecurity. The Subrecipient will administer all tasks encompassed in the aforesaid Project in compliance with all applicable federal, state and local rules and regulations governing the Project, in a manner satisfactory to the Parish.

The components of the Subrecipient's work plan under this Agreement shall be as follows:

Mayor Adrian Perkins submitted a resolution to the Shreveport City Council on September 14, 2021, to receive \$500,000 from the Mayors for Guaranteed Income (MGI), which includes the requisite statement of support for the guaranteed income Shreveport Guaranteed Income (SGI) Pilot Program. MGI is an alliance of 50 mayors advocating for a guaranteed income to ensure that all Americans have an income base. A guaranteed income is a monthly, unconditional cash payment given directly to randomly selected families or individuals. The resolution was ratified on September 28, 2021.

Matching funds of **\$432,000** have been obtained from local sources to match MGI contribution. However, Mayor Perkins will be actively seeking additional funds from public, philanthropic, and private sources on an ongoing basis. Upon approval of the resolution, a Memorandum of Understanding will be executed with MGI, and the United Way of Northwest Louisiana (Shreveport Financial Empowerment Center).

Upon approval of the plan and receipt of the funds from MGI, the City of Shreveport Department of Community Development will deposit the \$500,000.00 from MGI into the Special Revenue Fund for Community Development, which by resolution will be allocated to "SGI Pilot Program." The department will oversee the expenditures and ensure that the programmatic goals and data collection are achieved.

Mayor Adrian Perkins will announce the launch of the Shreveport Guaranteed Pilot Program on January 10, 2022. During the launch, he will announce the availability of applications for the program. The total number of participants in the first cohort will be

110. The Mayor's office will lead the effort and coordinate any advocacy with Madeline Neighly, Director of Advocacy MGI. The Shreveport GI Team will consist of:

Founder & Lead: Mayor Adrian Perkins

Research Team: Abt Associates and University of Pennsylvania CCIR

Fiscal Sponsor and Administrator: Community Development Third-party

Administrator: STEADY

Participating Partner: United Way of Northwest Louisiana

Application Assistance and Supporting Partners: Shreveport Recreation & Community Centers, Shreveport Financial Empowerment Center, and its participating partners.

A representative from the Mayor's Office, City of Shreveport's Community Development Department, and the Shreveport Financial Empowerment Center (SFEC) will participate in bi-weekly check-ins with MGI. Community Development and Sukhi Samra, Director of Mayors for a Guaranteed Income, or her designee will work together to navigate local tax laws to ensure the income is nontaxable.

The City of Shreveport will partner with several entities to implement SGI. The City of Shreveport's Department of Community Development will partner with STEADY who will serve as a third-party administrator for disbursement of funds. All participants will be offered Shreveport Financial Empowerment Services (SFEC), but it will not be a requirement to participate in the program. The SFEC will provide counseling on benefits and services. If our program elects for direct deposit and a participant is unbanked, they will be offered a bank card, which one of the SFEC's partners provides or the participant secures on their own. The Research Fellow will be recommended to MGI/University of Pennsylvania by the city.

**STEADY**, the third-party administrator for the SGI Pilot Program, will be primarily responsible for providing the following services:

- Distribution of Funds
  - Automatically distribute funds directly to the participants' depository bank account at the cadence deemed appropriate by MGI and City of Shreveport's Office of Community Development in a safe

and effective manner.

- Using technology partner, Dwolla, STEADY will create virtual accounts to store funds for each respective program. STEADY will work in tandem with established

banking partners and the SFEC to streamline the cash distribution process for all parties involved.

➤ Impact Measurement of Funds

- MGI has selected the Center for Guaranteed Income Research (CGIR) to work alongside Steady in the measurement and tracking functions of the program. Together with the University of Pennsylvania School of Social Policy & Practice (SP2) - CGIR and Abt Associates to consolidate key learnings from UBI pilots and support governmental advocacy. Abt Associates will be conducting surveys with participants throughout the program.
- Abt Associates, working under University of Penn's CGIR will work with Steady to get de-identified spending data in aggregate that emerges from the participants of each program during the duration of the pilot and evaluation.
- Steady will be delivering data on the various program participants to CGIR and Abt Associates on an agreed upon schedule.

Research Fellow Responsibilities

➤ *Participant Liaison and Engagement*

- Provide potential participants, recipients, and control groups with accurate and updated information through 1-1 relationships and produced materials;
- Coordinate interactions between potential participants, recipients, and control groups and outside organizations and interested parties;
- Ensure participant retention in both treatment and control groups in a community-based setting;
- Field inquiries from potential participants, recipients, and control groups; and,
- Coordinate research compensation payments and troubleshoot issues.

### *Data Collection and Management*

- Contribute to the development of research designs, data collection methods, and strategies for data management in concert with other team members;
- Manage day-to-day logistics of data collection activities, such as troubleshooting around Qualtrics survey completion;
- Troubleshoot with participants when issues with surveys arise, including issuing reminders around survey completion deadlines;
- Coordinate day-to-day qualitative research-related activities for participants (e.g., schedule and complete one-on-one qualitative interviews, meetings, and other events);
- Implement quality control processes throughout;
- Write and format reports for external distribution;
- Create presentations for stakeholder meetings as requested. Represent research fidelity and integrity at stakeholder meetings; and,
- Perform other duties as assigned.

Abt Associates will randomly select applicants that fit the agreed upon requirements listed below:

- All participants will be single parents with school age children. *For the purpose of the SGI Pilot Program, a parent is defined as a mother, father, stepparent, grandparent, caregiver, or legal guardian. The participant must be functionally single (married or unmarried). If the participant is married, they must be currently separated or not living with their spouse. If the participant is unmarried, they cannot be cohabitating.*
- 100 percent of the participants’ incomes will be up to 120 percent of the poverty rate as determined by the Department of Health and Human Services (HHS) poverty guidelines below:

### **FEDERAL POVERTY INCOME GUIDELINES**

| <b>Family Size</b> | <b>100% Annually</b> | <b>19% Monthly</b> | <b>24% Monthly</b> | <b>100% Monthly</b> | <b>108% Monthly</b> | <b>120% Monthly</b> |
|--------------------|----------------------|--------------------|--------------------|---------------------|---------------------|---------------------|
| <b>1</b>           | 12,880               | 204                | 258                | 1,074               | 1,160               | 1,288               |
| <b>2</b>           | 17,420               | 276                | 349                | 1,452               | 1,568               | 1,742               |
| <b>3</b>           | 21,960               | 348                | 440                | 1,830               | 1,977               | 2,196               |

|          |        |     |     |       |       |       |
|----------|--------|-----|-----|-------|-------|-------|
| <b>4</b> | 26,500 | 420 | 530 | 2,209 | 2,385 | 2,650 |
| <b>5</b> | 31,040 | 492 | 621 | 2,587 | 2,794 | 3,104 |
| <b>6</b> | 35,580 | 564 | 712 | 2,965 | 3,203 | 3,558 |
| <b>7</b> | 40,120 | 636 | 803 | 3,344 | 3,611 | 4,012 |
| <b>8</b> | 44,660 | 708 | 894 | 3,722 | 4,020 | 4,466 |

\*These are the poverty income guidelines effective March 1, 2021.

- Participants will be selected within the city limits of Shreveport with 50 percent of the participants coming from the poorest zip codes in Shreveport; at least 23% of participants will be selected from unincorporated areas of Caddo Parish.

The City of Shreveport’s GI Pilot Program will select participants based on the following criteria:

- 55 participants at \$660 per month for 12 months = **\$439,200** (MGI Funds).
- 55 participants at \$660 per month for 12 months = **\$432,600**, (Matching Funds).
- Total participant participation is 110.
- The total direct benefit to the participant is \$ **871,200**.
- Administrative costs will be no more than 10% (**\$60,800**) over 12-month period.
- Total contribution is **\$932,000**, which \$500,000 is from MGI and \$432,000 is from local sources.
- Additional funds raised through matching contributions will be used to pilot a new 12-month cohort.

#### Recruitment strategy

The city and the Shreveport Financial Empowerment Center will heavily publicize the program description and application dates along with a wide variety of other outreach strategies (flyers, social media, paid media (radio), and earned media sources). Information pertaining to the application will be advertised on social, mainstream, and print media. The applications will also be available on the cities and Shreveport Financial Empowerment Center’s webpages: [shreveportla.gov](http://shreveportla.gov) and [unitedwaynwla.org](http://unitedwaynwla.org). Applicants can apply at the Shreveport Financial Empowerment Center and its participating partners. Applications will be available to all residents of the city of Shreveport, however 50% of those selected will be from the following zip codes: 71101, 71103 , 71107, 71108, and

71109. Additionally, applications will be obtainable at the Shreveport Parks and Recreation centers located in the four identified zip codes.

Research Domains

Domain 1. Investigate improvement in income/employment and financial stability. Domain 2. Assess the change in the mental and physical health of the participant.

Domain 3. Evaluate changes in behavior, school attendance and academic performance for school aged children.

**SHREVEPORT GUARANTEED INCOME BUDGET SOURCES**

| SOURC<br>E            | AMOUNT           |
|-----------------------|------------------|
| MGI                   | \$500,000        |
| Local Sources (Match) | \$432,000        |
| <b>TOTAL</b>          | <b>\$932,000</b> |

**Shreveport Guaranteed Pilot Program (SGI) Budget**

| CITY OF SHREVEPORT                           | AMOUNT           |
|--|------------------|
| SGI Pilot Programs' Project Manager (40%) PT | \$29,400         |
| Marketing & Outreach                         | 4,200            |
| Supplies & Other Expenses                    | 955              |
| <b>Subtotal</b>                              | <b>\$34,555</b>  |
| UNITED WAY OF NORTHWEST<br>LOUISIANA         | AMOUNT           |
| FEC Nonprofit Manager (5%)                   | \$ 3,650         |
| 3 Financial Counselors (10%)                 | 12,500           |
| Administrative Assistant (8%)                | 2,400            |
| Fringe Benefits                              | 4,637            |
| Office Supplies                              | 336              |
| Credit Reports & Scores                      | 336              |
| Indirect Cost                                | 2,386            |
| <b>Subtotal</b>                              | <b>\$26,245</b>  |
| PARTICIPANT'S DISTRIBUTIONS<br>(110)         | AMOUNT           |
| MGI's Contribution                           | \$439,200        |
| City of Shreveport's Match Contribution      | \$432,000        |
| <b>Subtotal</b>                              | <b>\$871,200</b> |

**TOTAL****\$932,000****Shreveport Guaranteed Pilot Program (SGI) Schedule**

| <b>ACTION</b>   | <b>DATE(S)</b>                      |
|---|-------------------------------------|
| SGI Application Submitted to MGI                        | September 2, 2021                   |
| Prepare MOUs  | September 3, 2021                   |
| Researcher Identified                                   | September 3, 2021                   |
| Researchers apply to CGIR at University of Pennsylvania | September 10 ,2021                  |
| Resolution Submitted to City Council                    | September 14, 2021                  |
| Resolution Ratified by City Council                     | September 28,2021                   |
| Execute MOUs (MGI, STEADY, United Way)                  | October 15, 2021                    |
|   |                                     |
| SGI Launch  | January 10, 2022                    |
| Marketing, Outreach & Recruitment                       | January 7-17 2022                   |
| Accepting Applications                                  | January 10, 2022                    |
| Application Deadline                                    | January 17, 2022                    |
| Abt Applicant Selection & Eligibility Determination     | January 18 – February 7, 2022       |
| Randomized Data Available to Shreveport                 | February 7, 2022                    |
| United Way/Office of Community Development Onboarding   | February 7-February 25, 2022        |
| Participant Payments Start                              | February 28, 2022                   |
| Data Gathering/Income Research                          | February 28, 2022-February 28, 2023 |
| Evaluation Completed by Abt- Final Report               | January-February 2024               |