



# REQUEST FOR PROPOSAL

## CITY OF SHREVEPORT

2020 Notice of Funding Availability (NOFA)  
The Home Investment Partnerships (HOME) Program  
Special Housing Development Program (SHDP)

**Start: October 1, 2020**

**The submission deadline for receipt of an original and  
three copies of this proposal is**

**Friday, October 30, 2020 by 5:00 p.m.**

### **SUBMIT TO:**

**Department of Community Development  
Bureau of Administration  
401 Texas Street, Shreveport, LA 71101**

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**CITY OF SHREVEPORT**  
**2020 Notice of Funding Availability (NOFA)**  
**The Home Investment Partnerships (HOME) Program**  
**Special Housing Development Program (SHDP)**

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**AGENCY:** Community Development

**ACTION:** Notice of Funding Availability (NOFA) Guidelines

**DATE ISSUED:** 10-01-2020

**NOFA DEADLINE:** 10-30-2020

**I. INTRODUCTION**

The HOME Program is administered by the Department of Community Development. Community Development staff is available Monday through Friday, 8:00 a.m. to 5:00 p.m., to provide technical assistance in the development of a viable proposal by explaining the NOFA criteria and HOME rules. Projects that fail to meet the application guidelines will NOT BE considered for **funding**.

Before an applicant can apply for a new HOME award, any other HOME funds that the applicant has received from Community Development must be 65% expended. An application must score at least 75 points to be included for funding.

**II. SUBMISSION REQUIREMENTS**

**DATES:** **One original completed application plus three (3) copies must be received by 5:00 p.m., Friday, October 30, 2020** to the attention of Ms. Bonnie Moore, Director, City of Shreveport, Department of Community Development, 401 Texas Street, First Floor, or mailed to Post Office Box 31109, Shreveport, LA 71130. All mailed applications must be received by Friday, October 30, 2020.

Applications that arrive after the deadline will not be accepted.

Electronic mail, or other electronic documents will not be accepted. The proposal is posted on the city's website at [www.shreveportla.gov](http://www.shreveportla.gov)

**FORMAT:**

All applications must be completed using the forms supplied with this NOFA. Any application not following the prescribed format will not be considered for funding. The City of Shreveport reserves the right to request additional information pursuant to this application.

**DISCLAIMER:**

All proposals submitted become the property of the City of Shreveport. Submission of a proposal does not commit the City of Shreveport to award a contract or to pay for any costs incurred in the preparation of a proposal. The City has the right to extend the submission deadline should such extension be in the interest of the city. Proposers have the right to revise their proposals in the event the deadline is extended.

**For additional information regarding this Request for Proposal, contact Cathy Mitchell at (318) 673-5900.**

### III. MANDATORY REQUIREMENTS

#### A. Purpose and Overview

The City of Shreveport (“City”), through its Department of Community Development, is currently accepting project proposals for funding consideration under the HOME Investment Partnerships (HOME) Program for eligible Developers. These funds are allocated by the United States Department of Housing and Urban Development (HUD). The Home Investment Partnerships (HOME) Program is authorized by Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended, 42 U.S.C. 12701, *et seq.*, and applicable regulations at Volume 24 of the Code of Federal Regulations (24 CFR, Part 92). ***Community Development Block Grant funding will only be considered if there is not sufficient HOME funds to support the applications. You must meet all the requirements of the CDBG program.***

In releasing this Request for Proposal, the City’s goal is to promote the acquisition, construction, and/or rehabilitation of affordable single family and multifamily housing for very low-income and low-income families. Funding of the projects is subject to the availability of funds. The City reserves the right to utilize other funding sources to fund your project, if it is deemed feasible. ***The success of a Developer in accessing funds will be a function of the merits of its proposed project, project feasibility, and the strength of its partnerships.***

The HOME program is designed to provide eligible state and local governments with the resources and incentives to strengthen public-private partnerships, and to expand the supply of decent, safe, sanitary, and affordable housing. The type (grant or loan), amount, terms and conditions of assistance provided will vary depending upon the needs outlined in each proposal and the availability of funding resources.

**All applicants must show how the community has been engaged and informed about the applicant’s project. Community engagement is critical so that interested parties and residents can gain a firm understanding of the project and address any specific concerns. Community engagement can include focus groups, community-wide meetings, open houses, community gatherings, distribution of information, and attending Neighborhood Association meetings.**

#### B. 2019-2023 Consolidated Plan Housing Objectives

The Consolidated Plan is a document that is submitted to HUD that serves as the planning document (comprehensive housing affordability strategy and community development plan) for the jurisdiction and an application for funding under any of the Community Planning and Development formula grant programs which is prepared in accordance with the process described in 24 CFR Part 91. The City has submitted a five-year planning document that identifies housing and other community development needs, analyzes existing federal resources, and sets strategies and priorities for addressing the identified needs. Housing ranked as the number two (2) funding priority for the City-based upon a survey of the public that was collected at public meetings and focus group sessions.

Affordable housing for persons in the extremely low-income and low-income populations is the most

frequently identified need in this area.

Consolidated Plan Objectives for Housing:

- Improve the condition of housing for low income homeowners;
- Increase the viability for potential homeownership opportunities;
- Increase the number of newly constructed homes available on the affordable housing market in Shreveport;
- Provide Transitional Housing;
- Improve the condition of housing for low-income renters;
- Support the increase of the supply of housing available to low-income renters;
- Expand funding available for affordable housing programs; and,
- Provide Permanent Supportive Housing.

***C. Eligible Applicants***

Applicants can be private for-profit housing developers, not-for-profit 501 (c) (3), and public housing authorities proposing to provide affordable rental housing opportunities, or preserve affordable at-risk housing. Entities receiving an award of SHDP funds must act as the majority/controlling partner, sole owner, or a general partner/sole owner, or a general partner/managing member during the entire construction phase.

**Eligible Uses for SHDP Funding:**

**SHDP** resources may only be applied in the development budget toward non-related party acquisition, hard costs associated with new construction or rehabilitation, and developer fees associated with the proposed development. If market-rate housing and/or commercial spaces are involved in the proposed development, costs associated with creating the market-rate housing and/or commercial spaces cannot be paid using SHDP funds. Development budget line items that can be paid for using SHDP funds include:

- acquisition of land and /or building(s) (from unrelated parties only);
- demolition (not applicable for preservation projects);
- on-site improvements;
- construction and/or renovation costs including construction fee items, construction contingency, and contractor overhead and profit (excluding costs associated with construction of commercial property); and,
- eligible soft costs.

***D. Eligible Project Locations***

Bonus points will be awarded to applicants whose project is located within the Choice Neighborhood boundaries or a project located within an approved revitalization plan area (please provide documentation).

Proposed sites for new construction must be approved by the City for meeting HUD regulations

relative to site and neighborhood standards in accordance with 24 CFR 92.202.

***E. Eligible Activities***

Eligible projects may involve acquisition, rehabilitation or new construction of rental housing that meets the needs of low and moderate-income households. Projects determined to meet Home guidelines will be reviewed and evaluated relative to the evaluation criteria found in this packet. Each proposal will be scored by multiple reviewers, and the scores will be averaged to achieve a final score. Subject to HOME funding availability, projects determined to be the most competitive will be selected for assistance through the SHDP Program. Upon receipt of any project proposal, the City reserves the right to request additional information and/or reject any or all proposals.

**Eligible activities under the HOME program which will be funded through this proposal include:**

<b>Acquisition</b>	<i>Land or property acquisition to be used in the development of new affordable housing or rehabilitation of single family and multifamily housing units.</i>
<b>New Construction</b>	<i>Newly constructed affordable single family and multifamily housing units.</i>
<b>Rehabilitation</b>	<i>Substantial rehabilitation of substandard unoccupied units</i>
<b>Other Eligible Activities</b>	<i>Certain activities are eligible only when undertaken in conjunction with acquisition or new construction, reasonable and necessary project related soft costs, on-site infrastructure when essential to development of project, site clearance, and site improvements.</i>
<b>Innovative and Creative Housing Concepts</b>	<i>Tiny homes, modular housing, social and workforce housing, etc.</i>

**\*All projects must comply with the city’s zoning requirements.**

***F. Project Description***

The developer will undertake the development of no less than twenty-five (25) rental units and/ or a project that is located within an approved revitalization plan area to be occupied by families at or below eighty percent (80%) of the area median income. The projects can be done in phases approved by the city. The City reserves the right to negotiate the development fee or activity delivery cost. The developer may identify a specific development area within one of the targeted neighborhoods or an approved revitalization area in which to concentrate its level of assistance. A “*development area*” for the purpose of this proposal is defined as a specific geographic service area to be developed that is located on contiguous lots or an area that does not exceed six (6) blocks in a square radius.

Projects should be cost effective and should enhance and compliment the surrounding neighborhood. Developers must submit architectural designs that include preliminary concept designs and site plans which needs to include the type of housing and the square footage of each unit? A statement of site control status of proposed projects is required along with this proposal. The specific design and

construction related issues will be approved by the City.

**In three pages or less, describe the project including the information listed below:**

- a. In addition to providing an itemized development budget summarize the key financials of the project, clearly indicating total project cost, the amount and intended use of city funds requested, amount and provider of other funding and the stage of those commitments;
- b. Location by street addresses and includes an area map with properties indicated;
- c. Type of structure (multi-family or single-family), square footage, number and size of units;
- d. If there are existing structures, provide documentation from the taxing authority or other third-party source indicating the year the structure was built;
- e. Proposed tenants including number and type of individuals to be served and yearly income relative to 30%, 50%, 60% or 80% AMI. If the project will serve families with special needs, describe the population to be served and the outreach or referral plan that will be used to publicize the availability of housing and/or supportive services;
- f. Units reserved for Section 8 families;
- g. Units accessible and adaptable for persons with mobility, sight or hearing disabilities;
- h. Whether the project is occupied at the time of proposal submission;
- i. Supportive services to be provided such as chemical dependency counseling, education and training, employment referral, health services, tenant counseling, etc; and,
- j. Compatibility with current city consolidated plan or any approved plans of UPC, etc., (if applicable).

***G. Home Program Income Limits***

The HOME program has income targeting requirements for HOME-funded projects. Projects must benefit families whose annual incomes do not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families. The 2020 income limits are listed below, but are updated annually.

<b>FAMILY SIZE</b>	<b>MEDIAN INCOME INCOME</b>	<b>VERY LOW 50%</b>	<b>LOW 80%</b>
1	\$ 39,700.00	\$ 19,800.00	\$ 31,750.00
2	\$ 45,400.00	\$ 22,700.00	\$ 36,300.00
3	\$ 51,400.00	\$ 25,550.00	\$ 40,850.00
4	\$56,700.00	\$28,350.00	\$ 45,350.00
5	\$ 61,300.00	\$ 30,650.00	\$ 49,000.00
6	\$ 65,800.00	\$ 32,950.00	\$ 52,650.00
7	\$ 70,400.00	\$35,200.00	\$ 56,250.00
8	\$ 74,900.00	37, 450.00	\$ 59,900.00

***H. Home Match Requirements and Leveraging of Funds***

A premise of the National Affordable Housing Act, which authorized the HOME Program, is that providing affordable housing to low-income persons is the responsibility of all levels of government. Therefore, matching contributions are required as the state and local government’s stake in the

HOME Program. The matching contributions add to the resources available for HOME-assisted or HOME-eligible projects. The purpose of this section is to provide guidance to Developers in identifying eligible sources of matching contributions, determining the point at which a contribution may be recognized as match, how to meet the match obligations, and tracking matching contributions. Each Developer is required to have a cash match of 25% and 7% leverage for the cost of the project.

## Matching Funds Requirements

**Match** is the contribution by the Developer toward eligible costs of the project in the form of cash, in-kind, or donated materials. The City will require each Developer that is awarded HOME funds to make contributions equaling twenty five percent (25%) of the HOME funds it expends for housing activities and one hundred percent (100%) for Home or CDBG operating funds. These contributions must be permanent contributions from non-federal public and private sources. All Developers must structure their proposal based on the 25% matching requirement.

### Eligible forms of match

The match obligation may be met with any of the following specific sources:

- Cash or cash equivalents from a non-federal source;
- Value of waived taxes, fees or charges associated with HOME projects;
- Value of donated land through payment-in-lieu of tax (Pilot) arrangements through the Shreveport Home Mortgage Authority or real property;
- Cost of infrastructure improvements associated with HOME projects;
- A percentage of the proceeds of single-or multi-family housing bonds issued by state, state instrumentality or local government;
- Value of donated materials, equipment, labor and professional services  
Sweat equity;
- Direct costs of supportive services to residents of HOME projects; and,
- Direct cost of homebuyer counseling to families purchasing homes with HOME assistance.

**Written itemized documentation of all proposed match contributions must be provided, such as, financial commitments and letters of support, or other appropriate documentation for matching funds must be submitted with the proposal.**

Match counted for other Federal programs **cannot** be counted as HOME match.

### Meeting the match obligation

Meeting the match obligation poses a challenge to many Developers. That is why it is important to have strategy for managing the match. Developers need to:

- Plan ahead to meet match needs;
- Be creative when looking for matching contributions; and,
- Set up a system for tracking both match obligations.

## Leveraging of Funds

Leveraging resources come from outside entities (other than Federal government or the SHDP). They may come from public or private entities. They must not be Federal funds from another source. Leverage resources are additional resources donated or provided to a project that help reduce the amount of HOME funds required. To qualify as leverage, resources must provide a cost beneficial financial impact on the project and reduce total development costs. ***Resources used as match cannot also be counted as leverage.***

### ***I. Qualifications as Affordable Housing***

#### **Rental Housing Projects**

Pursuant to 24 CFR 92.252, the HOME-assisted units in a rental housing project must be occupied only by households that are eligible as low-income families and must meet additional requirements to qualify as affordable housing. These requirements include rent limitations, initial rent schedule and utility allowances, and nondiscrimination against rental assistance subsidy holders. Ninety (90) percent of the units must be occupied by households making 60 percent or less of area median. In rental projects with five or more HOME units, 20 percent of the HOME-assisted rental units have to be occupied by households making no more than 50 percent of area median income.

The HOME-assisted units must meet the affordability requirements for not less than the applicable period specified in the following table, beginning after project completion.

<b>Rental Housing Activity</b>	<b>Affordability Period</b>
Rehabilitation or acquisition of existing housing per unit amount of HOME funds under \$15,000	<i>Five (5) years</i>
\$15,000 to \$40,000	<i>Ten (10) years</i>
Over \$40,000 or rehabilitation involving refinancing	<i>Fifteen (15) years</i>
New construction or acquisition of newly constructed housing	<i>Twenty (20) years</i>

### ***J. Recapture of Funds***

All rental projects are subject to an affordability period as defined in *Section I* (Qualifications as Affordable Housing) of this document. The recipient is subject to recapture provisions through a recorded lien and mortgage.

### ***K. Program Income***

Program income may include, but not be limited to the following:

- (1) Income from the disposition by sale or lease of real property purchased or improved with HOME funds;

- (2) Interest from HOME loans; and,
- (3) Income from the disposition of equipment purchased with HOME funds.

The City reserves the right to retain 50% of any program income for additional housing activities to be approved by the City. Funds recaptured because housing no longer meets affordability requirements are not considered income and are subject to the requirements governing program income.

***L. Insurance Requirements***

Developers at their own expense must provide and maintain certain insurance in full force and effect at all times. Such insurance at a minimum must include the following coverages and limits of liability:

<u>Policy</u>	<u>Minimum Limits of Liability</u>
(i) Commercial General Liability Insurance	
▪ Annual Aggregate	\$2,000,000
▪ Per Occurrence	\$1,000,000
(ii) Commercial Auto Liability Insurance	\$ 300,000
(iii) Worker’s Compensation Insurance	\$1,000,000
(iv) Fidelity Bonding (25% of Contract Fees)	
(v) Builders’ Risk Insurance and any additional bonding as required per project	

***M. Audit Requirements***

This section is pursuant to the Single Audit Act of 1984 and the Single Audit Act amendment. It sets forth standards for obtaining consistency and uniformity among organizations and agencies expending federal funds. The authority is issued under the authority of sections 503, 1111, and 7501 et seq. of title 31, United States Code and Executive Orders and 11541 and 24 CFR part 200.501. Non-federal entities that expend \$750,000 or more of federal funds in a year shall have a single audit.

***N. Labor Standards***

**Davis Bacon Act**

The Grantee agrees if the Project consists of twelve (12) or more HOME-assisted units that are to be constructed under one (1) construction contract in excess of two thousand dollars (\$2,000), the contract shall be subject to the provisions of the Davis Bacon Act (40 U.S.C. §3141), and shall comply with federal requirements pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor under 29 CFR, parts 3, 1, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journeymen; provided, that if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Grantee of its obligation, if any, to require payment of the higher wage. The Grantee shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

Prior to the solicitation of proposals for any construction work for this Project, Grantee shall notify Grantor of the pending solicitation and shall provide Grantor with sufficient information to enable Grantor to obtain an appropriate Wage Rate Determination from the federal government. Grantee

shall not solicit construction proposals without reference in such solicitation documents as to the contracting and labor standards requirements of this Agreement. Grantee shall cause all contracts and/or subcontracts for Project construction to include required compliance with all applicable federal provisions, including the wage determination issued specific to this Project. Grantee shall cause no construction

### **Section 3**

Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders issued hereunder prior to the execution of this Agreement, shall be a condition of the federal financial assistance provided under this Agreement and binding upon the Grantee and any contractor/subcontractor. Failure to fulfill these requirements shall subject the Grantee and any contractors/subcontractors, their successors and assigns, to those sanctions specified by the agreement through which federal assistance is provided. The Grantee certifies and agrees that no contractual or other disability exists which would prevent compliance with these requirements.

The Grantee further agrees to comply with these "Section 3" requirements and to include the following language in all solicitations of proposals/bids and in all subcontracts executed under this Agreement: "The work to be performed under this contract is a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the areas of the project."

## **IV. GENERAL REQUIREMENTS**

### ***A. Affirmative Marketing Strategies***

The City requires all applicants to certify that they will comply with all local, state and federal affirmative marketing requirements. If the project contains 5 or more HOME-assisted units, it is required pursuant to 24 CFR 92.351 to adopt affirmative marketing procedures and requirements for rental and homebuyer projects. In an effort of ensuring that affordable housing being built in inner city targeted neighborhoods is properly marketed for sale or rent, the following are suggested affirmative marketing strategies:

- Sponsor housing fairs;
- Advertise housing units in local news media;
- Set up TV talk shows, etc;
- Work with specific housing counselors and home buyer education providers;
- Sponsor and/or host open houses;
- Assign and/or list property for sale with local real estate broker if the property has enough funds to pay real estate fee;
- Work with mortgage companies to sponsor home buyer seminars targeting potential home buyers; and,

- Work with the City to ensure that maximum efforts are extended in an effort to successfully market homes.

### ***B. Civil Rights Compliance***

The Contractor agrees to comply with Title VI of the Civil Rights Act of 1964 as amended, and Title VIII of the Civil Rights Act of 1968 as amended, Section 104 (B) and Section 109 of Title I of the Housing and Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and with Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

### ***C. M/WBE***

The Contractor will use its best efforts to afford minority and women-owned business enterprises the maximum practicable opportunity to participate in the performance of the activities covered by this Agreement. As used in this Agreement, the term “minority and women-owned business enterprise” means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, “minority group members are African Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian Americans and American Indians.

### ***D. Employment Restrictions/Prohibited Activity***

The Contractor is prohibited from using funds provided herein or personnel employed in the administration of the program for political activities, sectarian, or religious activities, lobbying, political patronage, and nepotism activities.

### ***E. OSHA***

Where employees of the Contractor are engaged in activities not covered under the Occupational Safety and Health Act of 1970, they shall not be required or permitted to work, be trained, or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous or dangerous to the participant’s health or safety.

### ***F. Section 504***

The Contractor agrees to comply with any federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 706) which prohibits discrimination against the handicapped in any federally assisted program. LHFA shall provide the Contractor with guidelines necessary for compliance with that portion of the Regulations in force during the term of this Agreement.

### ***G. Equal Employment Opportunity***

In all hiring or employment made possible by or resulting from this contract there (1) will not be any

discrimination against any employee or applicant for employment because of race, color, religion, sex national origin, handicap, age or veteran status; and (2) where applicable, affirmative action will be taken to ensure that Contractor's employees are treated during employment without regard to race, color, religion, sex, national origin, handicap, age, or veteran status.

### ***H. Maximum per Unit Subsidy Amount and Subsidy Layering***

- (a) Maximum per-unit subsidy amount. The amount of HOME funds that a participating jurisdiction may invest on a per-unit basis in affordable housing may not exceed the per-unit dollar limits established under section 221(d)(3)(ii) of the National Housing Act (12 U.S.C. 1751(d)(3)(ii) for elevator-type projects that apply to the area in which the housing is located. If the participating jurisdiction's per-unit subsidy amount has already been increased to 210% as permitted under section 221(d)(3)(ii) of the National Housing Act, upon request to the Field Office, HUD will allow the per-unit subsidy amount to be increased on a program-wide basis to an amount, up to 240% of the original per unit limits.
- (b) Subsidy layering. Before committing funds to a project, the participating jurisdiction must evaluate the project in accordance with guidelines that it has adopted for this purpose and will not invest any more HOME funds, in combination with other governmental assistance, than is necessary to provide affordable housing.

### ***I. Relocation***

The City discourages projects that require relocation, and takes all reasonable steps to minimize the displacement of persons. If the Developer has a project that involves relocation, the cost of relocation must be a part of the project, and the Developer must submit a relocation plan to the City. A displaced person must be provided relocation assistance at the levels described in, and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4201-4655) and 49 CFR Part 24.

#### **Tenant Relocation**

If the project is occupied at the time of proposal submission, include a Tenant Relocation Plan. The developer is responsible for providing tenant relocation assistance should the proposed project require or result in the temporary or permanent displacement of current tenants. The Plan must include, at a minimum, the following:

- a. Total number of households in the project and number to be permanently or temporarily displaced;
- b. Description of households to be displaced (include family size and ages of individuals);
- c. Circumstances under which the displacement is necessary;
- d. Description of the assistance to be provided and a schedule for assistance;
- e. Source(s) of funds to be used for relocation assistance; and ,
- f. Procedures/methods by which those who are displaced will be advised of their rights and available assistance.

### ***J. Zoning***

Include a letter from the City of Shreveport, Zoning Office, verifying that the current zoning of the site for the proposed project is compatible with the anticipated use, or include documentation verifying that a request to change current zoning has been submitted to the city. Should the project receive funding approval, appropriate zoning must be in place prior to execution of loan documents.

**CITY OF SHREVEPORT  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
SPECIAL HOUSING DEVELOPMENT PROGRAM (SHDP) PROJECT INFORMATION**

<b>Applicant Organization Name:</b>		
<b>Physical Address:</b>		
<b>Mailing Address:</b>		
<b>Phone: (    )</b>	<b>Fax:</b>	<b>Fed: Tax ID No:</b>
<b>Email Address:</b>		
<b>Mailing Address:</b>		
<b>Dunn &amp; Bradstreet No:</b>		
<b>Executive Director:</b>		
<b>Contact Person Name &amp; Title:</b>		
<b>Name of Proposed Project:</b>		
<b>Street Address of Proposed Project:</b>		
<b>Census Tract and Group Number:</b>		
<b>Brief Statement of Project Activity:</b>		

Type of Project (Select One):

- Project A: New Construction for Rental Housing**
- Project B: Acquisition**
- Project C: Acquisition and Substantial Rehabilitation**

Amount of HOME Funds Requested:	\$
Amount of Leveraging Funds:	\$
Total Activity/Project Amount:	\$
Amount of Matching Funds:	\$
Source of Matching Funds and Leverage:	\$

Funding Amount:     \$ \_\_\_\_\_

Gap Financing:        \$ \_\_\_\_\_

Other:                    \$ \_\_\_\_\_

## **V. PROPOSAL OUTLINE**

### **Core Selection Criteria**

Your application 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. This application outline must address all of the following items below.

### **Project Summary**

This summary should identify the applicant and briefly describe your purpose, mission and goals. Describe whether you have site control and list the properties targeted for rehabilitation or the lots to be constructed on. Attach documentation evidencing ownership of the property(s) in question or evidencing an Option Agreement to purchase such property(s). Clearly and concisely summarize your request for funding, including total cost of project, funds already committed and the amount requested under this proposal. Please describe how your project meets the goals and objectives of the 2009-2013 Consolidated Plan and how HOME dollars will be utilized for the project and how long-term affordability will be met.

### **Site Control and Demonstration of Value**

Include evidence of site control such as warranty deed or current earnest money contract, and provide a real estate appraisal or current tax documentation that substantiates the value of the project. The appraisal or other documentation must indicate that the value of the project is at least 80% of the total debt including any new debt incurred if this HDP loan were to be made.

### **Applicant Capacity**

Describe the agency's qualifications, and the extent to which you have the organizational resources necessary to successfully implement the proposed project activities in a timely and efficient manner. Provide a personal profile of the *key person(s) who will be assigned to and responsible for the day-to-day operation of the project.* The profile should identify/specific skills/experience relative to the project. If a person has not yet been hired, provide a job description with required qualifications. Describe your readiness and ability to immediately begin the proposed work plan, if funded.

### **Experience in Housing Construction**

Describe your organization's (including day-to-day program manager, consultants and contractors) experience in working with this type of project. Please provide a listing of recent projects and the year they were completed. If you were cited by the City of Shreveport as having a negative monitoring finding for which corrective action was required, include a copy of your response to the City outlining the steps to be taken to correct the finding(s), and describe the steps you have taken to date to correct said findings.

## **Strategy for Development**

Describe the location of the project (development area), the number of units; per unit costs; the overall benefit to the community; goals and objectives. Also, describe the population to be served (family, special needs, etc.); incomes of families/population to be served (\$ range and \$ median income); type of housing (rental, homeownership); organization's role (owner, developer, property manager, joint venture with more experienced developer). Define the demands for this type of housing through credible data or a market analysis. Does your organization have staff devoted to housing or development activities? Describe whether you have site control and list the properties targeted for rehabilitation or the lots to be constructed on. Attach documentation evidencing ownership of the property(s) in question or evidencing an Option Agreement to purchase such property(s).

## **Financials**

Give a detailed breakdown of the total budget, including major expense line items. Show how the requested HOME funds will be applied toward the expenses and show the amount and source of any other revenue that you will be using. Total budget expenses should equal the total of HOME funds plus other revenue. Please provide a copy of a 2010 year-end financial statement and most recent financial audit. Complete Financial Statements should include a statement of financial position, statement of activities, cash flow statement of changes in net assets and notes to financial statements. All subgrantees getting over \$25,000 must have a certified bookkeeper doing its financial management.

## **Leveraging Resources and Match**

The applicant must demonstrate the ability to secure resources beyond those provided under this grant award, including private, other public, and mainstream resources. Leveraging resources may include cash, cash equivalent, (i.e., other federal, state and local grant awards) and in-kind contributions, such as services, donations or equipment. Please be sure to document your resources. Your evidence may consist of copies of documents such as signed and dated letters of funding certifications from the funding source(s) that provide funds to the proposed activity/project. These statements should include the amount of funds available, and the period of time the funds will be available for use. If there are multiple funding sources, please ensure that your budget indicates the name of the source and the amount of funds awarded. The HOME dollars require a 25% match of non-federal funds. Please list source you will use to meet this match requirement.

## **VI. APPLICANT SELECTION PROCESS**

### ***A. Review***

Only one application will be accepted per funding cycle. Applications will be reviewed to ensure that they meet the following requirements.

- **Applicant eligibility.** The applicant must be a for-profit organization, non profit organization (IRS 501(c) 3 status, faith-based organizations.
- **Eligible population/target area to be served.** The population to be served must meet the

eligibility requirements for the HOME program. Housing activities must be located within the nineteen (19) targeted neighborhoods or an approved revitalization area.

- **Eligible activities.** The activities for which assistance is requested must be consistent with those prescribed in this application.
- **Federal, State, and Local Assurances.** Organizations that receive assistance through the funding process must be in compliance with applicable federal, state, and local laws, and executive orders.
- **Match Requirements.** The applicant must furnish sources of matching contributions for both Home and CDBG Set-Aside projects and operating funds.

***B. Standards for Review***

<b>Category</b>	<b>Maximum Points (110)</b>	<b>BONUS (10 Points for each category)</b>
Project Summary	10	<b><u>Coordination and Collaboration</u></b> (Applicant must include support and/or commitment letters, as applicable)
Applicant Capacity	20	
Experience in Housing Construction	10	<b><u>Very low-income population</u></b> (Applicant must set forth the percentage of homes that will be targeted to persons whose income does not exceed 60% or below the median area income)
Strategy for Development	15	
Financials/Budget	20	
Leveraging Resources and Match	15	
<b>Bonus Points</b>	20	Choice Neighborhood area or an area with an approved Neighborhood Revitalization Plan

***C. Additional Selection Criteria***

Currently funded agencies or agencies who have received prior funding from the Department of Community Development (DCD) will also be evaluated on past performance in carrying out programmatic activities and contractual compliance. Factors such as agency ability to meet service delivery goals, timely expenditure of funds, timely reporting, accuracy of reporting, ability to meet audit requirements, and other programmatic and fiscal contractual requirements will be considered. These other factors will be considered in conjunction with the proposal score in developing an overall recommendation for agency funding.

## **VII. ATTACHMENTS**

Vendor's Application  
Authorizing Resolution  
Certificate of Insurance  
W-9 Form  
Affidavit



**VENDOR'S APPLICATION (Revised 12-15-08)**

Please e-mail, mail or fax application to:  
 City of Shreveport  Purchasing Division  
 PO Box 31109  Shreveport, LA 71130 -1109  
 505 Travis Street  Suite 610  Shreveport, LA 71101 -3042  
 Phone: (318) 673-5450  Fax: (318) 673-5408  
 web site: [www.shreveportla.gov](http://www.shreveportla.gov)

All information must be provided typed or printed.

W-9 form at: <http://www.irs.ustreas.gov/pub/irs> -

<input type="checkbox"/> INITIAL APPLICATION <input type="checkbox"/> REVISION	Date of Application:	Copy of Current Business/Occupational License & W-9 Forms are Required. Are they attached? <input type="checkbox"/> yes <input type="checkbox"/> no ADJUDICATED PROPERTY AFFIDAVIT MAILED ? <input type="checkbox"/>
---	----------------------	---

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:	E-Mail Address:
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Type of Organization:  Partnership  Sole Proprietorship  Corporation DBE Ownership \_\_\_\_%\*  Minority Ownership \_\_\_\_%

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

It is imperative that the five digit commodity codes are listed on your application. These codes can be accessed on the web at [www.shreveportla.gov](http://www.shreveportla.gov) under Bids & RFPs, Section 900 or at BidSync.com . **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 the back if more space is needed . **When working on City property see Section 600 on the web for Insurance Requirements.**

- (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_ (6) \_\_\_\_\_ (7) \_\_\_\_\_ (8) \_\_\_\_\_
- (9) \_\_\_\_\_ (10) \_\_\_\_\_ (11) \_\_\_\_\_ (12) \_\_\_\_\_ (13) \_\_\_\_\_ (14) \_\_\_\_\_ (15) \_\_\_\_\_ (16) \_\_\_\_\_
- (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) \_\_\_\_\_ (41) \_\_\_\_\_ (42) \_\_\_\_\_ (43) \_\_\_\_\_ (44) \_\_\_\_\_ (45) \_\_\_\_\_ (46) \_\_\_\_\_ (47) \_\_\_\_\_

**Please check all of the classifications be low that apply. FSC requires certification by the Fair Share Office .**

Small Business (SBE) <input type="checkbox"/>	Large Business (LBE) <input type="checkbox"/>	Fair Share Certified (FSC) <input type="checkbox"/>	Disadvantaged Business (DBE) <input type="checkbox"/>	Architect or Engineer (AEC) <input type="checkbox"/>	Women Owned Business (WBE) <input type="checkbox"/>
--	--	--	--	---	--

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 BidSync.com 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.

Signature of Person Authorized to Sign	Name and Title of Person Authorized to Sign for this Firm
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\*Defined as those who are socially disadvantaged by Small Business Administration that includes Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Subcontinent Asian Americans. Place actual percentage of ownership from 0% to 100%. **Women are not included in this definition o f minority unless they fit into one of these categories.**



**CERTIFICATE OF INSURANCE** **City of Shreveport**

THIS IS TO CERTIFY THAT POLICIES OF INSURANCE ARE IN FORCE AS LISTED BELOW, SUBJECT TO THE TERMS AND CONDITIONS THEREOF

INSURED:	<b>COMPANIES AFFORDING COVERAGE</b>		<b>A. M. BEST RATING</b>
	COMPANY A		
	COMPANY B		
	COMPANY C		
	COMPANY D		
	COMPANY E		

THIS CERTIFICATE OF INSURANCE NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS, OR ALTERS THE COVERAGES AFFORDED BY THE POLICIES SHOWN BELOW, BUT THE COVERAGES SHOWN BELOW MEET THE CITY CONTRACT SPECIFICATIONS EXCEPT AS SPECIFICALLY NOTED.

CO LTR R	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b>				GENERAL AGGREGATE \$
	COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG \$
	CLAIMS MADE OCCUR			Coverage included for XCU hazards	PERSONAL & ADV INJURY \$
	OWNER'S & CONTRACTOR'S PROT			Policies endorsed for mandatory 30 day notice provision	EACH OCCURRENCE \$
				Policy endorsed for Subrogation Waiver	FIRE DAMAGE (Any one fire) \$
				Policy endorsed to specify the City of Shreveport as an additional insured	MED EXP (Any one person) \$
	<b>AUTOMOBILE LIABILITY</b>				COMBINED SINGLE UNIT \$
	ANY AUTO				BODILY INJURY (Per person) \$
	ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS				PROPERTY DAMAGE \$
	HIRED AUTOS				
	NON-OWNED AUTOS			Policies endorsed for mandatory 30 day notice provision	
				Policy endorsed for Subrogation Waiver	
				Policy endorsed to specify the City of Shreveport as an additional insured	
	<b>GARAGE LIABILITY</b>				AUTO ONLY-EA ACCIDENT \$
	ANY AUTO			Policies endorsed for mandatory 30 day notice provision	OTHER THAN AUTO ONLY: \$
				Policy endorsed for Subrogation Waiver	EACH ACCIDENT \$
				Policy endorsed to specify the City of Shreveport as an additional insured	AGGREGATE \$
	<b>EXCESS LIABILITY</b>				
				Policies endorsed for mandatory 30 day notice provision	EACH OCCURRENCE \$
	UMBRELLA FORM			Policy endorsed for Subrogation Waiver	AGGREGATE \$
	OTHER THAN UMBRELLA FORM			Policy endorsed to specify the City of Shreveport as an additional insured	\$
	<b>WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY</b>				STATUTORY LIMITS \$
				Policies endorsed for mandatory 30 day notice provision	EACH ACCIDENT \$
	This Worker's Compensation Policy provides coverage for all members of the insured organization, including an employer, a sole proprietor, a partner or bona fide officer of the organization and all employees.			Policy endorsed for Subrogation Waiver	DISEASE-POLICY LIMIT \$
	OTHER				DISEASE-EACH EMPLOYEE \$

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS:**

	<b>CERTIFICATE HOLDER:</b> City of Shreveport P.O. Box 31109 Shreveport, LA 71130	SIGNATURE: _____ NAME: _____ MAILING ADDRESS: _____ CITY/STATE/ZIP: _____ PHONE: _____	DATE: _____
---	--	--	-------------

As an authorized representative, I certify that the above fairly represents the policies in force. (revised 11-18-03)

**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 (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	<input type="checkbox"/> 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. The TIN provided must match the name given on Line 1 to avoid backup withholding. 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.

Social security number								
or								
Employer identification number								

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

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- 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.)

<b>Sign Here</b>	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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**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.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



**AFFIDAVIT**

**ATTESTING THAT ENTITY OR PERSON  
DOES NOT OWN ADJUDICATED OR LIEN PROPERTY AND  
DOES NOT OWE OUTSTANDING DEBT TO CITY**

**\*\* This affidavit is submitted to document compliance with Shreveport City Code 26-211. \*\***

BEFORE ME, the undersigned Notary Public duly qualified and commissioned, came and appeared

\_\_\_\_\_ authorized representative of:  
\_\_\_\_\_ with a Federal Tax Identification Number (EIN) of:  
\_\_\_\_\_ and with a current email address of:  
\_\_\_\_\_ who does hereby state as follows, to-wit:

- 1 Business Entity or Person does not own any property which is adjudicated to the City of Shreveport, Louisiana or which has demolition liens, grass cutting liens, or any other Property Standards liens on it. For purposes of this subsection, the term "own" shall mean to be the last record owner of the property prior to a tax sale or adjudication.
- 2 Business Entity or Person does not own more than twenty-five percent (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.
- 3 Business Entity or Person has paid all taxes, licenses, fees, fines and other charges which are outstanding and due to the City. E.g. false alarm fees, property standard fines, over-due water bills.
- 4 Business Entity or Person will provide written notification to the City's Purchasing Agent no later than the next work day after any of the above statements becomes invalid.
- 5 Upon request of the Purchasing Agent the City reserves the right to require a newly dated/issued Affidavit.

BY: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**SWORN TO AND SUBSCRIBED BEFORE ME**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Identification Number or LA Bar Roll Number  
\*\*\*\*\*

<u>Mail original affidavit via U.S. mail to:</u>	<i>OR</i>	<u>Deliver via other carrier or hand-delivery to:</u>
Purchasing Division		Purchasing Division
P.O. Box 31109   Shreveport, LA 71130		505 Travis St., Suite 610   Shreveport, LA 71101

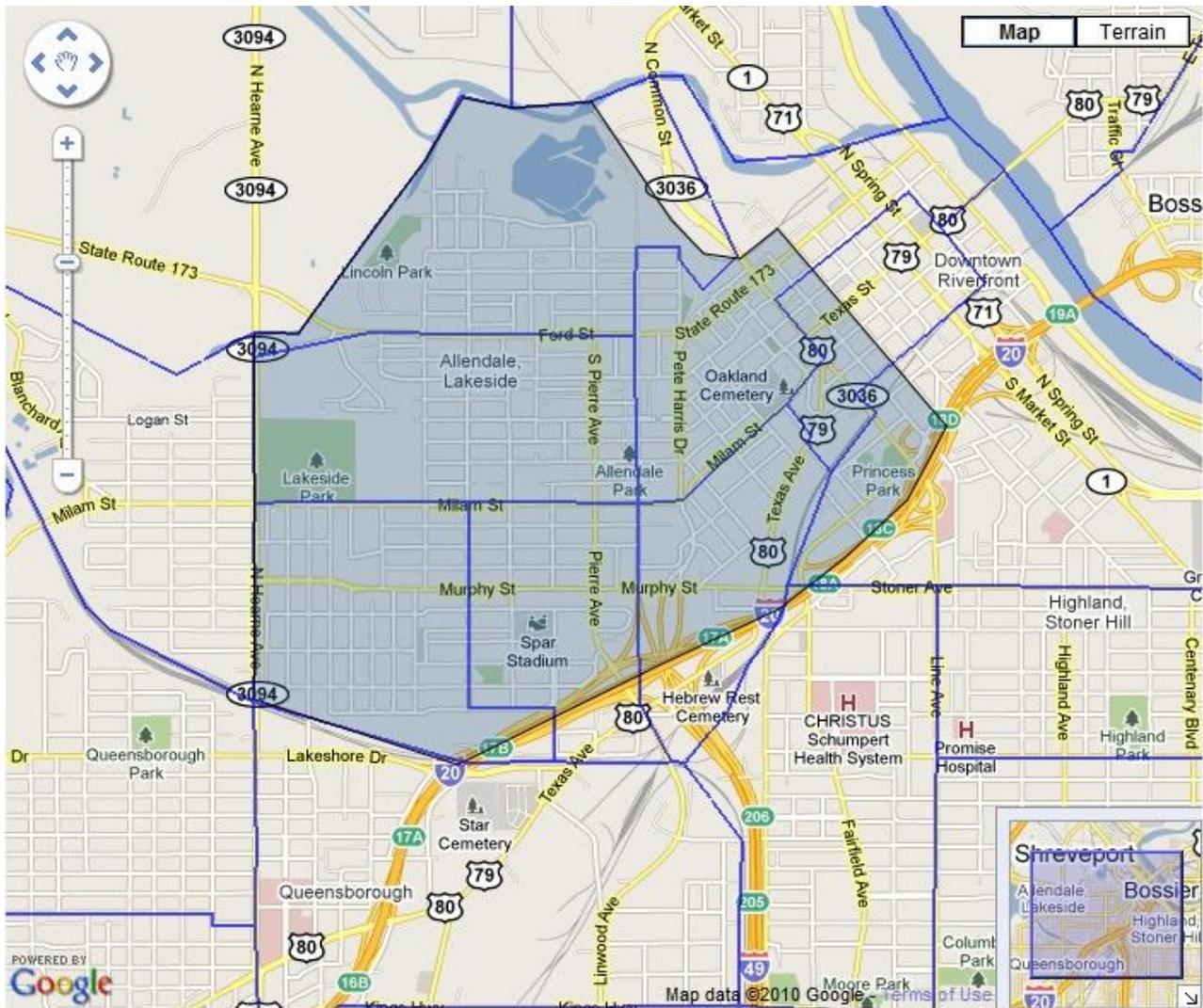
**Affidavit must be on file in the Purchasing Office before a contract, purchase order or check is issued.**

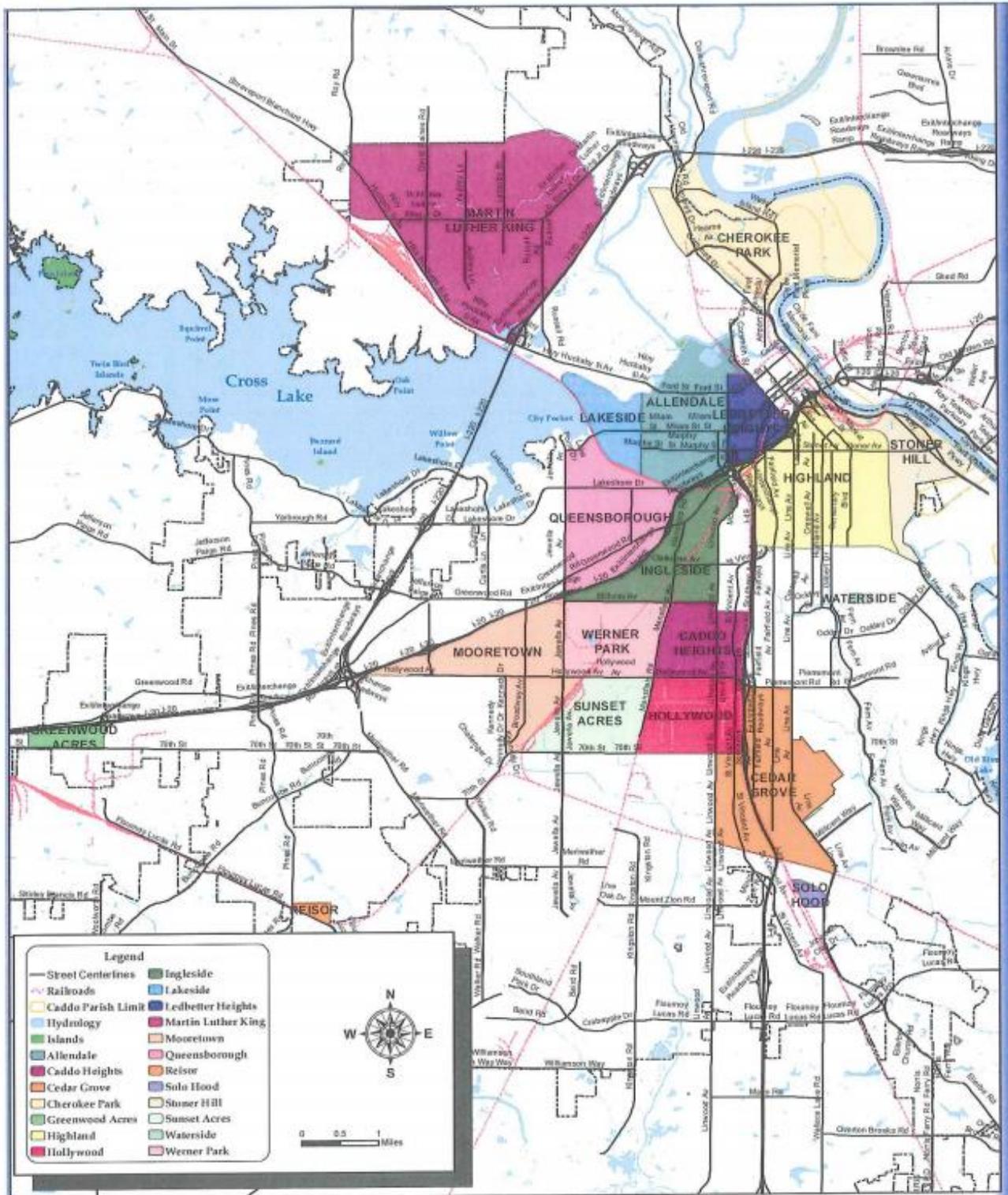
**\*\* Form Revised 02-08-2017 \*\***

## VIII. CHECKLIST OF REQUIRED DOCUMENTS

- Cover Sheet; (1) \_\_\_\_\_
- Proposal Narrative; (2) \_\_\_\_\_
- A Listing of your Board of Directors and their affiliations; (3) \_\_\_\_\_
- A copy of your 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; (4) \_\_\_\_\_
- Most Current Certified Financial Statement or Audit (not to exceed two years old); (5) \_\_\_\_\_
- Authorizing Resolution by Your Board of Directors to Apply for City of Shreveport Funds; (6) \_\_\_\_\_
- Article of Incorporation and Bylaws; (7) \_\_\_\_\_
- Vendor's Application; (8) \_\_\_\_\_
- Evidence of Insurance (available upon notification of funding; (9) \_\_\_\_\_
- Evidence of Zoning Approval (if applicable); (10) \_\_\_\_\_
- Proposed Agency Budget for Fiscal Year; (11) \_\_\_\_\_
- List of Staff Members and Positions (include resumes); (12) \_\_\_\_\_
- Project Development Timeline; (13) \_\_\_\_\_
- Letters of Financial Commitment (Match and Leverage); (14) \_\_\_\_\_
- Evidence of W-9; (15) \_\_\_\_\_
- Evidence of Ownership (Title Insurance); (16) \_\_\_\_\_
- Affirmative Marketing Plan; (17) \_\_\_\_\_
- Affidavit attesting that contractor; legal entities of contractor do not own adjudicated or lien property (18) \_\_\_\_\_

# IX. MAPS





# Targeted Neighborhoods



Copyright 2011. The City of Shreveport assumes no responsibility or legal liability for the accuracy, completeness, reliability, timeliness, or usefulness of any information available on this map. For more up-to-date parcel information visit Caddo Assessor's Office.