



CITY OF SHREVEPORT
DEPARTMENT OF COMMUNITY DEVELOPMENT
2022 STATEMENT OF QUALIFICATIONS (SOQ)
Choice Neighborhood Initiative Project Administrator
Request for Qualifications
(UNCLASSIFIED/GRANT FUNDED)

Location: Shreveport, Louisiana

Department: Community Development

Director: Bonnie Moore

Reports To: Bureau Chief of Special Programs

Employment Type: Contract Position

Salary Range: Negotiable

I. BACKGROUND

The City of Shreveport and the Housing Authority of the City of Shreveport have been awarded a Choice Neighborhood Implementation grant administered by the United States Department of Housing and Urban Development (HUD). The Choice Neighborhoods Initiative (CNI) is a critical tool to support the redevelopment of neighborhoods. This grant provides tremendous redevelopment opportunities for areas characterized by concentrated poverty, high unemployment, crime, health disparities, struggling schools, and disinvestment, which targets Allendale, Ledbetter Heights, and the West Edge of downtown.

The framework for revitalization comprises of three components: Housing (new housing developments), Neighborhoods (physical, community improvements), and People (supportive services). The respondent to this SOQ will manage the Critical Community Improvement (CCI) projects associated with the Neighborhood Plan (Plan). CCIs are physical, community and economic development activities that enhance and accelerate the transformation of the neighborhood and the assisted housing being redeveloped. The overall goal for the Neighborhood component of the transformation plan is to create a well-connected, vibrant, sustainable, and mixed-income neighborhood where people want to live, learn, work, shop, and play.

II. SUMMARY

The City of Shreveport is seeking a Project Administrator to lead the efforts and implementation of the Plan. They will be responsible for managing all activities and coordination with the Housing and People components of the grant. This successful respondent will be the key contact for coordination of resources and stakeholders in connection with the CNI grant and other projects associated with the Plan. This position has considerable interface with city departments and other local partners.

The respondent must work a minimum of 128 hours per month at an hourly or monthly rate agreeable by all parties. The successful respondent will report directly to the Choice Neighborhood Implementation Coordinator/Bureau Chief of Special Programs.

A. **ESSENTIAL DUTIES:**

- Leads and oversees the coordination and implementation of the Plan of the CNI grant;
- Participates as part of the CNI team;
- Attends regular scheduled meetings, and provides updates and reports on all CNI “Neighborhood” activities;
- Manages the physical projects of the Plan, working with developers, non-profits and other parties;
- Assists the People component with implementation of the Section 3 plan;
- Builds and maintains constructive and effective relationships with HUD, the Housing Authority of the City of Shreveport, Volunteers of America, and other vital partners to achieve the objectives of the CNI plan;
- Look for additional resources and opportunities to ensure that program goals and outcomes are achieved;
- Develops clear, concise, and comprehensive reports on the progress of the engagement goals for the CNI plan;
- Effectively contribute to all quarterly reports, progress reports and other reports deemed necessary from HUD and other funding sources; and,
- Creates and cultivates relationships with the Community Advisory Body, community partners, governmental entities, residents, neighborhood associations, faith-based organizations, and local businesses needed to support the CNI activities.

B. QUALIFICATIONS:

- Bachelor's Degree required in Human Services Administration/Project Management or related field from an accredited college or university;
- Master's Degree preferred;
- Must have experience working with low-income populations;
- Strong and respected presence in the Choice Neighborhood area with demonstrated ability to cultivate and build relationships with partner organizations is highly desirable;
- Familiarity with Davis Bacon and HUD Section 3 Compliance;
- 3 years' experience in grants management required;
- Hands on experience in redevelopment and neighborhood revitalization activities;
- 3 years' experience in program compliance and project management; and,
- Practical knowledge of construction management is required.

C. INSURANCE REQUIREMENTS:

- Applicants must provide proof of insurance available upon notification of funding. Coverage must be in full force and effect at all times. Such insurance at a minimum must include the following coverage and limits of liability:
 - Commercial General Liability
 - Combined Single Limit \$1,000,000
 - Per Occurrence \$1,000,000
 - Commercial Auto Liability Insurance \$500,000
 - Worker's Compensation Insurance \$1,000,000
 - Fidelity Bonding (25% of Contract Amount)
- Subrogation Clause, the Subrecipient and all its insurers shall, waive all right of recovery or subrogation against the City, its officers, agents or employees and its insurance companies.
- Proof that such insurance coverage exists shall be furnished to the City by means of Certificate of Insurance before any award of funding is disbursed and services are commenced. **The said Certificate shall name the City as an additional insured.**
- Note: These insurance limits are subject to change.

D. ADDITIONAL QUALIFICATIONS:

- Must be a self-starter, energetic, innovative leader with excellent communication and presentation skills;
- Must have great interaction skills and ability to work with diverse groups;
- Must have strong analytical and technical skills; and,

- Priority will be given to candidates that have a familiarity with the Shreveport Choice Neighborhood (Allendale, Ledbetter Heights and the West Edge Neighborhoods).

E. SELECTION CRITERIA:

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

F. SPECIAL INSTRUCTIONS:

Request for Qualifications MUST include the information below:

- Individual Agency/Company Information
- Name, Address, Telephone Number, Electronic E-mail, Facsimile Number, Contact Person
- Narrative of Qualifications or Resume
- List of Certifications
- Similar projects reference list

G. REFERENCES:

Should include a list of entities or governmental agencies for which the respondent has been employed and/or under contract.

III. SUBMISSION REQUIREMENTS

A. DEADLINE FOR APPLICATIONS: All responses must follow the guidelines detailed below. If interested in applying, please respond no later than 4:30 p.m., **Friday, March 18, 2022.**

B. SEND RESUMES TO: One original request of qualification plus three (3) copies must be mailed or hand-delivered to the attention of Tracey Graham, Choice Neighborhood Coordinator/Bureau Chief of Special Programs, City of Shreveport, Department of Community Development.

MAILING ADDRESS:
PO Box 31109
Shreveport, Louisiana 71130

or

PHYSICAL ADDRESS:
505 Travis Street
Shreveport, Louisiana 71101

EMAIL QUESTIONS TO: Tracey.Graham@shreveportla.gov

C. The City of Shreveport is an Equal Employment Opportunity Commission (EEOC) employer. Minorities, women, other socially disadvantaged groups, and agencies are encouraged to apply.