

# CITY OF SHREVEPORT 2024 NEIGHBORHOOD INVESTMENT PROGRAM

*Request for Proposals*



NEIGHBORS WORKING IN UNITY  
TO CHANGE THEIR COMMUNITY

ROUND 2 SUBMISSION DEADLINE:  
THURSDAY DECEMBER 12, 2024 BY 4:30 P.M CST

**CITY OF SHREVEPORT  
NEIGHBORHOOD INVESTMENT PROGRAM (NIP)  
2024 REQUEST FOR PROPOSALS – ROUND 2**

**ISSUANCE OF PROPOSAL: THURSDAY, DECEMBER 5, 2024**

**SUBMISSION DEADLINE: THURSDAY, DECEMBER 12, 2024 BY 4:30 P.M. CST**

*“Neighbors Working in Unity to Change their Community”*

**IMPORTANT NOTICE**

**APPLICANTS WHO HAVE ALREADY BEEN AWARDED 2024 NIP FUNDS ARE INELIGIBLE FOR ADDITIONAL FUNDING.**

**APPLICANTS MUST ALREADY BE REGISTERED VENDORS WITH THE CITY OF SHREVEPORT PRIOR TO SUBMISSION OF ANY APPLICATION UNDER THIS NOFA. APPLICANTS WHO HAVE NOT COMPLETED THIS PROCESS WILL BE DEEMED INELIGIBLE FOR FUNDING. FOR MORE INFORMATION ABOUT THE CITY’S VENDOR APPLICATION PROCESS, PLEASE CONTACT THE PURCHASING DIVISION AT 318-673-5450.**

**THERE WILL BE NO EXTENSION OF THE STATED DEADLINE, NO EXCEPTIONS. LATE SUBMISSIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.**

**BACKGROUND**

The Neighborhood Investment Program (NIP) was established by the City Council under Resolution No. 94 of 2003 and implemented in 2004 as a pilot program. The NIP program was designed to empower and support efforts of neighborhood-based organizations to research, propose and implement redevelopment initiatives at the neighborhood level in each Council District. It has been a significant component of the city’s overall neighborhood revitalization strategy.

Administered by the City of Shreveport through its Department of Community Development, NIP has the capacity to facilitate the synthesis of citywide and local community development activities by utilizing extensive grassroots citizen involvement to identify needs and assets, preserve neighborhood character, and improve the quality of life for residents.

Through this initiative, community/neighborhood-based organizations can be empowered to successfully improve and maintain their communities by collaboratively prioritizing needs and proposing needed improvements. The program encourages neighbors to work together to resolve problems, to improve and maintain their neighborhoods, while promoting a strong sense of community and building capacity among residents and leaders.

Organizations are encouraged to implement projects which promote inter-racial and/or inter-generational diversity, broad neighborhood support and volunteerism from within the neighborhood, and which focus on harmony, respect, understanding, and appreciation.

The mission of the program is to improve the quality of life in neighborhoods, empower residents to improve

their neighborhoods and build the programmatic and financial capacity of neighborhood-based organizations. The NIP model asserts that a healthy neighborhood is one in which residents and external stakeholders can work together and invest time, energy, and money in the neighborhood.

## **DISCLAIMERS & NOTICES**

### **Competitive Process**

Please note that this is a competitive process by which applicants will be scored and evaluated on the merits of their proposal and application. Submission of an application in no way guarantees an award of funding. Awards of funding are not binding on the City until such time as a formal funding agreement has been executed.

### **Proposals Subject to Public Records Laws**

All proposals submitted become the property of the City of Shreveport. By submittal of a proposal, acknowledges that all proposals may be considered public record in accordance with the Public Records Law of the State of Louisiana. Subject to award of this contract, all or part of any submittal may be released to any person or firm who may request it. Therefore, Respondents shall specify in their proposal response if any portion of their submittal should be treated as proprietary and not releasable as public information. Proposers should be aware that all such requests may be subject to legal review and challenge. Any information considered proprietary should be indicated as such or not included in the response.

### **No Guarantee of Funding**

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 of Shreveport reserves the right to reject any proposal. Future NIP award opportunities are not guaranteed and should not be relied on to support continued program activities. All awards are contingent upon the availability of funds.

### **Ineligible Organizations**

The City will not fund an organization or agency with outstanding disallowed costs, defaulted loans, debarment actions or any other legal encumbrance, regardless of the merits of the submitted proposal. Awards will not be granted if there are open contracts or a funded project has not been successfully completed by the applicant organization.

### **Outstanding Obligations to the City**

The City is prohibited from entering into an agreement for funding with any organization having outstanding taxes, licenses, fees fines or other charges due to the City (e.g. false alarm fees, property standard fines, overdue water bills). All outstanding fees, fines and costs due to the City must be satisfied prior to an award for funding. For questions about your status please contact the City of Shreveport's Compliance Department at (318) 673-5900.

### **Extensions & Amendments**

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. If it becomes necessary to revise any part of the NOFA, all amendments will be provided in writing.

### **Insurance**

Unless otherwise waived by the City of Shreveport's Risk Management Division, applicants must provide proof of insurance available upon notification of funding. Coverage must be in the amounts and coverage types required by the City, must name the City as an additional insured, must provide for a full waiver of subrogation and must be in full force and effect at all times.

Insurance policy limits as required by the City of Shreveport are provided for in the attached document entitled “City of Shreveport Insurance Requirements and Instructions”.

If required and to avoid unnecessary costs, it is recommended that insurance policies are not purchased until such time as you are officially notified of an award for funding.

**Final execution of any funding agreement under this application is contingent upon review and final approval of all insurance policies by the City of Shreveport’s Department of Risk Management.**

**Format**

All applications must be fully 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. **RESPONSES SHOULD NOT EXCEED THE AMOUNT OF SPACE PROVIDED IN EACH SECTION.**

**ELIGIBLE APPLICANTS**

**Community/Neighborhood-Based Organizations**

Only community/neighborhood-based organizations are eligible to apply.

**What is a Community/Neighborhood-Based Organization?**

A community/neighborhood-based organization is an organization with a majority of its members residing or doing business in a commonly recognized neighborhood. It may be any wholly secular, or non-faith based, neighborhood association, civic organization or committee located within the city limits of Shreveport that has been formally organized for at least one year prior to the application date and has at least nine (9) active members who are residents of the neighborhood.

Educational institutions and faith-based organizations may apply only in conjunction with a neighborhood-based organization. This does not include wholly secular organizations formed by faith-based organizations. Under this proposal, recipients are encouraged to do a joint project within its respective Council District.

To be eligible for funding, certification must be provided that at least 75% of the general membership must be composed of residents in the neighborhood in which projects or services will be provided, and organizations must have held at least two (2) neighborhood meetings during the previous calendar year (2023).

All of the above requirements must be validated by a credible written source.

**Ineligible Applicants**

Ineligible applicants are individuals, for profit entities, commercial establishments, schools, political groups, or government agencies.

**ELIGIBLE PROJECTS & ACTIVITIES**

**EACH PROPOSAL MUST INCLUDE A REQUEST TO FUND AT LEAST ONE (1) PHYSICAL NEIGHBORHOOD IMPROVEMENT PROJECT, as more fully described below.**

**Eligible Physical Improvement Projects**

Eligible physical improvement projects under this NOFA are limited to: community gardens, graffiti removal, neighborhood security systems, playground improvements, neighborhood lighting, neighborhood gateway signs, neighborhood cleanup, adopt a park, non-residential painting, community benches, non-residential landscaping, and pocket park(s).

### **Other Eligible Projects**

In addition to at least one (1) visible, physical improvement project, the following projects are also eligible under this proposal.

1. **Community Engagement Activities** that bring the community together are also eligible under this proposal. These events must be open to the public and encourage neighborhood participation.

**Community engagement activities funded by the NIP program are limited to one per organization per year.**

2. **Community Outreach Activities** such as newsletters and other methods of communicating with the surrounding neighborhood including the hosting of informational meetings, community discussions and gatherings which encourage resident participation are eligible under this program.

Supplies and items associated with the above activities are eligible for funding (i.e., paper, printing, postage, etc.), The purchase of equipment under this NOFA is limited to no more than \$500.

### **INELIGIBLE PROJECTS & ACTIVITIES**

#### **Other Ineligible Activities**

Ineligible activities include: political campaigning or activities, alcohol purchase, homeowner association business expenses, and projects on private property, purchase of school supplies/uniforms, National Night Out events, Health Fairs, after school programs, supportive service related activities, administrative costs, sidewalks, tool lending programs, organization operating supplies, prizes, awards, decorations, directories, paid advertisement, and summer camps.

The purchase of any **non-project related** equipment or supplies, including but not limited to construction equipment, tools, computers, or printers are ineligible for funding under this NOFA.

### **PROJECT REQUIREMENTS**

#### **Project Location**

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

Physical improvement projects may only be installed or constructed on common property owned by the applicant, or approved public property. Physical improvements may not be made or installed on private property unless said improvements are available for public use and enjoyment by residents in the neighborhood and the applicant has written permission from the property owner to use the property for a public benefit. Obtaining adjudicated or expropriated property is not eligible under this program.

#### **Permits May Be Required**

The City of Shreveport requires a building permit for any man-made structure being built or installed on the city's right-of-way or private property. The City is not responsible for maintenance of property. **For questions regarding building permits please contact the City of Shreveport Department of Public Works – Permits & Inspections at (318) 673-6100.**

#### **All Zoning And Historic Preservation Standards Must Be Followed**

All projects that may include but are not limited to landscaping, signs and gateways, monuments and other physical improvement projects are required to adhere to any applicable code, ordinance or regulation as

provided for by the Metropolitan Planning Commission and/or the Historic Preservation Society (applicable to historic monuments, etc.). **For questions about zoning or historic preservation requirements for your project please contact the Shreveport – Caddo Metropolitan Planning Commission at (318) 673-6480.**

**Goals & Outcomes**

All projects funded under this NOFA must have a **visible** public benefit as well as measurable goals and outcomes that can be accomplished no later than the end of the funding period.

**LEVELS OF FUNDING**

Grants will be awarded on a competitive basis. An organization may submit an application for only one (1) of the levels of funding identified below. The following levels of funding will be applied:

ELIGIBILITY REQUIREMENTS BY PHASE		
PHASES	CRITERIA	FUNDING AMOUNT
<b>Phase I</b> Small Project Development	Organization must have been in existence for at least one (1) year	Up to \$4,000
<b>Phase II</b> Intermediate Project Development	Organization must have been in existence for at least one (1) year and has formalized as a non-profit organization and have established by-law with an IRS 501 (c)(3) designation	Up to \$6,000
<b>Phase III</b> Advanced Project Development	Organization must have been in existence for at least two (2) years with an IRS 501(c)(3) designation	Up to \$10,000

Funding under Phase II and Phase III will be limited to organizations with a documented IRS 501 (c) (3) tax exemption status.

The City of Shreveport reserves the right to increase funding awards contingent upon availability as well as decrease individual budget line items submitted by the applicant.

**SUBMISSION REQUIREMENTS**

**Submission Deadline**

The City of Shreveport, Department of Community Development, must be in receipt of the proposal complete with all attachments, on or before **THURSDAY, DECEMBER 12, 2024, BY 4:30 P.M. CST.**

Applications that arrive after the deadline will not be accepted.

**Proposal Access**

You may access this proposal by going to [www.shreveportla.gov](http://www.shreveportla.gov) and clicking on Department of Community Development/Grant Proposals and selecting “2024 Notice of Funding Availability (NOFA) – Neighborhood Investment Program”.

**Submission Options**

**OPTION 1- ELECTRONIC SUBMISSION:** Respondents may submit one (1) complete electronic copy (PDF format only) of their submission via email to the Department of Community Development ([cdproposals@shreveportla.gov](mailto:cdproposals@shreveportla.gov)), with a subject line entitled:

**2024 NIP – (Name of Your Organization)**

Original proposal documents should be retained, as they may be requested following submission.

**OPTION 2- HAND DELIVERY:** Two (2) copies of submission and all attachments may be hand delivered to the attention of Ms. Bonnie Moore, Director, Department of Community Development, 401 Texas Street, Shreveport, LA 71101.

**Applicants who physically deliver their application must have their application logged in. Under no circumstances should any applicant leave a proposal at the office without completing the required log-in procedure.**

Diskettes and facsimiles will not be accepted. The application must be signed by the applicant's duly authorized Board Chairman, CEO, Director, or President.

**APPLICATIONS THAT DO NOT INCLUDE AT LEAST ONE (1) PHYSICAL IMPROVEMENT PROJECT WILL NOT BE CONSIDERED FOR FUNDING.**

**ALL APPLICATIONS MUST BE COMPLETE AT THE TIME OF SUBMISSION.  
APPLICATION & CERTIFICATION ON THE FOLLOWING PAGES.**

**APPLICATION & REQUIRED INFORMATION**  
 RESPONSES SHOULD NOT EXCEED THE AMOUNT OF SPACE PROVIDED.

**APPLICANT ORGANIZATION**

Legal Name Of Organization:			
Organization's Address:			
Tax I.D. Number:			
If your organization DOES NOT have a 501 (c)(3) designation check (✓) here.	<input type="checkbox"/>	Date organization was established:	
Has your organization previously received a NIP grant? (Check (✓) one)	Yes		No
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please specify the year(s).			
Amount Requested (Maximum Award - \$10,000)	\$	Council District Where Project(s) Will Take Place <i>(Click <a href="#">here</a> to find your project's district)</i>	

**AUTHORIZED REPRESENTATIVE**

*The authorized representative is the party who will be granted authorization to execute documents on behalf of the organization.*

Name of Authorized Representative:			
Phone Number:			
Email Address:			

**POINT OF CONTACT**

*The listed point of contact is the party who will be contacted in the event of questions or requests regarding the submitted application. If the same as the Authorized Representative, please indicate "SAME AS ABOVE".*

Name of Point of Contact			
Phone Number:			
Email Address:			

**APPLICANT ELIGIBILITY**

	(Check ✓ one)	YES	NO
Has your organization has been in existence for at least one year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your organization located within the City limits of Shreveport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your organization have at least nine (9) active members who are residents of the neighborhood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your organization had at least two (2) neighborhood meetings during the previous calendar year (2023)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please provide the date your organization was established.			

**PROJECT & ACTIVITIES (20 Points)**

TARGETED NEIGHBORHOOD(S)			
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**PHYSICAL IMPROVEMENT PROJECT**

***Applicants are required to complete at least one (1) physical neighborhood improvement project. We will not fund applications only requesting funding for community engagement events.***

Please select which physical improvement project your organization proposes to complete.  
(Please check ✓ all that will apply)

	✓		✓		✓
Community Garden		Graffiti Removal		Neighborhood Security Systems	
Playground Improvements		Neighborhood Lighting		Neighborhood Gateway Signs	
Neighborhood Cleanup		Adopt a Park		Non-residential Painting	
Community Benches		Non-residential landscaping		Pocket Park(s)	
OTHER (PLEASE NAME)					
Name Of Project (Optional)					
Project Address					
Estimated Project Start Date:		Estimated Project Completion Date:			

Please briefly describe your physical improvement project here.

Please provide a brief description of the long-term plans to sustain your proposed project and how it will continue to spur community revitalization in the long-term.

Please describe the timeline of activities for your project including dates of commencement, implementation, and completion.

OTHER ELIGIBLE PROJECTS

*In addition to at least one (1) physical improvement project, applicants may also select one or more additional eligible projects for funding. Please briefly describe all other eligible activities proposed for funding below.*

APPLICANT CAPACITY (20 Points)

BOARD COMPOSITION

Please describe the names and position of all board members including their addresses, and length of tenure on the board.

	Name	Position	Length of Tenure	Address
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**KNOWLEDGE & EXPERIENCE**

Please list the five (5) most recent programs that your organization has currently or previously operated as well as brief description and community benefit derived from each.

	Program Name	Start Date	End Date	Description & Community Benefit
1.				
2.				
3.				
4.				
5.				

Please provide the knowledge and experience of key staff members or volunteers who will have primary responsibilities for the project and/or activities.

	Name	Title	Description of Knowledge and Experience
1.			
2.			
3.			
4.			
5.			
6.			

Please provide a brief description below of your organization's overall knowledge and experience.

## NEIGHBORHOOD INVOLVEMENT (20 Points)

Please provide a brief description of how you will attract volunteers to your project.

Briefly describe existing relationships with other community-based organizations, local businesses, faith-based organizations, etc., and how you will capitalize on these relationships to maximize services. If you do not have any existing relationships, describe how you will foster collaboration to help your organization achieve its goals.

## COMMUNITY NEED & PERFORMANCE MEASURES (20 Points)

Please list the priority needs identified in your neighborhood and how this project will address those identified needs.

Need	How will need be addressed?

Briefly describe the positive outcomes to be achieved by this project include how those outcomes will be measured. Applicants must develop at least four (4) positive outcomes that they hope to achieve with their proposed project or activity.

*While applicants are encouraged to identify their own outcomes and indicators, matched to and based on their own experiences and missions examples of positive outcomes may include but is not limited to: changes in neighborhood awareness and education, increases in the number of people reached, reduced crime, reduced code enforcement, changes in neighborhood appearance, increased quality of life service delivery, strengthened community participation, increased neighborhood engagement, improved relationship with city government, strengthened and/or extended partnerships with other organizations, increases in matching donations and volunteer hours contributed to event or program and an increase in the number of neighbors participating and benefiting from a community event or project.*

1.	
2.	
3.	
4.	
5.	

## FINANCIALS & BUDGET (20 Points)

Provide a description of the cost-effectiveness, reasonableness and feasibility of the project's budget.

Please complete the budget form on the following page.



**CHECKLIST OF REQUIRED DOCUMENTS & INFORMATION**

(Please submit documents in the order listed below)

- 1. Fully completed application for funding.....
- 2. A Listing of organization’s members (include which ones are community residents) .....
- 3. A listing of organization’s governing board members including name, contact information and title .....
- 4. Written certification that at least two (2) neighborhood meetings were held during the previous calendar year (2023), including dates, locations and names of members present. ....
- 5. Written certification that at least **75%** of the associations general membership is composed of residents in the neighborhood in which projects or services will be provided. ....
- 6. A copy of current IRS tax exempt statement indicating that you are not a private foundation and an explanation of any changes in your IRS status (if applicable) .....
- 7. Most Current Certified Financial Statement, Bank Statement, or Audit; (not to exceed two years old).....
- 8. Completed & Signed Authorizing Resolution by Board of Directors or Officers to Apply for City funds (you may complete and submit the sample provided or submit your organization’s resolution in your own format) .....
- 9. Completed & Signed Adjudicated Property Affidavit (blank document provided) .....
- 10. Completed & Signed Criminal Conviction Certification (blank document provided).....
- 11. Completed & Signed Supplemental Contract Terms (blank document provided) .....
- 12. Proof of Good Standing with the Louisiana Secretary of State.....
- 13. W-9 Form.....
- 14. Copy of Occupational License .....

**APPLICATION CERTIFICATION ON THE FOLLOWING PAGE**

APPLICATION CERTIFICATION

***This is not a binding award commitment until the City of Shreveport and the individual authorized to sign documents on behalf of the organization have executed a written agreement.***

By my signature below, I certify and acknowledge that:

1. I am authorized to submit this application on behalf of the named organization.
2. The information provided herein is true and correct.
3. Any funds approved under this proposal shall be used solely in accordance with the uses described herein.
4. Any misrepresentation or intentional omission of information that leads to the improper allocation and expenditure of public funds may result in legal action against the organization for retrieval of any such funds as well as any applicable or appropriate penalties as provided for under local, state or federal laws and regulations.

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SIGNATURE

TITLE

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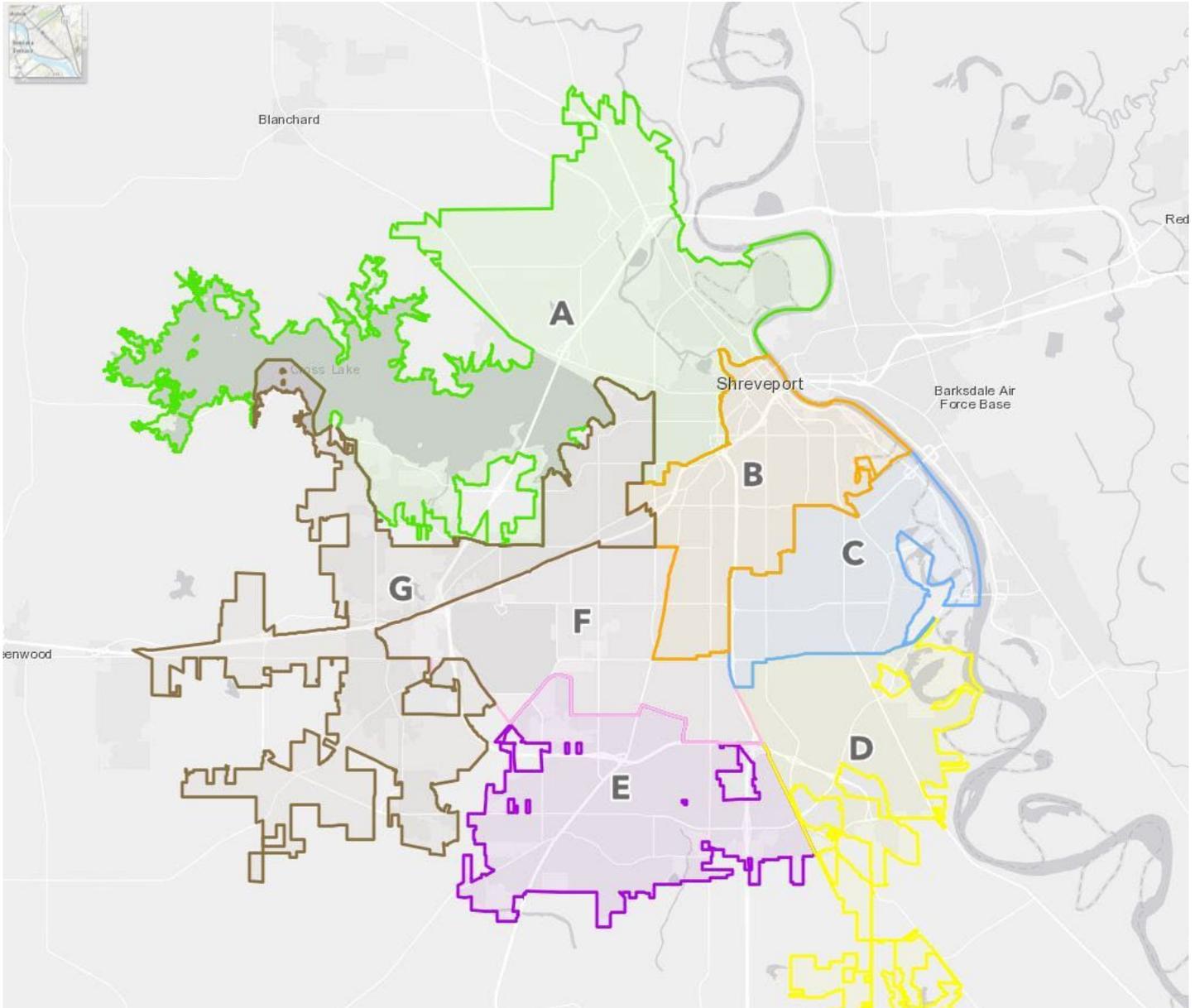
NAME OF AUTHORIZED REPRESENTATIVE

DATE

2024 NEIGHBORHOOD INVESTMENT PROGRAM RATING CRITERIA		
Applications will be reviewed, and a numerical score will be assigned to each criterion. The maximum score that will be given is 100. The minimum score to qualify for funding will be 75.		
CRITERION	POSSIBLE POINTS	SCORE
<p><b>BACKGROUND AND CAPACITY OF ORGANIZATION</b> Applicant has shown that it possesses qualifications, expertise, personnel and resources to successfully complete the proposed project.</p>	20	
<p><b>NEIGHBORHOOD INVOLVEMENT</b> Applicant has clearly demonstrated its efforts to maximize neighborhood involvement and community, engagement, diversity and partnerships to the greatest extent possible.</p>	20	
<p><b>PROJECT &amp; ACTIVITIES</b> Applicant has provided a concise timeline for the commencement, implementation and completion of the proposed project or activity. Applicant has provided a feasible plan for the sustainability, maintenance and upkeep of the project beyond the scope of this grant.</p>	20	
<p><b>COMMUNITY NEED &amp; PERFORMANCE MEASURES</b> Applicant has identified a priority need or need(s) in their neighborhood or community and has provided a clear summary of how this project or activity will address that need. Applicant has provided a clear description of the proposed project and its anticipated benefit to the community.</p>	20	
<p><b>FINANCIALS &amp; BUDGET</b> Applicant has provided a clear description of the proposed project, its project budget, a summary of budget feasibility, and budget cost effectiveness.</p>	20	
<b>TOTAL SCORE</b>	100	

## 2024 SHREVEPORT CITY COUNCIL DISTRICT MAP

FOR MORE INFORMATION ON LOCATING COUNCIL DISTRICTS VISIT HERE: [COS COUNCIL DISTRICT SEARCH](#)



CITY OF SHREVEPORT – CITY COUNCIL MEMBERS				
	NAME	ADDRESS	PHONE NO.	EMAIL
A	TABATHA TAYLOR	P.O. Box 726, Shreveport, LA 71162	318-517-4392	<a href="mailto:Tabatha.Taylor@Shreveportla.gov">Tabatha.Taylor@Shreveportla.gov</a>
B	GARY BROOKS	P.O. Box 31109, Shreveport, LA 71130	318-673-5270	<a href="mailto:Gary.Brooks@shreveportla.gov">Gary.Brooks@shreveportla.gov</a>
C	JIM TALIAFERRO	P.O. Box 31109, Shreveport, LA 71130	<a href="tel:318-673-5262">318-673-5262</a>	<a href="mailto:Jim.Taliaferro@shreveportla.gov">Jim.Taliaferro@shreveportla.gov</a>
D	GRAYSON BOUCHER	P.O. Box 31109, Shreveport, LA 71130	<a href="tel:318-673-5262">318-673-5262</a>	<a href="mailto:Grayson.Boucher@shreveportla.gov">Grayson.Boucher@shreveportla.gov</a>
E	DR. ALAN JACKSON, JR.	P.O. Box 31109, Shreveport, LA 71130	318-510-4765	<a href="mailto:Alan.Jackson@shreveportla.gov">Alan.Jackson@shreveportla.gov</a>
F	JAMES GREEN	P.O. Box 31109, Shreveport, LA 71130	318-635-7118	<a href="mailto:James.Green@shreveportla.gov">James.Green@shreveportla.gov</a>
G	URSULA BOWMAN	P.O. Box 31109, Shreveport, LA 71130	<a href="tel:318-734-7568">318-734-7568</a>	<a href="mailto:Ursula.Bowman@shreveportla.gov">Ursula.Bowman@shreveportla.gov</a>

**AUTHORIZING RESOLUTION**

**BE IT RESOLVED** by the Board of Directors or Members of \_\_\_\_\_, an entity organized and existing under the laws of the State of \_\_\_\_\_ and domiciled in, \_\_\_\_\_ that \_\_\_\_\_ is hereby authorized to sign any and \_\_\_\_\_  
(Name of Authorized Party)  
all contracts and/or agreements with the City of Shreveport and to do any and all things necessary to execute the contracts and/or agreements on behalf of this corporation.

That I, \_\_\_\_\_, \_\_\_\_\_, hereby  
(Name) (Position of Authority)

certify that the above and foregoing resolution is a true and correct copy of a resolution of the Board of Directors of this corporation which was passed at a meeting duly called on \_\_\_\_\_, 20 \_\_\_\_\_ at which a quorum was present.

This resolution has been entered into the records of this corporation, has not been rescinded or modified and remains in full force and effect on this date.

**It is acknowledged by Signer that this Resolution shall remain in full force and effect, and the City of Shreveport may rely on it until written notice of its revocation is delivered to and received by the City via certified mail to the Department of Community Development, P.O. Box 31109, Shreveport, La 71130, ATTN: Director.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

**WITNESSES:**

1) \_\_\_\_\_ Signature: \_\_\_\_\_

Print: \_\_\_\_\_ Print: \_\_\_\_\_

2) \_\_\_\_\_ Federal Tax I.D. # \_\_\_\_\_

Print: \_\_\_\_\_

**IF YOUR COMPANY IS NOT A CORPORATION SIGN ABOVE AND COMPLETE BELOW:**

Company Type (Select One)                      LLC                      Sole Proprietorship



**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

(Name) \_\_\_\_\_ authorized representative of:  
(Business Name) \_\_\_\_\_ with a Federal Tax Identification Number (EIN) of:  
(Tax ID) \_\_\_\_\_ and with a current email address of:  
(Email Address) \_\_\_\_\_ 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  
\*\*\*\*\*

Mail original affidavit via U.S. mail to: *OR* Deliver via other carrier or hand-delivery to:  
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 05-17-2021 \*\*



## CRIMINAL CONVICTION CERTIFICATION

The Department of Community Development is required to conduct criminal record checks for all contractors. The department can deny participation in any of its programs based upon an individual's conviction.

Have you ever been convicted or pled no contest to a felony within the last ten years?

Select One: Yes                      No

**IF YOU ANSWERED YES, PLEASE ANSWER THE FOLLOWING QUESTIONS:**

Supply the following information:

- What was the specific crime(s)?
- What was the date of the conviction(s)?
- Where (city and state) did the crime(s) occur?
- In what court(s) were you convicted?
- Provide any other facts you consider important relative to the conviction(s) by attaching additional page(s) if needed.

I certify that my answers are complete and accurate to the best of my knowledge. I understand that failure to provide this information or concealment or misrepresentation of information may result in denial of participation in any program administered by the department of Community Development.

Furthermore, I understand that if I am convicted of a felony or misdemeanor at ANY time during my contract, I am obligated to notify the department of the conviction. Failure to do so will result in removal or suspension from participating in the program.

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

\_\_\_\_\_  
Signature

Community Development: Criminal Conviction Certification

\_\_\_\_\_  
Date

form CDADM- 7



# CITY OF SHREVEPORT SUPPLEMENTAL CONTRACT TERMS

THE FOLLOWING SHALL BE INCORPORATED INTO ALL CONTRACTS TO WHICH THE CITY OF SHREVEPORT IS A PARTY.

1. **Applicable Law:**  
Pursuant to La. R.S. 9:2778, the Agreement/Contract and its enforcement shall be governed by the laws of the State of Louisiana, without reference to conflict of law provisions that may refer the resolution of such dispute to laws of another state for decision.
2. **Venue:**  
In accordance with La. R.S. 9:2778, the venue of any litigation arising under the Agreement/Contract shall be in the First Judicial Caddo District Court, Caddo Parish, Louisiana or the United States District Court for the Western District of Louisiana.
3. **Public Property Not Subject to Seizure:**  
Article XII, Section 10 of the Louisiana Constitution provides, "no public property or public funds shall be subject to seizure."
4. **Financial Records Related to Agreement/Contract:**  
Pursuant to City of Shreveport Code of Ordinances, Ch. 26, Art. VI., Div. 1, Sec. 26-217, the following provisions shall be included in every written contract to which the CITY is a party:
  - a) COMPANY agrees to maintain financial records pertaining to all matters relative to the AGREEMENT in accordance with standard accounting principles and procedures and retain all of its records and support documentation applicable to the AGREEMENT for a period of three (3) years, except that records that are subject to audit findings shall be retained for three (3) years after such findings have been resolved, and
  - b) COMPANY shall permit the audit, by the CITY or its designated representative, of all its records relative to the AGREEMENT at any time upon such notice as specified therein.
  - c) If COMPANY is not located within Caddo or Bossier Parish, in the event of an audit COMPANY shall deliver the records or have the records delivered to the CITY'S designated representative at an address designated by the CITY within the City of Shreveport. If the CITY'S designated representative finds the records delivered to be incomplete the COMPANY shall pay the CITY'S representative's costs to travel to the COMPANY'S offices to audit or retrieve the complete records.
5. **Agreement/Contract Record Keeping:**  
Pursuant to Shreveport City Code Sec. 26-219 the Purchasing Agent shall request and obtain information pursuant to City Code Sec. 26-218(c) prior to making payment to the COMPANY, contractor or vendor.
6. **No Additional Costs or Charges Without Notice to City:**  
Any provision of the Agreement/Contract which allows COMPANY to charge amounts in excess of those specifically stated in Agreement/Contract shall apply only when COMPANY has notified City in advance before the work is done/charges incurred that such work or circumstances will result in increased charges, and the amount thereof, and City has agreed in writing to the maximum amount of additional charges.
7. **All Agreement/Contract Changes Shall Be In Writing and Signed By All Parties:**  
All Agreement/Contract changes or revisions shall be in writing and signed by all parties. Verbal agreements are not enforceable.
8. **Public Records:**  
Any requirements of confidentiality contained in the Agreement/Contract are subject to the Public Records Law (La. R.S. 44:1.1, et. seq.) of the State of Louisiana.
9. **Indemnity:**  
COMPANY agrees to indemnify, release, defend, and hold City, and all of its members, officers, agents and employees, harmless of and from any and all liability, claims, demands, suits, or cause(s) of action which may arise out of or result from, or in connection with the Agreement/Contract.
10. **Non-Appropriation**  
In the event sufficient funds for the performance of this agreement are not appropriated by the City Council of the City of Shreveport in any fiscal year covered by this contract, this agreement may be terminated by the city, without penalties, by giving notice to Contractor of such facts and the City's intention to terminate its financial obligation.
11. **Severability:**  
In the event any provision or item of the Agreement/Contract or this Attachment is held invalid or unenforceable by any court, such invalidity shall not affect other provisions or items of the Agreement/Contract which can be given effect without the invalid provisions or items, and to this end, the provisions of the Agreement/Contract are hereby declared severable.

Name of Organization:

Contract Type/Title:

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_