



**CITY OF SHREVEPORT DEPARTMENT OF COMMUNITY DEVELOPMENT
2025 STATEMENT OF QUALIFICATIONS (SOQ) Choice Neighborhood Project Evaluator
Request for Qualifications
(UNCLASSIFIED/GRANT FUNDED)**

Location: Shreveport, Louisiana
Director: Thea Scott, *Interim*
Employment Type: Contract Position

Department: Community Development
Reports To: Bureau Chief of Special Programs
Salary Range: Negotiable

BACKGROUND

In July 2018, the City of Shreveport, in partnership with the Housing Authority of the City of Shreveport, was awarded a \$2.4 million Choice Neighborhoods Implementation (CNI) grant from the U.S. Department of Housing and Urban Development (HUD). These grant funds were allocated for implementing a “Transformation Plan” designed to convert neighborhoods characterized by concentrated poverty into mixed-income communities that are sustainable over the long term. The initiative also seeks to address critical issues such as high unemployment and crime rates, health disparities, underperforming schools, and disinvestment in the Allendale, Ledbetter Heights, and West Edge neighborhoods of downtown Shreveport.

These transformation efforts are structured around three primary components (Housing, Neighborhoods, and People) and they work in tandem to create new housing options, enhance physical and community infrastructure, and provide supportive services to residents, thereby furthering the goals the Choice Neighborhood Program.

KEY RESPONSIBILITIES

1. The Program Evaluator will be responsible for assessing the effectiveness and impact of the CNI-funded programs and initiatives within the HUD approved Choice Neighborhoods Transformation Plan by designing evaluation plans, collecting and analyzing quantitative and qualitative data, and providing recommendations for improvement based on their findings to ensure programs are achieving their intended outcomes and utilizing resources efficiently.
2. Conduct comprehensive evaluations of all 3 component of the CNI program components, including the Milam Street Kitchen Incubator (MS Kick).

3. Analyze large datasets, perform statistical analyses, and prepare clear, actionable reports that measure outcomes. The evaluator will provide key insights into housing quality, employment opportunities, educational improvements, and health outcomes, contributing to data-driven decision-making and continuous program improvement.
4. Engage with diverse stakeholders, conduct focus groups, surveys, and interviews with residents, community organizations, local government representatives, and housing authorities to ensure a comprehensive and representative analysis of program impact.
5. Ensure that all evaluations are fully compliant with HUD federal, state, and local regulations, particularly those specific to the Choice Neighborhoods program.
6. Provide written evaluation report findings that highlight the program’s successes, challenges, and areas for improvement, along with actionable recommendations.

QUALIFICATIONS

- Bachelor’s Degree or higher in a relevant field for individuals and/or for the business principal
- Experience working with low-income populations.
- Familiar with Davis Bacon and HUD Section 3 Compliance Regulations
- 5 years’ experience in program evaluation, compliance and project management
- Excellent written and verbal communication skills
- Ability to plan, execute, and manage evaluation projects within timelines and budgets.
- Experience in quantitative and qualitative research methodologies, including survey design, data analysis techniques, and sampling strategies.
- Strong ability to build relationships with stakeholders, facilitate collaboration, and manage diverse perspectives.

Note: Special consideration will be given to candidates who are familiar with the Shreveport Choice Neighborhood (Allendale, Ledbetter Heights, and the West Edge Neighborhoods).

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:

Minimum must include the following coverage and limits of liability:

- o Commercial General Liability
 - Combined Single Limit \$1,000,000
 - Per Occurrence \$1,000,000
- o Commercial Auto Liability Insurance \$500,000
- o Worker’s Compensation Insurance \$1,000,000
- o Fidelity Bonding (25% of Contract Amount)

- Note: These insurance limits are subject to change.

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.

A current Certificate of Insurance shall be provided to the City prior to contract execution. **The said Certificate shall name the City as an additional insured.**

SPECIAL INSTRUCTIONS:

Respondents must provide the following information in the application:

- Principal business owner’s Name, Address, Telephone Number, Electronic E-mail, Facsimile Number, Contact Person
- Narrative of Qualifications or Resume
- An overview of the evaluation approach as well as a list of community partnerships.
- List of Certifications
- List of current and/or completed projects.

REFERENCES:

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

SUBMISSION REQUIREMENTS

All respondents must follow the guidelines detailed below. If interested in applying, please respond no later than 4:30 p.m., Thursday, March 6, 2025. All submissions will be reviewed by a selection committee and evaluated based on required information and qualifications.

March 14th	Evaluator Selected
March 21st	Letter of Commitment Sent
April 11th	Execute Contract
April 21st	Evaluation Start date

***90 days for completion of program evaluation due on July 31st.**

All responses should be addressed to Thea Scott, Interim Director of Community Development. Applicant may email submission to: cdproposals@shreveportla.gov or

Three (3) copies of the SOQ can be hand delivered or mailed to:

**City of Shreveport
Attn: Thea Scott, Interim Director
Department of Community Development
401 Texas St.
Shreveport, LA 71101**

Inquiries should be emailed to: Torri.smith-moore@shreveportla.gov

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