

**CITY OF SHREVEPORT**  
**Department of Community Development**  
**2025 Notice of Funding Availability (NOFA)**  
**Community Development Block Grant (CDBG)**  
**PUBLIC FACILITIES AND IMPROVEMENTS**  
**CFDA Number: 14.218**

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**DEPARTMENT:** Community Development  
**ACTION:** Notice of Funding Availability (NOFA) Guidelines  
**DATE ISSUED:** Thursday, September 18, 2025  
**DEADLINE:** **Friday, October 10, 2025 by 4:30 P.M. CST**  
**AVAILABLE FUNDING:** \$300,000

**INTRODUCTION & REGULATORY AUTHORITY**

The City of Shreveport (“City”), through its Department of Community Development, is currently accepting public facility and improvements proposals for funding consideration under the Community Development Block Grant Program (CDBG). These funds are allocated by the United States Department of Housing and Urban Development (HUD). The CDBG program is authorized by the Housing and Community Development (HCD) Act of 1974. Regulations governing this program can be found at 24 CFR 570.

**The City expects applicants to be fully informed of all regulations applicable to CDBG, and if funded, to comply with all applicable regulations.**

**THE CONSOLIDATED PLAN**

The City will only consider funding projects which are consistent with the Consolidated Strategy Plan (CSP). The CSP is a five-year planning document required by HUD that determines priorities, establishes strategic goals, and allocates resources through an Annual Action Plan for various projects and initiatives. The CSP is located on the City of Shreveport – Department of Community Development’s (Administration tab) website at: [www.shreveportla.gov](http://www.shreveportla.gov).

**CDBG NATIONAL OBJECTIVE REQUIREMENTS**

Federal regulations require that all CDBG-assisted activities meet one of the three (3) national objectives:

- 1.** Benefit low-and -moderate-income persons (LMI). The criteria for how an area may be considered to benefit LMI persons is divided into the following four (4) subcategories:
  - a.** Area benefit activities (19 targeted neighborhoods) that benefit all residents in a particular area where at least 51 percent of the residents are LMI persons.
  - b.** Limited clientele activities which provides benefits to a specific group or persons without regard to the area in which they reside;
  - c.** Housing activities (**INELIGIBLE UNDER THIS NOFA**); or

- d. Job creation or retention activities which are designed to create or retain permanent jobs, at least 51 percent of which will be made available or held by LMI persons (limited to facilities only)
2. Aiding in the prevention or elimination of slums or blight, or
3. Addressing a community development need that threatens the health and welfare of the community which has a particular urgency and for which other financial resources are not available.

*Criteria for meeting a national objective are found at 24 CFR 570.208 of the CDBG regulations.*

## SUBMISSION REQUIREMENTS

### Submission Deadline

The City of Shreveport, Department of Community Development, must be in receipt of the complete proposal with all attachments, on or before **Friday, October 10, 2025 by 4:30 p.m. CST**

### 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 “2025 Notice of Funding Availability (NOFA) – CDBG Program.”

### One Application per Organization

Only one application will be accepted per organization.

### 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:

**2025 CDBG – PF -NOFA**

**Applications submitted outside of this dedicated email address will not be considered.** Original application documents should be retained, as they may be requested following electronic submission.

**OPTION 2- HAND DELIVERY:** One original and two (2) copies of the application and all attachments may be hand delivered to the Department of Community Development, Attn: Director 415 Texas Street, Suite 102, Shreveport, LA 71101, (318) 673-5900.

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.

### Application Format

All applications must be completed using the forms supplied with this NOFA. Please only submit materials that have been requested. **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.

**PROPOSALS MUST BE COMPLETE AT THE TIME OF SUBMISSION. INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING. NO ADDENDUM OR SUPPLEMENT WILL BE ACCEPTED AFTER THE**

**DEADLINE DATE FOR SUBMISSION OF PROPOSALS. 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.**

### **Virtual Workshop**

An informational workshop will be held on **Wednesday, October 1, 2025, at 3:00 p.m.** via Microsoft Teams. Instructions for joining the virtual workshop will be posted on the City of Shreveport's Department of Community Development's website. Interested organizations are strongly encouraged to participate in the workshop. The workshop is not mandatory, but applicants will be held responsible for all information presented.

<b>DISCLAIMERS &amp; NOTICES</b>
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### **Competitive Process**

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. To be considered for funding, applicants must achieve a minimum score of 75 points; however, meeting this threshold does not guarantee an award.

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

All proposals submitted become the property of the City of Shreveport. By submittal of a proposal, the submitter 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 award opportunities are not guaranteed and should not be relied on to support continued program activities.

### **Extensions & Amendments**

If it becomes necessary to revise any part of the NOFA, all amendments will be provided in writing to all applicants as well as posted to the Department of Community Development's webpage located at [www.shreveportla.gov](http://www.shreveportla.gov).

### **Equal Opportunity Clause**

Applicants may not discriminate on the basis of race, gender, nationality, ethnicity, religion, creed, or disability.

### **Conflict of Interest**

No employee, board member, officer, agent, consultant, elected official, or appointed official of the recipients or sub-recipients that are receiving funds under a CDBG-assisted project who have responsibilities with respect to the CDBG activities or are in a position to participate in decision making processes or have access to inside information with regard to the activities, can obtain a financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611). Agencies should maintain a written code of standards of conduct governing the purchase of materials, product, supplies, services, and awarding and administering sub-recipient contracts.

Applicants are also responsible for determining that there will be no conflict or violation of the Louisiana Ethics

Code (La. R.S. 42:1101, *et seq.*) if their company is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.

### **Insurance**

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”. **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.**

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. Confirmation of award is contingent upon providing proof of insurance that is in compliance with the requirements of the City of Shreveport.

### **Period Of Funding**

The grant period for funding is **October 1, 2025, to December 31, 2026.**

### **Deadline for Contract Execution**

If awarded, the awardee shall execute all contracts and required attachments within five (5) days of receiving the applicable documents. Failure to do so may result in forfeiture of the award.

### **Cost Elements**

All costs for the project shall be aligned with the Office of Management and Budget (OMB) Cost Principles located 24 CFR Part 200. The cost must be allowable, allocable, necessary, and reasonable.

### **Cone of Silence**

From the date of issuance of this Notice of Funding Availability until the award of funding is announced, all communication regarding this solicitation is prohibited between potential applicants, their representatives, and any City officials, staff, or evaluation committee members. The only authorized communication during this time is the submission of written questions about the NOFA format or required information. All questions must be submitted in writing to [cdproposals@shreveportla.gov](mailto:cdproposals@shreveportla.gov) with the subject line “**2025 CDBG-PS Question**”. Verbal communications, private meetings, or attempts to influence the evaluation or award process in any manner are strictly prohibited and may result in disqualification of the applicant. The Cone of Silence shall terminate only upon the public posting of award decisions.

### **Alternate Funding**

The City reserves the right to utilize other funding sources to fund your project, if it is deemed feasible. The funding amount, terms and conditions of assistance provided will vary depending upon the needs outlined in each proposal and the availability of funding.

### **Contingency of Funding**

All awards made under this Notice of Funding Availability are expressly contingent upon the allocation of Community Development Block Grant (“CDBG”) funds to the City of Shreveport by the United States Department of Housing and Urban Development (HUD). The City reserves the right to rescind, reduce, or otherwise adjust any award in the event such funds are not received, are delayed, or are reduced by HUD. No award shall be binding upon the City until a formal funding agreement has been executed and the City has received the corresponding CDBG allocation.

- Governmental entity or a nonprofit organization established by the IRS as a 501(c) 3 organization.
- Applicant entity must be in existence for at least five (5) years.
- Applicant must have at least five (5) years of experience in providing the requested service prior to submission of application.
- Applicant must have at least five (5) years of demonstrated experience providing the service outlined in their proposal.
- 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. For questions about your status please contact the City of Shreveport's Compliance Department at (318) 673-5581.
- Awards will not be granted if there are open contracts, or a funded project has not been successfully completed by the applicant organization.

<b>ELIGIBLE ACTIVITIES</b>
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**Definition of a Public Facility**

Under the Community Development Block Grant (CDBG) program, a public facility is broadly defined to include buildings, structures, and other facilities owned by a public or nonprofit entity that are open to the general public and used for a public purpose.

**Eligible Public Facilities**

For the purposes of this NOFA, eligible public facilities shall include:

- Homeless shelters
- Centers for seniors, persons with disabilities and/or youth
- Community and workforce development centers
- Healthcare centers
- Neighborhood parks
- Any other facility that is either designed and dedicated to use by the public generally

**Eligible Public Facilities Activities**

For the purposes of this NOFA eligible Public Facilities activities shall include improvement and rehabilitation of public and community facilities.

- Improvement or rehabilitation of community public facilities benefiting low- and moderate-income individuals and families.
- Improvements of community and public facilities may include but are not limited to, security lighting, cameras in conjunction with rehabilitation of a public facility, energy efficiency improvements, handicapped accessibility improvements, playground and park rehabilitation and improvements, crosswalks, architectural design features and improvements aimed at improving aesthetic quality (e.g., fountains, sculptures, neighborhood entry signage, etc.), other improvements that have a significant public benefit.

**HOUSING PROJECTS, ACQUISITION OF PROPERTY, DEMOLITION PROJECTS AND REQUESTS FOR FACILITY OPERATING COSTS WILL NOT BE ELIGIBLE FOR CONSIDERATION UNDER THIS NOFA.**

**MATCH & LEVERAGING**

**Match Requirement**

Applicant is required to furnish proof of match funding in the amount of twenty-five (25%) percent of the total project cost. Subrecipient shall reference and comply with the Eligible Sources of Match Under the CDBG Program guidance provided with this Notice of Funding Availability (NOFA), which is annexed hereto by reference and incorporated into this Agreement as if fully set forth herein. All match contributions must be consistent with the requirements and documentation standards outlined in said Guidance.

**Reimbursement Requirement**

Payments under this grant will be made strictly on a reimbursement basis. The Subrecipient must first incur and document eligible expenses before requesting reimbursement from the City. Applicants are advised that they must have sufficient cash resources or committed cash match to cover all upfront costs, as no advance payments will be made under this program.

**Leveraging Resources**

Applicant must demonstrate and document 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.

Leverage must be verifiable, committed, and documented to count toward the project's total resources.

**TARGETED NEIGHBORHOOD REQUIREMENT**

**All projects funded under this NOFA must be located in one of the 19 CDBG Targeted Neighborhoods which include the following:**

*Queensborough, Ledbetter Heights, Martin Luther King, Allendale, Lakeside, Ingleside, Mooretown, Stoner Hill, Cedar Grove, Greenwood Acres, Hollywood, Reisor, Solo Hood, Waterside, Caddo Heights, Werner Park, Sunset Acres, Cherokee Park, and Highland.*

**TARGETED POPULATION & ELIGIBLE PARTICIPANTS**

**Low-to-Moderate Income Benefit Requirement**

All public facilities projects funded under the Community Development Block Grant (CDBG) Program must primarily benefit low- to moderate-income (LMI) persons. Under Section 102 of the Housing and Community Development Act of 1974, as amended, the term *low- and moderate-income* is defined as persons or households whose income is at or below 80% of the area median income (AMI), adjusted for family size, as determined by the U.S. Department of Housing and Urban Development (HUD). For purposes of this program, low- and moderate-income households are those with incomes equal to or less than the Section 8 low-income limits established by HUD.

A public facility project is considered to benefit LMI persons when:

- **Area Benefit** - The facility is designed for use by, and is located in, a service area where at least 51% of residents are LMI persons, as supported by HUD-approved data or a properly conducted income survey.

Your project will qualify under area benefit if it is located in one of the City's nineteen (19) CDBG targeted neighborhoods.

- **Limited Clientele** - The facility is restricted to use by a clientele that is principally LMI persons, such as senior centers, shelters, or facilities for persons with disabilities or other special needs.

#### **Low-to-moderate Income Guidelines**

Please note that eligibility determinations under the Community Development Block Grant (CDBG) Program are subject to income limits established and periodically updated by the U.S. Department of Housing and Urban Development (HUD). All recipients of CDBG funding shall adhere to and implement any such updated income guidelines as they may change during the term of this Agreement and shall ensure that all program beneficiaries meet the most current applicable income requirements.

### **SITE CONTROL**

At the time of application submission, the applicant must demonstrate legal site control of the property where the proposed public facilities project will be undertaken. Acceptable forms of site control include:

- Ownership with clear title to the property;
- An option to purchase agreement; or
- A long-term lease agreement, approved by the City of Shreveport.

Applicants are required to submit supporting documentation verifying site control as part of their application package. Examples of acceptable documentation include recorded deeds, executed lease agreements, or valid purchase option contracts.

**Applications that do not include adequate proof of site control will be deemed ineligible and will not be considered for funding.**

### **CONTRACTOR & SUBCONTRACTOR REQUIREMENTS**

#### **Licensing**

All contractors and subcontractors must hold a valid license in accordance with Louisiana Revised Statute 37:2150, et seq.

#### **Bonding**

Contractors are required to obtain bonds from guaranty or surety companies that are:

- Acceptable to the U.S. Government and the City of Shreveport; and
- Authorized to conduct business in the State of Louisiana. *Individual sureties will not be accepted.*

#### **Disclosure of Legal Matters**

Contractors must provide a brief written description of any:

- Lawsuits,
- Criminal proceedings, or
- Criminal investigations involving the firm or any professionals within the firm who may participate in providing services under this project.

#### **Federal Eligibility**

Any contractor or subcontractor selected to perform work on a CDBG-funded project must:

- Not be debarred or suspended from participating in federal programs;
- Have no outstanding federal debt; and
- Have no unresolved Civil Rights matters.
- Verification can be obtained by reviewing the federal exclusion list available online at: <https://sam.gov/content/exclusions>.

### COMPLIANCE PERIOD

A Compliance Period shall mean the period of time for which a facility or project must adhere to and comply with all applicable federal regulations governing the CDBG program. This includes, but is not limited to, adherence to national objective requirements, eligible use of funds, recordkeeping, reporting, and ongoing benefit to low- and moderate-income persons. For the purposes of this NOFA, all projects funded under the CDBG program must adhere to the following periods of compliance:

Amount Funded	Minimum Compliance Period
\$10,000-49,999	5 Years
\$50,000-299,999	10 Years
\$300,000+	15 Years

Failure to maintain compliance for the duration of the compliance period may result in repayment of grant funds, enforcement actions, or other remedies as permitted under federal law and City policy

### GENERAL REQUIREMENTS

The following regulations apply to all proposals under the CDBG program and should be considered in the preparation of your application.

#### **Affirmative Marketing Strategies**

All applicants must certify that they will comply with all local, state and federal affirmative marketing requirements.

#### **Davis-Bacon and Related Acts**

The Davis-Bacon Act (DBA) (40. U.S.C. 276(a)-276(a)-7), enacted by the United States Congress, covers contracts that are directly federally funded. Davis-Bacon requires that employees working under a construction contract of \$2,000 or more receive no less than the prevailing wages being paid for similar work in a given location.

Prior to the solicitation of proposals for any construction work, the applicant must notify the City of the pending solicitation and shall provide the City with sufficient information to enable the City to obtain an appropriate Wage Rate Determination from the federal government. The applicant must cause all contracts and/or subcontracts for construction to include required compliance with all applicable federal provisions, including the wage determination issued specific to this application.

### **Conflict of Interest**

No employee, board member, officer, agent, consultant, elected official, or appointed official of the recipients or sub-recipients that are receiving funds under a CDBG-assisted project who have responsibilities with respect to the CDBG activities or are in a position to participate in decision making processes or have access to inside information with regard to the activities, can obtain a financial interest or benefit from a CDBG assisted activity during their tenure or for one year thereafter (Federal Regulation 24 CFR 570.611). Agencies should maintain a written code of standards of conduct governing the purchase of materials, product, supplies, services, and awarding and administering sub-recipient contracts.

Applicants are also responsible for determining that there will be no conflict or violation of the Louisiana Ethics Code (La. R.S. 42:1101, *et seq.*) if their company is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.

### **Civil Rights Compliance**

The Applicant agrees to comply with Titles VI and VII 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.

### **Employment Restrictions/Prohibited Activity**

Where employees of the Applicant 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.

The applicant 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. No employee, officer or agent of the City of Shreveport, or the applicant shall participate directly or indirectly in the award of any contract if a conflict, real or apparent, would be involved.

### **OSHA**

The applicant agrees to comply with any federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794) which prohibits discrimination against the handicapped in any federally assisted program.

### **Section 504**

The applicant must ensure that no otherwise qualified individual with a disability, as defined in section 7(20) shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity under this program.

### **Equal Employment Opportunity**

In all hiring or employment made possible by or resulting from this application, 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 applicant's employees are treated fairly during employment without regard to race, color, religion, sex, national origin, handicap, age, or veteran status.

### **Relocation**

If applicable, the applicant will take all reasonable steps to minimize the displacement of persons. If the applicant has a project that involves relocation, the cost of relocation must be a part of the project, and the applicant 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.

### **Indemnification**

The City, its officers, agents, and employees will be held harmless from liability from any claims, damages, and actions of any nature due to actions of applicants, provided that such liability is not attributable to negligence of the City.

The applicant warrants that any service provided to the City as a result of this NOFA complies with all specifications and other terms and conditions set forth herein, and further warrants and guarantees that said services will be performed in accordance with the defined standard of performance and other terms and conditions as herein specified, in addition to any and all remedies provided and further warrants and guarantees.

### **Licenses, Permits, and Compliance**

During the term of the contract, the applicant will be responsible for obtaining and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections, and related fees for each. It will be the applicant's responsibility to comply with all codes, rules, ordinances, regulations, tariffs, and industry standards.

### **Environmental**

The applicant shall determine the level of clearance required for all projects in accordance with 24 CFR Part 50 and 58. The applicant shall also conduct the environmental reviews and clearances for all program activities in conjunction with all eligible properties.

### **Asbestos Testing**

An asbestos survey will be required on all renovation projects to determine the presence of asbestos. The applicant should include the cost of the survey and provide for contingency funds for remediation if asbestos is present. The survey will visually review all suspect asbestos containing materials associated with the building's interior and will collect samples for laboratory analysis prior to the Public Facilities renovation project. The survey will identify whether asbestos containing materials were found and what Classification.

### **Architectural Barriers Act**

Requires that all non-residential structures and public facilities constructed, renovated or rehabilitated with federal funds be accessible to the physically disabled.

### **Section 3**

The parties to this application agree to comply with HUD's regulations in 24 CFR part 135, which implement

Section 3. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u(section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low- income persons, particularly person who are recipients of HUD assistance for housing.

#### Site Visits

The City of Shreveport reserves the right to visit and inspect the proposed activity site prior to the issuance of any notice of award to satisfy themselves as to all conditions that may affect the performance of the project or proposed activity.

### SELECTION PROCESS

All applications submitted under this Notice of Funding Availability (NOFA) will be subject to a two-tiered review and evaluation process to ensure compliance with federal regulations, City policies, and the priorities identified in the City's Consolidated Plan.

#### Minimum Eligibility Review (Internal Staff Review)

Upon receipt, applications will undergo an internal eligibility review conducted by the Department of Community Development staff. This review will verify that:

- The application was submitted on or before the deadline.
- Governmental entity or a nonprofit organization established by the IRS as a 501(c) 3 organization that is registered and in good standing with the State of Louisiana.
- Applicant demonstrates at least five (5) years of experience providing the proposed service.
- The proposed activity is an eligible Public Facility.
- The activity primarily benefits low- and moderate-income persons.
- The activity is consistent with the City's Consolidated Plan and Annual Action Plan.
- Organization has an active DUNS/UEI number and SAM.gov registration.
- The applicant is in compliance with HUD and City requirements and has no unresolved audit or monitoring findings.
- The applicant has identified sources and proof of leverage and match as required under this NOFA.
- The proposed project site is properly zoned.
- The applicant has site control of the property.
- All required forms, certifications, and supporting documentation are complete.
- Application is signed by an authorized representative.

**Applications failing to meet these minimum standards will be deemed ineligible and will not advance to the next stage of review.**

#### Committee Evaluation (External Review Panel)

Eligible applications will then be forwarded to a committee of external evaluators appointed by the City. The external evaluation committee will consist of individuals with expertise in community development, nonprofit management, housing, public services, and/or financial oversight.

The external evaluators will review, score, and rank applications based on published evaluation criteria described below in this NOFA, which may include:

- Demonstrated organizational capacity and experience.
- Alignment of proposed activities with identified community needs and priorities.
- Project readiness, design, measurable outcomes, and implementation feasibility.
- Reasonableness of budget and cost-effectiveness.
- Leveraging of other resources and partnerships.
- Expected impact on low- and moderate-income residents.

#### **Final Award Determination**

The evaluation committee's recommendations will be submitted to the Director of Community Development for review and approval. Final award determinations will be made based on committee scoring, available funding, and consistency with City and HUD priorities.

**Applicants must achieve a minimum score of seventy-five (75) points in the evaluation process to be considered for funding.** Meeting the minimum score does not guarantee an award. Final funding decisions are contingent upon the availability of CDBG funds and the City's determination of which proposals will provide the maximum benefit to the community.

Applicants will be notified in writing of funding decisions. The City reserves the right to negotiate budgets, scopes of work, or conditions of award as necessary to ensure compliance and maximize community impact.

**APPLICATION & CERTIFICATION ON THE FOLLOWING PAGES.**

**APPLICATION COVER SHEET & PROJECT INFORMATION**

**APPLICANT ORGANIZATION**

<b>LEGAL NAME OF ORGANIZATION:</b>					
<b>ORGANIZATION ADDRESS:</b>					
<b>TAX I.D. #</b>		<b>FEDERAL UEI #:</b>		<b>DATE OF 501(c)(3) DESIGNATION:</b>	
<b>PROJECT NAME:</b>					
<b>PROJECT ADDRESS:</b>					
<b>TARGETED NEIGHBORHOOD:</b>			<b>COUNCIL DISTRICT</b>		

*NOTE – The Federal government stopped using DUNS numbers on April 4, 2022 which was replaced by the Unique Entity Identifier (UEI) Number. **UEI numbers must be obtained and provided to the City prior to submission of any application for funding.** FOR MORE INFORMATION OR TO OBTAIN A UEI NUMBER, PLEASE VISIT [www.sam.gov](http://www.sam.gov).*

**AUTHORIZED REPRESENTATIVE**

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

<b>NAME OF AUTHORIZED REPRESENTATIVE:</b>	
<b>PHONE NUMBER:</b>	
<b>EMAIL ADDRESS:</b>	

**REQUESTED FUNDING, MATCH & LEVERAGE**

<b>AMOUNT REQUESTED:</b>	
<b>AMOUNT OF MATCH (must be at least 25%):</b>	
<b>AMOUNT OF LEVERAGED FUNDS:</b>	

**PROJECT DESCRIPTION**

<b>DESCRIPTION OF PROPOSED ACTIVITY:</b>	
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**FACILITY TYPE**

**Select the Public Facility type for which funding is requested under this NOFA.**

✓	Please check (✓) all that apply.	✓	Please check (✓) all that apply.
	Center for Seniors		Community Center
	Center for Persons with disabilities		Center for Workforce Development
	Center for Youth		Center for healthcare
	Neighborhood park		Homeless shelter
	Other _____		

**IDENTIFICATION OF A NATIONAL OBJECTIVE**

*To be eligible for funding, the project and/or activity for which you are requesting funding must address one national objective. **Please check all that apply.***

	<p><b>LOW – AND MODERATE- INCOME (AREA) BENEFIT:</b> The project is located in a low- and moderate-income area where at least fifty-one (51%) percent of the residents are persons whose income does not exceed 80 percent of the Area Median Income (AMI) as determine by the U.S. Department of Housing and Urban Development (HUD). An activity meeting this national objective must be designed so that the service or facility is available to all residents in the area, regardless of income, but with the assurance that the area as a whole meets the required low- and moderate-income threshold.</p>
	<p><b>LOW – AND MODERATE- INCOME (LIMITED CLIENTELE) BENEFIT:</b> The project targets the needs of one of the following presumed low-moderate income groups of people (low-mod limited clientele): abused children, elderly persons, battered spouses, homeless persons, severely disabled persons and illiterate adults and persons living with AIDS.</p>

**IDENTIFICATION OF OUTCOME & PERFORMANCE MEASURES**

*HUD has established an outcome-based performance measurement system. Outcome and performance measures are an organized process for gathering information to determine how well programs and activities are meeting established needs and goals.*

**Performance Objectives** - All of the activities funded must identify one of the following performance objectives.  
**PLEASE CHECK ONLY ONE BOX THAT BEST APPLIES TO YOUR PROJECT'S OBJECTIVES**

	<p><b><u>Creating suitable living environments</u></b> - In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment which may include but is not limited to blight, crime, literacy, etc.</p>
	<p><b><u>Creating economic opportunities</u></b> - This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.</p>

**Performance Outcomes** - Program outcomes help to capture the nature of the change or the expected result of the objective that a subrecipient seeks to achieve. Outcomes correspond to the question “What type of change or result am I seeking?” **PLEASE CHECK ONLY ONE BOX THAT BEST APPLIES TO YOUR PROJECT'S OUTCOMES**

	<p><b><u>Availability/Accessibility.</u></b> This outcome applies to proposals that will make services, infrastructure, housing, shelter or jobs available or accessible to extremely low- and low/moderate-income people, including persons with disabilities.</p>
	<p><b><u>Affordability.</u></b> This outcome applies to proposals which provide affordability in a variety of ways in the lives of extremely low-, very low- and low/moderate- income people.</p>
	<p><b><u>Sustainability/Promoting Livable or Viable Communities.</u></b> The outcome applies to proposals that are aimed at improving a community or neighborhood by helping to make it more livable or viable by providing a benefit to principally extremely low-, very low- and low/moderate-income people.</p>

Listed below is an example of objective and outcome statements. Statements should relate to the eligible activities as well as the objective identified for your proposed program or activity. **In your own words in the next section, provide a brief objective and outcome statement relative to your proposed program or activity. Provide the performance objectives proposed by your program or activity as well as the desired performance outcome(s) you intend to achieve. You may identify multiple outcomes.**

**Example:** *The project will result in an improved public facility that directly benefits approximately 1,200 LMI residents annually by providing increased access to essential services such as after-school programs, workforce readiness*

*classes, and neighborhood meetings.*

## APPLICATION NARRATIVE

### **ALL INFORMATION REQUESTED BELOW MUST BE SUBMITTED.**

Your application must be formatted as outlined below. **Proposals that are not submitted in the following format may not be reviewed.**

1. Handwritten applications will not be reviewed. This includes any section of the NOFA application.
2. All sections and narrative questions must be labeled in accordance with the application guidelines.
3. The checklist provided must be completed and submitted with the application.
4. Required and supporting documents and attachments must be labeled.
5. In addition to full completion of all proposal sections, all required attachments must be included at the time of submission.
6. Responses in this section are limited to ten (10) double-spaced pages, using minimum 12-point font.

### **Project Description**

1. **Project Summary** - Provide a clear summary of your request for CDBG funding, including a concise narrative of the proposed facility improvement or activity.
2. **Alignment with Program Goals** - Explain how your project meets one of HUD's national objectives and how it supports the goals and objectives outlined in the City of Shreveport's Consolidated Strategy Plan.
3. **Community Need and Benefit** - Describe the specific community need your project addresses and explain how the proposed facility will provide a measurable and ongoing benefit to the community, with emphasis on serving low- and moderate-income (LMI) residents.
4. **Project Significance to Shreveport** - Explain how your project is significant or unique in its contribution to the City of Shreveport, including any features that distinguish it from other public facilities or services.
5. **Project Status** - Indicate whether this activity represents a new project or the continuation/expansion of an existing project. If it is a continuation, describe the progress achieved to date and how CDBG funds will enhance or complete the effort.

## Project Performance Measures

1. **Measuring Success** - Describe the specific methods you will use to measure the success of the project, including the key outcomes, accomplishments, and community impacts you expect to achieve.
2. **Data Collection and Tracking** - Explain the process you will use to collect and track beneficiary data, including income, household size, and demographic characteristics, in order to demonstrate compliance with CDBG requirements.
3. **Target Population and Beneficiaries** - Provide a clear description of the population to be served by the project. Include the total number of people expected to benefit and describe their key characteristics (e.g., age, ethnicity, gender, income status, and other relevant factors).

## Site/Project Feasibility

1. **Project Location and Specifications** - Provide the full address of the project site and describe the physical scope of the project. Include key details such as square footage, number of floors, acreage, number of parking spaces, and any other relevant site or facility characteristics.
2. **Site Control** - Indicate whether you currently have site control of the proposed property and identify the location of the project. Attach evidence of site control, such as a deed, executed option to purchase agreement or a long-term lease (subject to approval by the City of Shreveport).
3. **Site Photos** - Provide clearly labeled photographs of the project site and surrounding area to illustrate existing conditions.
4. **Environmental and Land Use Considerations** - Disclose any known or potential environmental issues (e.g., soil contamination, asbestos, lead-based paint, underground storage tanks) or land use constraints that may affect the feasibility or timing of the project.
5. **Operational Commitment** - Describe your agency's plan and commitment to operate and maintain the facility for at least **five (5) years** following project completion, without reliance on additional City-awarded CDBG public facility funds.

## Project Readiness

1. **Project Schedule and Timeline** - Provide a detailed project schedule outlining the anticipated start date, completion date, and all major milestones. Your schedule must demonstrate the ability to meet the following minimum requirements:
  - **Licenses and Permits:** All required licenses, permits, and inspections must be secured and in place **at the time of application submission**.
  - **Construction Start:** All construction activities must commence within **thirty (30) days** after contract execution.
  - **Rehabilitation and Improvement Projects:** Improvement, and rehabilitation projects must be **substantially complete (51%) within six (6) months** of contract execution, as determined by the City.

- **Project Completion:** All eligible activities must be fully completed within **twelve (12) months** of the grant award.
2. **Licenses and Permits** - Provide a list of all licenses and permits required for the proposed project. For each, indicate whether it has already been secured, is pending approval, or will be obtained prior to project start.
  3. **Zoning Compliance** - Provide proof that the proposed project site is properly zoned for the intended use. Zoning verification must be obtained from the City of Shreveport's Metropolitan Planning Commission (MPC) and submitted with the application. Zoning approval from the MPC must be in place **at the time of application submission**.

### Applicant Capacity

1. **Organizational Purpose** - Describe your organization's purpose, mission, and goals, and explain how they align with the objectives of the CDBG Program.
2. **Organizational Qualifications** - Detail your agency's qualifications and capacity to successfully implement the proposed project in a timely and efficient manner. Include information about staffing, governance, financial management, and other organizational resources that demonstrate readiness.
3. **Key Personnel** - Provide a profile of the key person(s) who will be responsible for the day-to-day management of the project and administration of grant funds. Include program managers, consultants, and contractors where applicable. Each profile should highlight relevant skills, experience, and responsibilities. If key personnel have not yet been hired, provide a job description that specifies required qualifications and experience.
4. **Project Experience** - List recent projects your organization has completed, including the year of completion. Emphasize projects similar in scope or complexity to the proposed CDBG public facilities project.
5. **Recent Accomplishments** - Summarize your agency's accomplishments over the past twenty-four (24) months, including measurable outcomes and community impacts.
6. **Monitoring and Compliance History** - If your organization has previously received a negative monitoring finding from the City of Shreveport requiring corrective action, attach a copy of your official response and describe the corrective measures implemented to date.

### Financials

1. **Project Budget** - Provide a detailed breakdown of the total project budget, including all major expense line items and costs. The budget must clearly show:
  - How CDBG funds will be applied to specific expenses;
  - The amount and sources of matching funds; and
  - The total project budget equals CDBG funds requested plus match contributions. (Use the sample budget format provided).
2. **Proof of Matching Funds** - Describe and document all sources of match. Provide supporting documentation to verify match funding commitments, including signed letters of commitment from each funding source. Each

letter must identify the signatory's authority to commit the specified resources on behalf of their organization.

3. **Proof of Leveraged Funds** - Describe and document all resources leveraged and secured 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. Provide sufficient supporting documentation showing leveraged amounts and sources.
4. **Financial Statements and Audit** – Please provide:
  - 2025 Year to Date Financials
  - 2024 Year End Financials (Audit or CPA prepared)

**\*\*Note:** Audit required for all applicants with annual revenue generation of \$750,000 or above.

5. **Accounting Protocols and Staffing** - All subgrantees receiving more than \$25,000 in CDBG funds must have a certified bookkeeper responsible for financial management. Describe your organization's accounting protocols and procedures, including internal controls, financial reporting systems, and oversight measures.
6. **Federal Audit Requirements** - This section is governed by the Single Audit Act of 1984, as amended, which establishes uniform standards for entities expending federal funds. Non-federal entities that expend \$750,000 or more in federal funds in a single fiscal year are required to undergo a single audit in accordance with 2 CFR Part 200, Subpart F. Applicants must certify their compliance with this requirement, if applicable.

**SAMPLE BUDGET, SOURCES/USES STATEMENT & MATCH TABLE APPEARS ON THE FOLLOWING PAGE.**

**CDBG – PUBLIC FACILITIES PROJECT BUDGET**

<b>BUDGET CATEGORY</b>	<b>CDBG FUNDS REQUEST</b>	<b>MATCHING FUNDS</b>	<b>TOTAL</b>
<b>CAPITAL COSTS</b>			
Permits and Fees			
Architectural Design			
Engineering			
Acquisition (Land/Building) <b>(INELIGIBLE)</b>			
Other Soft Costs (Define)			
Rehabilitation			
Construction			
Environmental Remediation			
Appraisal			
Title Opinion			
Survey			
Contractor Cost			
Insurance/bonds			
Sitework			
Project Management			
Contingency			
<b>TOTAL COSTS</b>			

*\* The budget gives you the basic budget items for construction based on industry norm. Add and delete budget items that are not relevant to your project. All costs must be necessary and reasonable. The budget does not allow for personnel, administrative cost, services, operational cost, or development fees.*

**CDBG – PUBLIC FACILITIES MATCHING FUNDS TABLE**

<b>ORGANIZATION NAME:</b>					<b>DATE:</b>	
<b>Match Category</b>	<b>Source Name</b>	<b>Description of Contribution</b>	<b>Estimated Value</b>	<b>Title &amp; Type of Supporting Documentation</b>		
<b>Cash Contributions</b>						
Local Government Funds						
Non-Federal Cash Contribution						
Private Funds						
Nonprofit Organization Contributions						
Program Income (if applicable)						
_____						
_____						
<b>SUBTOTAL – CASH CONTRIBUTIONS</b>			<b>\$</b>			
<b>In-Kind Contributions</b>						
Donated Goods (e.g., supplies, food)						
Donated Services (e.g., legal, case management)						
Volunteer Time						
Donated Use of Space (e.g., shelter, offices)						
Other						
<b>SUBTOTAL – IN KIND CONTRIBUTIONS</b>			<b>\$</b>			
<b>TOTAL MATCH CONTRIBUTIONS</b>			<b>\$</b>			

## **APPLICATION CERTIFICATION**

**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; and
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**

**PLEASE SEE ATTACHMENTS ON THE FOLLOWING PAGES WHICH ARE INCORPORATED INTO THIS NOFA BY INCLUSION AND REFERENCE.**

## ATTACHMENT A

<b>ELIGIBLE SOURCES OF MATCH UNDER THE CDBG PROGRAM</b>		
<b>ELIGIBLE MATCH SOURCE</b>	<b>EXAMPLES</b>	<b>REQUIRED SUPPORTING DOCUMENTATION</b>
Unrestricted Cash Contributions (non-federal)	Recipient, subrecipient, private, or local funds	Bank statements, budget reports, financial statements, or ledgers showing availability and expenditure of funds
Unrestricted State or Local Government Funds	General revenue, special-purpose funds, other program funds	Resolutions, ordinances, grant/award letters, or executed funding agreements
Private Funds	Foundations, businesses, general contributions	Letters of commitment, grant agreements, or contribution confirmations
In-Kind Contributions – Services	Volunteer or professional services donated	Signed timesheets, service logs, letters from donor stating hours
In-Kind Contributions – Supplies/Equipment (Construction projects only)	Donated building materials, equipment, or other tangible goods	Donation letters, invoices, or valuation statements
Donated Land or Property	Land or buildings donated for the project	Independent appraisal, deed, title transfer documents, donation letters
Third-Party Contributions	Direct goods, services, or funds benefiting project	Written agreements, letters of commitment, invoices, or valuation documentation

## ATTACHMENT B

2025 HUD INCOME GUIDELINES		
Family Size	Very Low (50%)	Low (80%)
1	\$28,600.00	\$45,750.00
2	\$32,700.00	\$52,300.00
3	\$36,800.00	\$58,850.00
4	\$40,850.00	\$65,350.00
5	\$44,150.00	\$70,600.00
6	\$47,400.00	\$75,850.00
7	\$50,700.00	\$81,050.00
8	\$53,950.00	\$86,300.00

***NOTE: The above limits became effective on June 1, 2025. Eligibility determinations under the Community Development Block Grant (CDBG) Program are subject to income limits established and periodically updated by the U.S. Department of Housing and Urban Development (HUD). All recipients of CDBG funding shall adhere to and implement any such updated income guidelines as they may change during the term of this Agreement and shall ensure that all program beneficiaries meet the most current applicable income requirements.***

## ATTACHMENT C

<b>CORE SELECTION CRITERIA –CDBG PUBLIC FACILITIES</b>	
<b>Project Description</b> Evaluates the clarity, alignment, and overall significance of the proposed project in addressing community needs and CDBG goals.	20 Points
<b>Project Performance Measures</b> Assesses the applicant’s ability to define, measure, and track project outcomes and beneficiaries in compliance with CDBG requirements.	15 Points
<b>Site / Project Feasibility</b> Determines whether the proposed site, environmental conditions, and operational commitments demonstrate project viability and long-term sustainability.	15 Points
<b>Project Readiness</b> Measures the applicant’s ability to begin and complete the project on time, including permits, zoning compliance, and readiness to proceed.	15 Points
<b>Applicant Capacity</b> Evaluates the organization’s mission, qualifications, staff capacity, past performance, and compliance history to ensure successful project delivery.	15 Points
<b>Financials</b> Assesses the strength and completeness of the project budget, financial stability, matching funds, and compliance with federal audit requirements.	20 Points
<b>TOTAL POINTS</b>	<b>100</b>

CHECKLIST OF DOCUMENTS & ATTACHMENTS		
NAME	DESCRIPTION	(✓)
Application Cover Sheet & Project Information	All sections must be completed.	
Application Narrative	The application narrative must fully address all of the items and subcategories provided.	
CDBG Public Facilities Budget Form	A summary of all budgeted costs for this project by line item. Must be fully completed.	
CDBG Public Service Matching Funds Table	A summary of all match to be used for this project. Must be fully completed.	
Authorizing Resolution	Please provide names of all parties having signature authority relative to this grant and application. Sample included below, however your organization may provide its own form document.	
Certificate of Insurance	Instructions provided.	
Felony Conviction Affidavit	Must be signed by authorized representative.	
Most Current Financial Statements or Audit	Not to exceed two (2) years old.	
Match Funding Supporting Documentation	The individual signing all letters of commitment must identify their authority to commit the resources necessary to provide funding to your organization.	
Leverage Supporting Documentation	Commitment letters, award notices, or funding agreements, that verify the availability and value of additional resources pledged to support and enhance project beyond the requested CDBG grant funds.	
Listing of Board of Directors and their affiliations	A list of the individuals who serve as the organization's governing body, including their names, titles and roles.	
List of Staff Members and Positions	A list of each employee who will administer or manage this project including their name, title and role and expertise.	
A copy of your current IRS tax exempt statement	Must evidence that you are not a private Foundation and should include an explanation of any changes to your IRS status.	
Application Certification	Must be signed by authorized representative and submitted with application for consideration.	
Evidence of Zoning Approval	Must be certified by the City of Shreveport's Metropolitan Planning Commission (MPC).	
Evidence of all applicable licenses.	Failure to obtain all applicable licenses will result in ineligibility.	
Site Photos	Photos must provide a clear color photo of the project site and surrounding area.	
Proof of Site Control		
Attachment A – Eligible Sources of Match	For reference.	
Attachment B – 2025 HUD Income Guidelines	For reference.	
Attachment C – Core Selection Criteria	For reference.	
Attachment D – Checklist of Documents & Attachments	For reference.	
Attachment F – Insurance Instructions	For reference. It is recommended that insurance policies are not purchased until such time as you are officially notified of an award for	

	funding. Confirmation of award is contingent upon providing proof of insurance that is in compliance with the requirements of the City of Shreveport.	
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**ALL ORIGINAL DOCUMENTS SUBMITTED ELECTRONICALLY MUST BE RETAINED AND SHALL BE PROVIDED AT ANY TIME UPON REQUEST BY THE CITY OF SHREVEPORT.**

## ATTACHMENT F

### CITY OF SHREVEPORT INSURANCE REQUIREMENTS and INSTRUCTIONS

UNLESS WAIVED BY THE RISK MANAGER FOR THE CITY OF SHREVEPORT, EVIDENCE OF ALL APPROPRIATE AND APPLICABLE INSURANCE COVERAGE CARRIED BY THE FIRM, AGENCY OR ORGANIZATION DURING THE FULL TERM OF ANY CONTRACT OR AGREEMENT.

**All applicable policies MUST:**

- A. Be endorsed to name the City as an additional insured.**
- B. State that all right of recovery or subrogation against the City, its officers, agents or employees and its insurance companies is waived.**
- C. Be submitted in the format of an ACORD form. A blank sample has been provided for your reference.**

*Please note that required bonds for construction projects must be submitted on the forms prescribed by the City of Shreveport which will be made available upon request.*

Funding recipients and contractors shall furnish the City of Shreveport with certificates of insurance showing that the following insurance is in force at all times. Each certificate must name the organization or agency contracting with the city as the policy holder and should contain the following coverages and limits of liability:

**Commercial General Liability Insurance** - in an amount not less than a combined single limit of \$1,000,000 per occurrence and \$1,000,000 annual aggregate. It is the intent of the **City** that the policy coverage should not be limited by an annual aggregate limitation. If this policy is to be limited by an aggregate annual limitation, the aggregate limitation shall not be less than \$2 Million otherwise **Subrecipient** must provide a \$1,000,000 per project aggregate applicable for the project specified in this agreement.

**Commercial Auto Liability Insurance** - including hired, rented or non-owned automobiles, in an amount not less than \$500,000 combined single limit.

**Workers' Compensation Insurance** - as required by the laws of the State of Louisiana and Employer's Liability Insurance in a minimum amount of \$1,000,000. This policy shall contain an Other States Coverage Endorsement. When required by the **City**, this policy shall also be endorsed to include coverage required by the United States Longshoreman and Harbor Workers' Compensation Act and Maritime Coverage. The certificate of insurance required by section C, below, must have the following statement shown in the remark section: This policy for workers' compensation protects all members of the insured organization, including an employer a sole proprietor, a partner or bona fide officer of the insured organization, and all employees.

**IN ADDITION TO THE ABOVE, THE FOLLOWING REQUIREMENTS WILL APPLY TO PUBLIC FACILITIES AND/OR CONSTRUCTION PROJECTS UNLESS WAIVED BY THE CITY OF SHREVEPORT'S RISK MANAGER.**

**Builders' Risk Insurance** - for the mutual benefit of the Vendor/Contractor and the City, to be provided in a reporting policy form or other form acceptable to the City. This policy shall be written on an "all-risk" basis providing coverage for the building structure and construction machinery and equipment. This policy shall be endorsed to name the City as an additional insured.

**Performance Bond** - issued by a qualified Surety in favor of **City**, as obligee, which guarantees that **City** will be indemnified for any loss occurring from the failure of **Contractor**, as obligor, to perform the work according to the Agreement, plans and specifications. This bond shall be in an amount equal to 100% of the Agreement amount. This bond will be required on any agreement amount exceeding \$50,000. This bond will be waived on any agreement amount less than \$50,000 providing the aggregate amount of any such Agreements concurrently in effect does not exceed \$50,000. Any agreement which causes the aggregate amount to exceed \$50,000 will be bonded for the entire amount of the agreement in question. This bond will be waived on any agreement amount less than \$7,000, regardless of the aggregate amount on any such agreements concurrently in effect. There will be no more than three (3) agreements concurrently in effect for any one (1) contractor.

**Payment Bond** - issued by a qualified Surety in favor of City, as obligee, which guarantees that bills incurred Contractor, as obligor, for labor and materials will be fully paid at the completion of the project. This bond shall be written in an amount equal to 50% of the Agreement amount. This bond will be required on any agreement amount exceeding \$25,000. This bond will be waived on any agreement amount less than \$25,000 providing the aggregate amount of any such agreements concurrently in effect does not exceed \$25,000. Any agreement which causes the aggregate amount to exceed \$25,000 will be bonded for the entire amount of the agreement in question. This bond will be waived on any agreement amount less than \$7,000, regardless of the aggregate amount on any such agreements concurrently in effect. There will be no more than three (3) agreements concurrently in effect for any one (1) contractor.

**Maintenance Bond** - issued by a qualified Surety in favor of **City**, as obligee, which guarantees that the completed work is free from defects and that faulty work will be corrected and/or defective material will be replaced for a period of one (1) year. This bond shall be written in an amount equal to 10% of the agreement amount. This bond will be required on any agreement amount exceeding \$20,000, This bond will be waived on any agreement amount less than \$20,000 providing the aggregate amount of any such agreements concurrently in effect does not exceed \$20,000. Any agreement which causes the aggregate amount to exceed \$20,000 will be bonded for the entire amount of the agreement in question. This bond will be waived on any agreement amount less than \$7,000, regardless of the aggregate amount on any such agreements concurrently in effect. There will be no more than three (3) agreements concurrently in effect for any one (1) contractor.

#### **ADDITIONAL REQUIREMENTS**

- 1) All coverage provided shall be effective under insurance policies issued by solvent insurance carriers qualified to do business in the State of Louisiana and having an A. M. Best Company rating of **B+VII** or better. This rating requirement will be waived for the workers' Compensation coverage only.
- 2) The **City** reserves the right to inspect any and all insurance policies required pursuant to this Agreement, prior to commencement of the services specified in the Agreement and anytime thereafter. Failure to provide adequate evidence of insurance or failure to maintain the insurance as required by this paragraph shall be grounds for terminating this Contract at the option of the City.
- 3) Proof that such insurance coverage exists shall be furnished to the **City** by means of Certificate of Insurance form provided by the **City** before any part of the service specified by this Agreement are commenced. **The said Certificate shall name the City as an additional insured as indicated in subsection a. and include a provision that in case of cancellation or any material change in the coverage stated above the City shall be notified thirty (30) days prior to such change or cancellation.** Said provision shall include cancellation for nonpayment of premium. **Subrecipient** shall be liable for its subcontractors' insurance coverage of the types and in the amounts stated above, and shall furnish the **City** with copies of such Certificates of Insurance.

- 4) The **City** will give **Subrecipient** prompt notice in writing of the institution of any suit or proceeding and permit **Subrecipient** to defend same, and will give all needed information, assistance, and authority to enable **Subrecipient** to do so. **Subrecipient** shall similarly give the **City** immediate notice of any claim arising out of the performance of the agreement. **Subrecipient** shall furnish immediately to the **City** copies of all pertinent papers received by **Subrecipient**.
- 5) **Subrecipient** shall be responsible for compliance with all safety rules and regulations of the Federal Occupational Safety and Health Act of 1970 and those of all applicable State Acts, Laws or Regulations during the conduct of **Subrecipients** performance of the Agreement. **Subrecipient** shall indemnify the **City** for fines, penalties and corrective measures that result from the acts of commission or omission of **Subrecipient**, its subcontractors if any, agents, employees and assigns and their failure to comply with such safety rules and regulations.
- 6) If any part of the services specified by this agreement is sublet, similar insurance shall be provided by or on behalf of the subcontractor to cover their operations, and evidence of such insurance, satisfactory to the **City**, shall be furnished to the **City** by **Subrecipient**.
- 7) The payment of any deductible specified by such insurance policies shall be the responsibility of the Contractor and will be paid solely by the Contractor. If any of the insurance policies referred to above do not have a flat premium rate and such premium has not been paid in full, such policy must have a rider or other appropriate endorsement or waiver sufficient to establish that the issuer of the policy is entitled to look only to the Contractor for premium payment and has no right to recover premium payment from the City.

**FOR QUESTIONS RELATED TO INSURANCE COVERAGE REQUIREMENTS FOR YOUR SPECIFIC PROJECT, PLEASE CONTACT THE CITY OF SHREVEPORT'S RISK MANAGEMENT DIVISION AT (318) 673-5540.**

