

**Statement of Qualifications  
for  
Community-Based Development Organizations (CBDOs)  
City of Shreveport  
Department of Community Development  
January 14, 2010 ~ January 28, 2010**

The City of Shreveport is requesting a Statement of Qualification from experienced, organizations to become certified as a Community-Based Development Organization, (CBDO) as defined in 24 CFR Part 570.204 to carry out special activities or new housing construction by the United States Department of Housing and Urban Development.

To qualify as a CBDO, an organization must have the following characteristics:

- i. Is an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the jurisdiction of the recipient; and
- ii. Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area or operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and-moderate income; and
- iii. May be either non-profit or for-profit, provided any monetary profits to its shareholders or member must be only incidental to its operations; and
- iv. Maintains at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation; and
- v. Is not an agency or instrumentality of the recipient and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under paragraph (c)(1)(iv); and
- vi. Except as otherwise authorized in (c)(1)(v), requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body; and
- vii. Is not subject to requirements under which its assets revert to the recipient upon dissolution; and
- viii. Is free to contract for goods and services from vendors of its own choosing.

If an organization does not meet the above eligibility criteria they may also qualify as an eligible entity if it meets the following requirement:

- i. Is a Community Housing Development Organization (CHDO) under 24 CFR 92.2, designated as a CHDO by the HOME Investment Partnership program participating jurisdiction, with a geographic area of operation of no more than one neighborhood, and has received HOME funds under 24 CFR 92.300 or is expected to receive HOME funds as described and documented in accordance with 24 CF 92.300(e).

The City may provide CDBG funds as grants or loans to any qualified CBDO to carry out a neighborhood revitalization project, community economic development project or an energy conservation project.

Respondents must have at least three (3) years experience in housing or related activities and have completed at least 10 units of housing construction and/or at least 15 units of rehabilitation. Respondents must have the resources to sustain operation until reimbursements are received from the City; have financial accountability standards that conform to the requirements detailed in 24 CFR 92.221, "Standards for Financial Management Systems," be an independent party, and above any suspicion of having a real or apparent conflict of interest with the City of Shreveport. In addition, you must adhere to the City's insurance requirements and additional requirements as deemed necessary. Minority and women owned firms are encouraged to apply.

### **STATEMENT OF QUALIFICATIONS**

**The SOQ must include a brief history of the organization and a resume' of the principal management team and the project manager who will be assigned to the projects. If approved, you must monitor your job sites and inspect all work performed by your subcontractors. You are responsible for confirming that all work is performed as per the work order. All work must be performed in a professional and workmanship like manner. All warranties must be provided for the installation of any appliances, equipment, or materials. Extensive experience and knowledge must be demonstrated in the housing rehabilitation industry.**

- I. Agency Information
  - A. Name, Address, Telephone Number, Facsimile Number, Contact Person
  - B. History of the Organization
  - C. Narrative of Qualifications of Principal Management and Project Manager

II. Sub-Contractors

A. Names and Trade Specialty

III. References

A. A list of suppliers and vendors that have provided credit to you

B. A list of current projects that are on-going or have recently been completed

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

These funds are administered by the City of Shreveport and made available by the United States Department of Housing and Urban Development.

Questions relative to the SOQ should be addressed to Mrs. Bonnie Moore, Director, or Valerie Ervin, Housing Unit Manager at (318) 673-5900. Five copies of the SOQ should be hand delivered or mailed by 5:00 P.M., Thursday, January 28, 2010.

**THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL STATEMENT  
OF QUALIFICATIONS.**

**HAND DELIVER OR MAIL TO:**

**City of Shreveport  
Attention: Mrs. Bonnie Moore, Director  
Department of Community Development  
1237 Murphy Street, Room 314  
P. O. Box 31109  
Shreveport, Louisiana 71130  
(318) 673-5900**