



**CITY OF SHREVEPORT**  
**2021 Letter of Interest (LOI)**  
**Community Development Block Grant (CDBG)**  
**Public Service Activities**  
**CFDA Number: 14.218**

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<b>AGENCY:</b>	Community Development
<b>ACTION:</b>	CDBG COVID-19 Guidelines
<b>DATE ISSUED:</b>	March 5, 2021
<b>LOI DEADLINE:</b>	March 15, 2021

## **I. INTRODUCTION**

This LOI announces the availability of funding under CDBG-COVID-19 to community based, not-for-profit organizations that implement programs and/or projects addressing designated non-housing services for COVID-19 related activities. Services are limited to the City of Shreveport.

The city of Shreveport receives annual entitlement funds from the United States Department of Housing and Urban Development (HUD), which includes Community Development Block Grant (CDBG) funds. On March 27, 2020, President Trump signed into law the Coronavirus Aid, Relief and Economic Security (CARES) Act (COVID-19). The CARES Act made available \$1,369,767 to the City of Shreveport under the Community Development Block Grant (CDBG-CV). Approximately \$700,000 will be available for funding. These funds are to be used to prevent, prepare for and respond to the coronavirus pandemic (COVID-19).

The City will only consider funding projects, which are consistent with the 2019 Annual Action Plan as amended to address COVID-19 under the CDBG Public Service category. Allocation of the CDBG funds will be based on the priorities and goals established in the FY 2019 Substantial Amendment to the FY 2019 Annual Action Plan for Community Development Block Grant (CDBG). The substantial amendment is located on the City's website at [www.shreveportla.gov](http://www.shreveportla.gov).

Only organizations, with a 501(c) (3) nonprofit status and a minimum of one year experience providing one of the related services are qualified to apply. We do not fund start-up organizations under this LOI. All services should principally benefit low- to moderate -income persons. Federal

regulations list a variety of public service activities; however, we will only fund services related to COVID-19. The City is in search of **innovative programs** that work and can be replicated. If you are awarded CDBG-CV, there will be more documentation required. You must also adhere to all federal, state, and local certifications and requirements. The city's insurance requirements must also be met.

## **II. SUBMISSION REQUIREMENTS**

**DATES:** **One original completed application plus three (3) copies must be received by 4:30 p.m., Monday, March 15, 2021** hand-delivered or emailed to the attention of Bonnie Moore, Director, City of Shreveport, Department of Community Development, 401 Texas Street, First Floor, or [bonnie.moore@shreveportla.gov](mailto:bonnie.moore@shreveportla.gov).

**SIGNATURE:** The executive director or board chair must sign the LOI. Provide the contact information of the person who can answer questions regarding the LOI.

**FORMAT:** All applications must be completed using the forms supplied with this LOI. 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. Your LOI must not exceed three pages, 12 font, single space, Times New Roman.

**DISCLAIMER:** The City has the right to extend the submission deadline should such extension be in the interest of the city. The city of Shreveport reserves the right to reject any proposal. Future public service grant opportunities are not guaranteed and should not be relied on to support continued program activities. Awards will not be granted if there are open contracts or a funded project has not been successfully completed.

**PROPOSAL'S CONFERENCE:** An informational workshop will not be held, Questions pertaining to the LOI should be directed to Bonnie Moore at [bonnie.moore@shreveportla.gov](mailto:bonnie.moore@shreveportla.gov).

### **III. MANDATORY REQUIREMENTS**

#### **A. Project Summary**

1. Give a brief overview of your project.
2. Identify which goal you are addressing. Mark an X in the box that describes your goal.
  - Re-employment services, reskilling and training opportunities, job creation, and retention for the under employed and dislocated workers;
  - Mental health services;
  - Childcare services;
  - Rapid response, testing and vaccination;
  - Communication, messaging and outreach; and,
  - Eliminate educational barriers resulting from COVID-19 through internet access to underserved areas, virtual learning, and other innovative mechanisms.
3. Explain how your project addresses COVID-19 challenges.
4. What is the public benefit of the project?

#### **B. Statement of Need**

1. Explain what need you are addressing (validate with credible information)
2. How does this project address this need?

#### **C. Project Activity**

1. Give an overview of the activities involved.
2. Indicate if there will be collaboration with other organizations and what their roles will be. Be specific about the role of each partner.

#### **D. Outcomes**

1. State the specific outcomes you hope to achieve.

#### **E. Capacity**

1. Demonstrate why your organization is best suited to carry out this activity.
2. Give a brief overview of your staff capacity to administer the program.

#### **F. Budget (1–2 paragraphs)**

1. Total amount of request.
2. Identify matching funds. (A match is not required to be funded.)
3. Identify how you will leverage these funds with other funds.
4. Are there current funds through the CARES Act or any other funding mechanism available to fund this project?